Concepts Manual

Version 2.5

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MANUAL NOTES

This manual is composed of 2 documents:

File Name	File Type	Description
SYNAPSE Concepts.doc	PDF	Cover Page, TOC and Manual
App B – rf employee activities.xls	MS Excel	Appendix B – Chart of RF Employee Activity; Please place behind Appendix title page at the back of the manual.

The Billing information that was included in previous versions of this manual is in the SYNAPSE Billing Manual.

Zethcon Corporation has made every effort to ensure the accuracy of the information included in this document. This document is subject to change without notice.

Please address any questions or comments to support@zethcon.com.

CUSTOMER SETUP

Definition

It is important to understand the difference between a customer, a consignee and a supplier in SYNAPSE.

A ***Customer*** is the warehouse's client or the company that owns the merchandise.

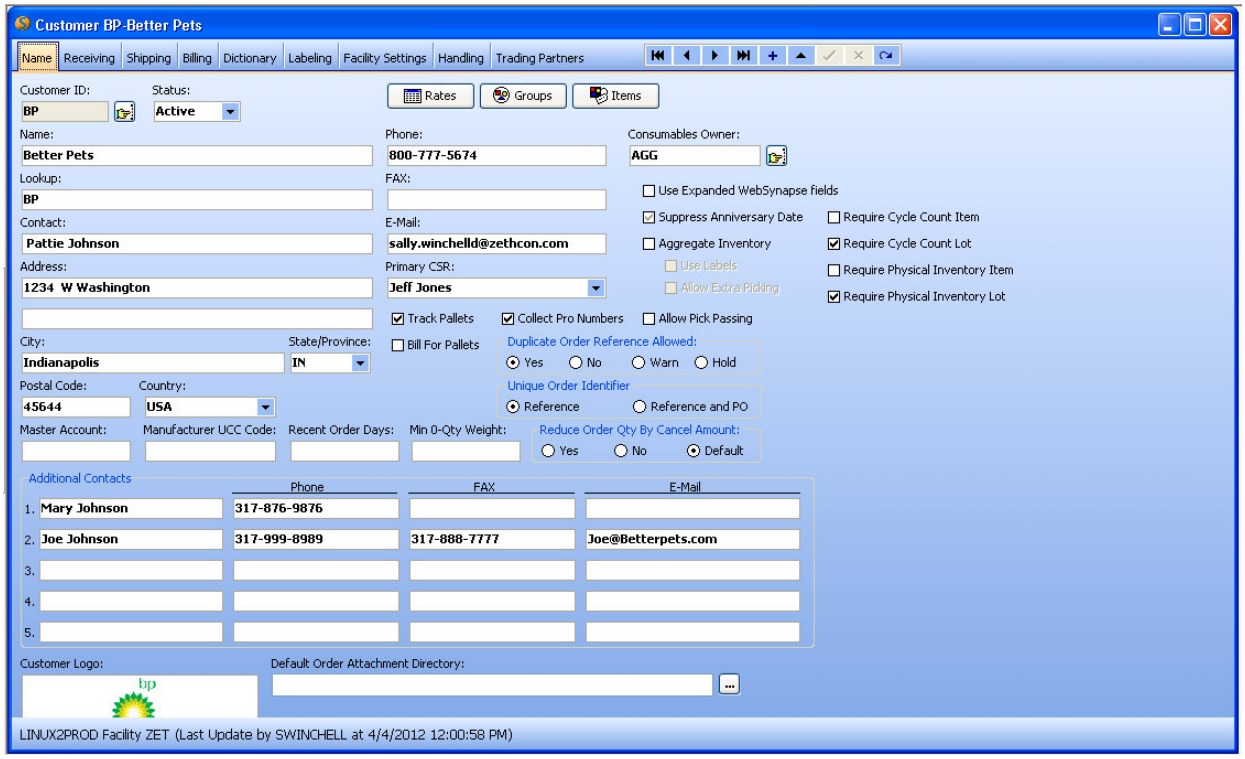
A ***Consignee*** is a customer's customer or the person or company receiving the merchandise.

A ***Supplier*** provides goods for a customer.

For example, XXX Industries manufactures and sells picnic tables and they store the merchandise at this facility and ship the merchandise from this facility. XXX Industries is considered a "**customer**". This facility ships XXX-brand picnic tables to individual AAA Super Stores. Each AAA Super Store is considered a distinct "**consignee**". XXX Industries also sells table umbrellas but they are manufactured and delivered to this warehouse by ZZZ Company. ZZZ Company would be considered a "**supplier"** for XXX Industries.

Note: Many of the values set up on this series of screens become the customer-default values used by Product Group and Item screens.

Customer/Name



Customer ID
The customer ID must be unique for each customer. The field is alphanumeric. Hyphens are allowed. **Do not use special characters such as &, ‘, “, % in the customer id**.

Status
Values are maintained in the ‘CustomerStatus’ validation table.

Name
This field contains the name of the customer.

Lookup
This field can contain an abbreviated or alternate customer name to be used while using the customer lookup processing.

Contact
This field contains the name of the primary contact for the customer account.

Address Info
These fields contain the primary address information for the customer. This is the default billing information when billing addresses aren’t specified by bill type.

Fax
This is used as an informational only field and there are no formatting requirements.

Email
This field is used to indicate the primary email address for the customer. There are no edits to check for proper formatting. Additional addresses can be added separated by a semi-colon.

Primary CSR
This indicates the primary Customer Service Representative for the customer account. This value is chosen from the individual users in the security table.

Consumables Owner
This is used to indicate an Aggregate Inventory Customer where inventory such as empty barrels, finishing materials, etc. is tracked. See the Synapse User Manual Chapter on Aggregate Inventory for additional information about consumables processing.

Use Expanded WebSynapse Fields
This allows WebSynapse to display Customer Dictionary Values for Header and Detail Pass Thru Fields.

Suppress Anniversary Date
This option supports customers that do not use any anniversary date tracking for billing or LIFO/FIFO tie braking allocation rules that may result in the anniversary date being the tie breaker. If plate consolation is needed, the anniversary date is will not be considered as part of the inventory characteristics that the consolidation routines check in the following options:

- 1-Step Receipt (option 11)
- Build Pallet (option 13)
- Damaged Items (option 96)
- Dekit (option 64)
- Detail Return (option 23)
- Kitting (option 63)
- RF option 82
- Right-clicking on an MP in Plate Lookup followed by selecting Consolidate Plate from the menu

When multiple plates are consolidated, the newest anniversary date will be used. When one LP is added to another, the added-to LP will retain its anniversary date.

This setting overrides the system default "SUPPRESSANNIVERSARYDATE"

Aggregate Inventory
If this box is checked, this customer uses the Aggregate Inventory functionality for Receiving, Shipping and Inventory Control.

Use Labels

If this box is checked, the user will be asked at wave release for label printing parameters.

Allow Extra Picking

If this box is checked, additional non-tasked entries will be allowed on the Ship Order Screen.

For more information on Aggregate Inventory processing, see the SYNAPSE user manual.

Require Cycle Count Item
When the user cycle counts LPs they all see the same screen and *can* enter the same fields. If the user does not enter an item (and customer) and the "Require Cycle Count Item" is set for the item on the LP, they will get an error message. **If the flag is not set** then the customer, item, description and lot are displayed and the user can either just hit enter or override any of the fields (except for description).

Require Cycle Count Lot
When this option is checked, the count tasks will follow the will under normal cycle count requirements for lot. When the option is unchecked, the user will be presented with the lot number during a cycle count rather than requiring its entry.

Require Physical Inventory Item
When this check box is selected, the RF user will be required to enter all the data elements for the LP being counted, such as Customer, Item and Lot. This is the default functionality for Physical Inventory processing. When the check box is **NOT** selected, the data will be auto populated when the LP is scanned. This feature works similar to the Require Cycle Count Item option.

Require Physical Inventory Lot
When this option is checked, the PI tasks will follow the will under normal PI requirements for lot. When the option is unchecked, the user will be presented with the lot number during a cycle count rather than requiring its entry.

Track Pallets
If this box is checked, pallet-tracking information must be entered prior to closing a load.

Collect Pro Numbers
If this box is checked, pro numbers must be entered for all outbound orders for this customer prior to closing a load.

Allow Pick Passing
When a picker goes to stage their picks, the system determines if they have any unpicked picks. If so, the 2 fields about passing a pick are opened up on the RF screen and the user must respond with either N to Pass? or Y to Pass? and a lipid to LP. If this field (Allow Pick Passing) is unchecked for the customer, then these 2 fields will not be displayed regardless of any unpicked picks. The purpose of this functionality is to assist RF operators by simplifying the options and only be given the pick pass option for appropriate customers.

Bill for Pallets
This is an informational-only field to be used for pallet tracking billing purposes.

Duplicate Order Reference Allowed
If the “Duplicate Order Reference Allowed” radio button is set to “Warn”, the operator will receive a warning message during order entry and order update.

If the “Duplicate Order Reference Allowed” radio button is set to “No”, the operator will receive a message and the order cannot be added or updated.

If the “Duplicate Order Reference Allowed” radio button is set to “Hold”, the imported order will be allowed to be added and put in Hold status. A message is created in the message queue

the can be used to alert an appropriate individual of that occurring so that some action can be taken

Unique Order Identifier
Reference/Reference and PO radio buttons. This is used for EDI update identification.

Master Account
This indicates the customer ID for a master account for pallet tracking.

Manufacturer UCC Code
This data is used in creating the SSCC-18 code for a shipping unit.

Recent Order Days
The Order Lookup Form and TMS Order Lookup Form have a “Recent Orders” check box. When checked, the system only searches for orders that are in an open status or for closed orders that have been processed within a recent time period. The time period is determined by value entered here. If the “Recent Orders” check box is not set, the Order Lookup performs it search against the entire database.

Min 0 Qty Weight
The Minimum weight can be set at the Item, Product Group, Customer, or System Default level. Just like in other logic of the system the Item supersedes the Product Group, which supersedes the Customer and so on. The weight is an absolute value and can be set for whole numbers or decimals.

Reduce Order Qty by Cancel Amount
This setting overrides the Default Value “REDUCEORDERQTYBYCANCEL". When set to 'Y', the cancellation logic will reduce the quantity ordered by the quantity cancelled when line-item cancels occur.
Note: Many EDI accounts want to see the "real" quantity ordered. If an order ships short, then they can tell from the cancelled lines to explain part of the shortage. And any line-item containing a partial shipment would account for the rest of the shortage. Reporting back a different qtyorder than what was imported into synapse would usually yield an exception.

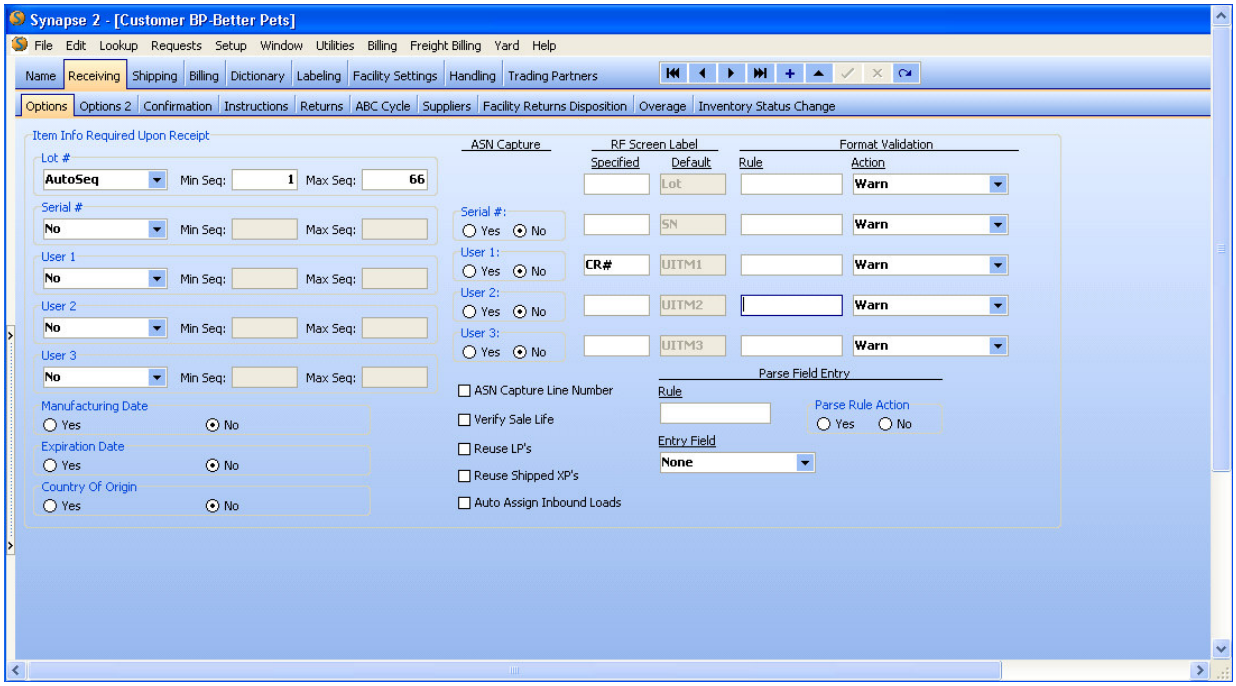
Additional Contacts
These fields allow the entry of 5 additional contacts, name, phone, email, and fax information.

Customer Logo
Allows a bitmap logo to be attached to the customer. It can be used for reports. Right click to load the logo.

Default Order Attachment Directory:
Used as the default directory when orders with attachments are added via EDI. This customer overrides the default value ATTACHDIRPATH.

Customer/Receiving

Customer/Receiving/Options



Item Info Required Upon Receipt

Notes for User–Defined Fields

User 1, 2 and 3 fields contain information that is based on customer and item requirements. For example, if a manufacturer of paint requires the capture of a color code, one of the user-defined fields can be designated for this purpose. RF-screen Display Labels and CRT-screen Labels can be defined to more clearly present the meaning of the user-defined fields.

Lot #

Yes – lot number must be recorded for inbound inventory.
AutoSeq – lot number will be automatically assigned to inbound inventory
Also Outbound – Lot # must be recorded for both inbound and outbound inventory.
Some Outbound – Lot # may be optionally entered on outbound orders.
Upon Pick – Lot # must be recorded at pick.
Not Required – No lot# tracking is performed.

For inbound order entry, lot ID is required for the order line if the “Yes”, “Also Outbound”, or “Some Outbound” option is selected.

For outbound order entry, lot ID is required for the order line if the “Also Outbound” option is selected.

Descriptions of Lot # processing through order entry and RF are described in the table below:

Option	***Definition***	***Lot ID Required for Inbound Order Entry***	***Lot ID Must be Entered During Receiving***	***Lot ID Required for Outbound Order Entry***	***Lot ID Must be Entered During Outbound Shipping***
N – Not Required	*No lot # tracking is performed*	*No*	*No*	*No*	*No*
O – Also Outbound	*Lot # must be recorded for both inbound and outbound orders*	*Yes*	*Yes*	*Yes*	*No*
P – Upon Pick	*Lot # must be recorded at pick*	*No*	*No*	*No*	*Yes*
S – Some Outbound	*Lot # can be recorded for outbound order*	*Yes*	*Yes*	*Optional*	*No*
Y – Upon Receipt & A - AutoSeq	*Lot # must be recorded upon receipt*	*Yes*	*Yes*	*No*	*No*

Serial #

Yes – Serial # number must be recorded for inbound inventory.
No – No serial # tracking is performed.
Upon Pick – Serial # must be recorded at pick.

User 1, User 2, User 3

Yes – User 1 (2 or 3) value must be recorded for inbound inventory.
No – No User 1 (2 or 3) value tracking is performed
Upon Pick – User 1 (2 or 3) value must be recorded at pick

Note: There is an RF limit of 14 characters for User 1 and User 2. The RF limit for User 3 is 19 characters.

Special Processing for User 2

Location Load (option 91) and Plate Inquiry (option 92) do not process User 2 values.

Special Processing for User 3

The following functions display only the first character of the RF tag (regardless of what was entered in the CRT) and allow for a 19-character entry or display with no space after the prompt:

- 1-Step Receipt - option 11

- Detail Return - option 18
- Inv Adjustment - option 81
- Location Load - option 91
- All types of "Picking"
- Can't Pick
- Shipping Audit - option 49
- Plate Inquiry - option 92
- Kitting – option 61
- Dekitting – option 64

User 3 can also be used as a “free form” entry to record temperatures or other miscellaneous data for individual lips. This option is only available when the “No” option is set for User3 and is used by limited installations.

Manufacturing Date

Yes – Manufacturing date must be recorded for inbound inventory.
No – Manufacturing date is not required for inbound inventory.

Expiration Date

Yes – Expiration date must be recorded for inbound inventory.
No – Expiration date is not required for inbound inventory.

Country of Origin

Yes – Country of Origin must be recorded for inbound inventory.
No – Country of Origin is not required for inbound inventory.
In order to accommodate a 19-character input area for user item 3 in Location Load, "Country of Origin" is not captured.

Auto Sequencing Notes

Auto-sequencing is a feature that allows the assignment of user defined number sequences for Lot Numbers, Serial Numbers and User 1, 2 and 3 in 1-Step Receiving and CRT Receiving (Receive Load). When this is set, license plates created for items to which the setting applies will have a value automatically entered into the field configured.

- This function is **not** available for Location Load and Location Fill
- Multiple Plates received for the same item in the order, should have the same sequence number even is receiving is interrupted and started again later.
- The sequence numbers can be overridden as part of the receiving process.
- Format Validation and Parse Rules should not be used in conjunction with this feature.
- The Manufacture Date, Expiration Date, and Country of Origin fields are not included in this feature.

- The number placed in the field will be pulled from a normal Oracle sequence and should be at least 6 digits long. The value loaded into the license plate will be padded with leading zeros to make the length of the min and max values equal. For example if the min = 1 and the max = 100000, the numbers generated will be 000001, 000002, etc.

- The maximum value that can be used is 999,999,999.

- If the maximum is reached, the Oracle counter will flip back to the minimum value.

- Item level sequences will override customer level sequences.

- For Lot processing, "AutoSeq" is the same as selecting "Y-Upon Receipt", except that minimum and maximum sequence numbers are required for auto-sequencing.

- For serial number, User 1, 2 and 3, the Synapse processing after the plate is created will be the same as the "Y"es option.

ASN Capture
ASN Capture Radio Buttons are available for Serial #, User 1, User 2, User 3 with 2 options, Yes/No.
If an option is yes for one or more of the fields, this information will not be recorded in the LP but in separate ASN capture tables. These tables will then be checked at picking to verify that inventory with the appropriate serial # or user-defined field had been received.

This option needs to be set prior to any inventory being received. If inventory currently exists when this option is activated, that inventory will not be allocated for outbound orders.

NOTE: This processing is not to be confused with receipts that are EDI transmitted via ASN transactions to simplify receiving via the RF ASN Receiving option #12.

When executing 1-Step Receipt function for items that require ASN capture, note the following:

- If any item has both required and ASN capture set for a field (serial number or user items 1 thru 3), required option takes precedence and ASN capture is ignored.
- After all non-ASN capture data has been entered for a plate, the prompts for the ASN capture fields are displayed beneath the existing data and the operator then repeatedly enters the ASN capture data. These are the only enterable fields.
- The data is not stored in the plate but is saved in another table. The operator may exit entry of the ASN capture fields early and the plate will be updated accordingly.

The following rules are used for duplicate checking when ASN capture data is being entered:

Note: There must be a format validation rule for the item and the rule must not allow for duplicates):

1. If unshipped shipping plate exists - prohibit
2. If inventory LP exists (returns plate) - prohibit
3. If receipt history for same receipt order - prohibit

4. If receipt history for different receipt - warning

ASN capture can also be mixed with "Do qty 1 LPs?" processing.
When executing picking functions for items that require ASN capture, note the following:
Rules for duplicate checking if ASN capture is required (note that there must be a format validation rule for the item and the rule must not allow for duplicates):

1. If unshipped shipping plate exists - prohibit
2. If inventory LP exists (returns plate) - prohibit
3. There will be a warning message if the value was never received

ASN Capture Line Number
Allows processing of line numbers for specific EDI receiving transactions. It is independent from the ASN Capture processing outlined in the above paragraphs.

Verify Sale Life
When this flag is set, during either RF or online receiving, if the expiration date is set for the received item it will be verified against the shelf life. If the expiration is before the end of the shelf life (set on the item) period, the received inventory will be placed “On Hold” status.

Reuse LP’s

Reuse Shipped XP’s
When either or both boxes are checked the system will allow receipt of license plates that are on record and have been used in the past. This option is limited to RF receiving. Selecting the second checkbox will allow for reuse of XP's (cross-reference plates) which have been shipped

Even though there are 2 options, the RF user will only be asked the question once for a receiving session. If a deleted plate is entered first they will be asked "LP used. Reuse?" and if a shipped XP is entered first they will be asked "XP shipped, Reuse?". When a shipped XP is reused, there will be an informational message logged under author REUSE_XP containing both the XP and the associated shippingplate LP. License plates will only be able to be reused within a single customer; they cannot cross customers, even if both customers are configured for license plate reuse.

This processing is not related to reusable “TO”TE plates.

Auto Assign Inbound Loads
This allows inbound EDI orders to be released from HOLD and placed into PLANNED status and assigned to a load. Carrier must be imported for this process to work correctly.

RF Screen Label
The RF display label can be specified for Lot #, Serial # or User 1, 2 or 3. If no screen label is specified, the default value will be used in RF display. Only the first character displays for User3. Note the special processing for User3 if a 19-character input field is used.

Special 20 Character Entry Setup
1-Step Receipt (option 11) allows the entry of a 20 character useritem3. If the RF Screen Label for useritem3 begins with a plus sign ('+') then the entire width of the RF screen (20 characters) is opened up for data entry. If there is available space on the screen, the line immediately above

will contain a prompt surrounded by dashes ('<--- ... --->') where ... is replaced with the final 4 characters of the RF Screen Label foruseritem3 – if the are no characters then UITM3 is used.

Format Validation
Format validation rules can be chosen for Lot #, Serial # or User 1, 2 or 3. These rules are maintained via the Setup/Format Validation Rules Screen. See the User Manual Documentation for an explanation of the rules. CRT and RF entries are validated against these rules.

An action is specified for each rule.

Warn – warns the user making the entry that the data does not fit the format validation for the field.

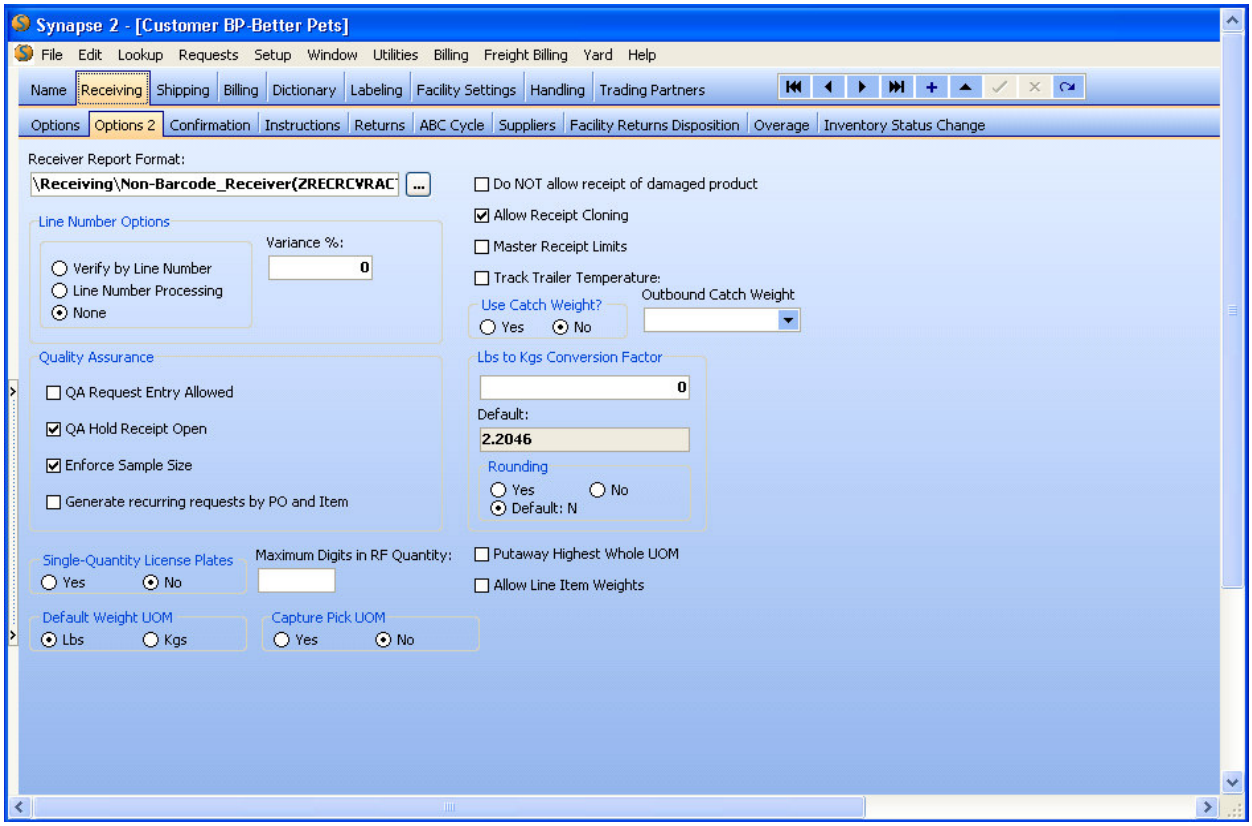
Prohibit - prohibits the user making the entry that the data does not fit the format validation for the field.

Parse Field Entry
The Purpose of the parse field entry is to scan a value into either serial #, lot #, user 1, 2, or 3 and parse all or part of a value into another field. The full value is kept in the scanned field. Example – the first 6 characters of the lot number is also the manufacturing date. By setting up the lot number as the input field and the manufacturing date as the parsed field, the full value will be kept in the lot number and the manufacturing date will be extracted and updated.

To set a rule, double click on the Rule box and select. Select the Entry Field this is valid for from the pull down list. Set the Parse Rule Action Radio button to yes.

See the Setup/Parse Rules in the User Manual Documentation for an explanation of the parse rules.

Customer/Receiving/Options 2



Receiver Report Format

This defines the directory path and name for the default receiver report (Crystal report) for this customer. This overrides the default value set for RECEIVERREPORT for the installation.

Line Number Options

- **Verify by Line Number** This is used for EDI processing. Select this entry in the lower left quadrant to indicate the Customer's Receipt Orders contain multiple line number entries for each Receipt Order Item. Synapse will sort the line number entries by DTLPASSTHRUDATE01 (usually this would be defined in the order import as the expected receipt date of a delivery schedule) and Line Number to determine the expected receipt quantity. This is used in Blanket PO Processing.
- **Line Number Processing** This is used for EDI processing to cause the system to store a breakdown of line numbers for each expected item/lot. The "dtlpassthrunum10" field must contain the line number upon import.
- **None** do not track line numbers.

Variance %

This entry represents an acceptable variance for the receipt's line number quantity. Over-receipt warnings are not generated unless the over-receipt exceeds the expected quantity and the variance value. Enter a whole percentage value (e.g. Ten percent is "10"). This is used in Blanket PO Processing in conjunction with the Verify by Line Number option.

Quality Assurance
This section of the screen sets the rules for the customer for Quality Assurance (QA) processing. Quality Assurance must be enabled for a customer before any inspection can occur. See separate documentation on the QA processing.

- QA Request Entry Allowed
- QA Hold Receipt Open
- Enforce Sample Size
- Generate recurring requests by PO and item

Single-Quantity License Plates

- "Yes" All license plates will have a quantity of 1. This prevents the user from creating a LiP in a quantity greater than 1 when receiving a product (via receiving, returns or inventory load) that requires data capture and specifies no duplicates. This would most commonly be used for in items that require unique serial numbers. It also affects processing that allows the quantity of a LiP to be changed. "No" License plates can have a quantity > 1
  Note: If the item is set to a Max qty 1, then the unit of measure must be the base unit of measure.
  RF screens that are affected by this setting include:
  - Phys Inventory - option 36
  - Location Load - option 91
  - Work order - option 61
  - Inv Adjustment - option 81
  - Detail Return - option 18
  - Damaged Items - option 96
  - Cycle Count - option 35
  - Build Pallet - option 13
  - Dekitting – option 64
  - 1-Step Receipt - option 11

  CRT-based processing affected by this setting includes:
  - Inventory Adjustment
  - Receive Load
  - Returns

Maximum Digits in RF Quantity
The MAXRFQTYLENGTH is set on the setup/default values screen. If there is none set, the system defaults to the value of 4. This allows each installation the ability to control this value. The maximum digits in RF quantity can be set for each customer on the setup/customer/receiving/options screen. If set, this overrides the system default values.
Notes:

1. If 7 digits are entered, the 7th digit may end up adjacent to the "UOM" tag on the RF Screen.
   E.g. QTY 1234567UOM _____
   This will not affect the entry or processing of the 7-digit value.
2. If a value was entered originally at a length longer than the current limit, the current limit rules will be used when making a change to that value. For example, if a LiP has a

quantity of 100,000, but the limit is now 4 digits, an operator can only enter a top value of 9,999. If the operator wanted to enter the value of 100,001, the limit would need to be changed before the operator could enter the data.

RF Screens affected:

Length is limited of the Qty field according to a system default value (MAXRFQTYLENGTH). This can be overridden at the customer level. If there is none specified (i.e. the value is null) at the customer level, the system level value is used, and if there is none at the system level, the value 4 is used. This logic is limited to the screens listed below.

- Location Load - option 91

  If the final value is 0, Location Load is disabled - the RF user can still enter the function but they cannot get passed entering the customer.

- 1-Step Receipt - option 11
- Putaway – option 32
- Damaged Items - option 96
- Inv Adjustment - option 81
- Phys Inventory - option 36
- Movement – option 33
- Cycle Count - option 35
- Depick - option 72
- Depick by LIP – option 48

Note: Because the customer ID is not known when these transactions are started, the screens initially allow for a 7-digit quantity. After the customer has been verified and the length limit is calculated, the actual entered length is checked and any appropriate error message is displayed.

Default Weight UOM

A default weight selection can be made to facilitate any processing by weight for the customer. This will determine which weight UOM (lbs or kgs) will be displayed or expected in various Synapse and RF screens.

Capture Pick UOM

Allows Serial Number Capture/Tracking to be by Pick UOM not base UOM.

Do Not allow the receipt of damaged product

If this option is selected, LP's cannot have the Inventory Status = "DM" (damaged) at receipt.

Allow Receipt Cloning

When activated will allow a user to "clone" a receipt order for this customer. If the box is not activated, the feature is disabled for this customer. The cloned receipt retains the same order id with a new ship id.

Master Receipt Limit

When activated will allow this customer to use the Master PO processing.

Track Trailer Temperatures
When activated, this will require the capture of trailer temperatures on inbound receipt loads. When managing inventory for clients with temperature controlled product, it is common practice to record the temperature of the trailer when product is received.

Use Catch Weight
This setting determines whether catch weights apply to all items for the customer. Values are:

- Yes
- No

Outbound Catch Weight
This value determines the type of outbound capture for all items for the customer - the three options are

- "Blank" for no outbound capture
- "G" for gross
- "N" for net

If "Use Catch Weight" is set to No (or blank), then Outbound Catch Weight is ignored.

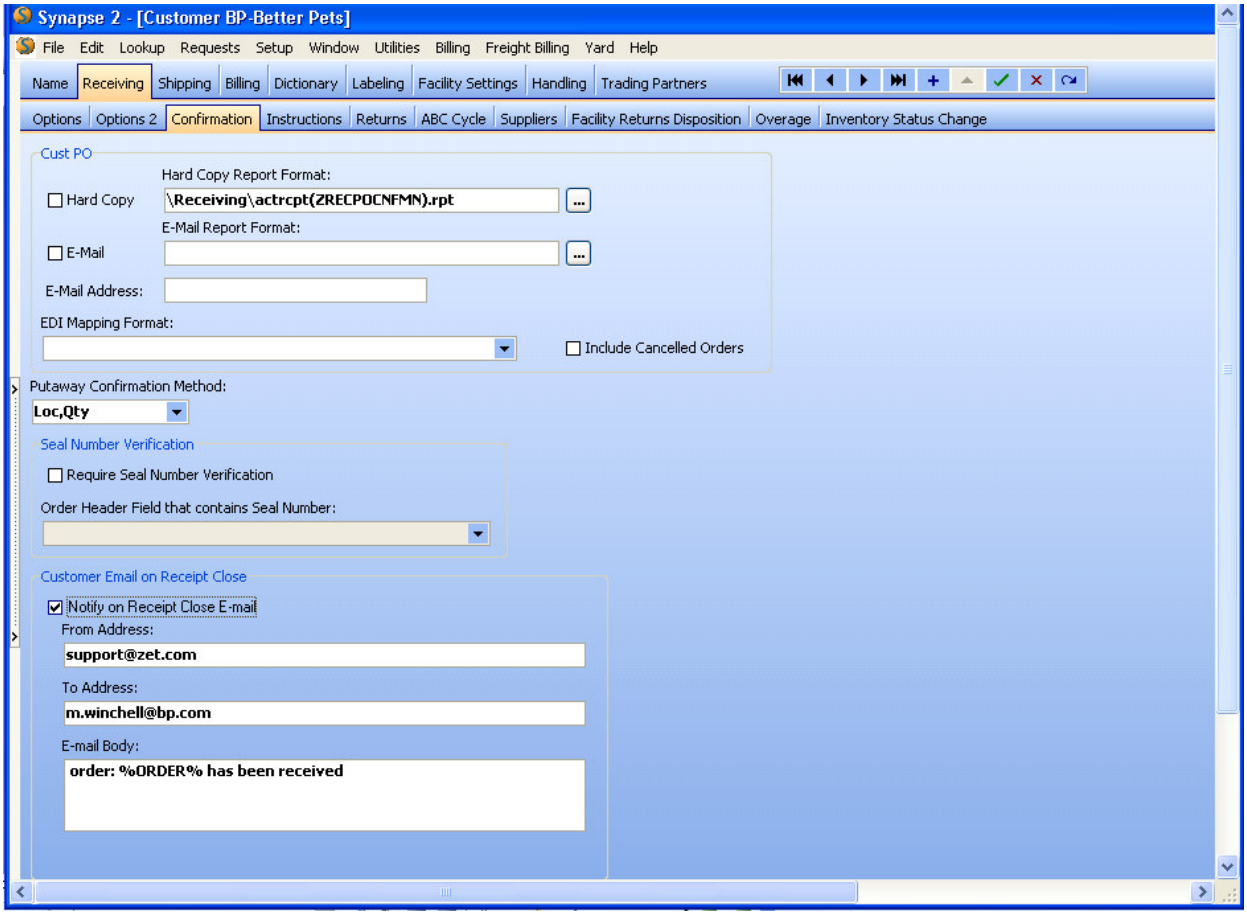
Lbs to Kgs Conversion Factor
A customer can establish their own factor for converting pounds to kilograms. A system-wide default can be established through a Standard UOM Conversion setup describing "From" LBS, "To" KGS, and a "Quantity" of the factor value. If neither of these factors is present, the system will default to a conversion factor of 2.20462262.

Rounding – Lbs to Kgs conversion result
The option of rounding the result of a lbs/kgs conversion is configurable. A rounding option of "Yes" will follow the standard mathematical rounding rules based on 8 decimal places. A rounding option of "No" will truncate the resulting weight to 8 decimal places. A system-wide default can be established in the default values table by creating an entry called WEIGHT_ROUNDING and setting the value to either "N" or "Y". If both of these values are absent, the system will default to "No" rounding.

Putaway Highest Whole UOM
When a user performs receiving they specify a UOM received and normally this is the UOM that putaway uses when scanning the putaway profiles. If this flag is set then putaway will convert the base UOM and base quantity to the highest whole UOM for the item and use that for scanning the putaway profiles rather than the entered UOM. Note that in prior versions of Synapse, this field was on the Customer/Facility Setting Screen.

Allow Line Item Weights
This setting gives the flexibility to enter the catch weight of an entire shipment by item/lot and at order entry then have the system calculate the catch weight per plate has been added. The RF operator still has the ability to change the information if needed. When this functionality is used the system will calculate the average weight of the pallet and the RF user will not be prompted for weight on each plate created.

Customer/Receiving/Confirmation



Cust PO - Confirmation Types

Use the check box at the left of the Confirmation Type to activate the report or EDI transaction.

Hard Copy

This field defines the directory path and name for the default PO confirmation report (Crystal report) for this customer. This overrides the default value set for POCONFIRMATIONREPORT for the installation. At Load Close the system will print the report pointed to by the "DAMAGEREPORT" parameter in the default values table in addition to the POCONFIRMATIONREPORT if applicable.

E-mail

This field defines the directory path and name for the Crystal report e-mail version PO confirmation for this customer. If the box is checked, the Customer/Billing/Addresses/Receipt tab is checked first for an email address. If not specified, the Customer/Name tab email entry is used. The email is sent at Load Close for the receipt. To resend the report, click the Reprint PO Confirmation Button on the order screen.

Sample Email is shown below:


From: support@zethcon.com on behalf of Sally Winchell [swinchell@zethcon.com] Sent: Wed 5/24/2006 9:50 AM
To: support List Member
Cc:
Subject: [support] Receipt Confirmation for PO 1234 (Receipt #4660-1)
Attachments: actrcpt(ZRECPOCNFMN).pdf (59 KB)

The attached report is in a PDF format.

EDI – Mapping Format

Choose the EDI mapping format for this customer. These values are set up in the Import/Export Utility.

Include Cancelled Orders

If checked, the system will generate an Import/Export request upon cancellation of an Inbound Order (types 'R' and 'Q').

Putaway Confirmation Method

This entry determines the RF entry information required at multi-stop putaway.

1 Location, Item, Quantity
2 Location, Quantity

Seal Number Verification

Require Seal Number Verification

If checked, the system will require the entry of a seal number during RF receiving (options 11 and 12). This is used as part of the C-TPAT processing (Customs-Trade Partnership Against Terrorism).

Order Header Field that contains Seal Number

The pass-thru field for the Seal number to be matched is identified here.

Customer Email on Receipt Close

This function sends emails to Customers when a receipt load is closed. Configurable options allow email to be adapted for the recipient. This configuration uses the Oracle emailing functionality used elsewhere in Synapse.

The Email Body will accept the following wildcards:

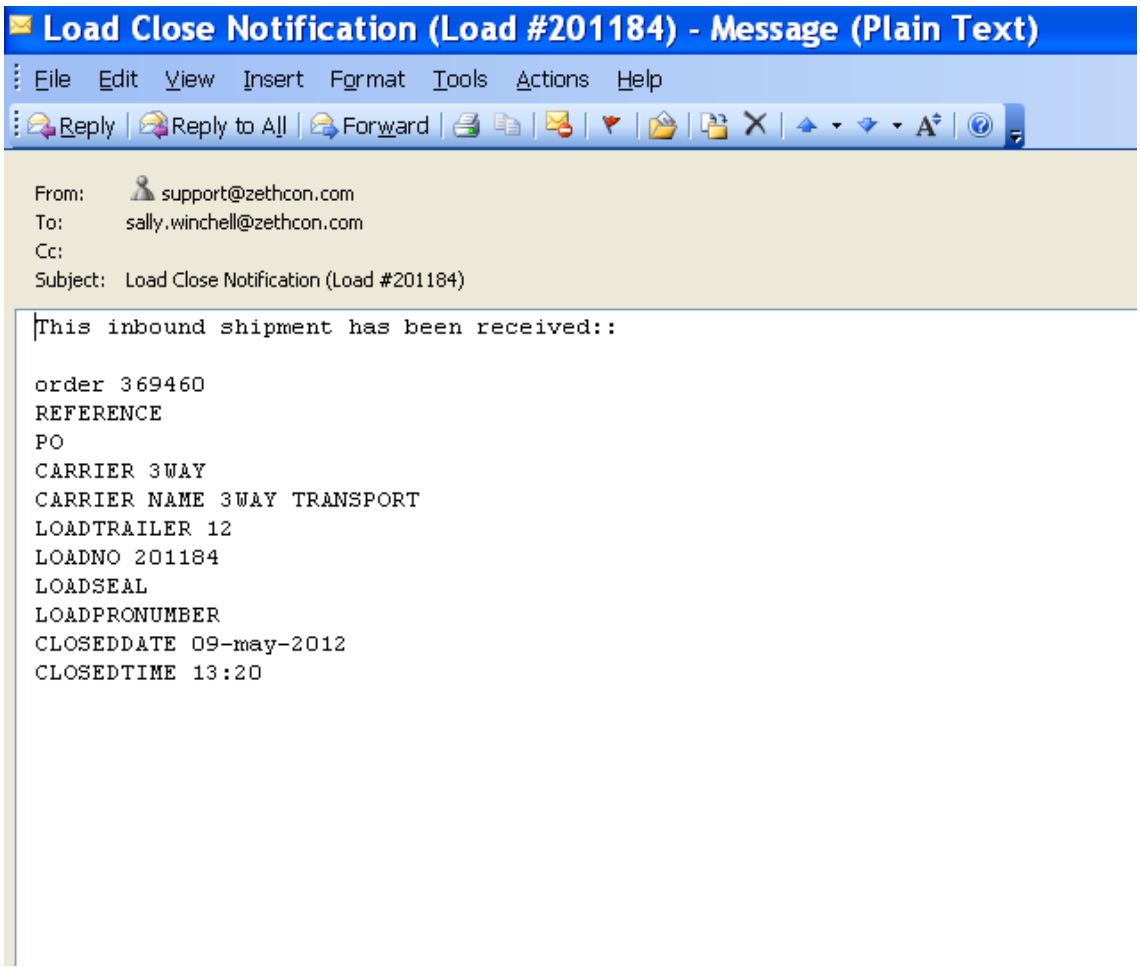
_ %CARRIER% - carrier code from the load closed
_ %CARRIERNAME% - full name of carrier from load
_ %TRAILER% - trailer number for load closed
_ %LOADBOL% - entered BOL number
_ %SEAL% - seal from load
_ %PRO% - pro from load
_ %CLOSEDDATE% - date load was closed in mm/dd/yyyy format
_ %CLOSEDTIME% - time load was closed in 24hr:mm format.

_ %REFERENCE% - reference from order(s) associated with load. If multiples, will return comma separated list.
_ %PO% - PO from order(s) associated with load.

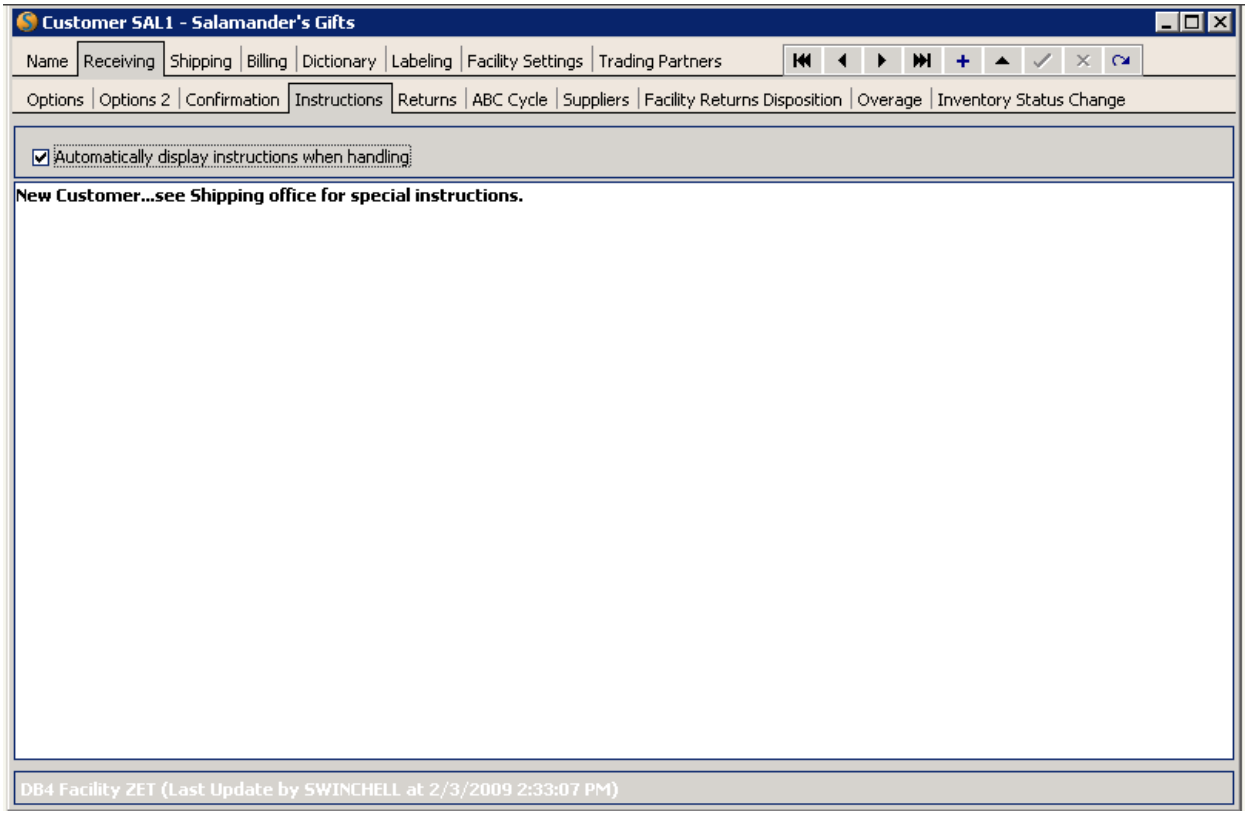
Notes:

- If multiples, will return comma separated list.
- When these options are configured for a carrier, an email will be sent to the email address or addresses (comma separated lists will be supported in the To Address) specified when a load of the appropriate type is closed.
- The list of wildcards for this function is less comprehensive than for some other emails so note the list above.

Sample Email:



Customer/Receiving/Instructions



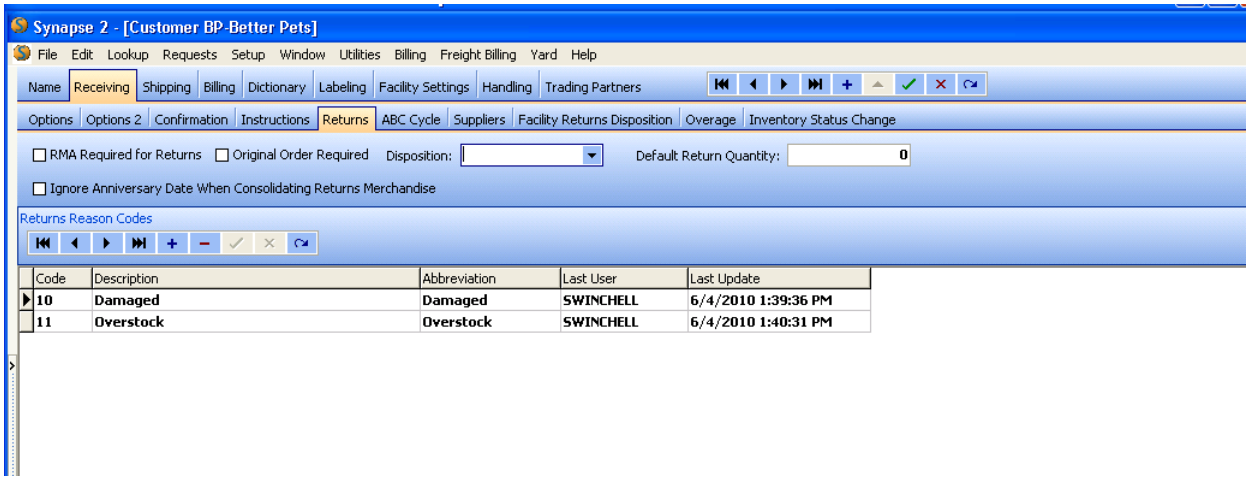
This screen provides a free-text area for adding customer-specific receiving instructions to be shown on the RF terminal at receiving.

If "Automatically display instructions when handling" is checked, the RF user will have the instructions automatically displayed. The "*" will be always be displayed and the RF user can view the instructions by using a function key.

In most installations, the RF display screen is limited to a width of approximately 20 characters. The following rules apply for display of the free-text area entered via the CRT on the RF displays:

- A word (contiguous sequence of non-blank characters) will not be split across multiple lines unless the word is longer than the width of the screen.
- All blanks at the beginning of a line (i.e. left edge of the screen) are removed.
- All non-printable characters (e.g. carriage return, tab) are replaced by a single blank.
- Any contiguous sequence of blanks is replaced by a single blank.

Customer/Receiving/Returns



This screen is used to enter the customer-specific return codes to be used when receiving returns. These codes are installation-wide for this customer. Facility-level restrictions are defined on the Facility Returns Disposition Tab.

RMA Required for Returns
If this box is checked, this customer needs an RMA (Returned Material Authorization) upon the receipt of each return.

Original Order Required
If this box is checked, the return must be tied to an original order id.

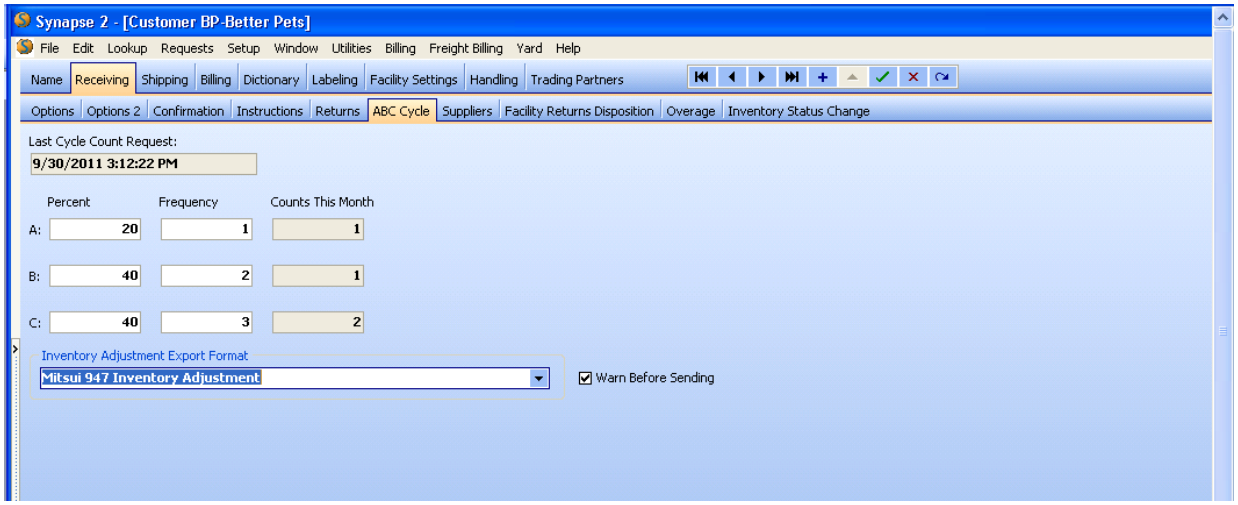
Disposition
These values are maintained in the "ReturnsDisposition" validation table.

Default Return Quantity
If this field is populated, the quantity field on the Edit Returns/Return an Item tab will be pre-populated with this quantity after the receiving item is selected. This is useful for customers that have consistent return quantities.

Ignore Anniversary Date When Consolidating Returns Merchandise.
When combining plates, all the data (item, lot, expiration date, etc.) must match. Select customers use anniversary date for billing purposes. If this is not used for this customer, checking this box will allow plates to be built with different anniversary dates.

Returns Reason Code
Valid return reason codes, descriptions and abbreviations that are available when processing returns for the customer are entered here.

Customer/Receiving/ABC Cycle



This screen is used to set the customer-defined percentage of items that should fall in each velocity and the frequency (per month) that the item should be counted. Refer to the chapter in the SYNAPSE User manual for information about ABC Cycle Count processing.

Last Cycle Count Request
This is an information only date field

Percent
This field allows the user to set the percentages for each velocity for the customer.

- "A" velocity is for the fastest moving items
- "B" velocity for the next group
- "C" for the slowest moving group

Frequency
This field defines the monthly frequency that the items should be counted.

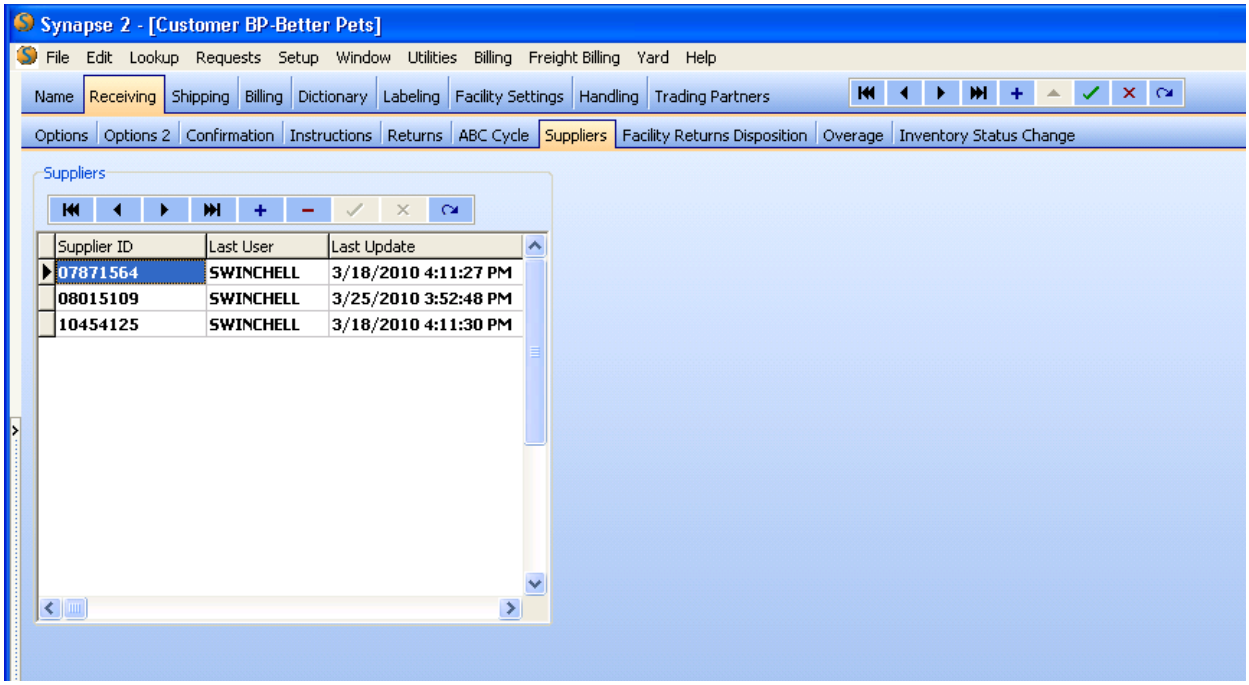
Counts This Month
Displays the number of ABC cycle counts requested this month. See separate documentation on ABC cycle counting.

Additionally this screen identifies the following non-ABC counting options:

Inventory Adjustment Export Format
This drop down box allows a specific inventory adjustment export format to be specified for the customer.

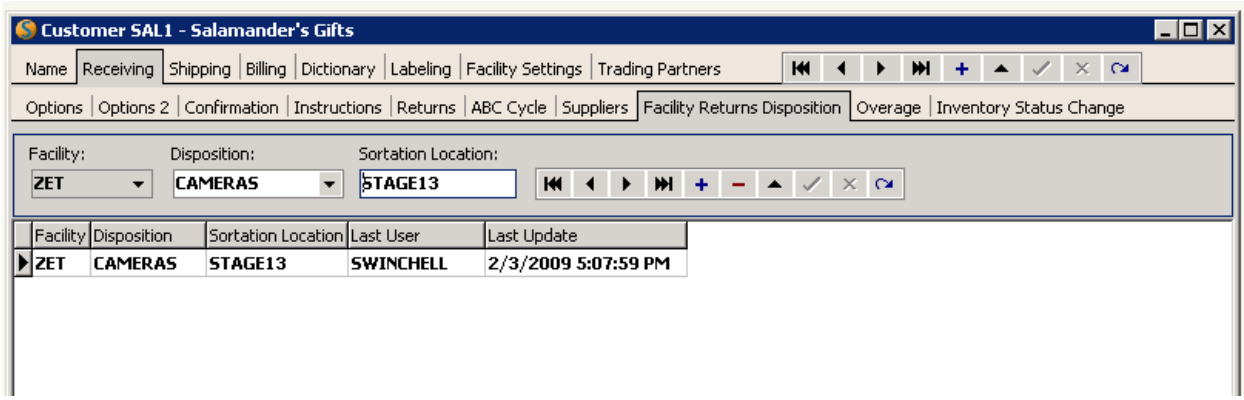
Warn Before Sending
This option has the system presenting the question, "Send EDI Adjustment Advice" to the CRT user when and inventory adjustment is made. If the user responds Yes, the export will be queued to occur. If No, it will not. RF inventory transactions are not affected by this option.

Customer/Receiving/Suppliers



Customers are linked with Suppliers on this screen. This information is used when entering inbound orders. The supplier information must first be entered on the Setup/Supplier Maintenance screen.

Customer/Receiving/Facility Returns Disposition



Facility

This information is set up by facility. The CRT operator must be in the Facility when adding or editing these entries.

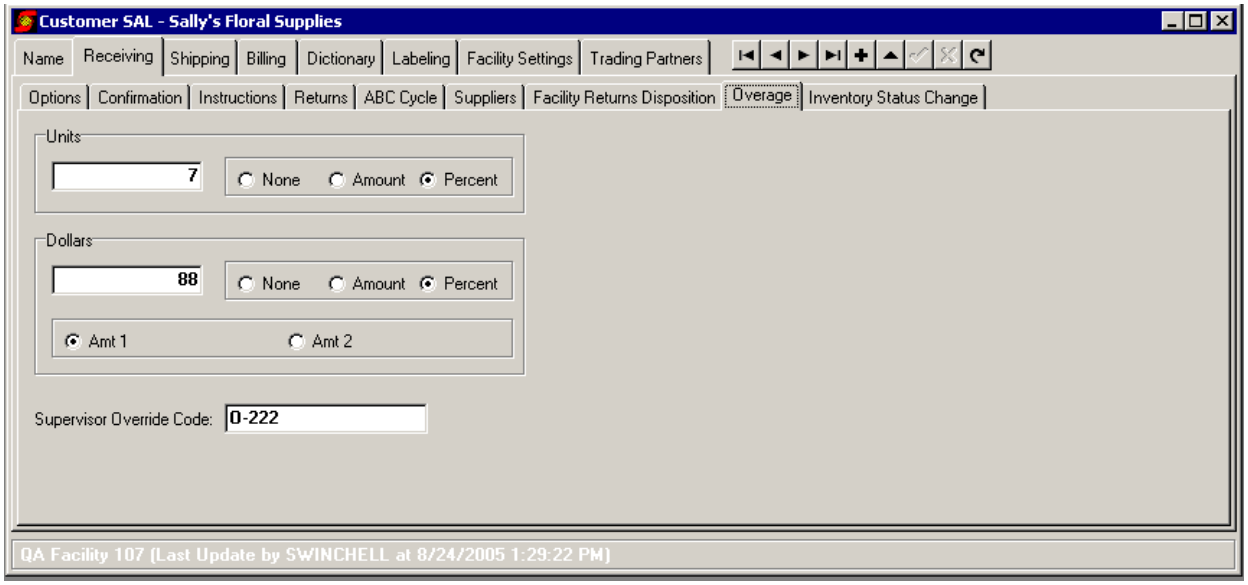
Disposition

This is the category for returns. This data is maintained in the 'ReturnsDisposition' validation table.

Sortation Location

This defines a valid location in the facility where returns for the specified disposition are sent for further processing.

Customer/Receiving/Overage



The Receiving/Overage Tab allows a user to define what amount is acceptable as an overage for a customer. This option is designed for RF receiving only.

During the receiving process, the quantity entered is checked against the quantity already received to determine if the entry exceeds the allowed limit. Note: If the percent option is selected, no new items are allowed to be received (since the entered quantity on the receipt would be 0 for a new item, then any percent of 0 = 0).

Units
The available options are

- None (disable)
- Amount (quantity)
- Percent

Dollars
The available options are:

- None (disable),
- Amount ($),
- Percent.

Amt 1 and Amt 2

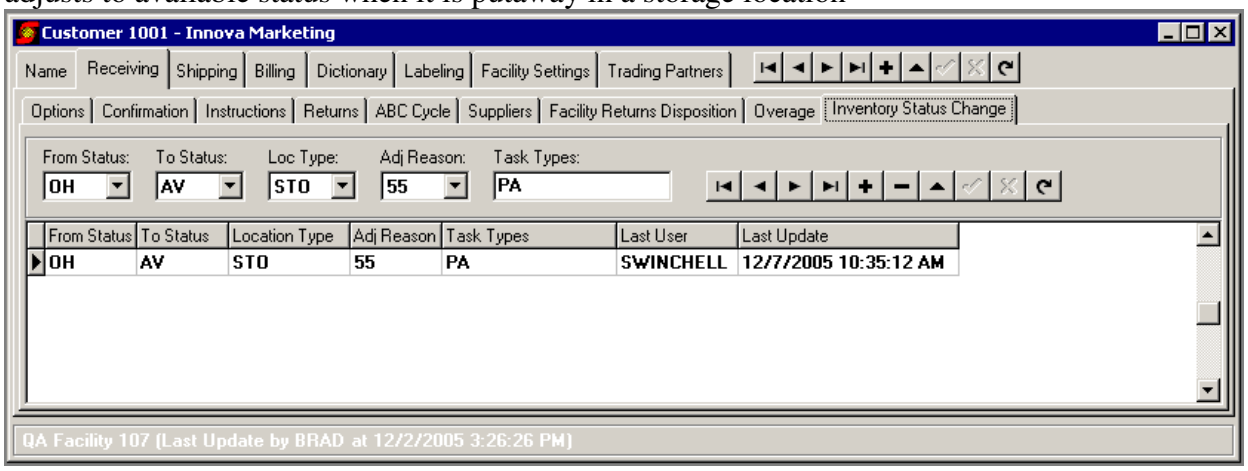
Indicate which amount in the Item Maintenance/UOM Tab to user for calculation.

Supervisor Override Code
A Supervisor Override Code can be established to allow more than the set overage limit to be received. If established, the code will be required during RF receiving for the overage to be accepted.

Customer/Receiving/Inventory Status Change

This tab defines criteria to automatically generate an inventory status change on an RF plate drop. When plate dropped to a location that meets criteria, an inventory adjustment is made to change the inventory status on the plate.

This process was designed for a customer where the inventory is received on hold status and adjusts to available status when it is putaway in a storage location



From Status
Original inventory status prior to the adjustment. Must be a valid inventory status. Required.

To Status
Updated inventory status after the adjustment. Must be a valid inventory status. Required.

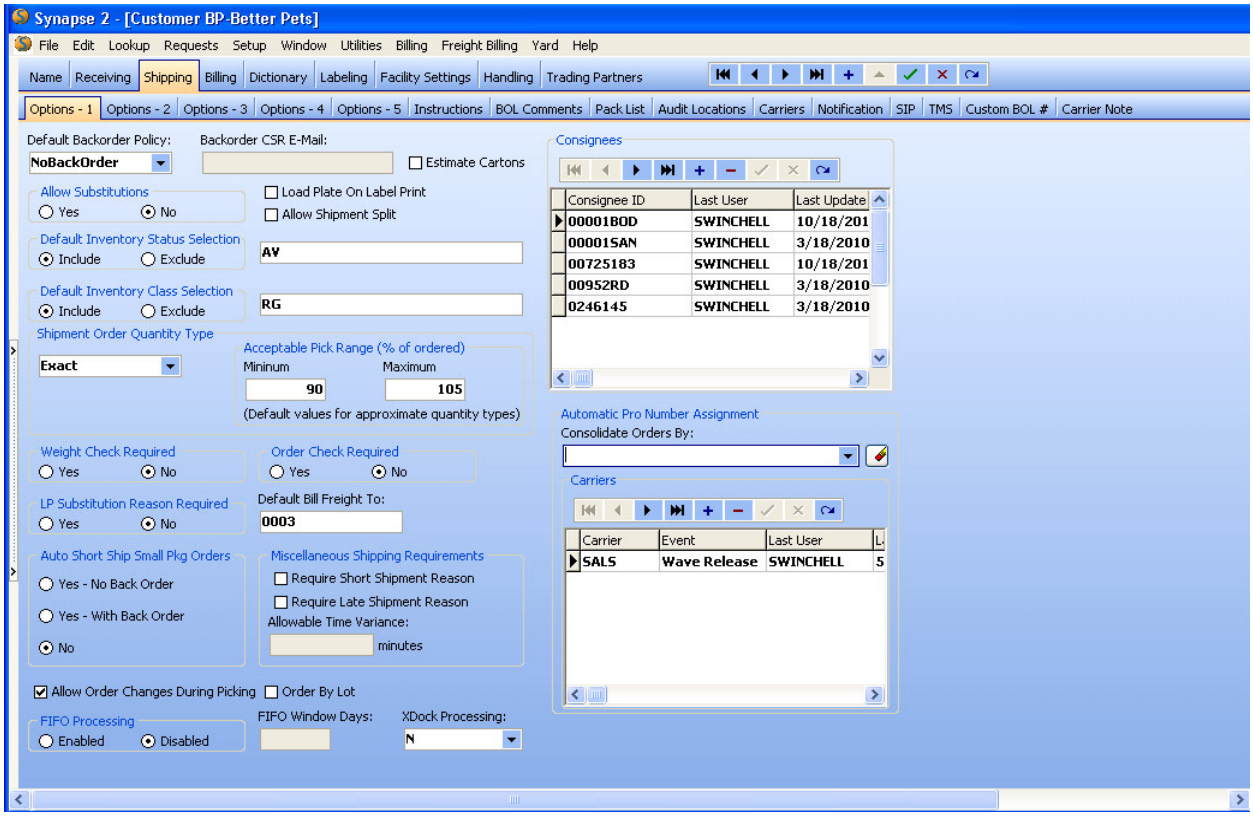
Location Type
Location type to initiate the Inventory Adjustment. Required.

Adj Reason
Inventory Adjustment reason. This data is maintained in the 'AdjustmentReasons' validation table. Required.

Task Types
The RF task type or types that will initiate the adjustment. This data is maintained in the 'TaskType' validation table. Required.

Customer/Shipping

Customer/Shipping/Options - 1



Default Backorder Policy
This defines the Default Backorder policy for this customer. This can be overridden at the item and order-line levels. For Small Package Orders, see the chart under the "Auto Short Ship Small Package Orders" later in this section. Valid Back Order Status Codes:

Value	Normal Processing	Abbreviation
A	Backorder the entire line item – do not pick short. This option cancels the line item at wave release and creates a new order with the exact same line item.	BackOrderAll
N	No Backorder--Ship Short -- no backorder created at load close	NoBackOrder
P	Ship Available--backorder created at load close	BackOrdrPart

Value	Normal Processing	Abbreviation
W	Await CSR – Works in conjunction with the Backorder CSR Email option. When a shortage occurs at wave release, processing will stop for the order, an internal flag will be set for the order and any tasks created will be deleted. A Ship Short button will appear on the order. When clicked, the order will process as if the "N" (No Backorder) policy is in effect.	AwaitCSR
X	Cancel the line item at wave release	Cancel

These values work in coordination with the "Reject short orders and allow resubmission" check box on the Customer/Shipping/ Options – 2 screen. If this box is checked, a short order is cancelled upon commitment, regardless of the back order policy of any of the line items.

This processing is slightly altered for Material Issue generated orders. See additional documentation associated with this process.

Backorder CSR E-Mail
This is used in conjunction with the "W" (AwaitCSR) backorder option to identify and email the CSR that order(s) need to be reviewed.

Allow Substitutions
This radio button allows item substitution processing to be turned off or on at the customer level. Item substitutes are defined at the item level on the Item Maintenance/Substitutes screen.

Default Inventory Status Selection
This data is required for the addition of a new customer. The customer-level default inventory status code (can be single or multiple status codes) for inventory allowed to be shipped is set here. These values are set up in the InventoryStatus validation table.

Default Inventory Class Selection
This data is required for the addition of a new customer. The customer-level default inventory class code (can be single or multiple class codes) for inventory allowed to be shipped is set here. These values are set up in the InventoryClass validation table.

In order to associate a list of valid Inventory Class values with a customer, there **must** be a validation table with named "class_to_company_ZZZ" where the suffix (ZZZ) is the Customer id. See the example below for Customer HP. Otherwise, the available values for inventory class selection default to the InventoryClass validation table.

If "class_to_company_ZZZ" is setup, and the customer id is entered on the list of screens below, the criteria selection will be restricted to the values valid for the matching customer.
Lookup/License Plate Information

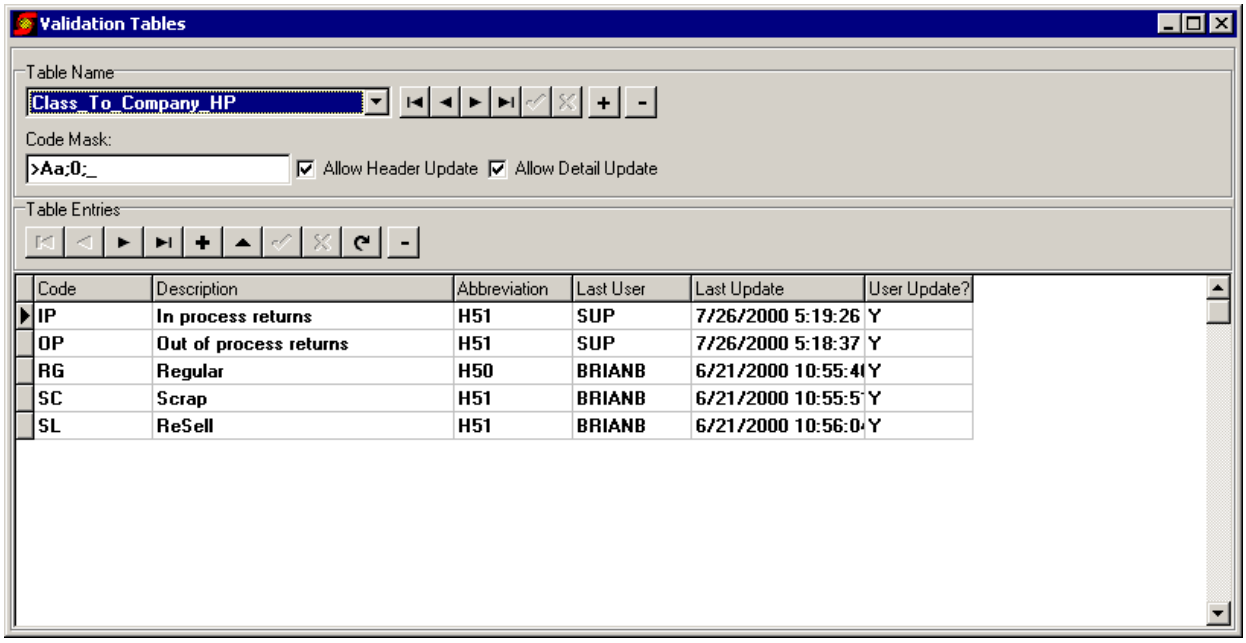
Lookup/Shipping Plate Information

Inventory Class lookup,

Return Order Lookup

Additionally, the Item/Shipping/Options1 screen will restrict the choice of Default Inventory Class Selection based on the "class_to_company_ZZZ" table.

See the section in this manual on Miscellaneous Setup Topics for additional information.



Shipment Order Quantity Type

System supported values are:

- Exact – The system will attempt to fill the order will be filled with the exact amount ordered. This is normally for all items ordered by a defined unit of measure, such as case or each.
- Approximate – The system will attempt to fill the order within the % variance entered in the Acceptable Pick Range field. This is usually for items ordered by weight such as raw materials.

Acceptable Pick Range (% of Ordered)

(Default values for approximate quantity types)

- Minimum
- Maximum.

Weight Check Required

- Yes – Manual weight checking is required prior to order loading.
- No – Manual weight checking is not required.

LiP Substitution Reason Required

- Yes – during picking, if a LP is specified and substituted, the RF operator must enter the LiP Substitution reason. The operator uses a process similar to the "Can't Pick" in

picking and the reason codes available are from the "CantPickReasons" validation table. The RF operator must use the F6 key when substituting in order to enter the reason code.

- No – Lip Substitution Reason is not required.

Auto Short Ship Small Package Orders
This setting works in conjunction with the Default Backorder Policy discussed earlier in this section for Small Package orders to allow for automatic short shipments and backorder creation.

Default Backorder Policy	**Auto Short Ship Small Package Orders**	**Small Package Order**	**Results for Backorder**
N – NoBackOrder X - Cancel	Yes – No Back Order Yes – With Back Order No	All Conditions	No Backorders Created – This setting will take precedence over the Small Package Setting
P – BackOrderPart A - BackOrderAll	Yes – With Back Order	Partial Quantity Available for line item	Partial Quantity shipped; Backorder Created for inventory not shipped – one backorder is created for the order
P – BackOrderPart A - BackOrderAll	Yes – With Back Order	Zero Quantity Available for line item – part of a multi-line order that shipped	Backorder Created for inventory not shipped – in this case the full amount – one backorder is created for the order
P – BackOrderPart A - BackOrderAll	Yes – No Back Order	Partial Quantity Available for line item	Partial Quantity shipped; No Backorder Created for inventory not shipped
P – BackOrderPart A - BackOrderAll	Yes – No Back Order	Zero Quantity Available for line item – part of a multi-line order that shipped	Order Line Cancelled at Wave release/No Backorder Created

Default Backorder Policy	Auto Short Ship Small Package Orders	Small Package Order	Results for Backorder
P – BackOrderPart A - BackOrderAll	No	Zero quantity available for item	Backorder created at wave release
P – BackOrderPart A - BackOrderAll	No	Partial quantity available for item	No shipment, backorder created at wave release

Allow Order Changes During Picking
Allows outbound orders to be updated while

- Released
- Picking
- Picked

If this is checked, orders that are in loading or loaded status can be updated using the Multi-Order editor.
See separate documentation on this process. Processing is not available for Aggregate Inventory Customers.

FIFO Processing
This setting determines the FIFO window the operator can use to override a suggested pick.

Enabled When this is selected, a value needs to be set in the FIFO Window Days field. Strict enforcement – The operator will not be allowed to pick inventory outside of the FIFO date. Requests for alternate picks will only be created with inventory for the FIFO date.

Disabled When this is selected, no FIFO is enforced. When an operator picks an item allocated by FIFO, he will be allowed to override the pick or request an alternate pick for any allowable inventory for the item.

FIFO Window Days
Values are 1 –999
When the operator overrides a pick or requests an alternate pick, this value represents the number of days the system will allow the alternate inventory FIFO date to be in relation to the FIFO date of the inventory in the original pick.

This logic is also in effect for LIFO.

Estimate Cartons
This enables the functionality that populates the fields in the order header for Estimated Cartons and Estimated Cube.

Load Plate on Label Print
This enables the functionality that sets the order status to Loaded and print a packing list when the last carton is scanned like small package processing.

Allow Shipment Split
Allows outbound shipments to be split. On the Order Screen, the button 'Split Shipment' is illuminated when the feature is activated for the customer and the user has security to perform the function. The order cannot be beyond committed status or assigned to a load. See separate documentation on this process. Processing is not available for Aggregate Inventory Customers.

Order Check Required
- Yes – Manual or RF order checking is required prior to order loading.
- No – Order checking is not required.

Default Bill Freight To:
A consignee can be entered here for the default bill freight ID on outbound orders. This value can be overridden at order entry. The consignee information must first be entered on the Setup/Consignee Maintenance screen.

Miscellaneous Shipping Requirements

Require Short Shipment Reason
When this box is checked, the user is required to enter a code that best describes the reason for the short ship at the order detail item level prior to the load closing function. The reason code values are maintained in the ShipShortReasons Validation Table. The purpose is for documentation and reporting purposes

Require Late Shipment Reason
When this box is checked, the user is required to select a reason that best describes the circumstances if the load close is past the allowable time variance based on the load appointment date/time. The reason code values are maintained in the LateShipReasons Validation Table. The purpose is for documentation and reporting purposes.

Allowable Time Variance
Used in conjunction with the Require Late Shipment Reason box, this is the amount of time in minutes allowed after the appointment date and time in the load before a load close requires the entry of the reason code.

Order by Lot
This option allows order entry for customers that only deal in lot numbers. When checked, this functionality is enabled for all items for this customer.

When entering an outbound order, the cursor will automatically be focused on the lot field, skipping the item field entirely. When the user enters a lot number in the lot field and then tabs or clicks away from the field, the item number that matches the lot will be populated in the ordered item field automatically.

If two or more items exist in the customer's inventory for the entered lot number, the user will receive an error and will have to specify the item number. If no inventory exists for a lot number entered, the user will receive and error that the lot was not found. They will not be able to

continue with the order. This would be similar to entering an item that does not exist for the customer.

XDock Processing
This setting is used to control the type of Cross Docking processing for this customer.

- A All XDock Processing - system will only create XDock picking tasks – no picking tasks from storage.
- N No XDock Processing - system will not create any XDock picking tasks.
- S Standard XDock Processing - system default, the system creates XDock picking tasks in the standard manner, just like current processing.

See separate documentation on this topic.

Consignees
Customers are linked with Consignees on this sub-screen. This information is used when entering outbound orders. The consignee information must first be entered on the Setup/Consignee Maintenance screen.

Automatic Pro Number Assignment
This set up supports the customer-level data needed for Automatic Pro Number Assignment.

Consolidate Orders By:

When assigning Pro Numbers to consolidated orders, the system will use the field specified here to determine which Synapse orders are auto-assigned the same Pro Number.

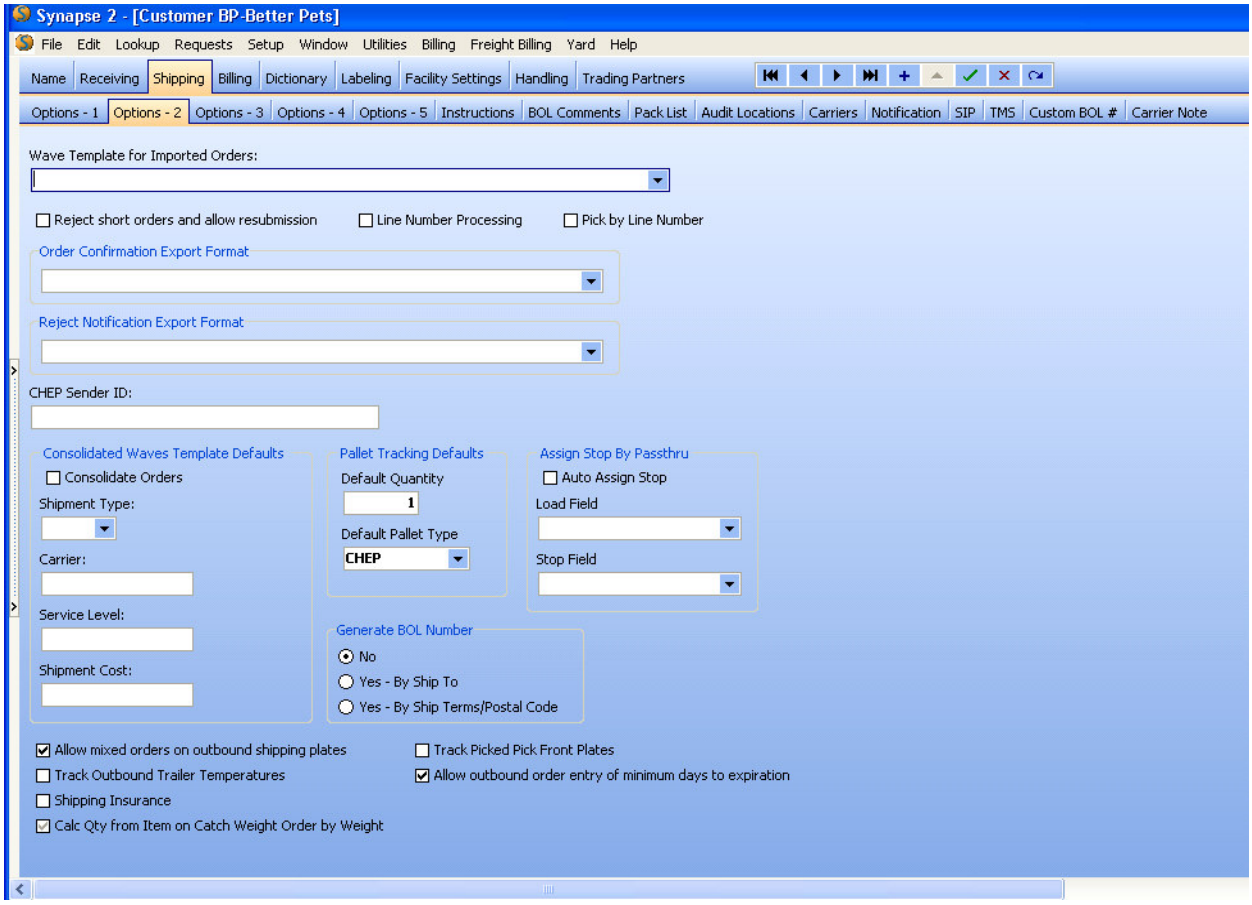
Carriers

An entry in this new grid will cause the auto-assignment to take place for outbound orders associated with the customer and carrier. The grid contains the following data elements:

- Carrier – the carrier id value from the Carrier table
- Event – the event that will trigger the auto-assignment. The events are:
  1. Load Close
  2. Wave Release

Note: If after automatic assignment, the system determines that the available unused pro numbers for a carrier is less than the minimum specified for that carrier, a warning message will be displayed.

Customer/Shipping/Options-2



Wave Template for Imported Orders
Wave templates that are used regularly are created and maintained using the Requests/Update Requests/Wave Planning Screen. The default Wave Template for Imported (EDI) orders should be set here.

Additionally, when manually releasing an 'O'utbound order from hold, if the release is successful (no validation errors) the system will check to see if a "Wave Template for Imported Order" value has been specified.

If so, the system will automatically attempt to:

- Commit the order
- Assign it to a "Committed" Wave matching this template value using the same logic that already applies to imported orders. If a wave's order count limit is reached, its status is set to "Ready" and another "Committed" wave is created.

Reject short orders and allow resubmission
If this box is checked, the system will cancel any order that does not commit at 100% of its ordered quantity. If a "Wave Template for Imported Orders" has also been specified, the cancellation will take place when the order is imported into the system (since automatic

commitment will occur at this time). Any short orders processed via Wave Planning, will automatically cancel when attempting to commit them.

If this box is checked, the information for any cancelled order will be replaced in its entirety if the same "reference" number is re-imported into the system. If a re-import of a non-cancelled order is attempted, the system will reject the re-import request. So, setting this option enforces unique reference numbers. If this box is not checked, then duplicate "reference" numbers on customer orders are allowed.

Note on line item cancellation:

This processing was designed for accounts where short “shipments on orders” is not acceptable. Since imported orders for these types of accounts are committed upon import and:

1. If the order commits at 100%, then the system sends out an order confirmation and allows the order to be processed (i.e. picked and shipped).
2. If the order commits at less than 100%, then the system cancels the order and sends out a reject notification. The order may then be resubmitted with the same reference number in some future import.

Synapse-initiated line cancels are not allowed on committed orders for accounts configured this way due to the fact that an order confirmation has already been sent.

Line Number Processing

If this box is checked, the system will track ordered item information at a line-number level. Synapse requires a unique item/lot combination to be entered for each line item on an order. Some customers send order-item information at a line number level subordinate to the item/lot level. If this box is checked, the system expects the "dtlpassthrunum10" column on the "orderdtl" table to contain a line number to uniquely identify a line-number/item/lot ordered quantity. The system will accumulate the different line-number combinations and the Order-Item Form will reflect the total of all line-number quantities for the ordered item/lot value. If this box is not checked, the system will track the ordered items at the item/lot level. No line number information will be maintained.

Pick by Line Number

Supports picking specifications by UOM to be imported from the customer import file for an order. It is used in conjunction with the production of specific SSCC18 labeling. Contact the TSD at Zethcon for more information as this is not widely used..

Order Confirmation Export Format

Choose the EDI mapping format for this customer if applicable. These formats must be first set up in the Import/Export Utility.

Reject Notification Format

Choose the EDI mapping format for this customer if applicable. These formats must be first set up in the Import/Export Utility.

CHEP Sender ID
This value will specify a customer's CHEP sender code. It is needed if the customer uses the CHEP pallet tracking export.

Consolidated Waves Template Defaults
If this area is complete, the values will be transferred to the Consolidated Wave Box on the Wave/Options Tab at wave release. If the "Consolidate Orders" box is not checked these fields are not available. See additional documentation for the Consolidated Order Processing option in Synapse.

- *Consolidate Orders*
- *Shipment Type*
- *Carrier*
- *Service Level (if applicable for Carrier)*
- *Shipment Cost*

Pallet Tracking Defaults
The shipping clerk will have to option to pre-fill information on the pallet tracking tab of the load screen if there is only one customer associated with the load based on the defaults set up here.

Default Quantity
The default quantity is entered here. This must be > 0 for the "Generate Default Quantities" button to be illuminated on the Load/Pallet Tracking Tab.

Default Pallet Type
This value is from the Pallet Types Validation Table.

Generate BOL Number.
These settings are used in conjunction with special Crystal Report BOL's to generate/print BOL numbers based on these values.

Assign Stop by Pass Thru
This feature supports load assignment from the following screens:

- Order Lookup
- Transportation Order Lookup
- Wave Release

Auto Assign Stop
Checking this box enables this feature.

Load Field
Identifies the order header passthru field that contains the load assignment information.

Stop Field
Identifies the order header passthru field that contains the stop assignment information. This is not used as the stop number but as the relative stop number during the assignment.

Allow mixed orders on outbound shipping plates
This field is normally checked. If there are customers where this not an acceptable SOP, uncheck the box.

Track Outbound Trailer Temperatures
Checking his option will require temperature readings at the time of shipping. The operator will be asked to enter readings in three locations of the truck. The RF operators are then required to enter the temps on the RF and confirm them on the CRT.

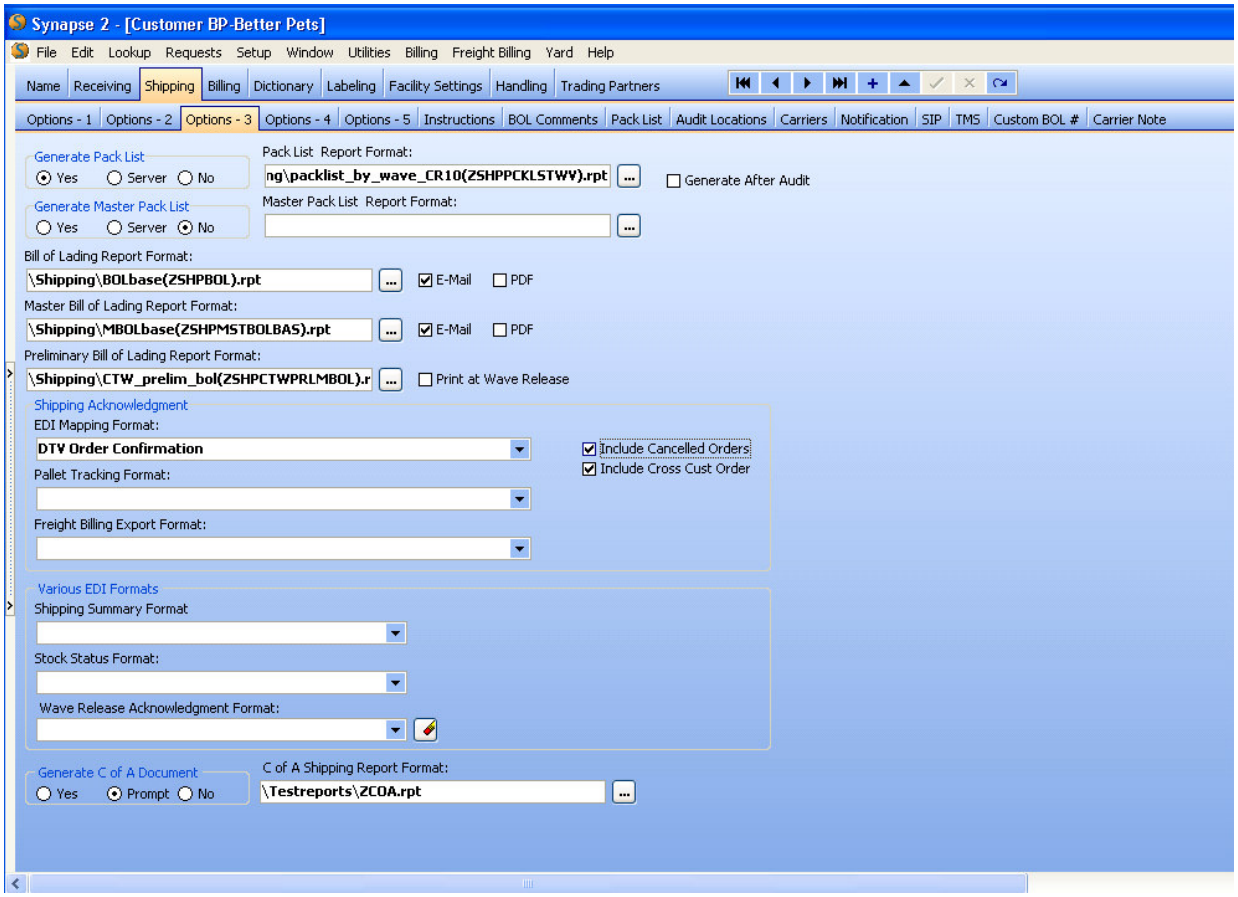
Shipping Insurance
The value of this field will be included in the MultiShip tables. This info is informational only.

Calc Qty from Item on Catch Weight order by Weight
This checkbox, when checked, will cause the quantity to be calculated slightly differently than the standard calculation when an order is placed against a catch weight item and the order is placed by weight. In the standard calculation, Synapse determines the quantity for an order that is placed by weight for a catch weight item by dividing the weight ordered by the average weight in inventory. When this box is checked, the qty ordered for a catch weight item ordered by weight will be calculated by dividing the ordered weight by the weight designated for the item in its setup at the unit of measure ordered.

Track Picked Pick Front Plates
Checking this option will allow the tracking of the lot numbers from not only pick fronts but also Totes and Multi-plates on the Shipping Plate.

Allow outbound order entry of minimum days to expiration
Checking this option will allow the items for this customer to use this process. See Setup/Customer/Item/Item Specs/Ship to Expiration Tab for more information on this process. If this is not checked, the Ship to Expiration Tab will not appear on the item.

Customer/Shipping/Options-3



Generate Pack List

The Yes/No radio buttons indicate if a pack list is to be generated for this customer. The Server radio button implies yes. This is used for the VICS BOL Server process.

Pack List Report Format

This field defines the directory path and name for the default pack list report (Crystal report) for this customer. This overrides the default value set for PACKLISTREPORT for the installation. See the Shipping/Pack List Tab to configure a pack list by carrier/delivery service code.

Generate After Audit

Checking this box allows the RF operator doing a RF Shipping Audit (Option 49) to print a packing list report for the carton just completed.

Generate Master Pack List

The Yes/No radio buttons indicate if a master pack list is to be generated for this customer. The Server radio button implies yes. This is used for the VICS BOL Server process.

Master Pack List Report Format

This field defines the directory path and name for the default pack list report (Crystal report) for this customer. This overrides the default value set for MASTERPACKLISTREPORT for the installation. This is normally used for consolidated orders.

See the Shipping/Pack List Tab to configure a master pack list by carrier/delivery service code.

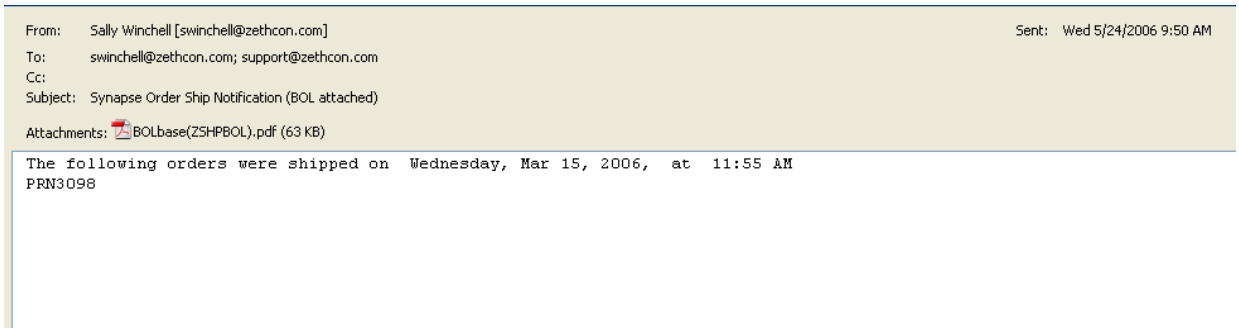
Bill of Lading Report Format
This field defines the directory path and name for the default Bill of Lading report (Crystal report) for this customer. This overrides the default value set for BOLREPORT for the installation. The system assumes that all automatically produced BOL's use load id as the input parameter for the Crystal Report.

Master Bill of Lading Report Format
This field defines the directory path and name for the default Master Bill of Lading report (Crystal report) for this customer. This overrides the default value set for MASTERBOLREPORT for the installation. The system assumes that all automatically produced BOL's use load id as the input parameter for the Crystal Report.

Email

- If the email box is checked, at Load Close, a Master Bill of Lading report and/or a Bill of Lading report are sent via E-mail to the Customer Accessorial E-mail address from the Billing/Addresses/Accessorial tab, or if that is blank to the Customer's E-mail address.
- To resend the reports, click the Reprint BOL button; click the Reprint BOL button on the Loads screen.
- This functionality uses MAPI with Microsoft Exchange or Microsoft Outlook via Crystal Reports Server. The attached reports are in PDF format.
- For BOL and Master BOL, the verbiage "The following orders were shipped on (date/time stamp from Load's last update and the list of Reference numbers from the orders) will be in the body of the email.

Sample Email is shown below:



PDF
This option supports BOL production that includes an embedded driver signature. Please contact the TSD at Zethcon for additional information.

Preliminary Bill of Lading Report Format:
This field defines the directory path and name for the default Preliminary Bill of Lading report (Crystal report) for this customer. This is used for AI customers.

Print at Wave Release

If checked, this will trigger the Preliminary BOL to be printed at wave release along with the AI Picklist report.

Shipping Acknowledgement

EDI Mapping Format

Choose the EDI mapping format for this customer. These values are set up in the Import/Export Utility.

Include Cancelled Orders

If checked, the system will generate an Import/Export request upon cancellation of an Outbound Order (types 'O' and 'V').

Include Cross Cust Orders

If checked, the system will generate an Import/Export request upon cancellation of an Cross Customer Order (type 'U').

Pallet Tracking Format

Used for the CHEP pallet export transaction. An entry in this field will cause the system to generate an export request upon the close of an outbound load. (Note that some customers do this reporting using a daily script and not for each load).

Freight Billing Export Format

Used to indicate a freight billing export is to occur when a load is closed or a small package order is shipped.

Shipping Summary Format

Choose the EDI mapping format for this customer if applicable. These values are set up in the Import/Export Utility.

Stock Status Format:

Choose the EDI mapping format for this customer if applicable. These values are set up in the Import/Export Utility.

Wave Release Acknowledgement Format:

When an order goes to released status from a lower status, this EDI export is produced.

Generate C of A Document

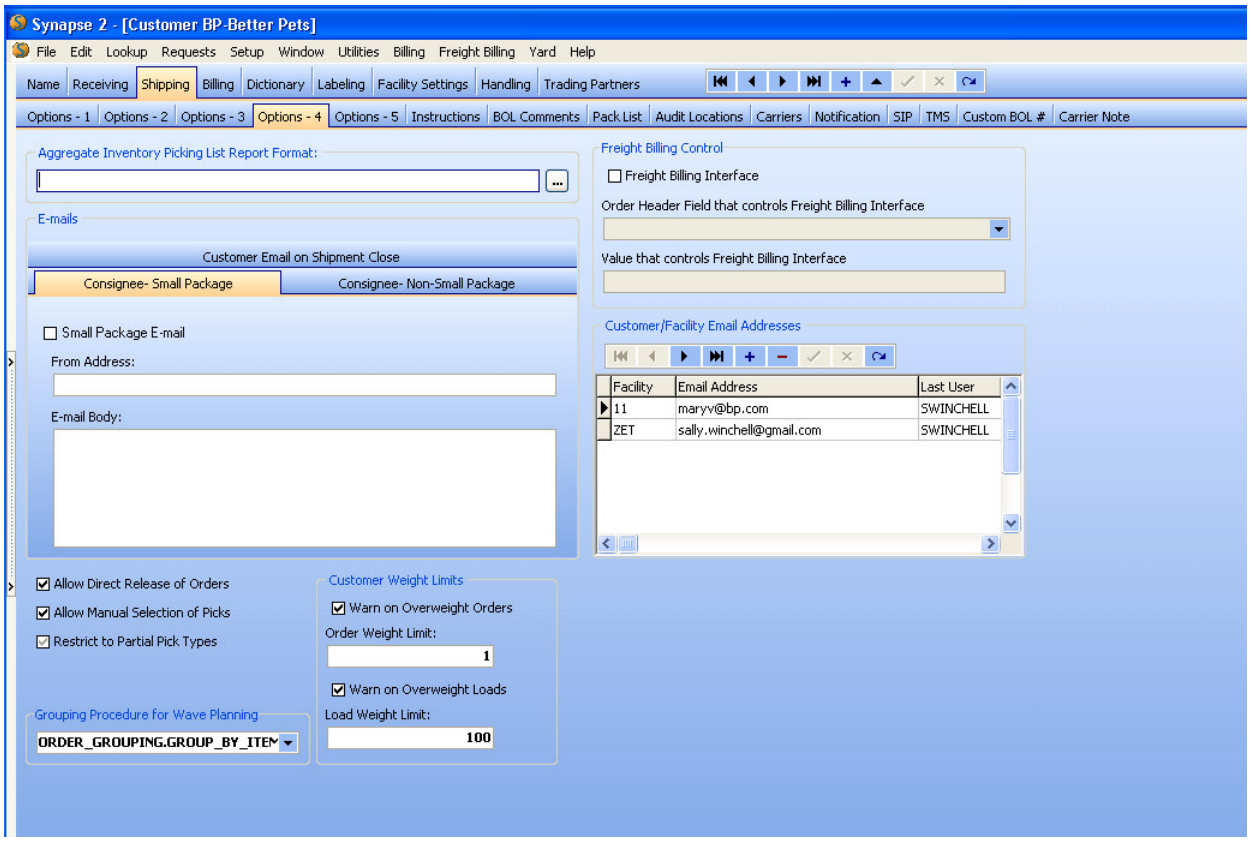
Certificate of Analysis PDF document(s) and a cover-sheet style Crystal Report can be printed at Load Close. PDF documents are linked to customer/item/lot combinations by using the Edit/Certificate of Analysis screen.

> ***Yes –*** The system will attempt to print any C of A reports at load close.
>
> ***Prompt –*** The system will prompt the CRT user at load close to determine if the report printing is needed.
>
> ***No –*** The system will not automatically print any C of A reports.

C of A Shipping Report Format

Choose the Crystal Report that will be the "Cover Sheet" for the "C of A" PDF. This report requires 4 parameters – order id, ship id, item and lot.

Customer/Shipping/Options-4



Aggregate Inventory Picking List Report Format:

This field defines the directory path and name for the default Picking List report (Crystal report) for this customer if it is an Aggregate Inventory customer. This overrides the default value set for PICKLISTREPORT for the installation.

Consignee E-mail – Small Package and Non-Small Package

These options require the user of the Oracle Emailer. Please see Chapter 49 of the Synapse User Manual for additional information.

Small Package E-mail

If checked an E-mail will automatically be sent to the consignee's e-mail address when a small package is shipped. The consignee's Email is located at Setup/Consignee Maintenance/ Name.

Non-Small Package E-mail

If checked an E-mail will automatically be sent to the consignee's e-mail address when a non-small package is shipped. The consignee's Email is located at Setup/ Consignee Maintenance/ Name.

From Address:

The e-mail address the sent e-mail will appear to have originated from. E-mail address may not be too long.

E-mail Body:

This text will be sent in the e-mail to the consignee. This text can include information about the individual order.

The following Information form the order header can be placed in the email:

Name	Body Text Code
Order Number	%ORDER%
Reference Number	%REFERENCE%
Purchase Order	%PO%
Bill of Lading	%BOL%
Ship To Name	%SHIPTONAME%
Ship to Address Line 1	%SHIPTOADDR1%
Ship to Address Line 2	%SHIPTOADDR2%
City	%SHIPTOCITY%
State	%SHIPTOSTATE%
Postal Code	%SHIPTOPOSTALCODE%
Carrier	%CARRIER%
Delivery Service	%DELIVERYSERVICE%
Date Shipped	%DATESHIPPED%
Product Number	%PRONUMBER%
Load Pro Number	%LOADPRONUMBER%
Load Trailer	%LOADTRAILER%
Load Seal	%LOADSEAL%
Load Bill of Lading Pass-Thru Char 01 thru 20 Pass-Thru Number 01 thru 10 Pass-Thru Date 01 thru 04 Pass-Thru Dollar 01 thru 02	%LOADBOL% %HDRPASSTHRUCHAR01%, Etc. %HDRPASSTHRUNUM01%, Etc. %HDRPASSTHRUDATE01%, Etc. %HDRPASSTHRUDOLL01%. Etc.

This information must be formatted with a % and the beginning and end.

Example Body Text:

You Ordered Pizza Supplies!! Thank You!!

DATE: %DATESHIPPED%

ORDER: %ORDER%

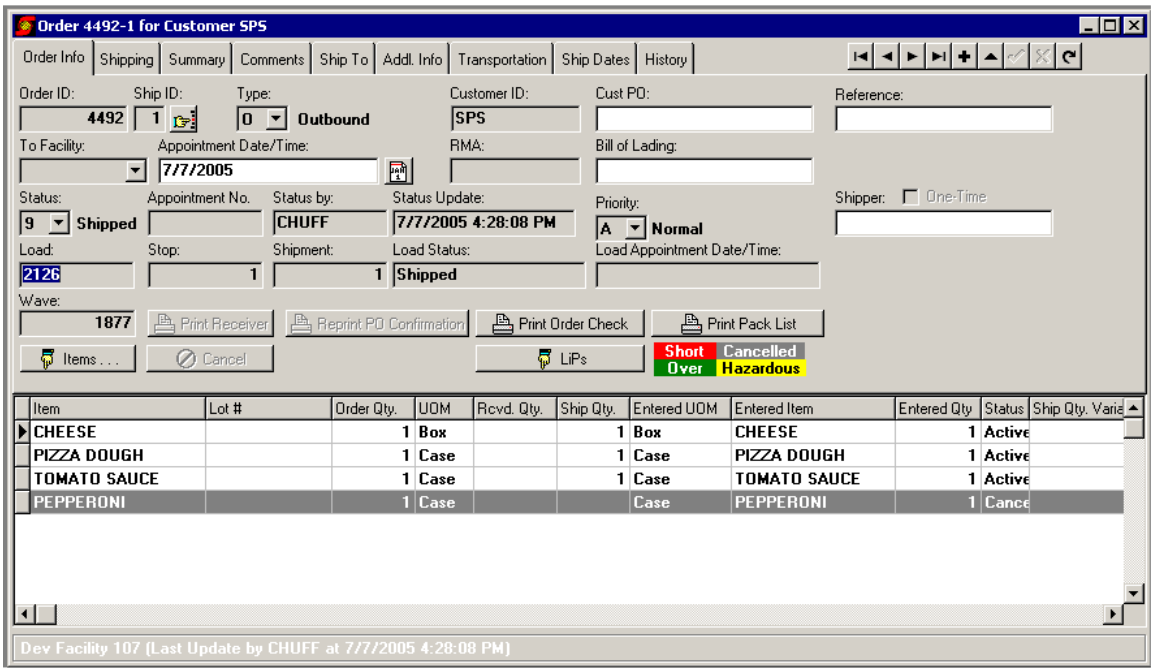
CARRIER: %CARRIER%

SHIPPED TO:
%SHIPTONAME%
%SHIPTOADDR1%
%SHIPTOCITY%, %SHIPTOSTATE% %SHIPTOPOSTALCODE%

After the body of the email, a heading labeled "Detail" will list each item for the order and the quantity shipped. In the case of small package orders, following the detail, there will be a heading reading "Tracking Number(s):". Following this heading will be a list of tracking numbers that shipped on the order. Each tracking number will be on a line by itself.

The email will be sent once the load has been closed.

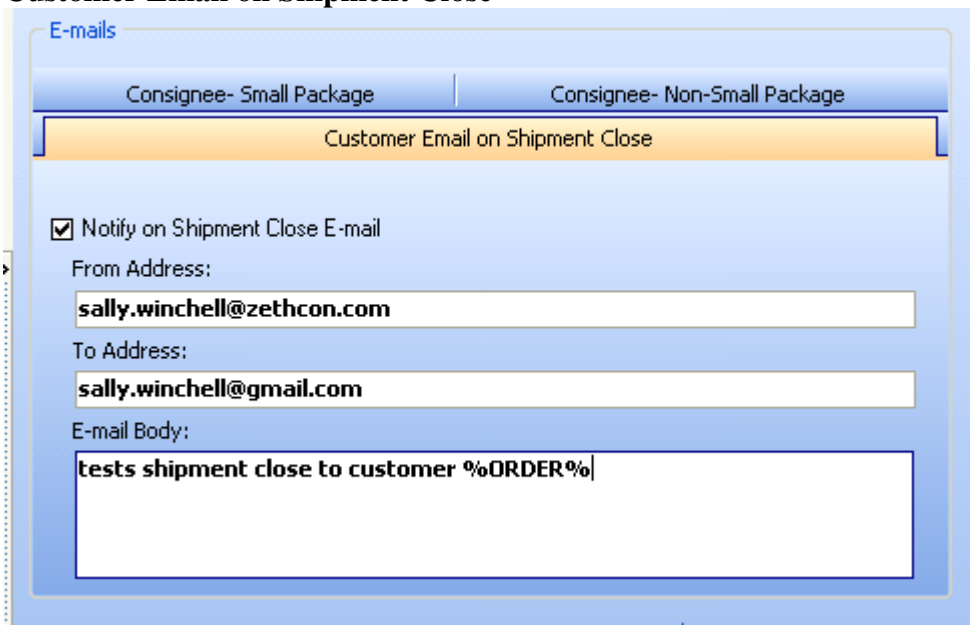
Example Order and Email:



From: sean@sps.com Sent: Thu 7/7/2005 4:16 PM
To: Sean.Winchell@zethcon.com
Cc:
Subject: Order Ship Confirmation (Order #4492-1)

```
You Ordered Pizza Supplies!!  THANK YOU!!


DATE SHIPPED: 07-JUL-05

ORDER: 4492-1

CARRIER: AMERICAN TRUCKING CO.

SHIPPED TO:
Cool Pizza Place
134 Pepperoni Road
Nowhere, VT 12345

Detail:

CHEESE - 15 Cheese Blocks                                    1 BX
PEPPERONI - 100 lb of Pepperoni                                CS
PIZZA DOUGH - 500 lb of Pizza Dough                          1 CS
TOMATO SAUCE - 20 Cans of Tomato Sauce                       1 CS
```

Customer Email on Shipment Close



This function sends emails to Customers when an outbound load is closed. Configurable options allow email to be adapted for the recipient. This configuration uses the Oracle emailing functionality used elsewhere in Synapse.

The Email Body will accept the following wildcards:

_ %CARRIER% - carrier code from the load closed
_ %CARRIERNAME% - full name of carrier from load

_ %TRAILER% - trailer number for load closed
_ %LOADBOL% - entered BOL number
_ %SEAL% - seal from load
_ %PRO% - pro from load
_ %CLOSEDDATE% - date load was closed in mm/dd/yyyy format
_ %CLOSEDTIME% - time load was closed in 24hr:mm format.
_ %REFERENCE% - reference from order(s) associated with load. If multiples, will return comma separated list.
_ %PO% - PO from order(s) associated with load.

Notes:

- When these options are configured for a carrier, an email will be sent to the email address or addresses (comma separated lists will be supported in the To Address) specified when a load of the appropriate type is closed.
- The list of wildcards for this function is less comprehensive than for some other emails so note the list above.

Allow Direct Release of Orders
This will allow the user to use this function. Direct Release commits and releases an order directly to released status, bypassing the normal wave planning and wave release functions

Allow Manual Selection of Picks
This will allow Manual Selection. Manual allocation allows the user to select specific product in either full or partial license plate quantities in order to fulfill an order without using any allocation rules. Direct Release of orders is required when Manual Selection is used.

Restrict to Partial Pick Types
Setting this option to yes, will cause the Genpicks processor only generate partial picks even if the pick is for the full plate. This is used by some retail accounts that have some special confirmation procedures.

Grouping Procedures for Wave Planning
The procedure selected here allows the simplified tagging orders a group in order to simplify wave planning. This works in conjunction with the Default Value, ORDER_GROUPING_PROC_PREFIX.

Customer Weight Limits –
These settings are intended to allow weight limit warnings by customer. If an order/load exceeds the preset limit, a warning will be displayed and the user can override it and proceed processing.

Warn on Overweight Orders

Order Weight Limit

Warn on Overweight Loads

Load Weight Limit

Freight Billing Control
These fields are informational only and can be used to link to specific customer's Freight Billing System. Please Contact the TSD for additional information

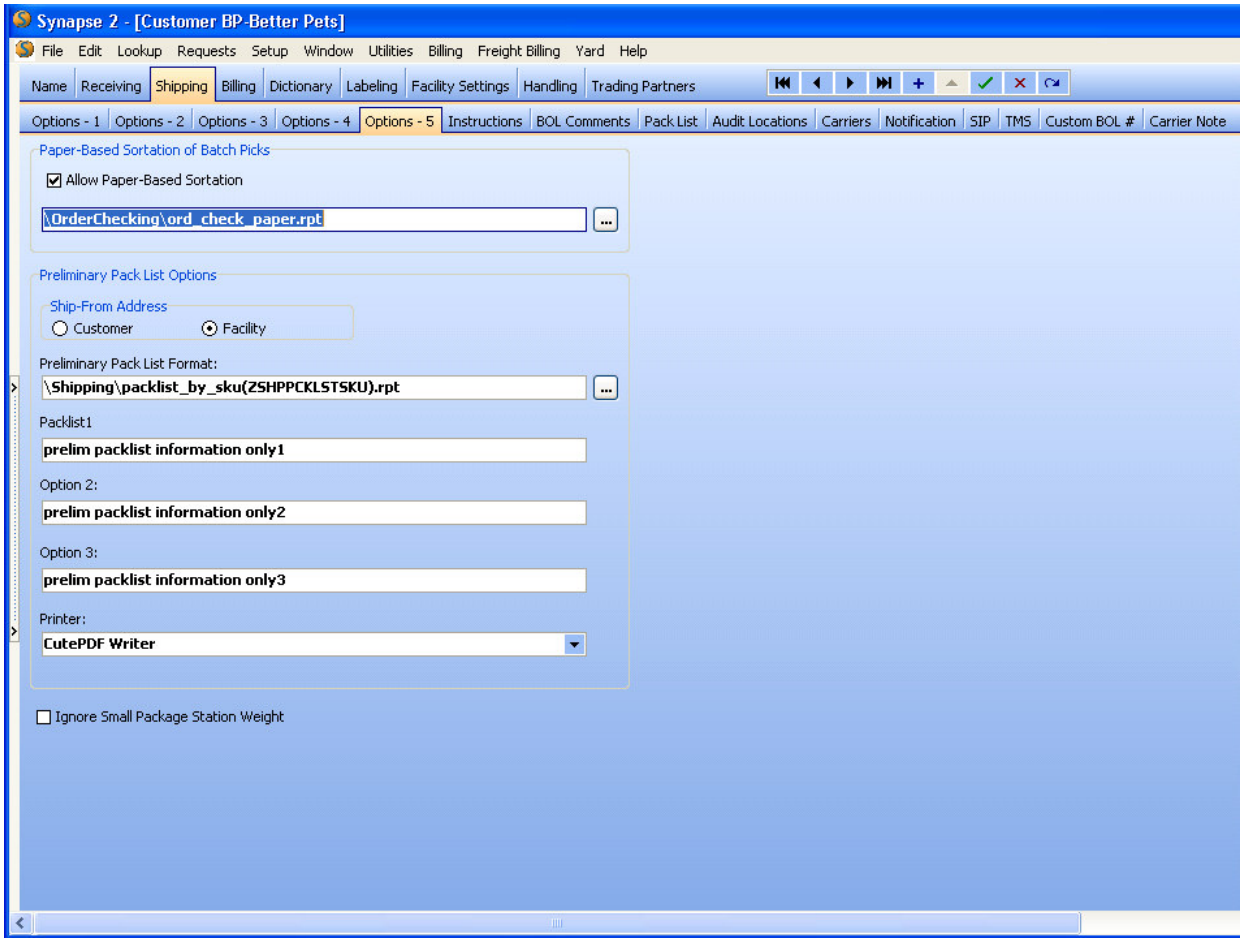
Freight Billing Interface
If checked, the other fields can be updated.

Order Header Field that controls Freight Billing Interface

Value that controls Freight Billing Interface – These fields are not available in all versions. Please check with the TSD if you have questions.

Customer/Facility Email Addresses
This feature allows the entry of multiple email addresses based on facility.

Customer/Shipping/Options-5



Paper based Sortation of Batch Picks
This option is designed to allow for a simple, paper-based process for performing sort picks following batch picking.

Allow Paper-Based Sortation

Checking this box allows this option for the customer

Report

This field defines the report that is generated for this option. This report must have the two parameters of Order ID and Ship ID.

Preliminary Pack List Options

When the Preliminary Pack List report is configured for a customer, it will print upon wave release for any orders for that customer in a manner identical to the Preliminary BOL. At wave release, the user will be presented with a print dialogue from which to choose a printer to send the report to. The report will print to the default printer on the bottom of this screen. If more than one order is on the wave, all pack lists will print to the same printer.

Ship-From Address

These settings are not required. They are flags to trigger the report functionality.

Preliminary Pack list Format:

Defines the report file path.

Option1, Option 2, Option 3

These are generic fields and can be renamed in the Customer Dictionary. These fields will be informational only and can be used by the report.

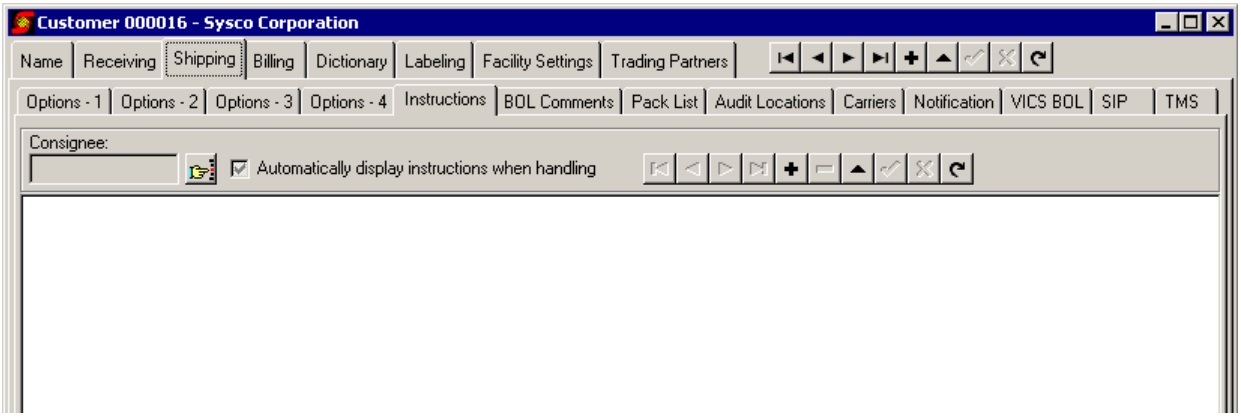
Printer

Identifies the default printer for the packlist report

Ignore Small Package Weight

If this option is selected, the weight post back data captured by MultiShip processing will not update shipping plates.

Customer/Shipping/Instructions



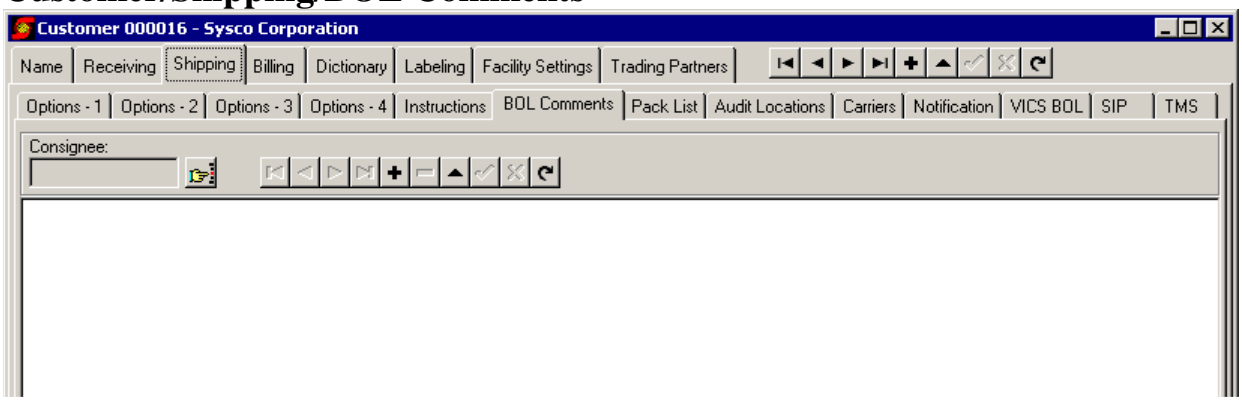
This screen is used to define free-text outbound shipping instructions to be displayed on the RF terminal during the shipping process. These instructions can be specific to a consignee.

If “Automatically display instructions when handling” is checked, the RF user will have the instructions automatically displayed. The “*” will be always be displayed and the RF user can view the instructions by using a function key.

In most installations, the RF display screen is limited to a width of approximately 20 characters. The following rules apply for display of the free-text area entered via the CRT on the RF displays:

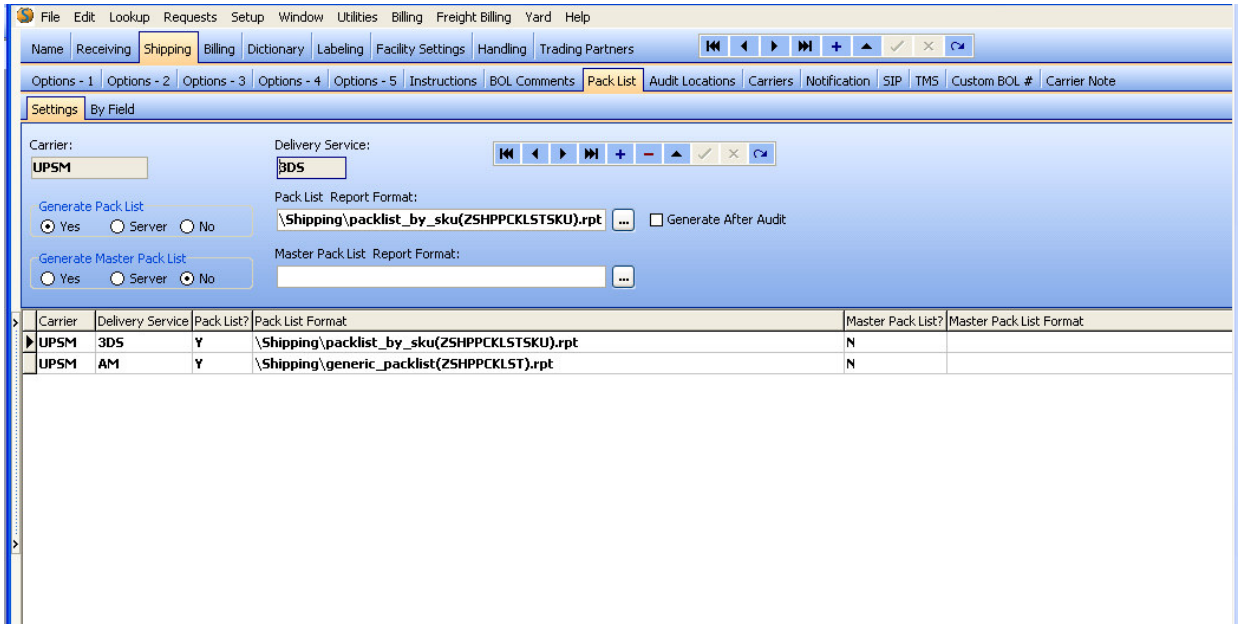
- A word (contiguous sequence of non-blank characters) will not be split across multiple lines unless the word is longer than the width of the screen.
- All blanks at the beginning of a line (i.e. left edge of the screen) are removed.
- All non-printable characters (e.g. carriage return, tab) are replaced by a single blank.
- Any contiguous sequence of blanks is replaced by a single blank.

Customer/Shipping/BOL Comments



This screen is used to define free-text outbound instructions to be printed on the BOL during the shipping process. These instructions can be specific to a consignee.

Customer/Shipping/Pack List



Settings Tab

Use this screen to configure a pack list by carrier/delivery service code. This is useful if customer desires differing verbiage or formatting for individual carriers and services such as next day delivery.

To determine whether or not a pack list is to be printed for a specific order:

- SYNAPSE first looks to this screen for a match on customer, carrier, and delivery service.
  - If found, the Generate Pack List Y/N and Generate Master Pack List Y/N indicators are examined to see if a pack list should be printed. Choice if the Server radio button implies Yes. (Server is used for the VICS BOL server processing used by a limited # of Synapse installations.)
  - If not found, the system then looks for a match based on customer/carrier (and a blank delivery service code)
  - Again, if found, the Generate Pack List Y/N indicator (or master) is examined to determine if a pack list is to be printed.
  - If not found, the system then looks at the pack list indicator (or master) on the Customer/Shipping/Options-3 tab on the customer form to determine whether or not the pack list should be printed.

Carrier/Delivery Service

A "carrier" entry is required as this is the purpose of the screen

Delivery Service codes are often set up for small package carriers that offer multiple level of service such as overnight shipping, 2-day air, etc. The Delivery Service field is optional. If the delivery service is left blank, it will default to the pack list configuration for the customer/carrier.

Pack List Report Format

This defines the directory path and name for the Crystal Report for the pack list.

If left blank, it will default to the pack list default for the carrier.

- To determine which pack list report format should be used:
  - SYNAPSE follows the search path identified above, and uses the first non-blank format value found in the search path.
  - If after completing the search, no pack list format has been found, the system will then obtain the format value from the System Defaults "PACKLISTREPORT" entry.

Generate After Audit

If this option is chosen, the RF operator doing a RF Shipping Audit (Option 49) can have the ability to print a packing list report for the carton just audited.

Master Pack List Report Format.

This defines the directory path and name for the Crystal Report for the master pack list.
If left blank, it will default to the pack list default for the carrier.

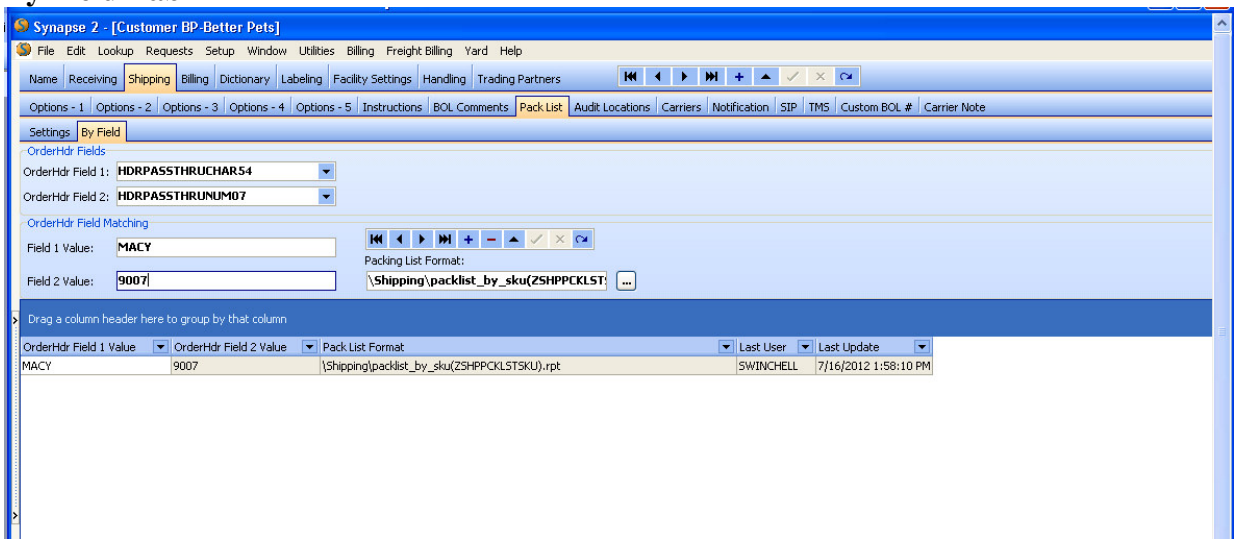
- To determine which pack list report format should be used:
  - SYNAPSE follows the search path identified above, and uses the first non-blank format value found in the search path.
  - If after completing the search, no pack list format has been found, the system will then obtain the format value from the System Defaults "MASTERPACKLISTREPORT" entry.

Delivery Service

Delivery Service codes are often set up for small package carriers that offer multiple level of service such as overnight shipping, 2-day air, etc.

The Delivery Service field is optional. If the delivery service is left blank, it will default to the pack list configuration for the customer/carrier.

By Field Tab



This option allows the system to bypass the consignee-based packing list process and base the packing slip format on values identified in the order header. Normally these values will be in a HeaderPassThru field.

Orderhdr Fields

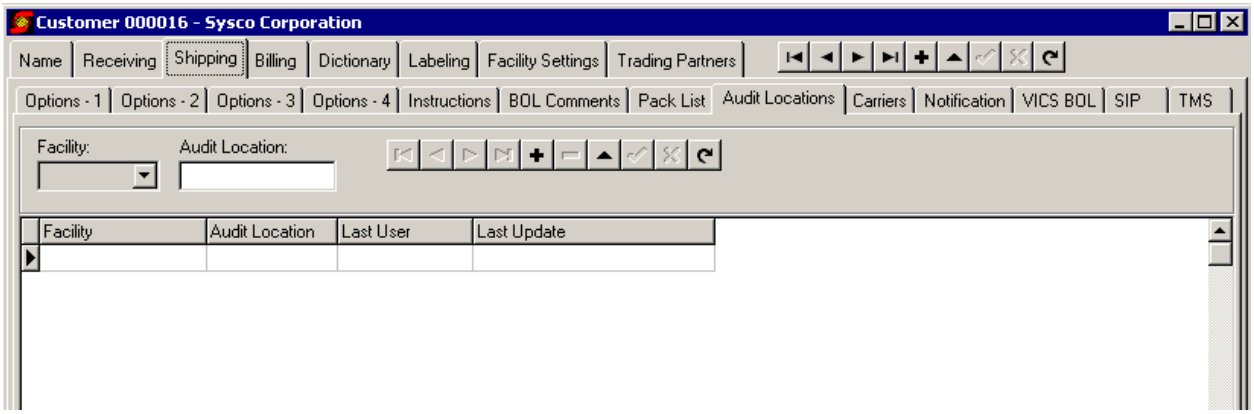
Orderhdr Field1/Orderhdr Field 2
These values identify the Order Header fields for matching.

Orderhdr Field Matching

Field 1 Value:/Field 2 Value:
These values identify the values to be matched.

Packing List Format
This defines the directory path and name for the Crystal Report for the pack list to be generated.

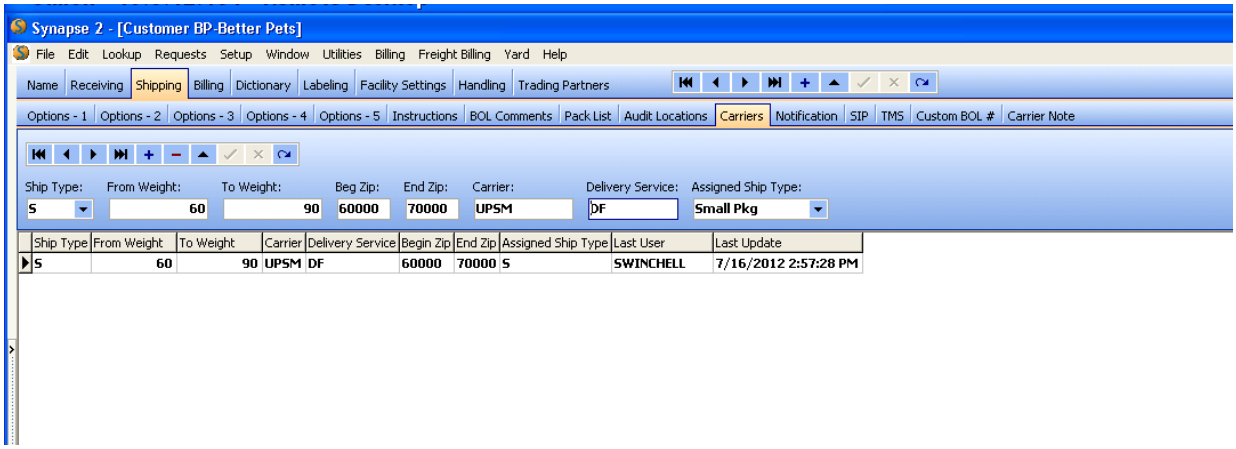
Customer/Shipping/Audit Locations



Facility
The staging locations are defined by facility. The CRT user must be in the facility to add this information. Only one location per customer per facility is allowed.

Audit Location
This field defines the STAGING location for shipping LP's that failed the shipping audit process. The RF operator will not be able to audit a LP for a customer, if this location is not defined.

Customer/Shipping/Carriers



Ship Type
The processing requires a shipment type.

From Weight/To Weight
This value is entered in pounds. "From Weight" must be less than or equal to "To Weight". Weight ranges cannot overlap.

Beg Zip/End Zip
This value is a 5 digit Zip code. "From Zip" must be less than or equal to "To Zip". Zip code ranges cannot overlap.

Carrier
A valid carrier from the carrier table must be selected.

Delivery Service
If applicable, for the carrier.

Assigned Ship Type
If applicable for the process.

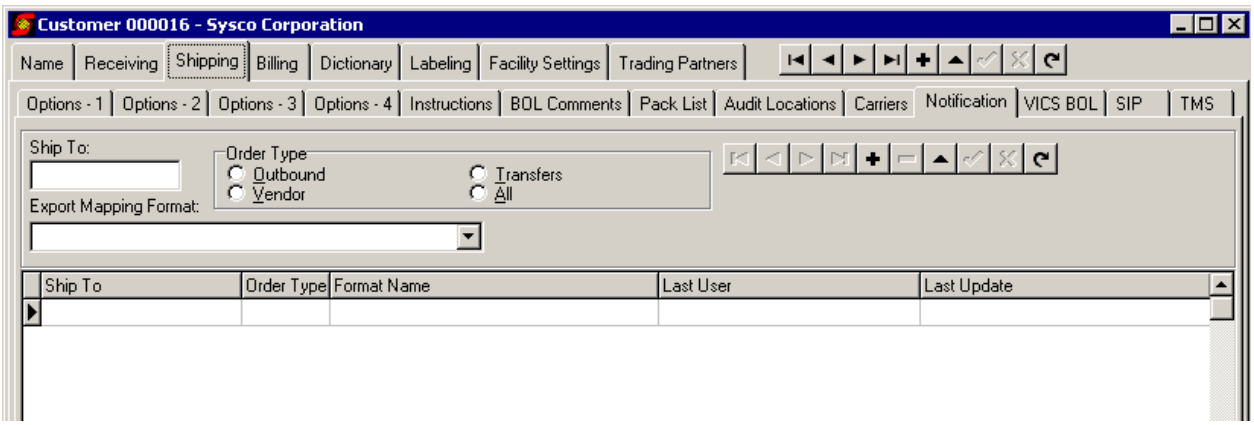
Preferred carrier processing
If the carrier is not defined on an order and a preferred carrier exists, the preferred carrier is added to the order with no warning message.

- This can be the case in EDI orders. The carrier is still a required field on all manually entered orders.
- The system will first see if there is a match for the consignee-defined preferred carrier. If that match does not exist, the system looks at the carriers defined at the customer level.

- If the carrier is defined on the outbound order, but the weight or consignee zip is within the range for the preferred carrier (if one exists), a warning is added to the applications messages log. The warning gives the preferred carrier ID. Changes to the carrier field on the order must be made manually.

Customer/Shipping/Notification

This processing provides the ability to associate Shipping Notification exports with a customer's Ship-To consignees.



Ship To:

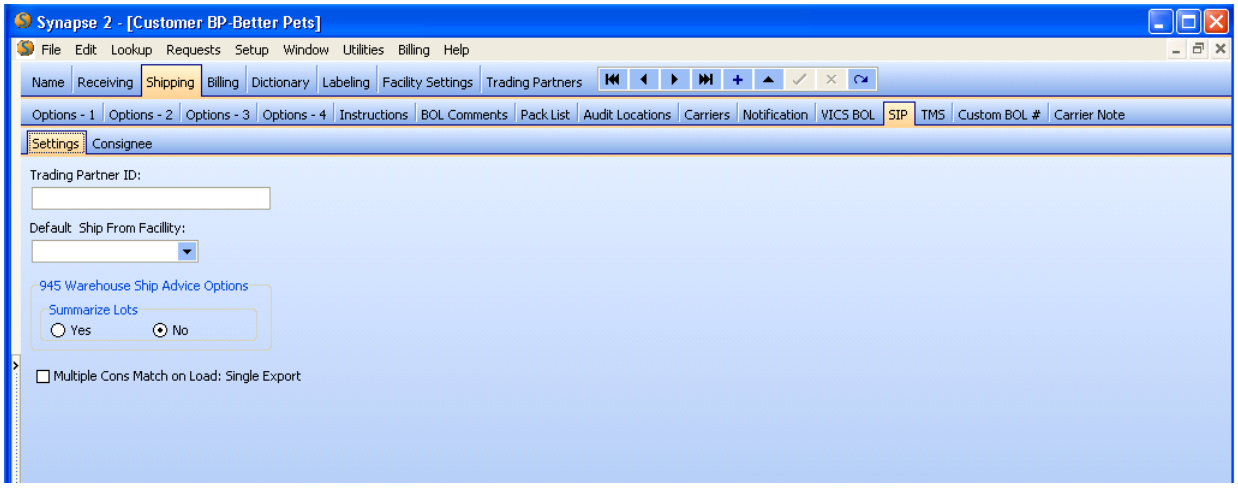
- Leave blank to indicate all Ship-To's are associated with the export or
- Enter "1TIME" to indicate the export is associated with One-Time Ship-To's or
- Enter a specific Ship-To consignee (double-click to perform a consignee lookup)

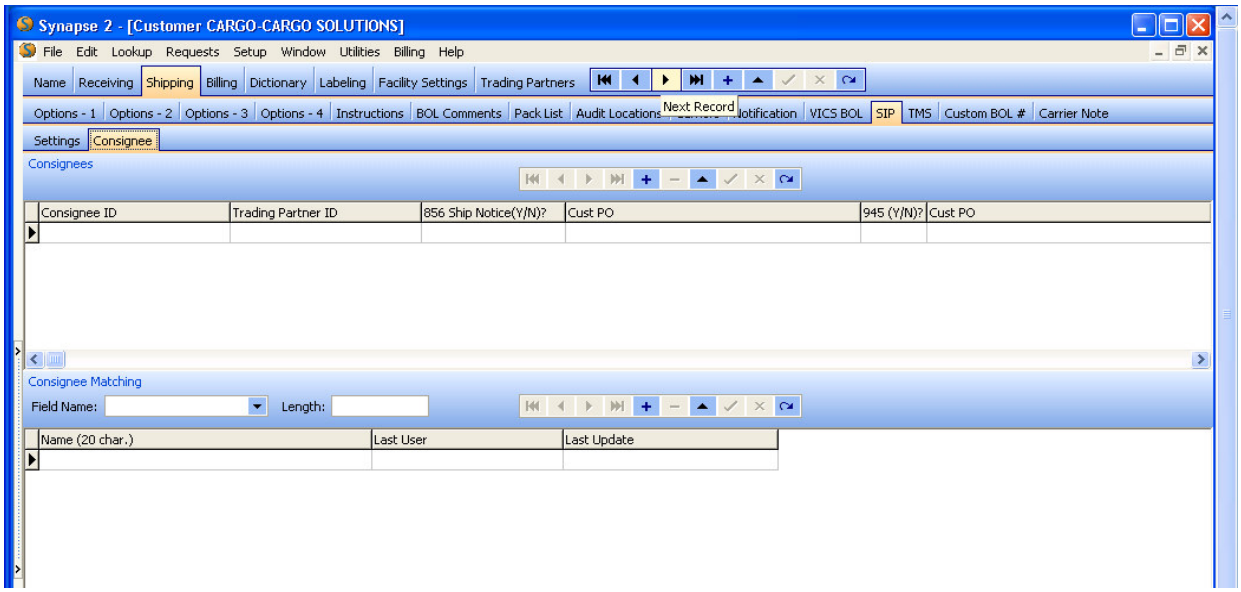
Order Type
Indicate if the export applies to Outbound, Return-To-Vendor, Transfer Orders (or all)

Export Mapping Format
Choose the export format from the drop-down list.

Each time an order is shipped, the system will check these entries to determine if an export request will be generated.

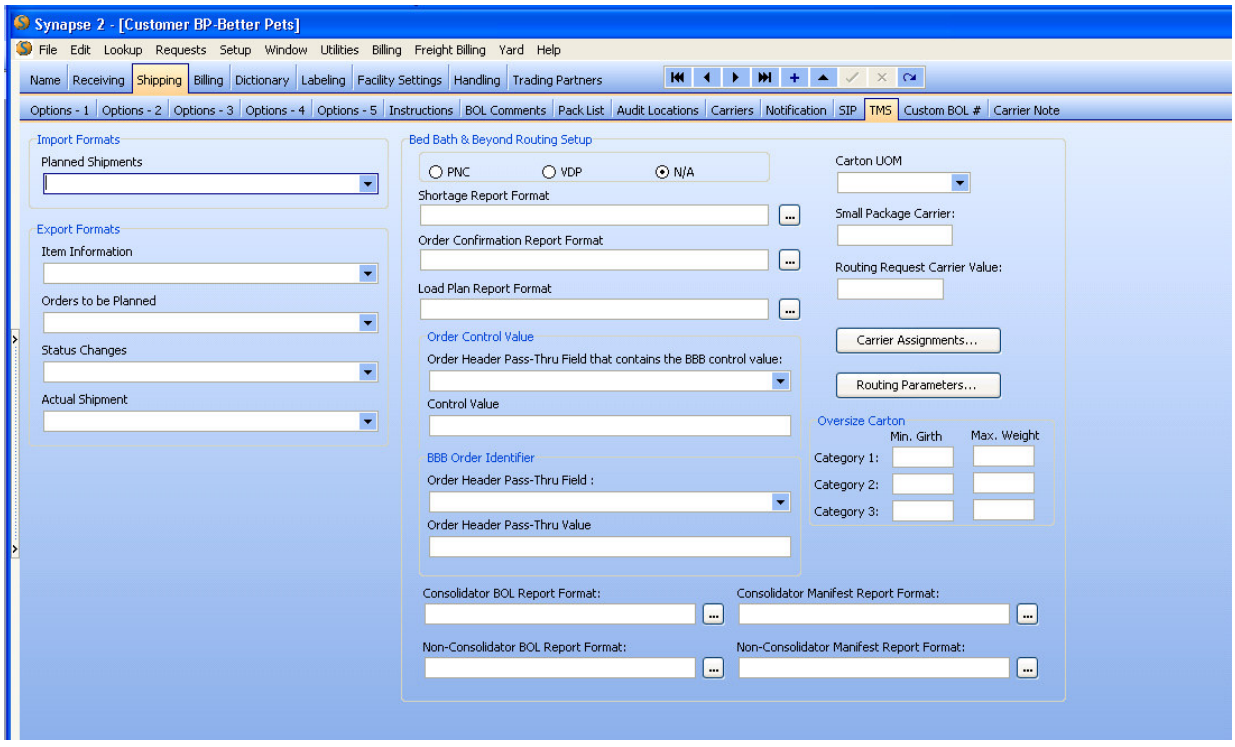
Customer/Shipping/SIP Settings and Consignee





These tabs supports a customer-specific interface to a SPS Commerce Product. This interface does not affect any current EDI processing. Please contact the TSD at Zethcon for specific information.

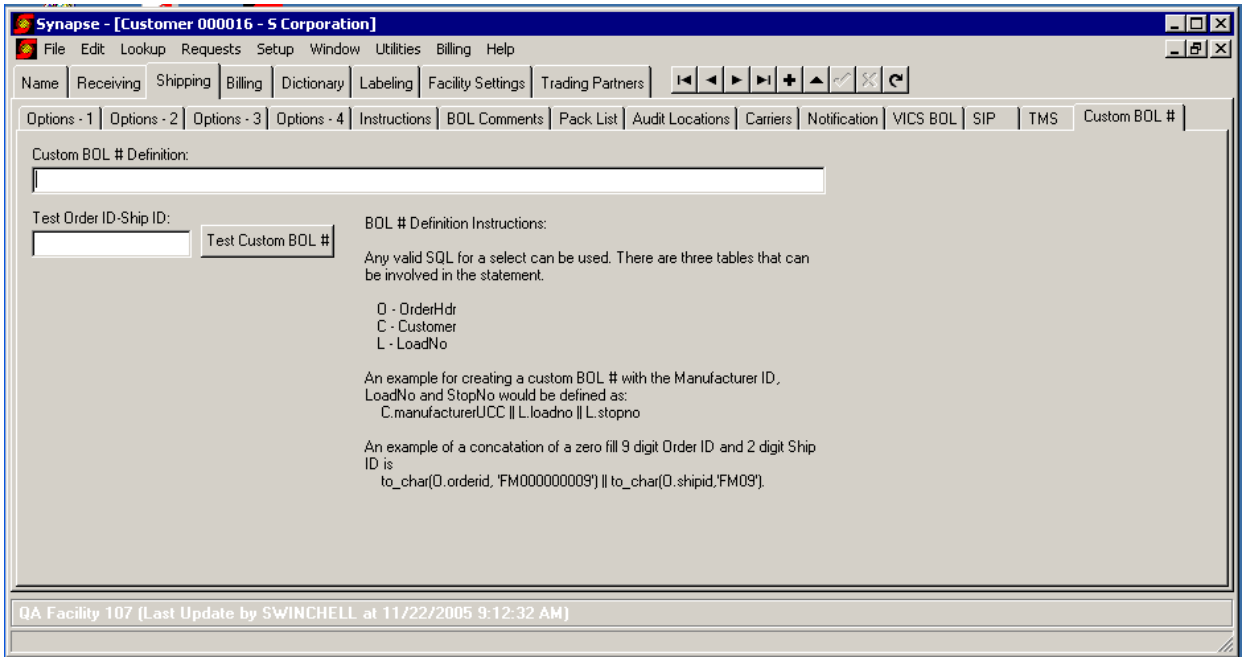
Customer/Shipping/TMS



Import Formats/Export Formats
This tab supports a customer-specific interface to the Transynd Transportation Management System product. This interface does not affect any current EDI processing. Please contact the TSD at Zethcon for specific information.

Bed Bath & Beyond Routing Setup
This tab supports a customer-specific interface to the routing guide for Bed, Bath &Beyond. This interface does not affect any current EDI processing. Please contact the TSD at Zethcon for specific information.

Customer/Shipping/Custom BOL



This screen allows the creation of a custom BOL number for an order. It can use any fields from the order header, customer and/or loads tables. It also can use any custom selectable functions that return a varchar2 type value.

The Setup/Customer/Shipping/Customer BOL # tab allows for the definition of a custom BOL. The definition can be any valid SQL statement for a select. There are three tables that can be referenced in the definition specified by a shortcut:

- O- Orderhdr
- C - customer
- L - loadno

Any column in these three tables can be used in the definition.

Testing
There a method of testing the definition on the screen. An orderid-shipid is entered in the 'Test Orderid-Shipid' field and the 'Test Custom BOL' button is clicked. This will first test the syntax

of the definition, and show any errors. If the syntax of the definition is valid the resulting custom BOL will be shown.

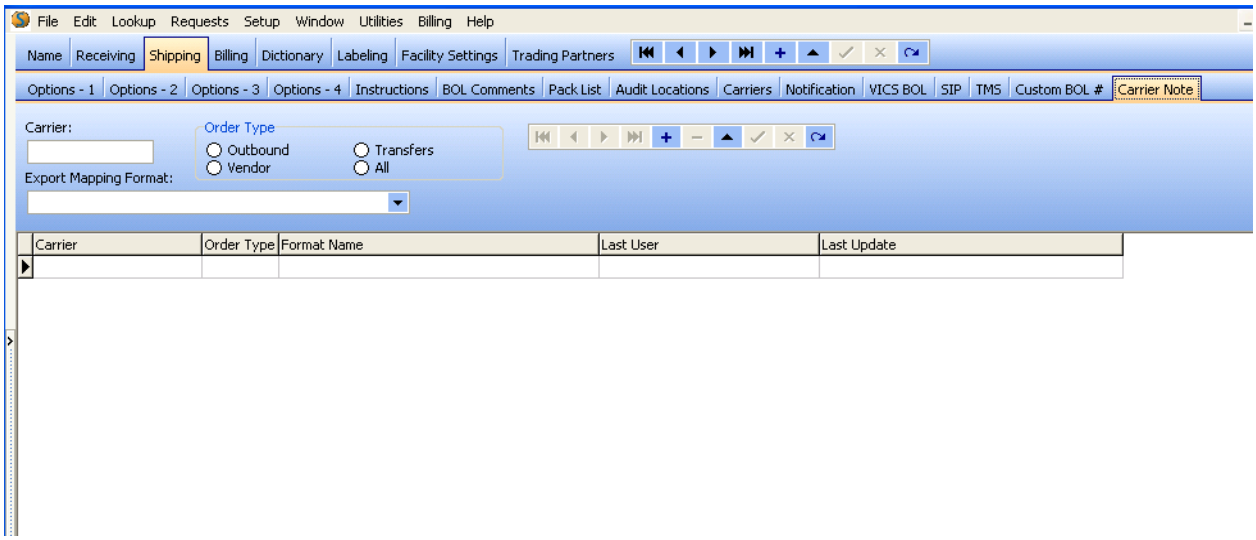
Using the Customer BOL
There is a function defined for retrieving the custom BOL for an order, it is zedi.get_custom_bol(orderid, shipid). It is a selectable function that returns a varchar2 value.

If the custom BOL is not defined, it returns the first defined of

- loads.billoflading
- orderhdr.billoflading
- orderid-shipid

Please contact the TSD at Zethcon for additional information.

Customer/Shipping/Carrier Note

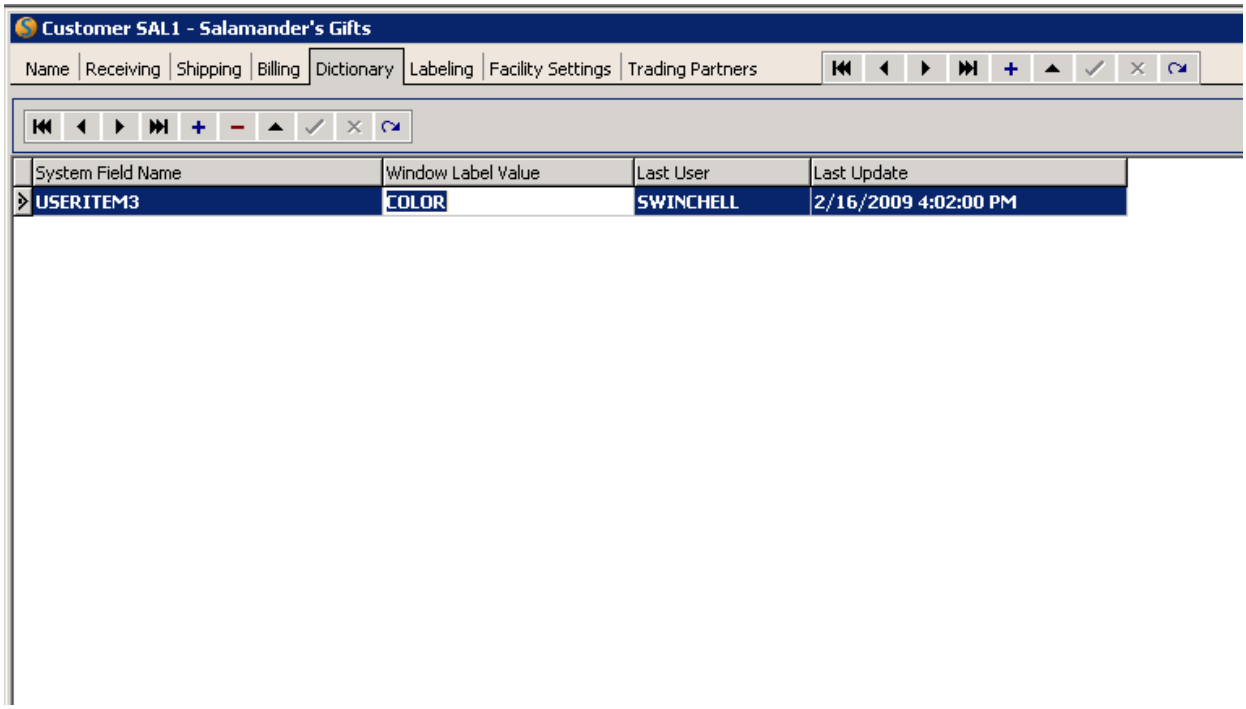


This screen allows Export Ship Notifications to be specific by carrier.

Customer/Billing Options

See the "**SYNAPSE Billing Concepts Manual**" for Options, Address, Rate Summary Instructions, Approval Limits, and Invoicing.

Customer/Dictionary



This screen allows for the substitution of specific customer jargon or terminology for selected system field names used for CRT screens in SYNAPSE. A typical example would be the replacement of "ITEM" by "SKU".

See the Setup/Customer/Receiving/Options Tab for information on the customization of RF labels.

This dictionary does not affect report headings in Crystal Reports.

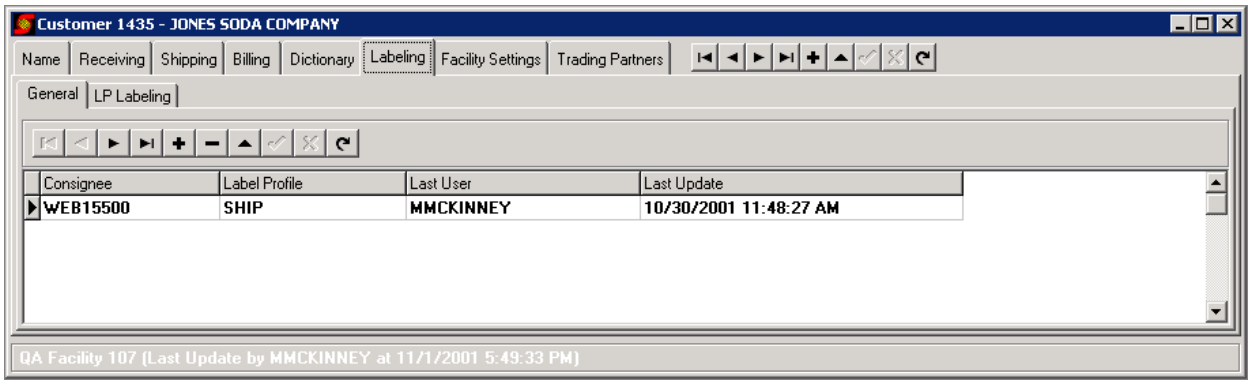
System Field Name
Select the value for customization from the pull down list including:

- Item
- LotNumber
- PO
- Serial Number
- UserItem 1, 2, 3
- UserAmt 1, 2
- Dtl and Hdr "PassThru" Values – These values in are used in EDI processing where values are passed in for order header and order detail processing. Setting Window Label Values here will make the order information more meaningful.
- Item Pass Thru - Char and Num – These values are on the Item/Specs/Item Specs tab. Setting Window Label Values here will make the item setup information more meaningful.
- Preliminary Packlist Options 1,2,3 – These values are used in the preliminary packlist processing on the Shipping Options-5 tab.

Window Label Value
This is the value that will appear on the CRT screen in place of the System Field Name.

Customer/Labeling

Customer/Labeling/General

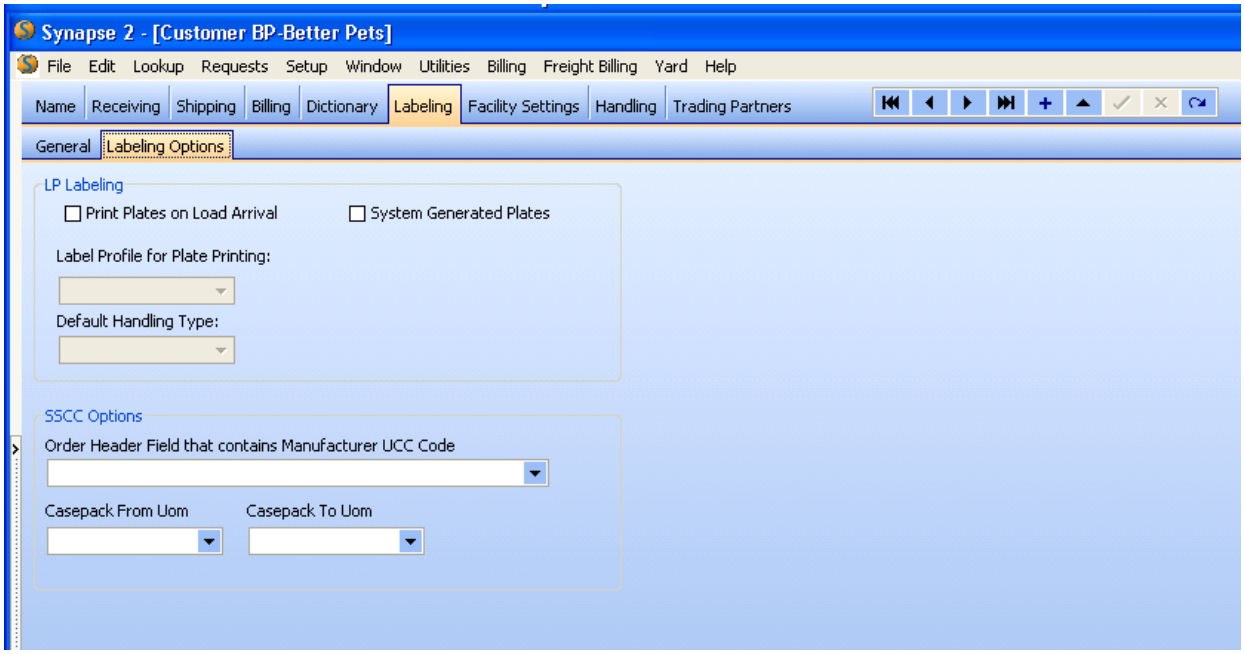


This screen will associate this customer or customer/consignee combination with a specific label profile for the printing of output labels.

Consignee
The consignee information must first be entered on the Setup/Consignee Maintenance screen and then associated with this customer on the Setup/Customer/Shipping/Options –1 tab as discussed above. Field is optional.

Label Profile
This value is chosen from the label profiles defined via the Setup/Label Profile screen.

Customer Labeling/LP Labeling



Labeling Options

This screen is used as part of optional automatic lip label generation in the Transloading process. It provides functionality to produce a label upon the arrival of an Inbound Customer load. The label is created in labeling software (Nicelabel). The label produced is essentially a license plate containing a significant amount of human readable and bar coded information, such as PO, item number, etc. This is also referred to as Front End Labeling (FEL). Please contact the TSD for additional information.

Print Plates on Load Arrival

Checking this box will trigger the label creation at the beginning of 1Step Receiving.

System Generated Plates

Checking this box will trigger the label creation after the item is received in 1Step Receiving thus having the potential to add more specific information on the label.

Label Profile for Plate Printing:

Select the appropriate Label Profile. These are defined on the Setup/Label Profile/Label Profile Maintenance Screen.

Default Handling Type:

Select the Default Handling Type for the receipt. These values are set up using the Setup/Handling Type/Receipt Handling Types Definition screen.

SSCC Options

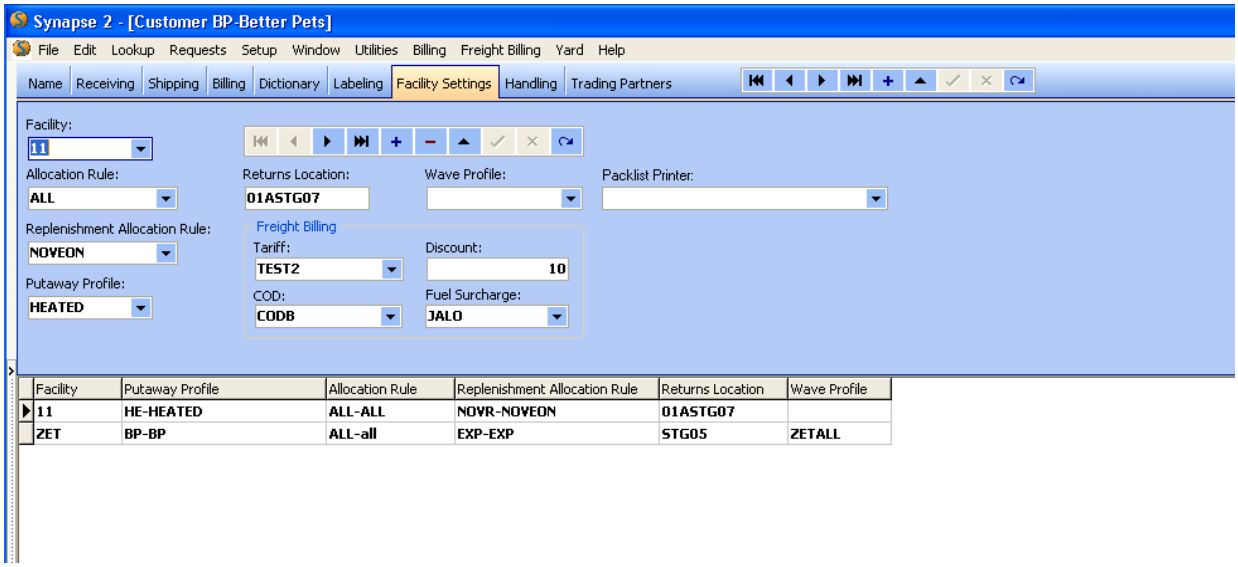
Order Header Field that contains Manufacturer UCC Code

This is used by specific labeling procs to identify the Manufacturer UCC code from an order header field and not from the code identified on the Customer/Name tab.

Casepack From Uom/Casepack To Uom

These fields are used to determine how to obtain the casepack qty when producing SSCC labels. The item values will override these customer-level values. If not values are present, the defaults are PCS and CTN.

Customer/Facility Settings



This information is used support customer processing in multiple facilities within the same installation of SYNAPSE. The values for customer defaults are set here by facility.

Note: The CRT operator must be in the corresponding facility to make changes. Use the right click Change Facility option. To add an entry, use the Plus/Add symbol on the lower tool bar.

Facility
Indicates the specific facility for the settings.

Allocation Rule
The customer-default allocation rule is set here. This is selected from the facility list entered using the Setup/Facility/Allocation Rules Screen.

Replenishment Allocation Rule
The customer-default replenishment allocation rule is set here. This is selected from the facility list entered using the Setup/Facility/Allocation Rules Screen.

Putaway Profile
The customer-default putaway profile rule is set here. This is selected from the facility list entered using the Setup/Facility/Putaway Profiles Screen.

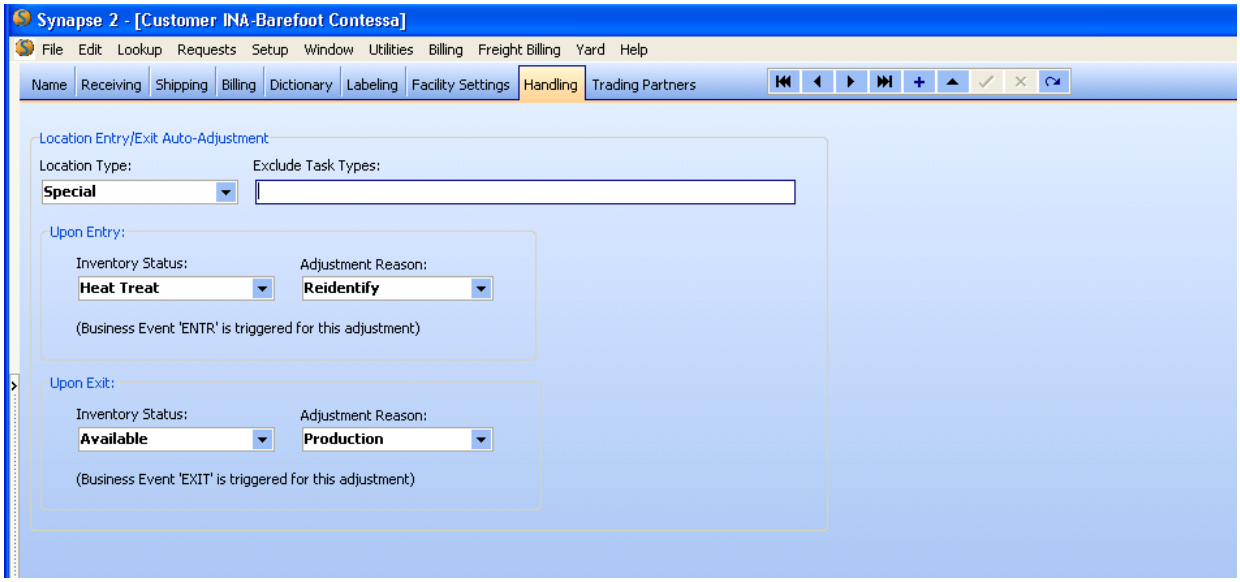
Returns Location
This field defines the customer-default staging location for returns processing for the selected facility. Staging locations must be defined for the facility using the Setup/Facility/Location/Location Maintenance screen.

Wave Profile
Wave Profiles are set up on the Setup/Facility/Wave Profile Screen. The profile allows multiple wave templates to be specified for automatic planning of imported orders. Wave Profiles can be defined for a facility, specifying a prioritized list of wave templates. The wave profiles are associated with a customer and facility level via this field.

Packlist Printer
This is the default packlist printer for non-MultiShip packlist printing.

Freight Billing
These fields are used as part of the Freight Billing Module. If more information, contact the TSD.

Setup/Customer/Handling



This process is designed to allow inventory to automatically change inventory status when inventory is moved into and removed from certain location types.

Location Type:
Select from a drop down containing all location types in the system

Exclude Task Types
Allows for a comma-delimited list of task types that should ***not*** generate an adjustment or event

Inventory Status
Upon entry/Upon Exit.
Defines the Inventory Status to update the Entering/Exiting inventory

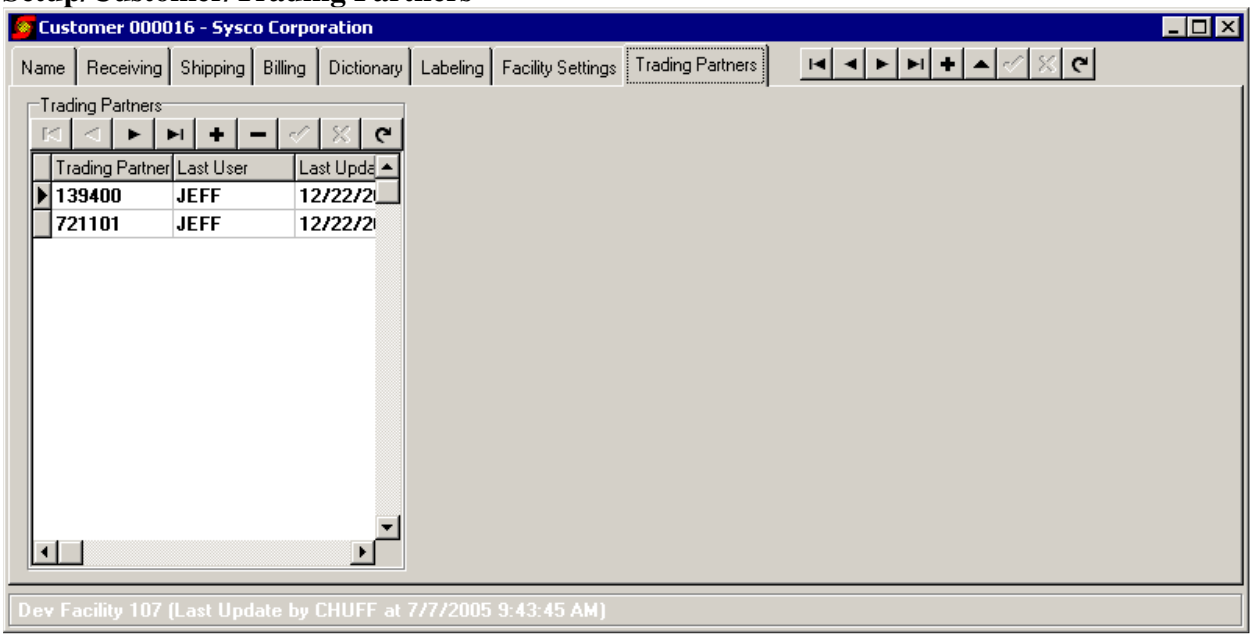
Adjustment Reason
Upon entry/Upon Exit
Defines the Adjustment Reason code for the inventory adjustment transaction

Once all necessary settings are made to enable the functionality, product moved into a location with the defined location type will be automatically adjusted to the inventory status configured as

the Entering status. Later, when the product is moved out of the location, it will be automatically adjusted again, this time to the Exiting inventory status.

- These adjustments will normally occur via RF moves or inventory moves performed through the Aggregate Inventory Re-warehousing screen.
- Inventory adjustments for a location will trigger the functionality but can be avoided by adding "IA" as an excluded task.
- Should a mixed pallet containing both product configured for the functionality and product not configured for it be moved into a location of the defined type for the configured item, only the configured item will be adjusted. When the adjustment is made, the Adjustment Reason will be recorded per the setup of the Reason mentioned above.
- Each of these movements will be associated with a corresponding Business Event. "ENTR" for the Entering Auto Adjust and "EXIT" for the Exiting Auto Adjust.
- When triggered, the adjustment occurs and if a event is defined, it will create a Misc. Order associated with the charge. As long as that Misc. Order is not processed, additional charges will accumulate against the same Misc. Order.

Setup/Customer/Trading Partners



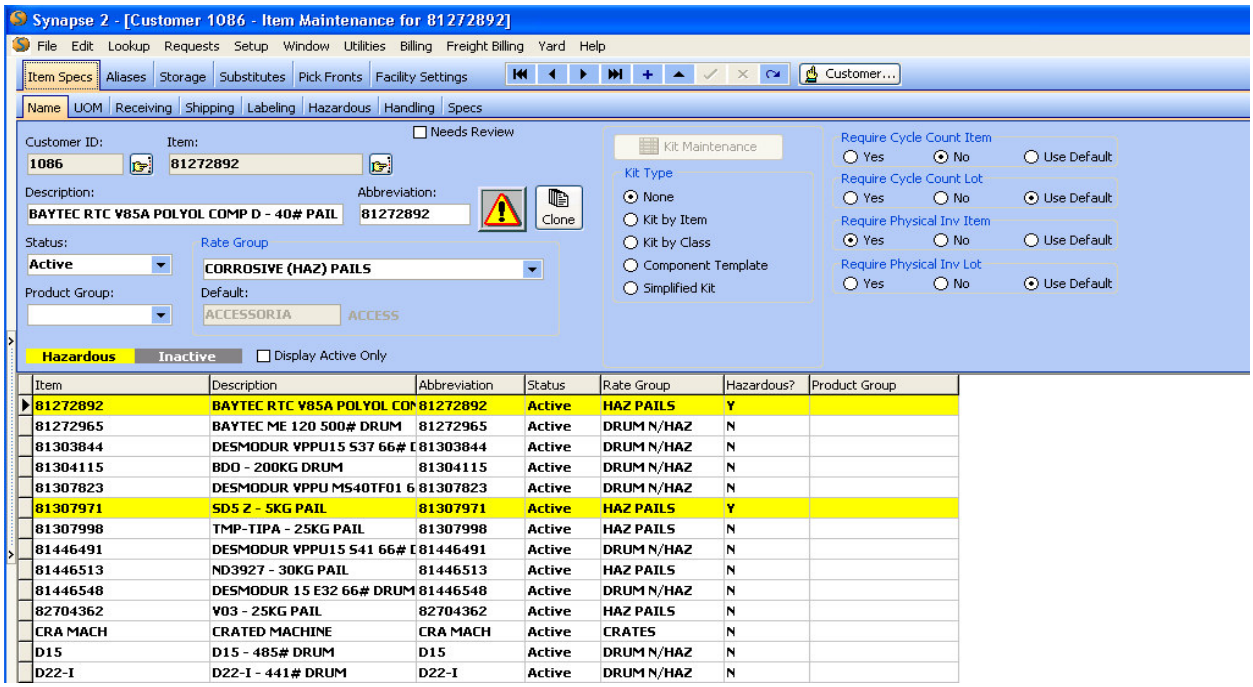
The grid on this tab is used to maintain a list of trading partners (other valid Synapse customers) associated with a customer. The table is used for export/reporting order/inventory data to both the trading partner customer(s) and the associated "master" customer. The same trading partner can't exist for multiple customers.

If a customer is selected as a trading partner, this information will be displayed at the top of the Setup/Customer screen as shown below.

ITEM SETUP

Note: Many of the values set up on this series of screens override the customer default and product group default values entered on the Product Group and Customer screens.

Item Specs/Name



Customer ID

The customer ID for this item. The customer must be entered into SYNAPSE prior to adding items.

Item

A unique item ID within this customer.

Although the online system supports a length of 20 characters for the item, the RF system only allows the entry of 16 characters for an item due to the size restraints of the RF screen. If a customer requires an item id to be greater than 16 characters, the Item Alias processing needs to be used for the RF entry for items ID's > 16 and < 21 characters.

The use of a single quote or double quote (' or "), "&" or "%" in the item id will cause processing issues. Note: This may not be a complete list of all special characters that may cause issues but these are known issues. Item ids that start with a leading period (.123AXX) may need a special update. Please contact the TSD if your installation has processing issues with items with special characters.

An item can only be deleted using a purge process.

Needs Review

Check this box to indicate that the item data is incomplete or requires manual review. A display of items requiring review can be requested when doing an item lookup.

This designation is informational and does not affect processing for the item. This designation is useful for customers that provide item setup information via EDI.

Description
A free form description of the item.

Abbreviation
An abbreviated description of the item.

Status
Values are maintained in the 'ItemStatus' validation table.

- Active
- Inactive
    1. The stock status export reports both active and inactive items and any inactive items that remain in inventory.
    2. The inactive status allows an item to be inactivated so that no future receiving can occur, but any items remaining in stock can still be shipped.
    3. An inactive item cannot be purged until other history data referring to that item has been purged. That is, no license plates, shipping plates, order items, etc. in the entire database before the item is eligible to be purged from the system.
- Pend Pending Review. The item is considered Inactive.
  This status is used when item definition information is imported via EDI and is used in conjunction with the "Needs Review" check box. It allows the CSR's to identify the pending items for review.

Product Group
Product Group is a layer of data between Customer and Item. Each product group is unique to a customer. Product groups support items of similar characteristics. For example, for an electronics customer, three product groups might be defined: one for high-end electronic equipment that typically require serial number tracking, another for children's electronic toys that may need value added services, and a third for technical manuals that may become parts of kits.

If applicable, select the product group for this item. If a product group is chosen, the product group values will become the default values for the item.

Product groups are defined on the Customer/Product Group screens.

Rate Group
Items are normally assigned to a customer-level defined rate group for billing purposes. Rate Groups are defined on the Customer/Rate Group screen. See separate billing documentation for information on rate group selection.

If no value is selected or the "Use Default" option is selected where applicable, SYNAPSE will default to the value displayed in the Default field. A Default Rate group for the customer needs to be set up for an item to be setup.

Kit Type
A kit is an item that is created by combining or modifying other items.

- If an item is a “kitted item”, the “Kit by Item”, “Kit by Class”, “Component Template” or “Simplified Kit”radio button is indicated on this screen. Specific Kitting item set up information is included in the User Manual documentation on Kitting. If an item is marked other than None, then the Kit Setup must be in place prior to outbound order processing.
- If an item is a component of a kitted item or not used in kitting, the “none” radio button should be selected.

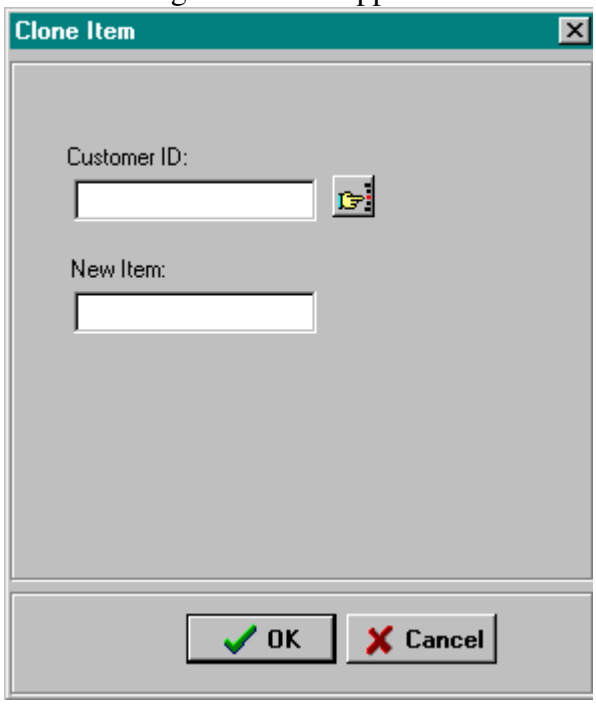
Hazardous Symbol

This symbol will appear for items set as Hazardous.

Clone

 This function allows the cloning of current customer items to create a new item for the same customer or a different customer. This should be useful in item setup, when a customer introduces a new or replacement item that has similar characteristics to an existing item, when an existing item shifts to a new customer, and for testing.

The following screen will appear:



NOTE: a new item ID must be entered. If the customer ID changes, a new item ID can be entered or the same item ID can be entered.

The following screen will appear asking the user to confirm the clone:

If necessary, update the cloned item information (i.e., description, abbreviation, rate group, etc.). NOTE:The following information may not be cloned to the new item or customer/item and the information must be entered manually after the cloned item is created:

Aliases tab – not cloned

Substitutes Tab – not cloned

Kitting Setup information if the Customer ID is new since this is based on item information for the current customer.

Rate Group and Product Group - before cloning for a new Customer ID, the procedure verifies the existence of a similarly named Rate or Product Group for the new customer. If it exists for the new Customer ID, the field is left with the group ID, otherwise it is set to null.

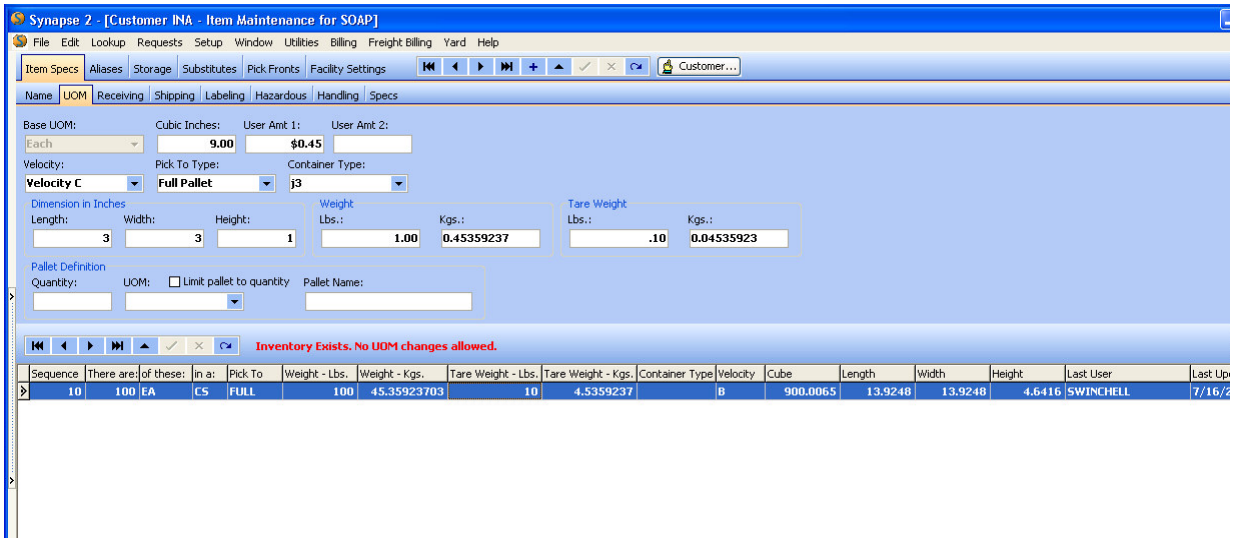
Require Cycle Count Item
When the user cycle counts LPs they all see the same screen and *can* enter the same fields. If the user does not enter an item (and customer) and the "Require Cycle Count Item" is set for the item on the LP, they will get an error message. **If the flag is not set** then the customer, item, description and lot are displayed and the user can either just hit enter or override any of the fields (except for description).

Require Cycle Count Item Lot
When this option is checked, the count tasks will follow the will under normal cycle count requirements for lot. When the option is unchecked, the user will be presented with the lot number during a cycle count rather than requiring its entry.

Require Physical Inventory Item
When this check box is selected, the RF user will be required to enter all the data elements for the LP being counted, such as Customer, Item and Lot. This is the default functionality for Physical Inventory processing. When the check box is **NOT** selected, the data will be auto populated when the LP is scanned. This feature works similar to the Require Cycle Count Item option.

Require Physical Inventory Lot
When this option is checked, the PI tasks will follow the will under normal PI requirements for lot. When the option is unchecked, the user will be presented with the lot number during a cycle count rather than requiring its entry.

Item Specs/UOM



Inventory Exists (UOM changes not recommended)/

Inventory Exists. No UOM changes allowed.
One of the above warning messages will appear if there is existing inventory. Please contact the TSD at Zethcon if more information is needed.

- Generally the existing inventory needs to be adjusted out at the old UOM and then added back to the system with the correct UOM.
- Although the system will allow changes to the UOM if the "Allow UOM Changes (Supervisors Only) box is checked on the Item Specs tab, the existing inventory (license plates) will not be updated.
- The asof inventory tables that are used for Renewal Storage Billing and Item Activity reports, will not be updated and may cause reporting and billing issues.

Base UOM
Defines the unit of measure and the related item characteristics for the smallest unit of measure that is processed in the system. UOM values are defined in the "UnitsOfMeasure" validation table.

Cubic Inches
The cube of the UOM in inches.

User Amount 1, User Amount 2
User Amount 1 and 2 are item specific dollar values that additionally define the item. The labels for these fields can be overridden at the customer level using the Definition tab.

Velocity
- "A" velocity is for the fastest moving items.
- "B" velocity for the next group.
- "C" velocity for the slowest moving group.

If the "Use Velocity" option on the Putaway Profile is set to "Yes", the velocity code of the received item is considered in choosing a location for system directed putaway.

If the ABC Cycle Count Processing is used, this value may be updated based on the ABC calculations. Refer to the chapter in the SYNAPSE User manual for information about ABC Cycle Count processing for an explanation of the calculations.

The values for this field are maintained in the "ItemVelocityCodes" validation table and must be restricted to the values of A, B and C to coordinate with the ABC Cycle Counting processing.

Pick To Type:

- Full — Pick until the container/conveyance is full based on the operator's assessment. The container type is not considered.
- LBL — Pallet – Separate Label Required
- PACK — Pick and Pack to a carton (the container type defined for this item); the pick task generation logic will take into account the size and weight restrictions of the specific container type selected for this item when creating pick tasks.
- PAL — To Pallet - Pallet as a container is based on the pallet size defined on the Setup/Container Types screen.
- TOTE — Pick to Tote – Totes are permanent containers that have LiP identification. A pack step is used to build the final shipping plate.

These values are in the "PickToTypes" validation table.

Container Type

The value should reflect the container to be used for picking, packing and shipping this unit of measure for the item. These values are maintained using the Setup/Container Types screen.

If a container group is chosen, the system will look for the smallest container for the product to fit into.

Notes on Pick to Type and Container Type:

Synapse can assist in maximizing carton cube in a couple of ways

- **"Pick to Pack" logic**. When utilizing this feature, the system is configured so that each item is associated with a carton or "carton group" into which it is to be packed. Then, when the users pick their parts, the system suggests cartons from the configuration of the items that maximize carton cube and weight capacities for the items being picked. The result is a direction to use certain cartons kind of like "1 Small and 2 Mediums".
- **Packing Station.** If the operation prefers a packing station, Synapse supports picking to reusable totes and CRT directed packing, including instructions. For every package that is produced, Synapse can always report the cube of the contents of that package and the weight, including tare where configured.

Dimension in Inches

Informational/Optional. These values can be used for interfaces to manifesting software to determine if an item qualifies for oversize package rates. There are **no** edits against the entered cube values for the item but the values entered here will calc to the Cubic Inches field.

Weight

Lbs:
The weight of the UOM in pounds.

Kgs:
The weight of the UOM in kilograms.

Tare Weight
The tare weight for the empty container and/or packing materials without the weight of the inventory it contains. Informational. For reporting purposes only.

Lbs:
The tare weight of the UOM in pounds.

Kgs:
The tare weight of the UOM in kilograms.

Pallet Definition

Limit Pallet to Quantity
If this check box is selected, the system will not allow a user to build a pallet with a quantity greater than that set by the combination of the Quantity and UOM fields using the RF Option 13 (Build Pallet) If this box is not selected, the information in the Quantity and UOM fields will not affect processing but can be used for reporting and labeling purposes.

Quantity:
See above.

UOM:
See above.

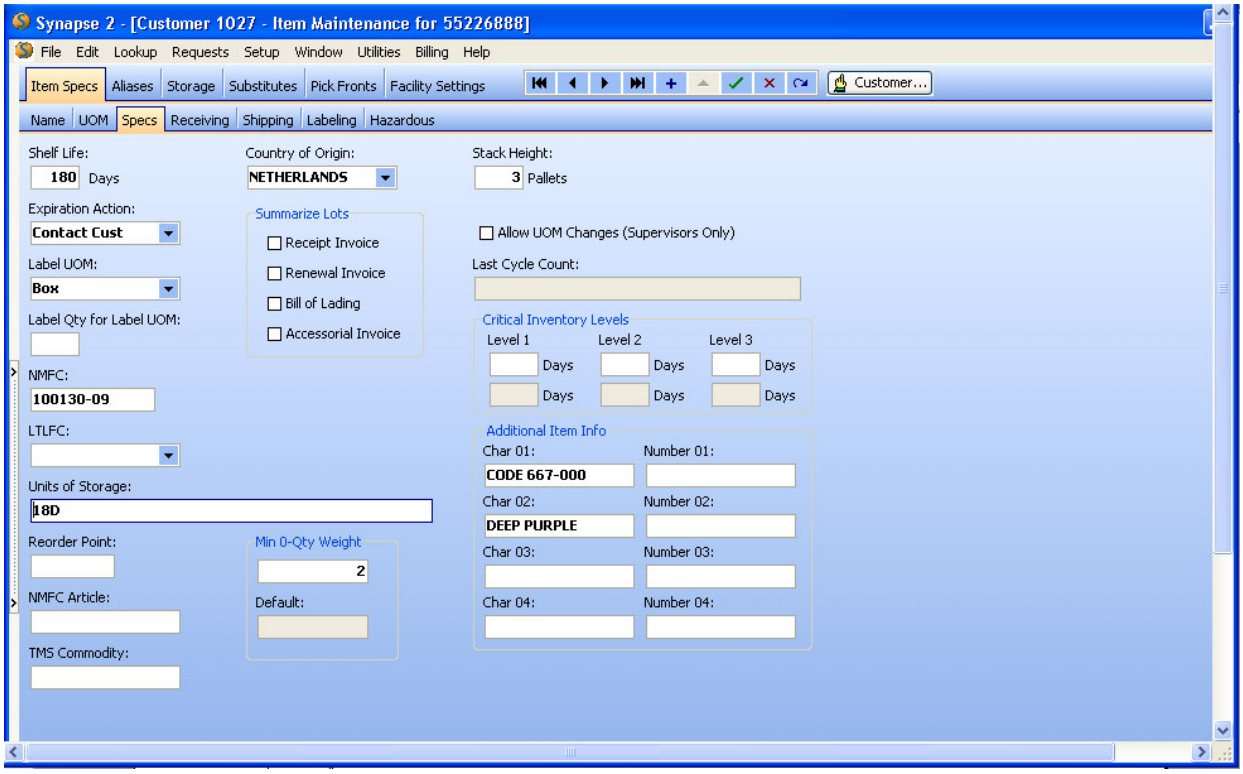
Pallet Name:
This field is used for the name or size of the pallet. Length is 20 characters. Informational only. Can be used for reporting and labeling purposes.

Additional UOM's other than the Base UOM
All units of measure that will be processed for this item must be defined here. If there is a single UOM for an item, no information is entered here.

Sequence
Each sequence defines the order for the relationships. The sequence should go from the smallest to the largest UOM.
It is normally best to start with sequence number 10 and increment by 10 to leave room for changes in the future. That is 10, 20, 30…

There are 999 of these UOM in a UOM
Defines the number of the lower UOM (defined in the "of these" column) in the higher UOM (defined in the "in a:" column) 999 of these:

Item Specs/Specs



Shelf Life
This field defines the shelf life for the item in days. The maximum value is 999. This field is optional.

This field is not used in the actual LP expiration processing but is used in receiving to set an expiration date for a plate.

- If an item is setup to capture expiration dates, the expiration date will be populated on the license plates.
- If an item is setup to capture manufacture dates and there is a shelf life configured, the expiration date on the license plates will be populated with the manufacture date plus the shelf life.
- If no date is set for capture but a shelf life is configured, the expiration date is populated by adding the shelf life to the creation date for the license plate

This also works in conjunction with the "Verify Sale Life" on the Customer setup.

Expiration Action
This field defines the expiration action for the item. These values are maintained in the ExpirationAction validation table. Optional. Informational only.

Label UOM/Label Qty for Label UOM
UOM values are defined in the "UnitsOfMeasure" validation table. This field is optional

Wave Planning uses these fields to create the column "labeluom" in the subtask table. (Note that labeluom is not visible from the subtask screen but is used in the process.) If Label UOM is non-null, the pick-to-type is "LBL" and the location is not a pick front then this column is used to

convert pick UOM and pick qty to a value, which determines the number of "shippingplate ids" the picker must enter. If Label UOM is null, then the base UOM is used in the calculation.

This is important for small package orders where the quantities are ordered in eaches but are picked in cases. If this is not set correctly, the picker will be asked for labels for all the eaches, not each carton. The allocation rule option, Whole Units Only, must be on for this to work properly.

See the User Manual for the effect this value has on the Mass Manifesting Processing.

NMFC
This field defines the National Motor Freight Class Code for the item. These values are defined using the Setup/NMFC Codes/NMFC Code Definition Screen. This field is used in BOL processing and is optional.

LTLFC
This field defines the LTL Freight Class Code for the item. These values are defined using the "LTLFreightClass" validation table. This field is used in BOL processing and is optional.

Units of Storage
These values are used in the Pick Front Management processing. They define the acceptable sizes (based on defined Units of Storage) for potential pick fronts for an item. Multiple UOS values can be chosen. This field is required if the Pick Front added or updated without an assigned Pick Front location.

Reorder Point
Used for reporting purposes. This field is informational only and optional.

NMFC Article
This field is used for an interface with the Transynd Transportation Management System. Please contact the TSD at Zethcon for further information.

TMS Commodity
This field is used for an interface with the Transynd Transportation Management System. Please contact the TSD at Zethcon for further information.

Min 0 – Qty Weight
The Minimum weight can be set at the Item, Product Group, Customer, or System Default level. Just like in other logic of the system the Item supersedes the Product Group, which supersedes the Customer and so on. The weight is an absolute value and can be set for whole numbers or decimals.

Country of Origin
Country Code values are defined in the “CountryCodes” validation table. This field is informational only and optional.

Summarize Lots
In billing processing, Line item charge processing considers each lot number as a line item and applies charges accordingly. This can be turned off at the item level for receipt, renewal and accessorial invoices by checking the summarize lots box for the appropriate invoice type(s). This also applies to BOL processing.

Stack Height
The maximum stack height for a pallet of the item. This field is optional and used to determine the pattern for the 1st Pallet Height (H) putaway method.

Allow UOM Changes (Supervisors only)
This must be checked to allow UOM changes for items with existing inventory. Making UOM changes can cause issues with the asof inventory. The asof inventory is the basis for activity reporting and some renewal billing methods.

Last Cycle Count
Displays the date of time the last cycle count was completed.
Double Click on this field to navigate to the Cycle Count Activity Screen.

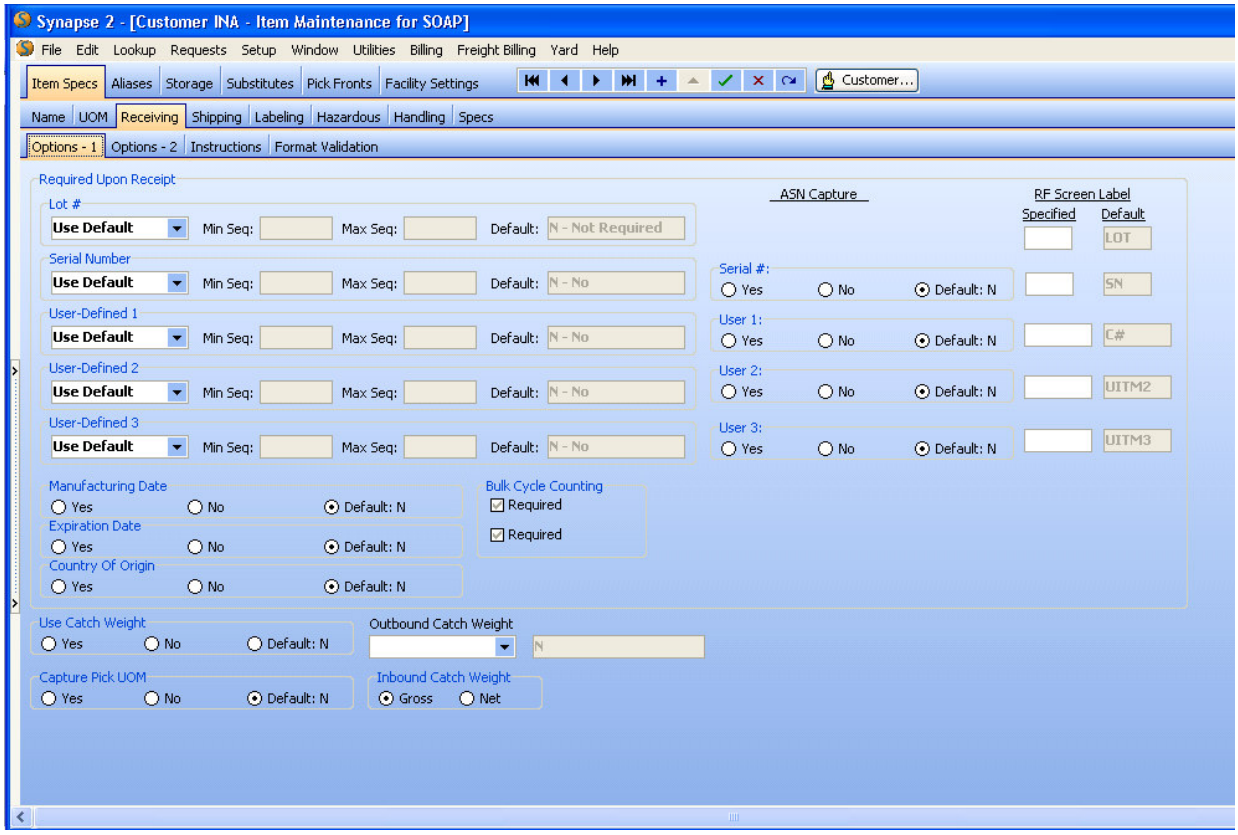
Critical Inventory Levels
The Critical Inventory Level area of the screen is used to define the number of days for the Level 1, 2 and 3 fields. If the levels are not specified, they will default to 30, 60, and 90 days respectively. This information is used to process the Crystal Report, "Critical_Product_Inventory.rpt".

Additional Item Info
The Additional Item Info fields consist of four character fields and four numeric fields. The character fields are a max length of 255. The fields are informational only and are typically used to hold additional description information for the item.

The labels of the pass-thru fields can be changed using the Dictionary in the Customer Maintenance screen. Note that they are labeled ITMPASSTHRU1, etc in the System Field Name for the Dictionary function.

Item Specs/Receiving

Item Specs/Receiving/Options - 1



Notes for User–Defined Fields

User 1, 2 and 3 fields contain information that is based on customer and item requirements. For example, if a manufacturer of paint requires the capture of a color code, one of the user-defined fields can be designated for this purpose. RF-screen Display Labels can be defined to more clearly present the meaning of the user defined fields.

Item Info Required Upon Receipt

Lot #

(Y)es – lot number must be recorded for inbound inventory.
Also (O)utbound – Lot # must be recorded for both inbound and outbound inventory.
(S)ome Outbound – Lot # may be optionally entered on outbound orders.
Upon (P)ick – Lot # must be recorded at pick.
(N)ot Required – No lot# tracking is performed.
(C) – Customer Default

For inbound order entry, lot ID is required for the order line if the “Yes”, “Also Outbound”, or “Some Outbound” option is selected.

For outbound order entry, lot ID is required for the order line if the “Also Outbound” option is selected.

Descriptions of Lot # processing through order entry and RF are described in the table below:

Option	***Definition***	***Lot ID Required for Inbound Order Entry***	***Lot ID Must be Entered During Receiving***	***Lot ID Required for Outbound Order Entry***	***Lot ID Must be Entered During Outbound Shipping***
N – Not Required	*No lot # tracking is performed*	*No*	*No*	*No*	*No*
O – Also Outbound	*Lot # must be recorded for both inbound and outbound orders*	*Yes*	*Yes*	*Yes*	*No*
P – Upon Pick	*Lot # must be recorded at pick*	*No*	*No*	*No*	*Yes*
S – Some Outbound	*Lot # can be recorded for outbound order*	*Yes*	*Yes*	*Optional*	*No*
Y – Upon Receipt *A – Auto Seq*	*Lot # must be recorded upon receipt*	*Yes*	*Yes*	*No*	*No*

Serial #

Yes – Serial # number must be recorded for inbound inventory. If duplicate serial numbers are not allowed, this should be set via a format validation rule.
No – No serial # tracking is performed.
Upon Pick – Serial # must be recorded at pick.

User 1, User 2, User 3

Yes – User 1 (2 or 3) value must be recorded for inbound inventory.
No – No User 1 (2 or 3) value tracking is performed.
Upon Pick – User 1 (2 or 3) value must be recorded at pick.
Note that there is an RF limit of 15 characters for User 1 and User 2. The RF limit for User 3 is 19 characters.

Special Processing for User 3

The following functions display only the first character of the RF tag (regardless of what was entered in the CRT) and allow for a 19-character entry or display with no space after the prompt:

- 1-Step Receipt - option 11
- Detail Return - option 18
- Inv Adjustment - option 81
- Location Load - option 91
- All types of "Picking"

- Can't Pick
- Shipping Audit - option 49
- Plate Inquiry - option 92

In order to accommodate user item 3 in Location Load, "Country of Origin" was removed and will be set to null on all created plates.

Manufacturing Date

Yes – Manufacturing date must be recorded for inbound inventory.
No – Manufacturing date is not required for inbound inventory.

Manufacturing Date Bulk Cycle Counting

If checked, this will propagate the manufacturing date on the RF Cycle count screen for bulk cycle counting so the user has to confirm that it is correct. This date will be required in the Cycle Count.

Expiration Date

Yes – Expiration date must be recorded for inbound inventory.
No – Expiration date is not required for inbound inventory.

Expiration Date Bulk Cycle Counting

If checked, this will propagate the expiration date on the RF Cycle count screen for bulk cycle counting so the user has to confirm that it is correct. This date will be required in the Cycle Count.

Country of Origin

Yes – Country of Origin must be recorded for inbound inventory.
No – Country of Origin is not required for inbound inventory.
In order to accommodate a 19-character input area for user item 3 in Location Load, "Country of Origin" is not captured.

Auto Sequencing Notes

Auto-sequencing is a feature that allows the assignment of user defined number sequences for Lot Numbers, Serial Numbers and User 1, 2 and 3 in 1-Step Receiving and CRT Receiving (Receive Load). When this is set, license plates created for items to which the setting applies will have a value automatically entered into the field configured.

- This function is **not** available for Location Load and Location Fill
- Multiple Plates received for the same item in the order, should have the same sequence number even is receiving is interrupted and started again later.
- The sequence numbers can be overridden as part of the receiving process.
- Format Validation and Parse Rules should not be used in conjunction with this feature.
- The Manufacture Date, Expiration Date, and Country of Origin fields are not included in this feature.
- The number placed in the field will be pulled from a normal Oracle sequence and should be at least 6 digits long. The value loaded into the license plate will be padded with

leading zeros to make the length of the min and max values equal. For example if the min = 1 and the max = 100000, the numbers generated will be 000001, 000002, etc.

- The maximum value that can be used is 999,999,999.
- If the maximum is reached, the internal Oracle counter will flip back to the minimum value.
- Item level sequences will override customer level sequences.
- For Lot processing, "AutoSeq" is the same as selecting "Y-Upon Receipt", except that minimum and maximum sequence numbers are required for auto-sequencing.
- For serial number, User 1, 2 and 3, the Synapse processing after the plate is created will be the same as the "Y"es option.

ASN Capture
ASN Capture Radio Buttons are available for Serial #, User 1, User 2, User 3 with 2 options, Yes/No. Note: **These settings are not connected to the processing for ASN Carton Receiving .**

If an option is yes for one or more of the fields, this information will not be recorded in the LiP but in separate ASN capture tables. These tables will then be checked at picking to verify that inventory with the appropriate serial # or user-defined field had been received.

This option needs to be set prior to any inventory being received. If inventory currently exists when this option is activated, that inventory will not be allocated for outbound orders.

When executing 1-Step Receipt function for items that require ASN capture, note the following:

- If any item has both required and ASN capture set for a field (serial number or user items 1 thru 3), required option takes precedence and ASN capture is ignored.
- After all non-ASN capture data has been entered for a plate, the prompts for the ASN capture fields are displayed beneath the existing data and the operator then repeatedly enters the ASN capture data. These are the only enterable fields.
- The data is not stored in the plate but is saved in another table. The operator may exit entry of the ASN capture fields early and the plate will be updated accordingly.

The following rules are used for duplicate checking when ASN capture data is being entered (note that there must be a format validation rule for the item and the rule must not allow for duplicates):

- If unshipped shipping plate exists - prohibit.
- If inventory lip exists (returns plate) - prohibit.
- If receipt history for same receipt order - prohibit.
- If receipt history for different receipt - warning.

ASN capture can also be mixed with "Do qty 1 LPs?" processing.

When executing picking functions for items that require ASN capture, note the following: Rules for duplicate checking if ASN capture is required (note that there must be a format validation rule for the item and the rule must not allow for duplicates):

- If unshipped shipping plate exists - prohibit.
- If inventory lip exists (returns plate) - prohibit.
- There will be a warning message if the value was never received.

RF Screen Label
The RF display label can be specified for Lot #, Serial # or User 1, 2 or 3. If no screen label is specified, the default value will be used for RF display.

Special 20 Character Entry Setup

1-Step Receipt (option 11) allows the entry of a 20 character useritem3. If the RF Screen Label for useritem3 begins with a plus sign ('+') then the entire width of the RF screen (20 characters) is opened up for data entry. If there is available space on the screen, the line immediately above will contain a prompt surrounded by dashes ('<--- ... --->') where ... is replaced with the final 4 characters of the RF Screen Label foruseritem3 – if the are no characters then UITM3 is used.

Use Catch Weight
This setting determines whether catch weights apply to this item. Values are:

- Yes
- No

Outbound Catch Weight
This value determines the type of outbound capture for this item. - the three options are

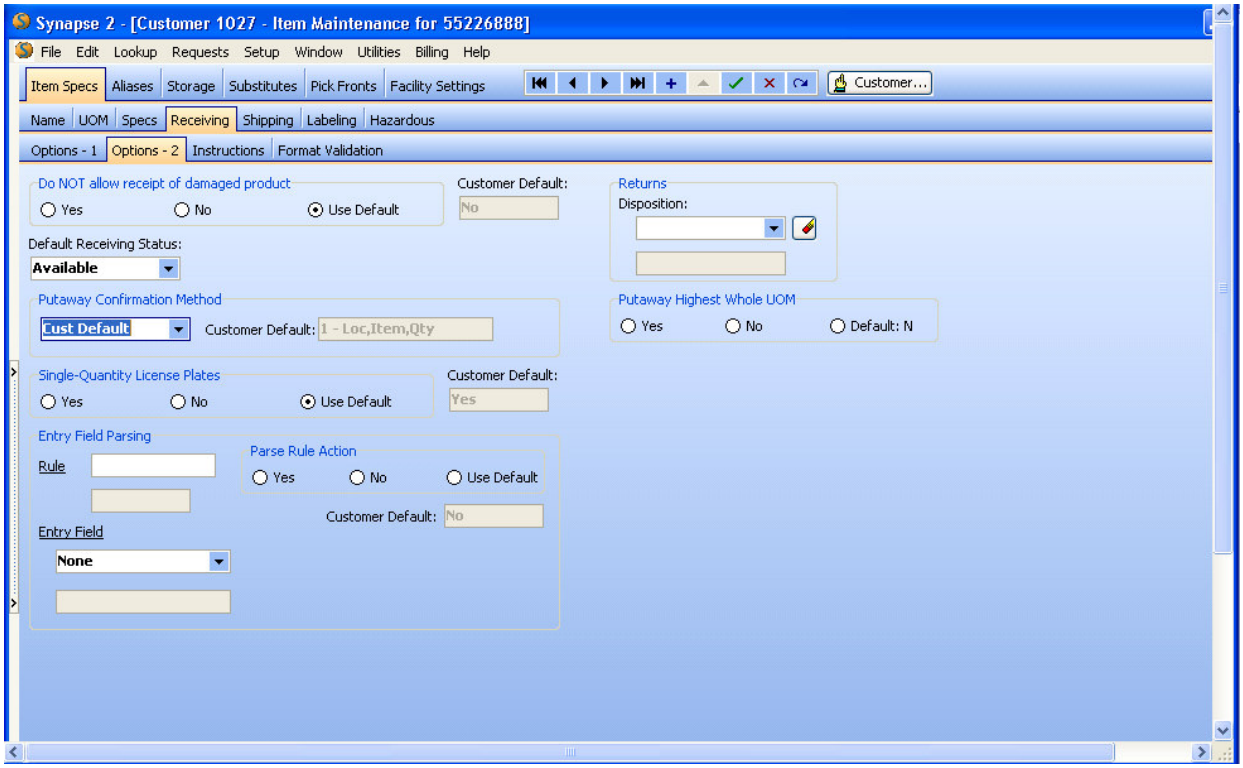
- "Blank" for no outbound capture
- "G" for gross
- "N" for net

If "Use Catch Weight" is set to No (or blank), then Outbound Catch Weight is ignored.

Capture Pick UOM
Allows Serial Number Capture/Tracking to be by Pick UOM not base UOM.

Inbound Catch Weight
Synapse assumes that catch weight being captured during receiving is gross weight. If this setting is Net, the system will take the quantity multiplied by the Tare weight and add the results to the weight entered by the operator. (qty * tare = y, y + catch weight entry = plate entry)

Item Specs/Receiving/Options - 2



Do NOT allow the receipt of damaged product
If this option is selected, LIP's cannot have the Inventory Status = "DM" (damaged) at receipt. If no value is selected or the "Use Default" option is selected where applicable, SYNAPSE will default to the value displayed in the Default: box.

Returns Disposition
If no value is selected or the "Use Default" option is selected where applicable, SYNAPSE will default to the value displayed in the Customer Default: box.

Default Receiving Status
If no value is selected or the "Use Default" option is selected where applicable, SYNAPSE will default to the value displayed in the Default: box. This is the default in 1-Step Receiving and will save the RF user keystrokes if the appropriate value is entered here.

Note: If there is no value in this field, the receiving process populates the field with the first included inventory class value from the order detail line, otherwise it will use "RG" (Regular).

Putaway Confirmation Method
This entry determines the RF entry information required at putaway.

1 Location, Item, Quantity
2 Location, Quantity

If no value is selected or the "Use Default" option is selected where applicable, SYNAPSE will default to the value displayed in the Default: box.

Single-Quantity License Plates

- "Yes" All license plates will have a quantity of 1. This prevents the user from creating a LiP in a quantity greater than 1. When receiving a product (via receiving, returns or inventory load) that requires data capture and specifies no duplicates. This would most commonly be used for in items that require unique serial numbers. It also affects processing that allows the quantity of a LiP to be changed. (Note: Returns will allow a serial numbers if the serial number is on a shipped plate)
- "No" License plates can have a quantity > 1

If no value is selected or the "Use Default" option is selected where applicable, SYNAPSE will default to the value displayed in the Default: box.

Note: If the item is set to a Max qty 1, then the unit of measure must be the base unit of measure.

RF screens that are affected by this setting include:

- Phys Inventory - option 36
- Location Load - option 91
- Work order - option 61
- Inv Adjustment - option 81
- Detail Return - option 18
- Damaged Items - option 96
- Cycle Count - option 35
- Build Pallet - option 13
- 1-Step Receipt - option 11

CRT-based processing affected by this setting includes:

- Inventory Adjustment
- Receive Load
- Returns

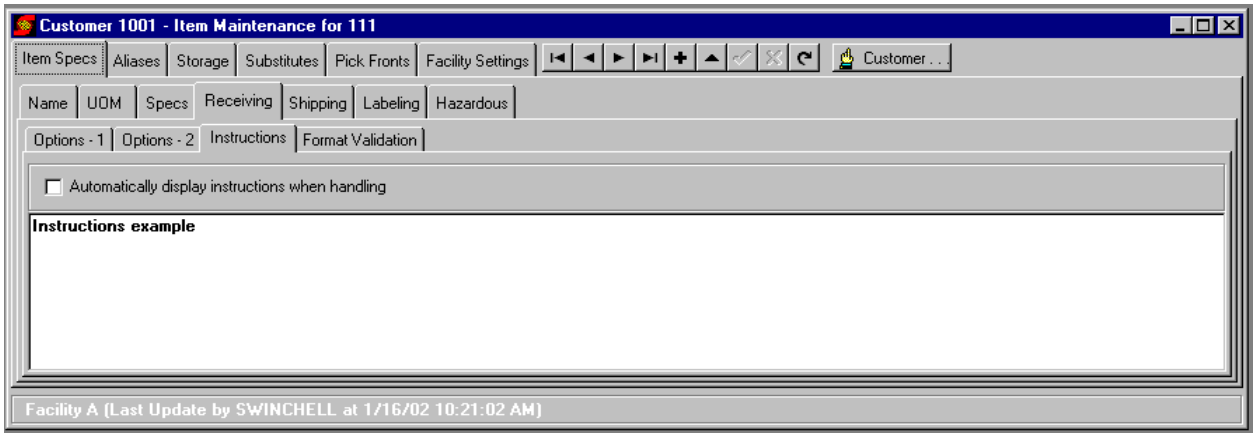
Entry Field Parsing

The Purpose of the parse field entry is to scan a value into either serial #, lot #, user 1,2, or 3 and parse all or part of a value into another field. The full value or a partial value can be kept in the scanned field. Example – the first 6 characters of the lot number is also the manufacturing date. By setting up the lot number as the input field and the manufacturing date as the parsed field, the full value will be kept in the lot number and the manufacturing date will be extracted and updated.

To set a rule, double click on the Rule box and select. Select the Entry Field this is valid for from the pull down list. Set the Parse Rule Action Radio button to "Yes".
See the Setup/Parse Rules in the User Manual Documentation for an explanation of the parse rules.

Putaway Highest Whole UOM
When a user performs receiving they specify a UOM received and normally this is the UOM that putaway uses when scanning the putaway profiles. If this flag is set then putaway will convert the base UOM and base quantity to the highest whole UOM for the item and use that for scanning the putaway profiles rather than the entered UOM. Note that in prior versions of Synapse, this field was on the Customer/Facility Setting Screen.

Item Specs/Receiving/Instructions



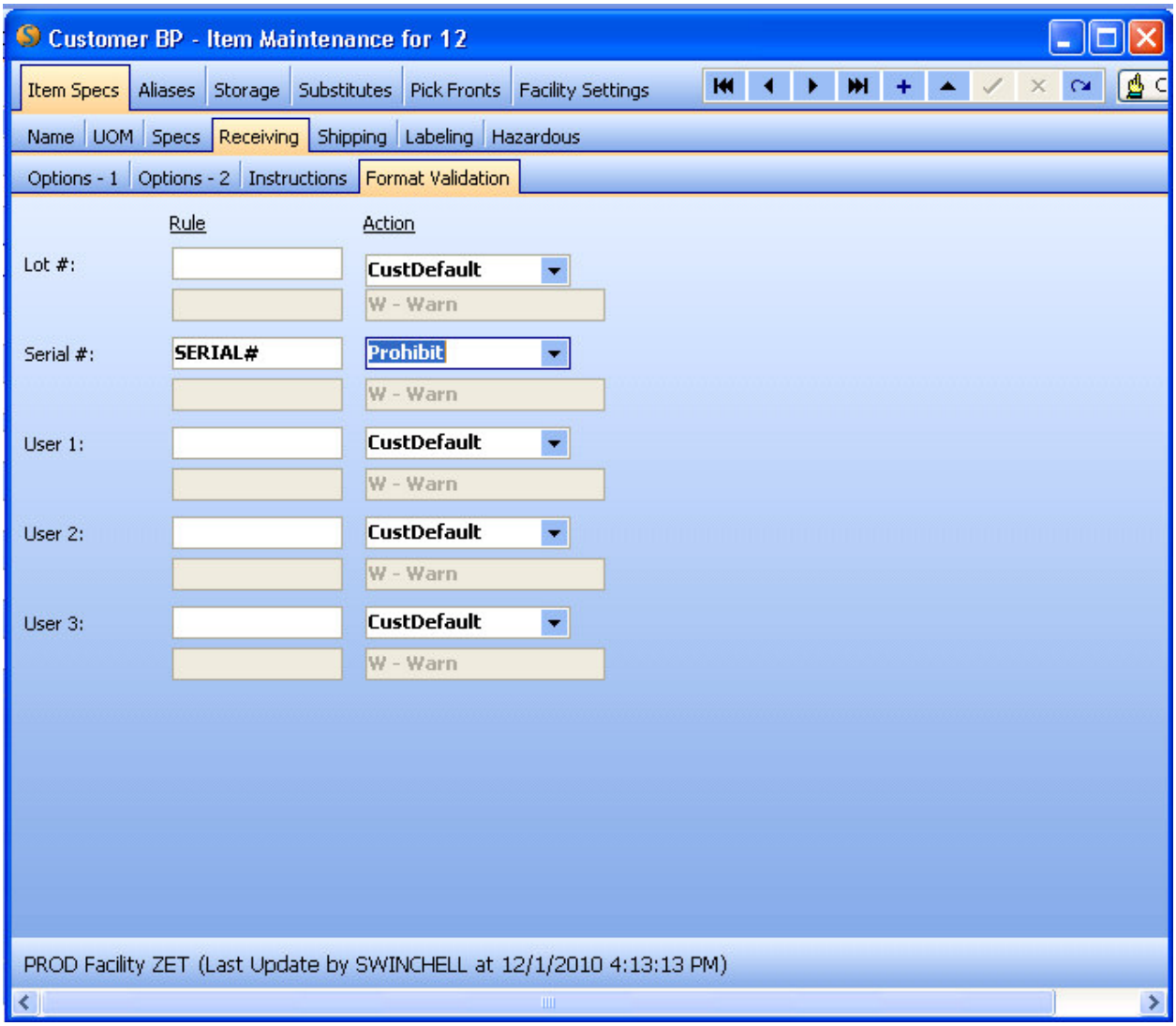
This screen provides a free-text area for adding item-specific receiving instructions to be shown on the RF terminal at receiving.

If "Automatically display instructions when handling" is checked, the RF user will have the instructions automatically displayed. The "*" will be always be displayed and the RF user can view the instructions by using a function key.

In most installations, the RF display screen is limited to a width of approximately 20 characters. The following rules apply for display of the free-text area entered via the CRT on the RF displays:

- A word (contiguous sequence of non-blank characters) will not be split across multiple lines unless the word is longer than the width of the screen.
- All blanks at the beginning of a line (i.e. left edge of the screen) are removed.
- All non-printable characters (e.g. carriage return, tab) are replaced by a single blank.
- Any contiguous sequence of blanks is replaced by a single blank.

Item Specs/Receiving/Format Validation



Format Validation

Format validation rules can be chosen for Lot #, Serial # or User 1, 2 or 3. These rules are maintained via the Setup/Format Validation Rules Screen. See the User Manual Documentation for an explanation of the rules. CRT and RF entries are validated against these rules.

An action is specified for each rule.

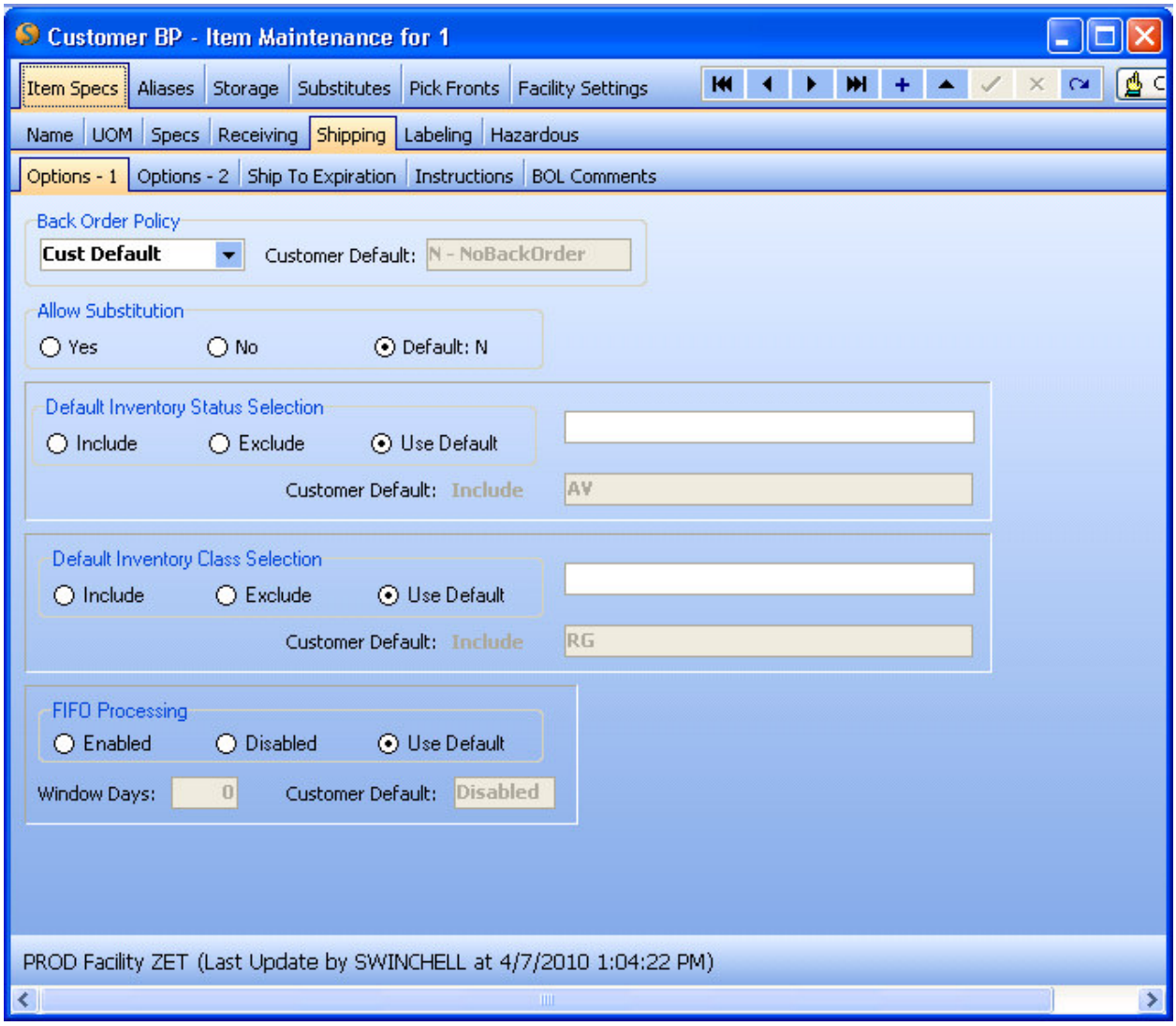
Warn – warns the user making the entry that the data does not fit the format validation for the field.

Prohibit - prohibits the user making the entry that the data does not fit the format validation for the field.

CustDefault - SYNAPSE will default to the value displayed in the default box.

Item Specs/Shipping

Item Specs/Shipping/Options - 1



Back Order Policy
This defines the Default Backorder policy for this item. This can be overridden at the order-line level. Valid Back Order Status Codes:

Value	Normal Processing	Abbreviation
A	Backorder the entire line item – do not pick short. This option cancels the line item at wave release and creates a new order with the exact same line item.	BackOrderAll
N	No Backorder--Ship Short -- no backorder created at load close	NoBackOrder
P	Ship Available--backorder created at load close	BackOrdrPart

Value	Normal Processing	Abbreviation
W	Await CSR – Works in conjunction with the Backorder CSR Email option. When a shortage occurs at wave release, processing will stop for the order, an internal flag will be set for the order and any tasks created will be deleted. A Ship Short button will appear on the order. When clicked, the order will process as if the "N" (No Backorder) policy is in effect	AwaitCSR
X	Cancel the line item at wave release	Cancel
C	Customer Default	SYNAPSE will default to the value displayed in the Default: box

These values work in coordination with the "Reject short orders and allow resubmission" check box on the Item/Shipping/ Options – 2 screen. If this box is checked, a short order is cancelled upon commitment, regardless of the back order policy of any of the line items.

This processing is slightly altered for Material Issue generated orders. See additional documentation associated with this process.

Allow Substitution
This radio button allows item substitution processing to be turned off or on at the item level. Item substitutes are defined at the item level on the Item Maintenance/Substitutes screen.

If no value is selected or the "Use Default" option is selected where applicable, SYNAPSE will default to the value displayed as the Default.

Default Inventory Status Selection
This data is required for the addition of a new item. The item-level default inventory status code (can be single or multiple status codes) for inventory allowed to be shipped is set here. These values are set up in the InventoryStatus validation table.

If no value is selected or the "Use Default" option is selected where applicable, SYNAPSE will default to the value displayed in the Default: box.

Default Inventory Class Selection
This data is required for the addition of a new item. The item-level default inventory class code (can be single or multiple class codes) for inventory allowed to be shipped is set here. These values are set up in the InventoryClass validation table.

If no value is selected or the "Use Default" option is selected where applicable, SYNAPSE will default to the value displayed in the Customer Default: box.

FIFO Processing
This setting determines the FIFO window the operator can use to override a suggested pick.
Enabled When this is selected, a value needs to be set in the FIFO Window Days field.

Strict enforcement – The operator will not be allowed to pick inventory outside of the FIFO date. Requests for alternate picks will only be created with inventory for the FIFO date.

Disabled When this is selected, no FIFO is enforced. When an operator picks an item allocated by FIFO, he will be allowed to override the pick or request an alternate pick for any allowable inventory for the item.

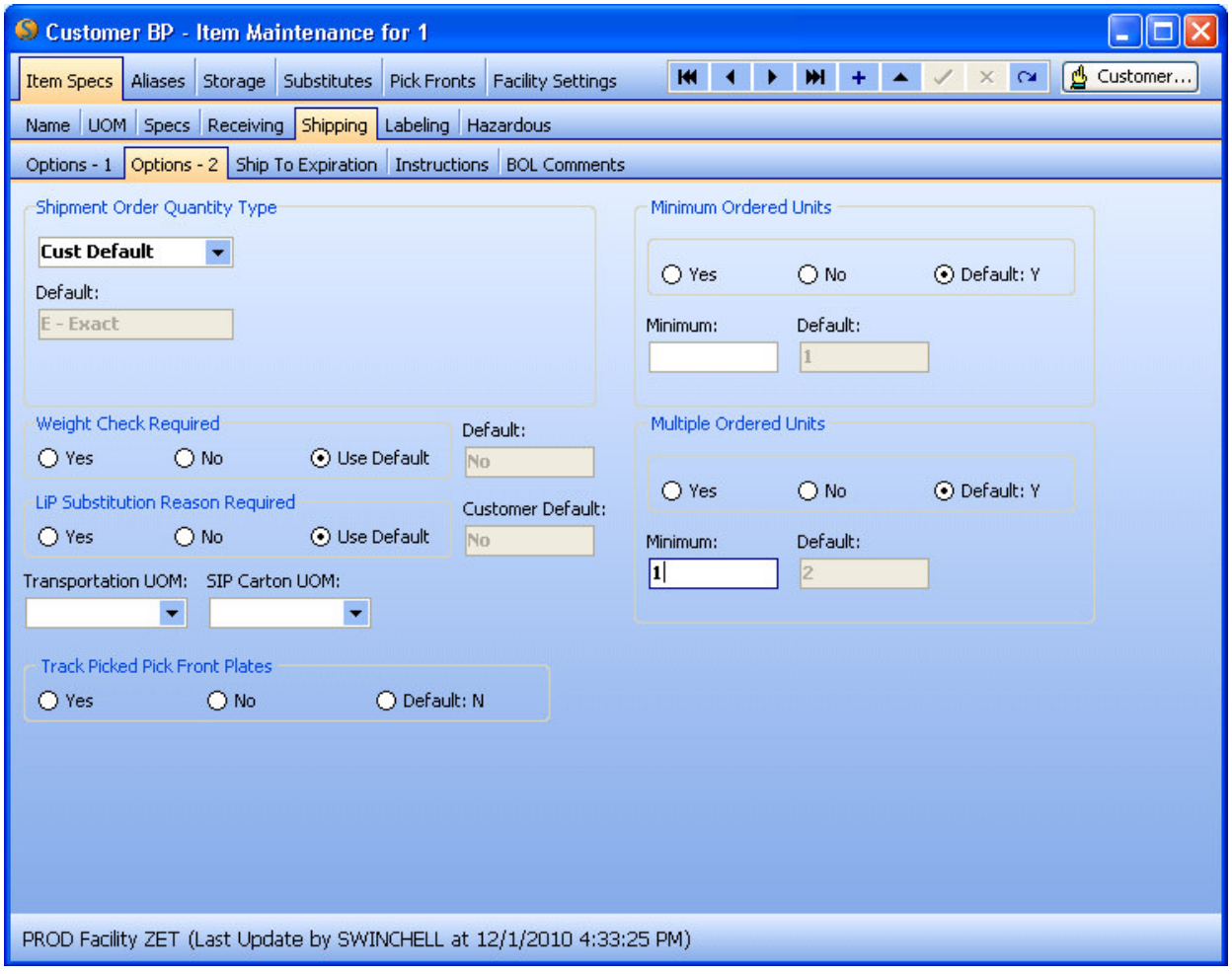
FIFO Window Days

Values are 1 –999

When the operator overrides a pick or requests an alternate pick, this value represents the number of days the system will allow the alternate inventory FIFO date to be in relation to the FIFO date of the inventory in the original pick.

This logic is also in effect for LIFO.

Item Specs/Shipping/Options – 2



Shipment Order Quantity Type

This value is the default used when an outbound order is created.

System supported values are:

- Exact – The system will attempt to fill the order will be filled with the exact amount ordered. This is normally for all items ordered by a defined unit of measure, such as case or each.
- Approximate – The system will attempt to fill the order within the % variance entered in the Acceptable Pick Range field. This is usually for items ordered by weight such as raw materials.
- Customer Default - SYNAPSE will default to the value displayed in the Default: box.

Weight Check Required

- Yes – Manual weight checking is required prior to order loading.
- No – Manual weight checking is not required.

If no value is selected or the "Use Default" option is selected where applicable, SYNAPSE will default to the value displayed in the Default: box.

LiP Substitution Reason Required

- Yes – during picking, if a LiP is specified and substituted, the RF operator must enter the LiP Substitution reason. The operator uses a process similar to the "Can't Pick" in picking and the reason codes available are from the CantPickReasons validation table.
- No – Lip Substitution Reason is not required.

If no value is selected or the "Use Default" option is selected where applicable, SYNAPSE will default to the value displayed in the Default: box.

Transportation UOM

This field is used for an interface with the Transynd Transportation Management System. Please contact the TSD at Zethcon for further information.

SIP Carton UOM

This field is used for an interface with the SIP processing. Please contact the TSD at Zethcon for further information.

Track Picked Pickfront Plates

Checking this option will allow the tracking of the lot numbers from not only pick fronts but also Totes and Multi-plates on the Shipping Plate.

Minimum Ordered Units/ Multiple Ordered Units

These settings control a scenario where an item contains more than one piece inside a case and the case is never to be broken (such as 2 chairs in a case).

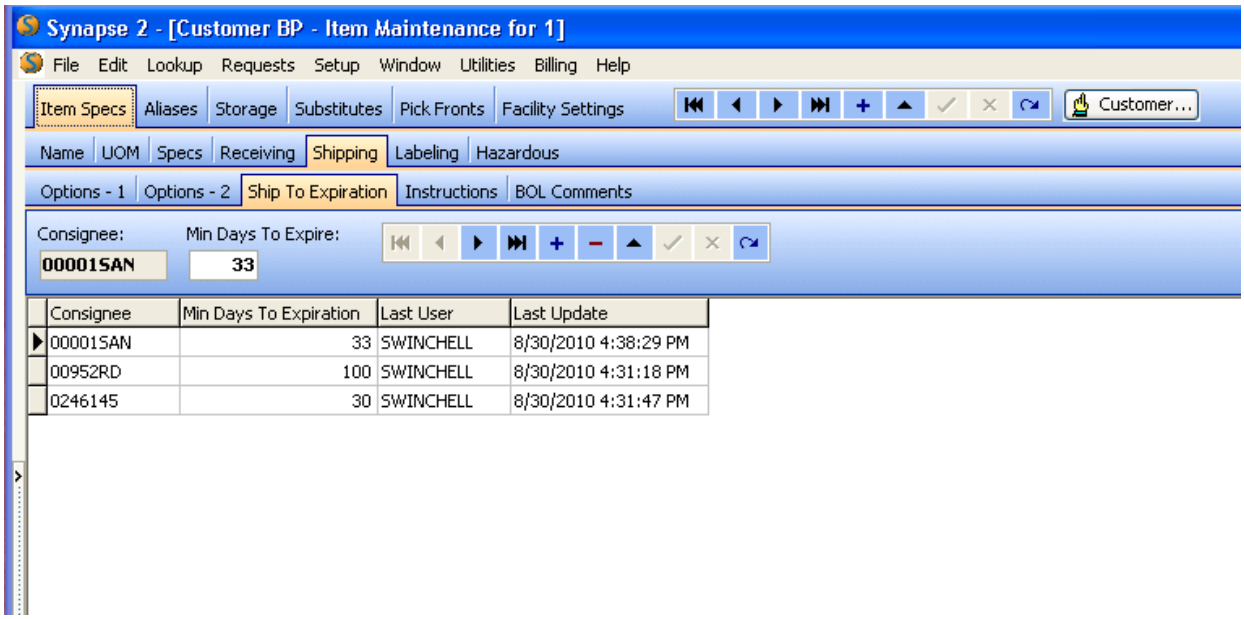
The Minimum Ordered Units defines what the minimum ordered quantity can be on any Outbound order (it does not apply to the Inbound quantity).

The Multiple Ordered Units defines in what multiples the ordered quantity can be (example 2= 2, 4, 6, 8… and 4= 4, 8, 12, 16…).

During outbound order entry, when the item is being entered, the system will validate the quantity to ensure the 'minimum' ordered quantity is met. If it is not, the system will warn the user that the quantity must be changed. The system will also validate the quantity to ensure the

'multiple' ordered quantity is met. If it is not, the system will warn the user that the quantity must be changed.

Item Specs/Shipping/Ship To Expiration

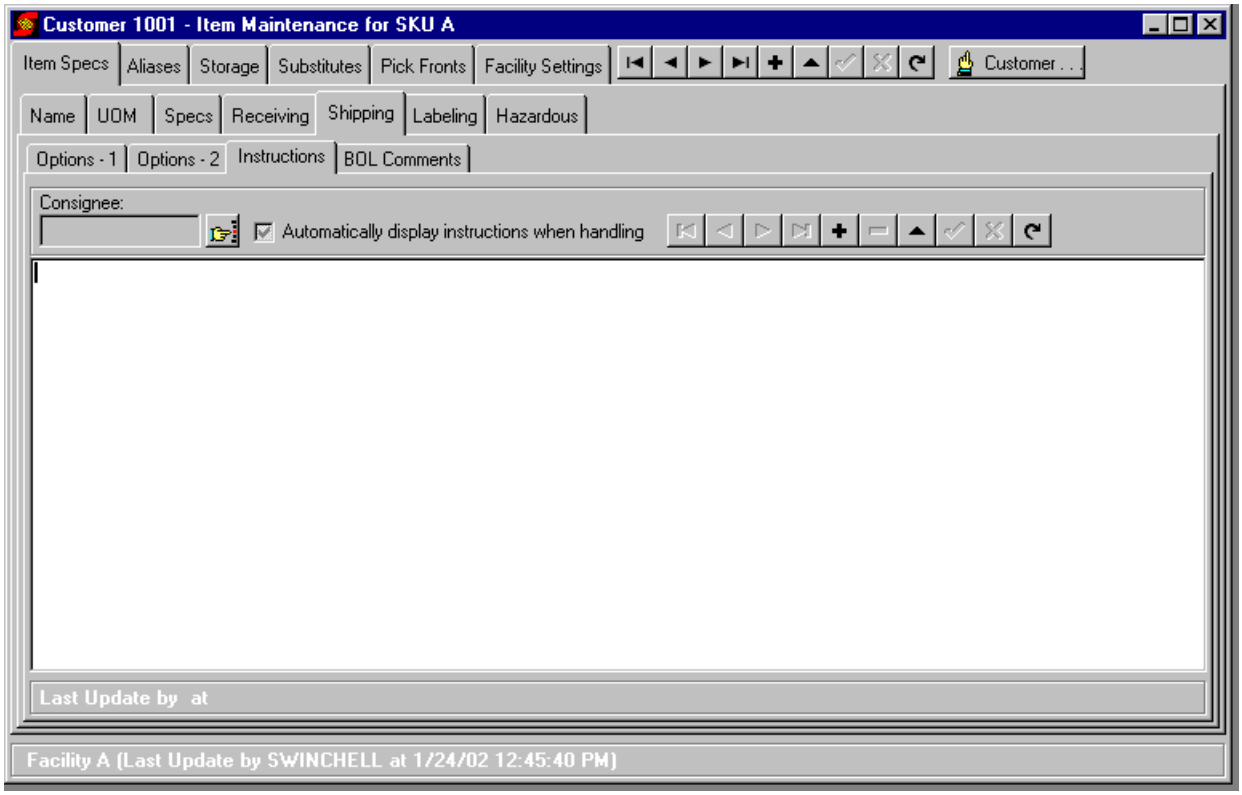


The objective of this functionality is to allow for shipments to certain consignees to pull from "fresher" product than shipments to other consignees. A customer level checkbox, "Allow outbound entry of minimum days to expire" must be checked in order for this sub tab to be visible.

The functionality is invoked upon order import or entry. When an order record is committed to the database and that order is shipping to a consignee with values configured for the customer/item(s) on the order, the appropriate value for the Minimum Days to Expiration will be automatically populated in that field.

For orders with items having values populated into the Minimum Days to Expiration (Min Days) field, commitment will occur differently from those that don't. As the system commits inventory for these qualifying orders, it will narrow the inventory that is available to commit by excluding inventory whose expiration dates are not at least equal to today's date plus the Min Days value for the line being committed. Any inventory whose expiration date is sooner than the Min Days value will not be committed. If the user wishes to commit ignored inventory, he may remove the Min Days value from the detail record of the appropriate line of any order for which an override is desirable.

Item Specs/Shipping/Instructions



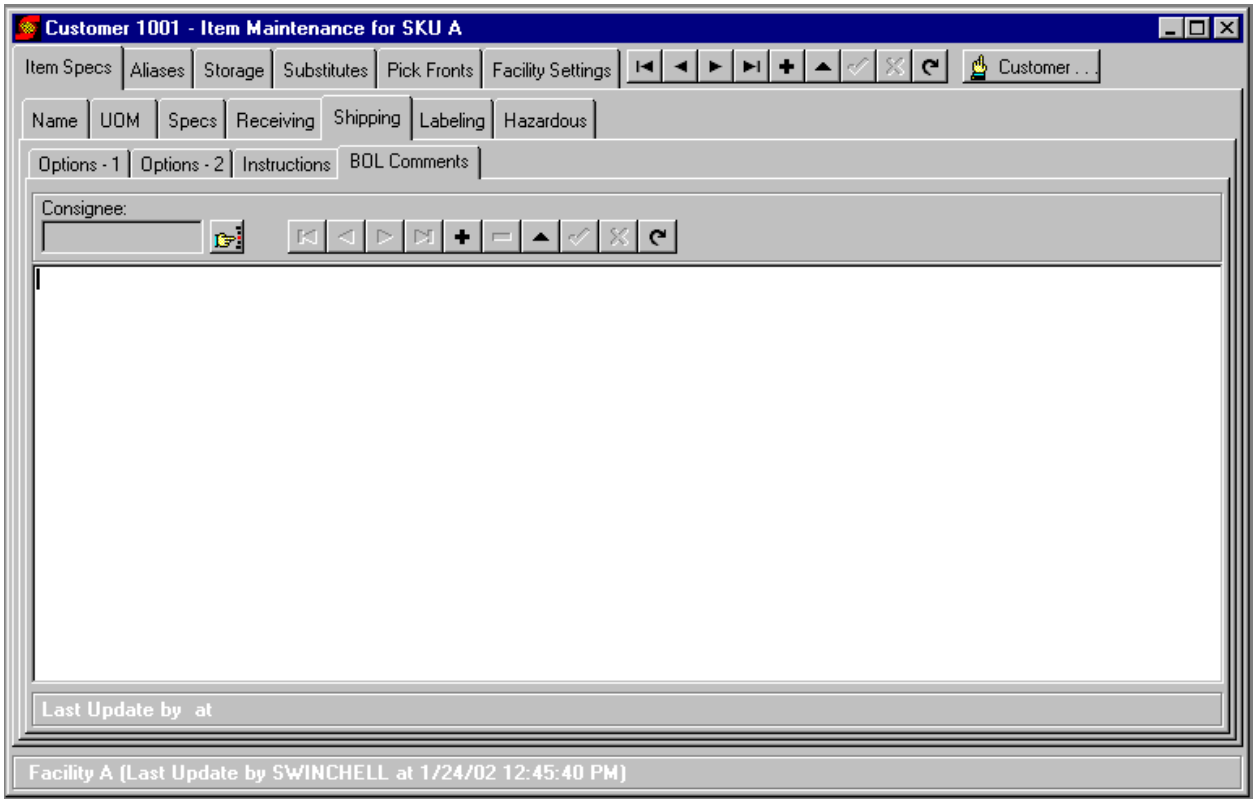
This screen is used to define free-text outbound shipping instructions to be displayed on the RF terminal during the shipping process. These instructions can be specific to a consignee.

If "Automatically display instructions when handling" is checked, the RF user will have the instructions automatically displayed. The "*" will be always be displayed and the RF user can view the instructions by using a function key.

In most installations, the RF display screen is limited to a width of approximately 20 characters. The following rules apply for display of the free-text area entered via the CRT on the RF displays:

- A word (contiguous sequence of non-blank characters) will not be split across multiple lines unless the word is longer than the width of the screen.
- All blanks at the beginning of a line (i.e. left edge of the screen) are removed.
- All non-printable characters (e.g. carriage return, tab) are replaced by a single blank.
- Any contiguous sequence of blanks is replaced by a single blank.

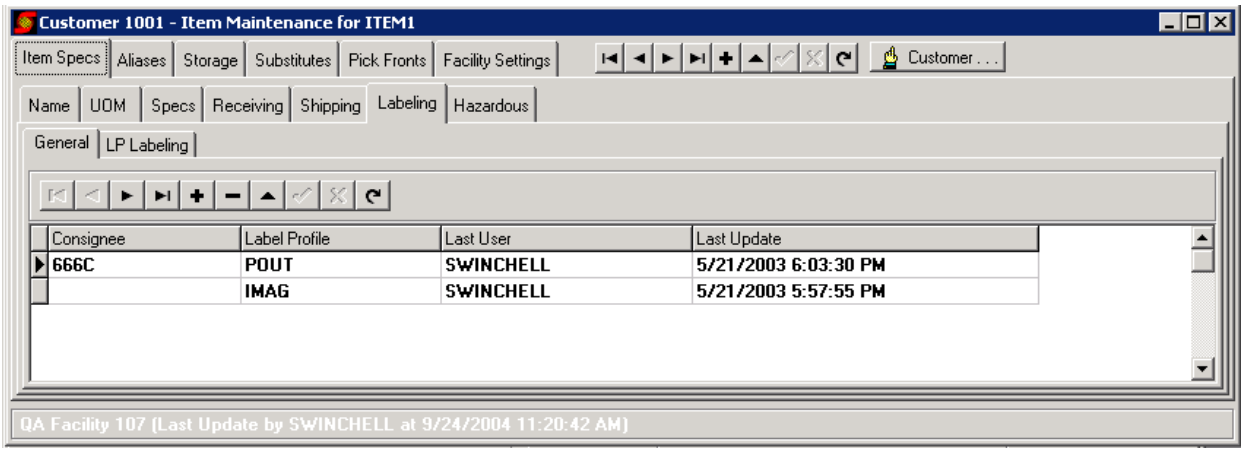
Item Specs/Shipping/BOL Comments



This screen is used to define free-text outbound instructions to be printed on the BOL during the shipping process. These instructions can be specific to a consignee.

Item Specs/Labeling

Item/Specs/Labeling/General

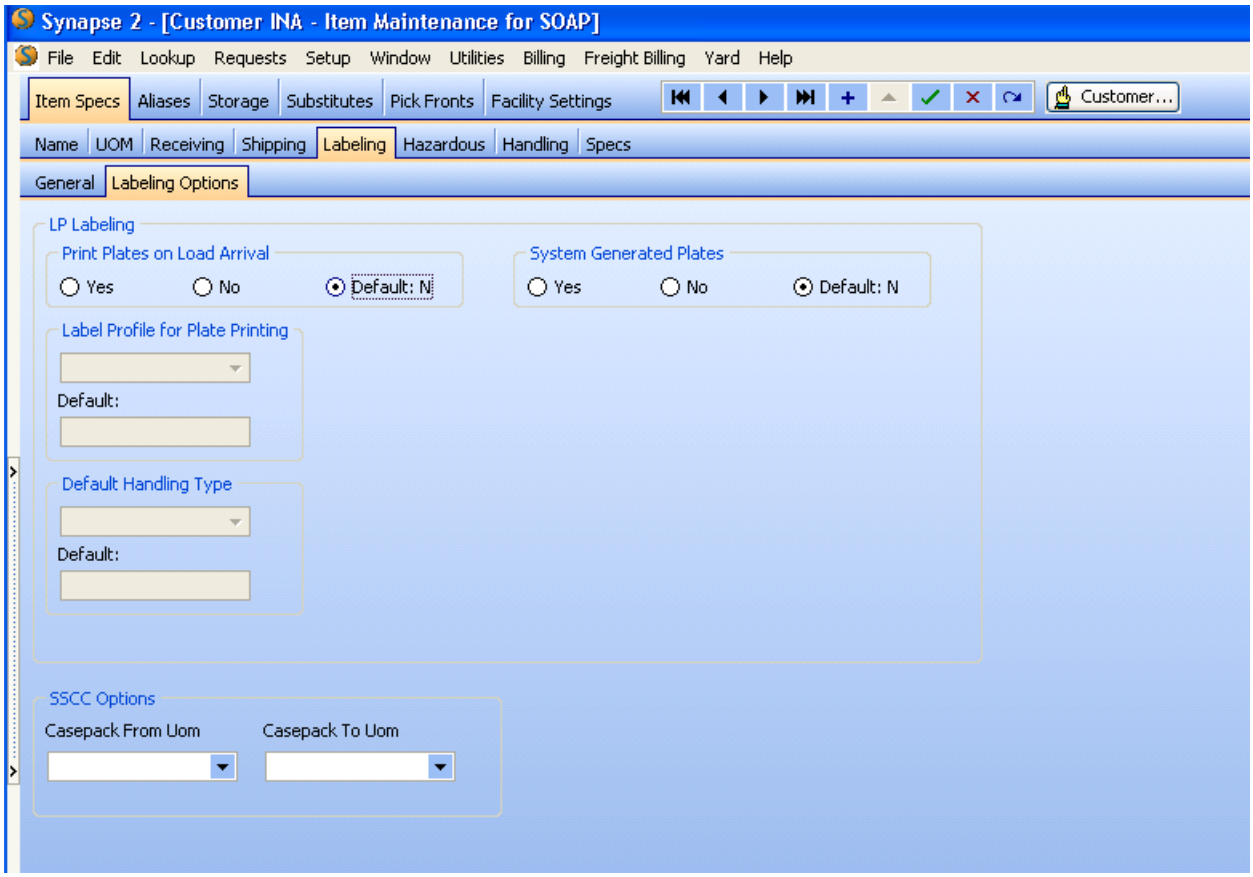


This screen will associate this item or item/consignee combination with a specific label profile for the printing of output labels.

Consignee
The consignee information must first be entered on the Setup/Consignee Maintenance screen and then associated with this customer on the Setup/Customer/Shipping/Options –1 tab as discussed above. Optional.

Label Profile
This value is chosen from the label profiles defined via the Setup/Label Profile screen.

Item/Specs/Labeling/Labeling Options



This screen is used as part of optional automatic lip label generation in the Transloading process. It provides functionality to produce a label upon the arrival of an Inbound Customer load. The label is created in labeling software (Nicelabel). The label produced is essentially a license plate containing a significant amount of human readable and bar coded information, such as PO, item number, etc. Please contact the TSD for additional information.

Print Plates on Load Arrival
Checking this box will trigger the label creation at the beginning of 1Step Receiving.

System Generated Plates
Checking this box will trigger the label creation after the item is received in 1Step Receiving thus having the potential to add more specific information on the label.

Label Profile for Plate Printing:
Select the appropriate Label Profile. These are defined on the Setup/Label Profile/Label Profile Maintenance Screen.

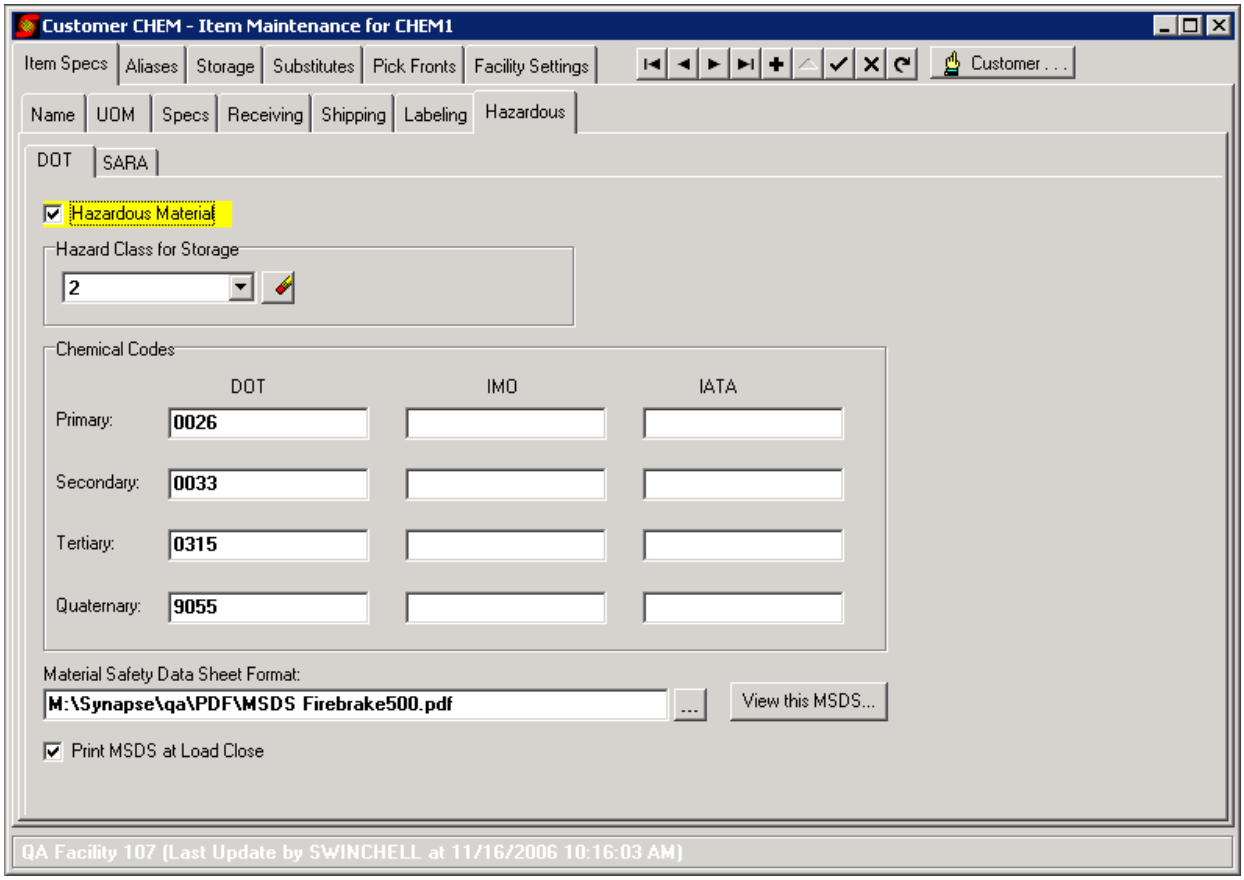
Default Handling Type:
Select the Default Handling Type for the receipt. These values are set up using the Setup/Handling Type/Receipt Handling Types Definition screen.

SSCC Options

Casepack From Uom/Casepack to Uom
These fields are used to determine how to obtain the casepack qty when producing SSCC labels. The item values will override these customer-level values. If not values are present, the defaults are PCS and CTN.

Item Specs/Hazardous

Item Specs/Hazardous/DOT



Hazardous Material
This box defines the item as hazardous. It will display with a yellow background color on various grids in the on-line system. This data is used to automatically give information to the RF operator handling the item.

The Hazardous symbol  appears on the Item Specs tab if an item is set as Hazardous. Note: If the Hazardous Material box is not checked, and there is data on this screen for the RF operator, the information will still be automatically shown to the RF operator.

Hazard Class for Storage
One Hazard Class code can be entered for the item. These codes are maintained in the "HazardousClasses" validation table.

Chemical Codes - Primary, Secondary, Tertiary, Quaternary for Transportation Type.
Up to four chemical codes can be entered for each transportation type. The RF Chemical code display for picking will reflect the transportation type for the outbound order.

- DOT – Truck/Rail/Other
- IMO – Boat
- IATA – Air

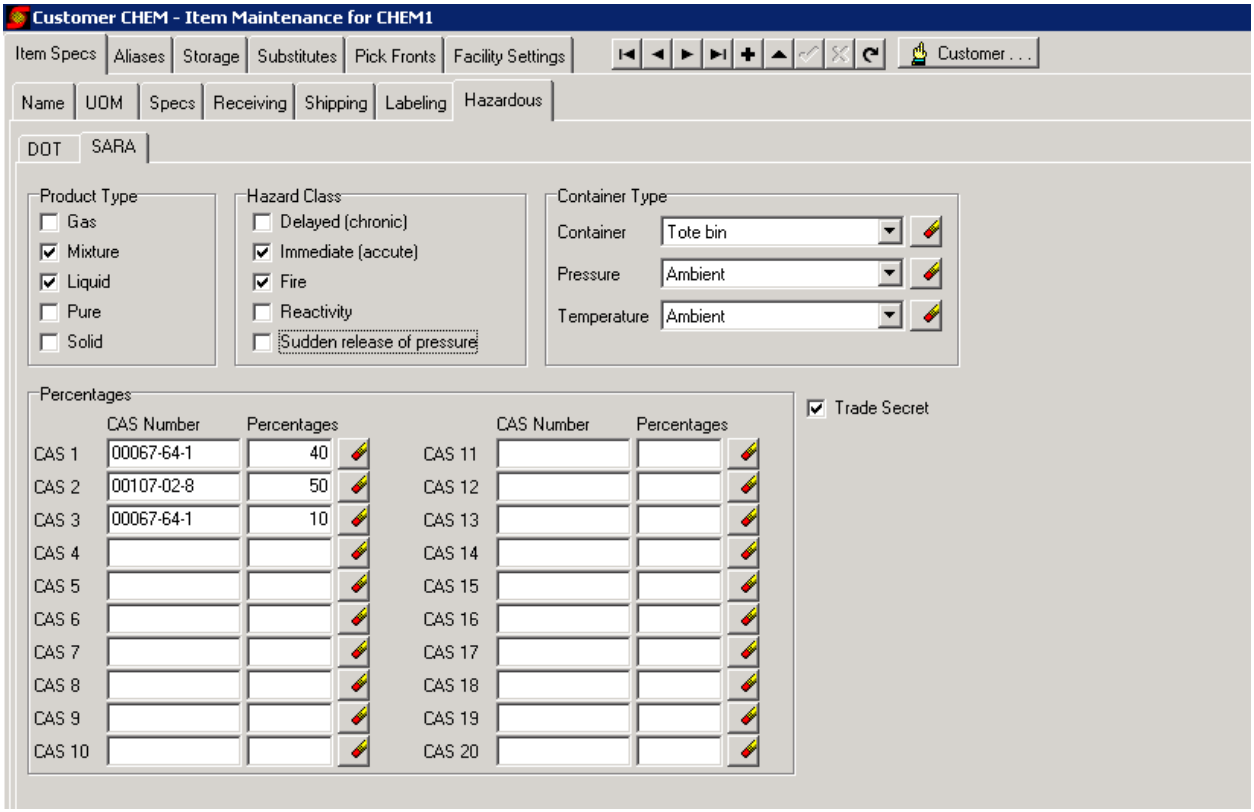
The codes are maintained for the installation on the Setup/Chemical Codes screen.

Material Safety Data Sheet Format
This field defines the directory path and name for the PDF version MSDS for this item.

View this MSDS
Use this button to view the MSDS entry defined above. Adobe® Reader Version 7 or higher must be installed on the same server as Synapse.

Print MSDS at Load Close
Check this box to have the MSDS document print at load close for this item.

Item Specs/Hazardous/SARA



Item characteristics can be maintained for any facility storing materials qualifying for reporting under SARA (Superfund Amendments and Reauthorization Act) reporting requirements.

Product Type
One or multiple Product Type characteristics can be selected here.

Hazard Class
One or multiple Hazard Class characteristics can be selected here.

Container Type

Container

One Container code can be entered for the item. These codes are maintained in the "ContainerTypes" validation table.

Pressure

One Pressure code can be entered for the item. These codes are maintained in the "SARAPressures" validation table.

Temperature

One Temperature code can be entered for the item. These codes are maintained in the "SARATemperatures" validation table.

Percentages

CAS Number

The codes are maintained for the installation on the Setup/CAS Numbers screen.

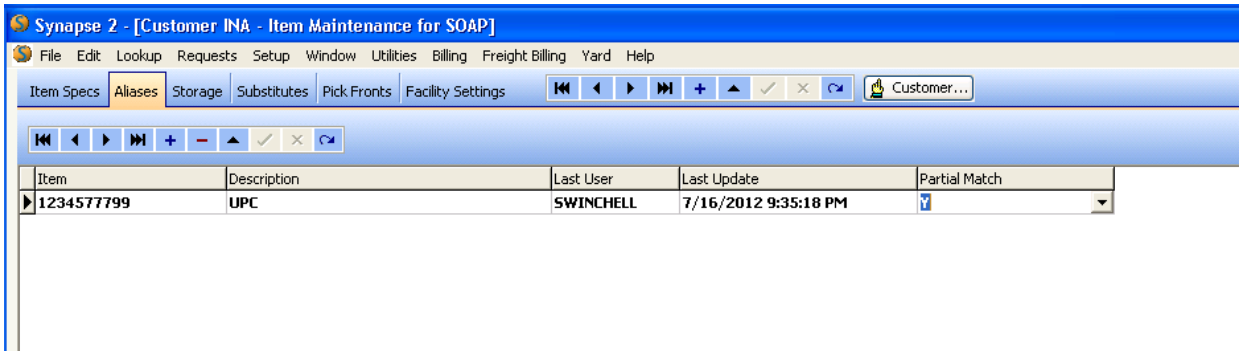
Percentages

The values entered here must total 100.

Trade Secret

For reporting purposes.

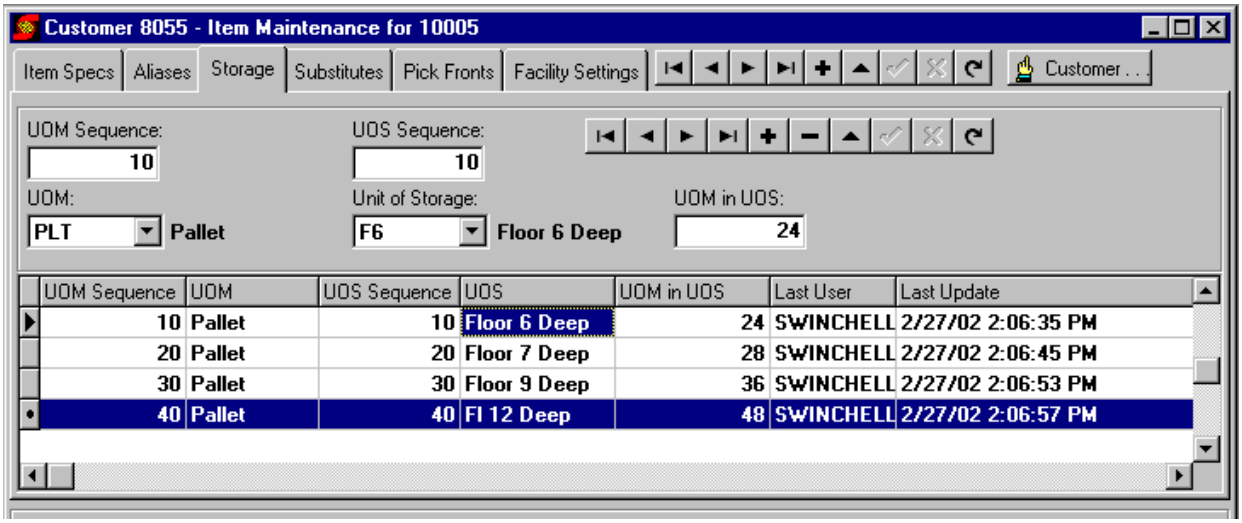
Item/Aliases



An item alias must be unique for the customer. It is typically used to link the UPC code to the item code scanned during RF processing or CRT-attached scanning.

- Maximum length for an alias is 16 characters.
- For UPC codes to be recognized the description should be “UPC”.
- Items may have multiple alias codes.
- The RF entry length for Item or Alias is 16 characters. If a customer requires an item id to be greater than 16 characters and less than 21 characters, the Item Alias processing needs to be used for the RF entry.
- If a Partial Match is allowed, this field should be set to Y.

Item/Storage



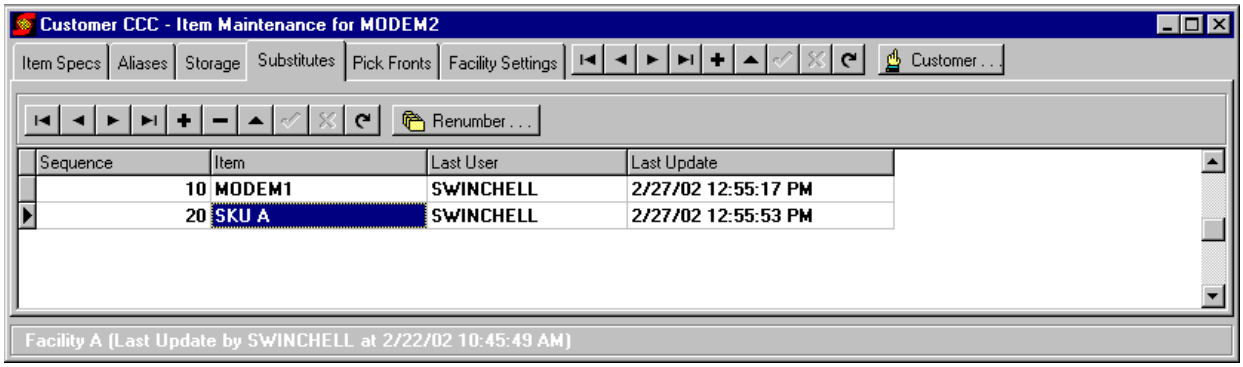
The screen defines what quantity of a specific unit of measure of the item will fit into a specific unit of storage.

The size of a storage location is defined by associating the location with a Unit of Storage. The actual dimensions (height, weight, depth, weight limit) of the Unit of Storage are defined in the Setup/Facility/Location/Units of Storage screen. If putaway uses the UOS method, this must be defined for optimal results.

UOM Sequence/UOM -- UOS Sequence/UOS
The unit of measure/unit of storage combination being defined.

UOM in Unit of Storage
The quantity of the UOM that will fit into the UOS.

Item/Substitutes

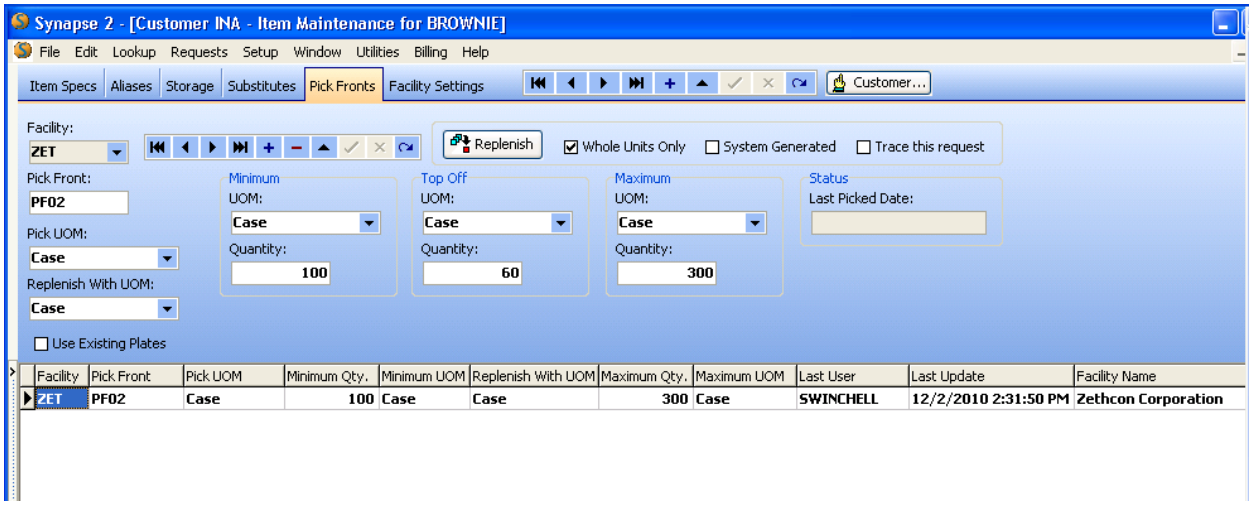


If item substitution is allowed (the radio button is set on the Shipping/Options-1 tab), the substitute item IDs and search sequence is defined here.

Once a substitute is defined for an item, the system will allocate that item in lieu of the ordered item when the ordered item is out of stock. The process is transparent to the picker but is reflected on the order in that the Item on the order will reflect what was shipped and the Ordered Item will reflect what was ordered. During setup, the CSR should make sure there won't be an

issue with labeling and/or EDI when doing this as the data may or may not be setup with support for item substitution in those areas.

Item/Pick Fronts



There are 2 kinds of pickfronts….static and dynamic. The setup described below is for Static Pickfronts. Please see Chapter 53 of the User Manual for information on Dynamic Pickfronts.

Facility
To support processing items in multiple facilities, pickfront definitions are specific to a facility. The user must have access to the facility and be working "in the facility" to select the facility code.

Like most other locations, a pick front has a limited capacity. Because of this, additional inventory must periodically be delivered to the pickfront to meet picking requirements. This process of re-stocking is called replenishment.

An item may have more that one pickfront in a facility for the same UOM. When assigning pick tasks, the system will select the pickfront with the least pending tasks.

Pick Front
This must be an existing location with a location type of PF (pick front). Pick Fronts are also called Forward Pick Locations in some screens.

For active pickfronts this is filled in. If the item does not currently have an active pickfront, this will be blank.

Pick UOM
The UOM for the item to be picked from this pick front. There should be a separate entry for each separate UOM to be picked from this pickfront for the item.

Replenish With UOM
The UOM for the item for replenishment. This can be the same as the pick UOM or it could be a larger UOM. For example, an each could be replenished with cases of the same item.

Use Existing Plates
This setting is for a specific customer that must use the same plate for the outbound as the receipt plate. Tasks are generated, the user picks to this plate and to a shipping plate. It is not widely used.

Minimum UOM and Quantity
The minimum quantity for the pickfront. If the inventory drops below the minimum, a replenishment task will be created if there are no other pending replenishment tasks. The minimum must be set above 0 for replenishment tasks to be generated.

Top Off UOM and Quantity
Top-off replenishment processing is used to refill pickfronts during slower processing periods of the day. This value indicates the minimum quantity for a top-off task.

Top-off replenishments are requested via RF function 83. The quantity field must have a value greater than 0, even if the Top-off processing is not being used.

Maximum UOM and Quantity
The maximum quantity for the pickfront. Replenishment tasks should not be generated to allow more inventory than the pickfront maximum.

Request Replenishment Button
This creates a replenish Top-Off request for the pickfront.

Whole Units Only
When checked, the "Whole Units Only" box informs the Replenishment process that only 'F'ull picks should be generated when the Top-Off is requested via the Replenish button.

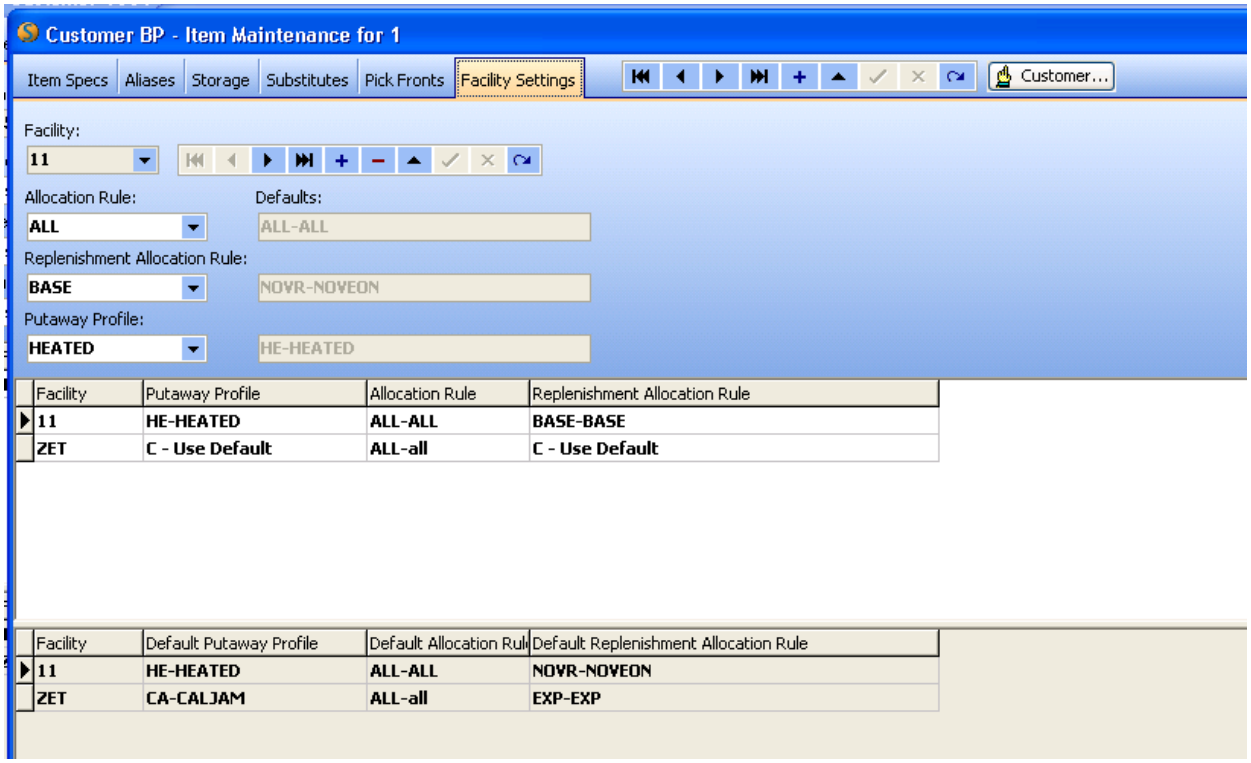
This field is NOT on the database. It is an option on the screen just use at the time of the request. The system does not "save" this setting for each item.

System Generated
Used for Dynamic Pickfront Processing. The system will not allow both static and dynamic pick fronts for the same facility, customer id, item and pick uom combination.

Trace this Request
The Replenishment area contains a "Trace this request" checkbox. If the box is checked prior to the replenishment Top-Off request, the system will generate "trace" messages (which will appear on the Messages Form under type 'T'race Message). The checkbox will only appear on the screen if the user has 'S'upervisor security, since these checkboxes are intended to be used for support/debugging purposes.

Status: Last Picked Date
Informational Only.

Item/Facility Settings



To support customer processing in multiple facilities within the same installation of SYNAPSE, these four values for customer defaults are selected here by facility.

Note: The operator must be in the corresponding facility to make changes. Use the right click Change Facility option. To add an entry, use the Plus/Add symbol on the lower tool bar.

If no value is selected or the "Use Default" option is selected where applicable, SYNAPSE will default to the value displayed in the Defaults: box.

Allocation Rule
The item allocation rule is set here. This is selected from the facility list entered using the Setup/Facility/Allocation Rules Screen.

Each UOM to be ordered for an outbound order must have a corresponding entry on an allocation rule attached to the item. The system will attempt to follow the allocation rule before allocating other inventory that does not fit the rule to the order. If there is no allocation rule for the UOM, the system will not generate pick tasks.

Replenishment Allocation Rule
The item replenishment allocation rule is set here. This is selected from the facility list entered using the Setup/Facility/Allocation Rules Screen.

Putaway Profile
The item putaway profile rule is set here. This is selected from the facility list entered using the Setup/Facility/Putaway Profiles Screen.

FACILITY SETUP

Definition

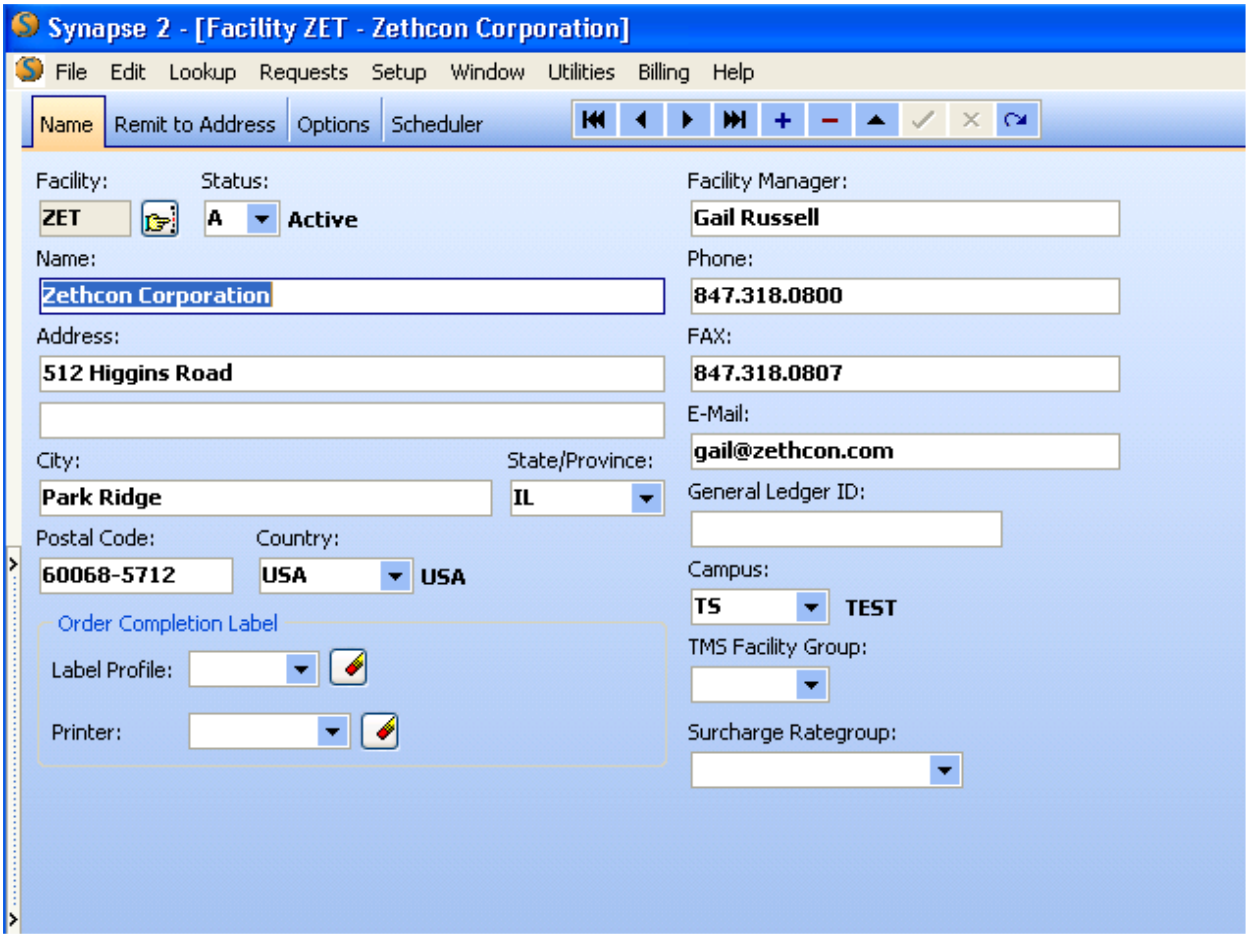
It is important to understand the difference between a facility, a warehouse, and a campus in SYNAPSE.

A ***Facility*** is a single center of inventory activity, usually a warehouse or part of a warehouse and its environs. All merchandise location and movement take place within the context of a facility, which must be specified to SYNAPSE before any other computer events may occur.

A ***Warehouse*** is a single building that stores merchandise. It has no technical definition within SYNAPSE.

A ***Campus*** is a cluster of facilities in close proximity. It is not a required entity in SYNAPSE and used for installations with customers using multi facility picking.

Setup/Facility/Facility Maintenance



Facility
The Facility ID must be unique for each facility. It is entered when a new facility is added, and cannot be changed.

Status
Values are maintained in the 'FacilityStatus' validation table. The system administrator maintains the table.

A – Active – The facility is in use.
I – Inactive – The facility is not in use. No inventory movement should take place.

Name
This field contains the name of the facility. The field is required.

Address
This is the street address for the facility. The field is optional

City
This is the city of the facility. The field is optional.

State/Province
Values are maintained in the 'StateOrProvince' validation table. Leave this blank for countries outside the U.S. and Canada. The field is optional.

Postal Code
Proper formats are 99999 and 99999-9999. Values are not edited for proper format or for correspondence to the State/Province field. The field is optional.

Country
Values are maintained in the 'CountryCodes' validation table. The field is optional.

Order Completion Label
This processing signals the dock/loaders that an order is complete. This works by generating a label automatically (not RF triggered specifically) when the order goes to Picked status. This would happen when ever the last pick, whether it is OP or PK, is completed and is staged.
Label Profile
The Label Profile for this process.
Printer
The designated printer for this process.

Facility Manager
The field is informational only and optional.

Phone
This is the primary contact phone for the facility, usually the facility manager's phone. The field is informational only and optional. The field is not edited for format.

Fax
The field is informational only and optional. The field is not edited for format.

E-Mail
This is the primary e-mail address for the facility, usually the facility manager's e-mail. The field is informational only and optional. The field is not edited for format.

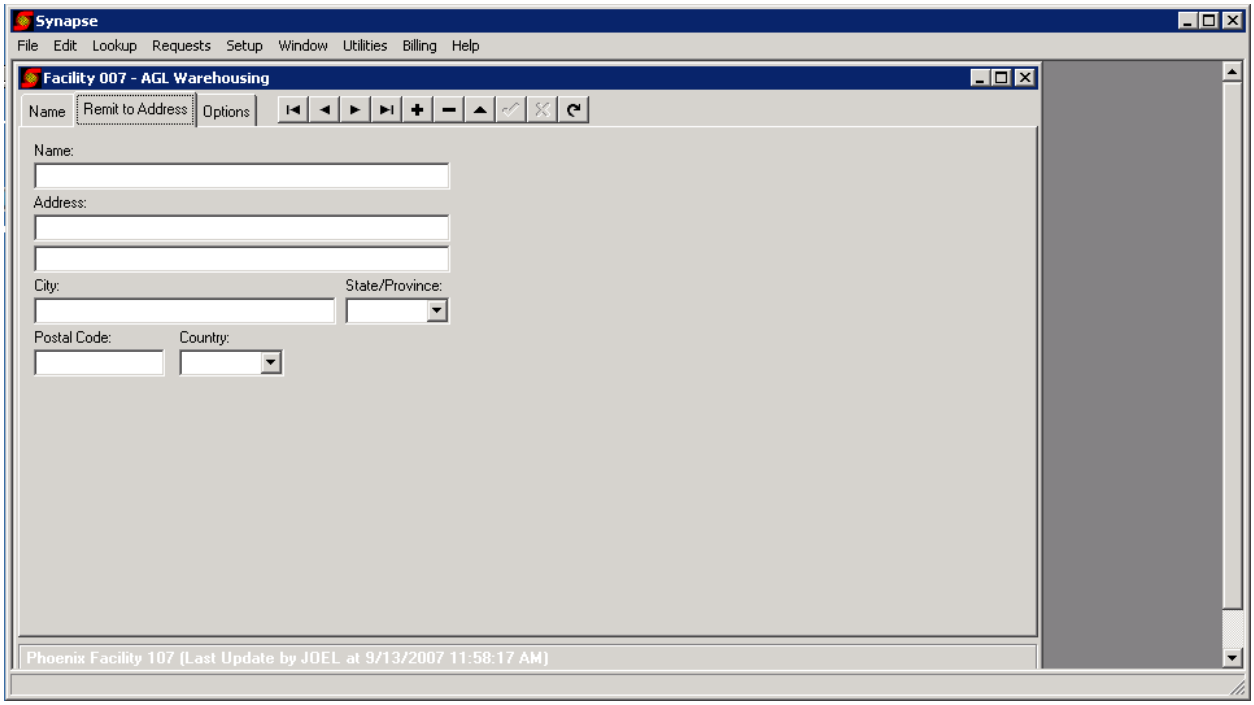
General Ledger ID
This field is informational only and optional. The field is not edited for any particular format.

Campus
This field identifies the facility as being part of a campus grouping of proximate facilities. Values are maintained in the 'CampusIdentifiers' validation table. The field is informational only and optional.

TMS Facility Group
This field is used to provide data to the TMS export file where applicable. Values are maintained in the 'TMSFacilityGroup' validation table. The field is optional.

Surcharge Rate Group
This is used for Canadian Tax processing.

Facility/Remit to Address



The entire Remit to Address screen is optional and can be used if it desired to have the facility's customers remit payments to a different address, such as the corporate accounting office. It can be used in invoices and other documents that use a remit-to address.

Name
This field contains the name used for the remit-to address. This might be the facility name, or it might be a different entity, e.g., XYZ Corporate Accounting Office. The field is optional.

Address
This is the street address for the remit-to address. The field is optional.

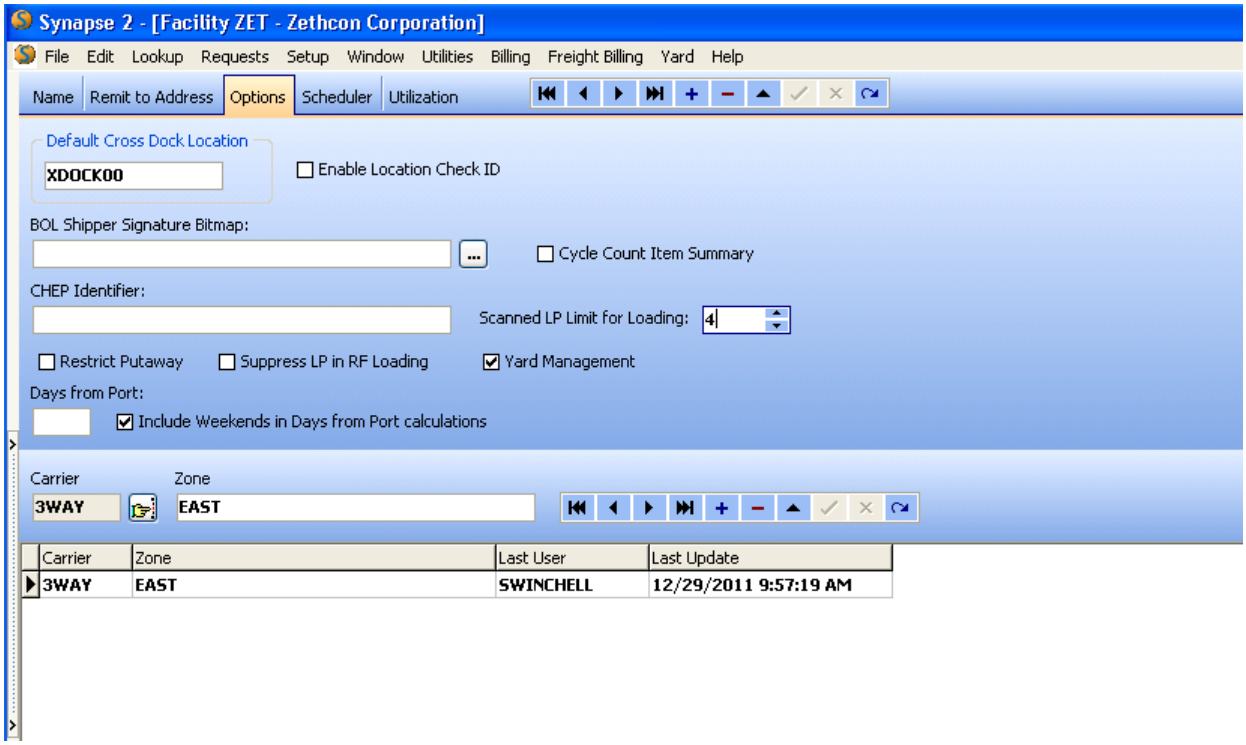
City
This is the city of the remit-to address. The field is optional.

State/Province
Values are maintained in the 'StateOrProvince' validation table. Leave this blank for countries outside the U.S. and Canada. The field is optional.

Postal Code
Proper formats are 99999 and 99999-9999. Values are not edited for format or for correspondence to the State/Province field. The field is optional.

Country
Values are maintained in the 'CountryCodes' validation table. The field is optional.

Facility/Options



Default Cross Dock Location
The field will be used as the cross-dock location for the opportunistic cross-docking processing. When a new facility is added, the Default Cross Dock Location field is not edited for existence as a defined location. This allows the operator to enter the location after the locations are added for the facility. This processing requires the operator to enter the location carefully, if at all, and to remember to define the location later when you get to the Setup / Facility / Location / Location Maintenance screen.

When you update an existing facility, the Default Cross Dock Location field is edited for existence as a defined location of type Cross Dock ("CD"). The CSR must predefine the Location to use on the by creating it on Location Maintenance screen.

Enable Location Check ID
This is used to enable or disable Check ID. When enabled RF users may be required to enter a locations Check ID when performing functions. When disabled RF users may be required to verify a location and will be required to rescan or enter a location.

BOL Shipper Signature Bitmap:
This is used as part of the VICS BOL processing.

Cycle Count Item Summary
This is used to set up the summary function for Cycle Counting for the complete facility. The count will be by location not by LP. The items at a specific location will be totaled and the quantity will be entered along with the UOM. This setting is to be used with caution as it changes cycle counting for the facility. See the User Manual Chapter on Cycle Counting for more information about this option.

CHEP Identifier
A CHEP Customer ID field is available to specify a facility's CHEP customer ID. If blank, the system default value, "CHEPCUSTID", will be used when a CHEP export file is created.

Scanned LP Limit for Loading
This option provides the option to have a limit in the RF for the number of LP's that can be scanned for Loading before the user is required to drop the plates in the trailer. Once this number of LPs has been scanned, the RF user is requested to confirm loading the LPs – either the check ID or the location based on facility settings. A value of 0 or null implies not limit.

Restrict Putaway
Checking this box denies RF users from overriding Directed Putaway. It applies to RF functions 32 and 97. When activated the system will only allow manual overrides to locations within the designated putaway zone(s) in the item's Putaway Profile. If the RF user tries to putaway an item in a location not in the putaway profile the User will get this message "Loc is restricted". This is specifically geared for facilities where the putaway location and zone is crucial to the inventory and environment such as HazMat inventory.

A restriction to this option is that all items in the facility must have a valid Putaway Profile with designated locations. If there is not a valid putaway profile the RF user will no be able to putaway the item. The user will get the "Loc is restricted" message. At this point, a super user must uncheck this box in order for the putaway to continue.

Suppress LP in RF Loading
Checking this box for a facility will cause RF Option 41, Dock Loading, not to display the LP ids.

Yard Management
This box turns on the Yard Management option for this facility.

Days from Port
Include Weekends in Days from Port Calculations

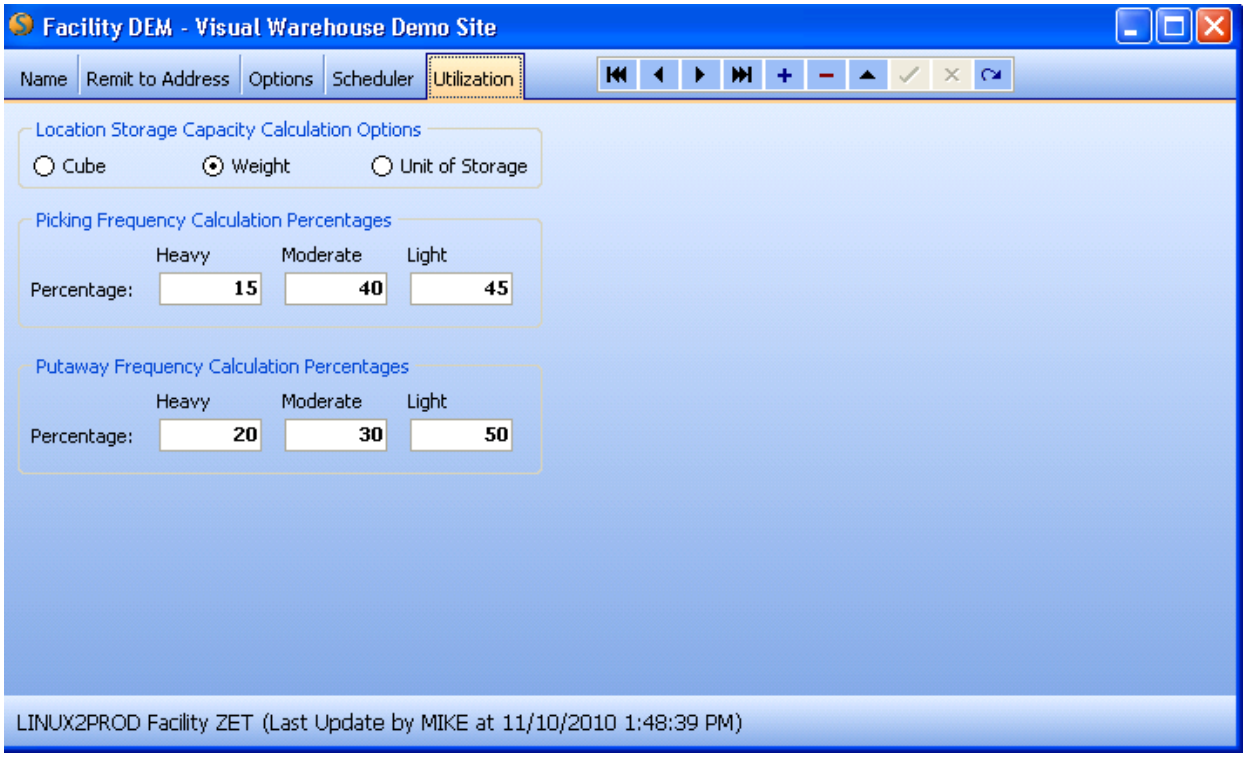
Pro Number by Facility Support
This lower grid is used to designate the geographical zone for a carrier for this facility. It is used for the automatic assignment of pro numbers. Prior to assignment, the carrier/zone combination

must be set up for the carrier. See additional information in this document regarding the automatic assignment of pro numbers under the Setup Carrier Code topic.

Scheduler Tab

See separate documentation on the Appointment Scheduler Process.

Utilization Tab



These settings are used as part of the Visual Warehouse option. Please contact the TSD for additional information.

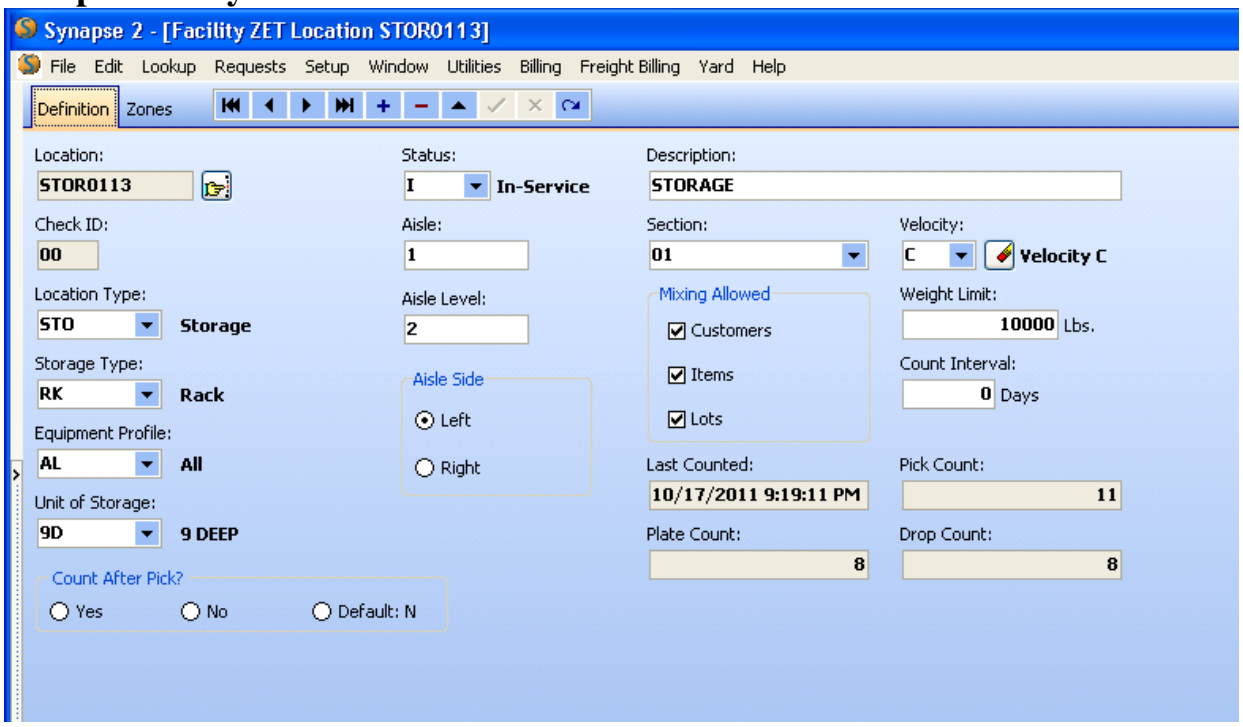
Location Storage Capacity Calculation Options

Picking Frequency Calculation Percentages

Putaway Frequency Calculation Percentages

LOCATION SETUP

Setup / Facility / Location / Location Maintenance



Location/Definition

Location

The Location ID must be unique within each facility. It is entered when a new location is added, and cannot be changed. (A user can delete an incorrect location ID, and reenter a new location if there is no inventory.)

Location IDs are usually assigned in one of two preferred formats: 1) Aisle/Bay/Level, with 1 or 2 letters or numbers for each part of the ID (e.g., 14A2), or 2) Prefix + Sequence, with an alpha prefix that defines the type of location (e.g., DOOR14). SYNAPSE has a Location Wizard (Setup / Wizards / Location Wizard) that can help the user define a range of locations that begin with the same prefix, whether that is an aisle number or a mnemonic.

Note: **Do not use a valid user id also as a location id**. When a license plate is being moved, the location of the license plate becomes the user id. For recovery purposes the system knows that the plate was assigned to a user rather than being in a valid location. If a user id is also a location, the system may not process correctly.

Lookup Button
Use this button to lookup the table of locations, by invoking the Lookup Locations screen. This is the same function that the operator can access from Lookup / Locations on the menu.

Check ID
This is a pseudo-random 2-digit number that the staff must enter to communicate to SYNAPSE that a move or count is happening at the proper location. SYNAPSE does not edit for 2-digit entry. An alphanumeric scheme can be used, but digits are usually sufficient, and are easier for operators with handhelds to enter.

Check ID can be disabled for a facility if the Enable Location Check ID box is not checked on the Facility Maintenance/Options screen. This will result in all Check ID fields becoming read only and they will not be used in RF.

Standard rules for assigning check IDs are intended to assure the facility manager that a staff associate is unlikely to enter the right check ID at the wrong location:

1) Don't use the same check ID for any two contiguous locations – up, down, sideways, or diagonal. This includes the facing locations (across the same aisle) and the backing locations (directly behind).
2) Don't use the same check ID for two locations that are exactly one aisle apart in any direction. This lessens the chance of being in the wrong aisle and having SYNAPSE okay the operator's position at the right bay and level.

Location Type
This is the operational usage of the location. The field is required.

- CD – Cross Dock
- DEL – Inventory Deletion (Used only for Production Module)
- DOR – Door
- FPE – Flex Pick
- PF – Pick Front
- PND – Pick 'N' Drop
- SPC – Special
- SRT - Sortation
- STG – Staging Area
- STO - Storage
- USR – User
- XFR – Transfer Location (Used only for Production Module)
- YRD – Yard Location (Used for Yard Management)
- SNP - OBSOLETE

Storage Type
Values are maintained in the 'StorageTypes' validation table. The field is required. It is used for informational purposes. The normal "starter set" is:

FL – Floor
NA – N/A
RK - Rack

Equipment Profile
Values are maintained in the 'EquipmentProfiles' validation table. The field is required. The value entered here is simply the name of an equipment profile, such as "High Rack" or "High Value" or "All". Each of these entries is further defined in the Equipment Profiles table, which is accessed from Setup / Equipment / Profiles from the SYNAPSE menu. This feature gives the mechanism necessary to define the details that comprise the profile.

Unit of Storage
Values are maintained in the Units of Storage table, which is accessed from Setup / Facility / Location / Units Of Storage from the SYNAPSE menu. Typical values are PL – Pallet, BIN – Bin, FLOW – Flow, and RACK – Rack. This value is used for UOS fit in putaway. The field is required.

Count After Pick?

- The default setting is based on the zone setting.
- When a user picks from a location configured with this setting set to Yes, upon completing the pick, the operator will be redirected to the Cycle Count screen.
- The operator will perform a cycle count in the traditional manner with the exception that variances will result in a new cycle count task for the location rather than SUSPENSE balances.
- After the count is complete, the user will be returned to pick task(s).
- If two users are simultaneously picking from a location, only one user will be presented the count task.

Status
This is the current condition of the location. The field is required.

E – Empty (implies in-service)
F – Full (implies in-service)
I – In-Service
O – Out-of-Service (abbrev: No Service)

For a new location, the user can override the status on the screen defaults to E – Empty, but it when the location is added.

Notes:

- The In-Service/Empty status codes are toggled for existing locations as inventory is moved or adjusted in and out of locations.
- Inventory in an Out-of-Service location is not available for order allocation.
- A user can change the status code of an existing location from In-Service to Empty. If there is inventory in the location, the user will receive a warning message and can still make the change.

- If the installation has putaway rules are looking for an empty attribute then the location status needs to be Empty, otherwise putaway will not look at empty locations for that line of the rule. Putaway finds a profile to use and then proceeds down the list until it finds room - i.e. it uses a first-fit method.
- Nowhere is the status automatically set to Full; the user must do it. (The triggers that handle Empty and In-Service do not try to handle Full since they would have to recalculate the contents of a location each time something was moved into or out of it based upon the UOM on the plate.)
- The only processing that tests for the Full condition is putaway. If the putaway rules indicate "anything goes" for a location (i.e. customers can be mixed) then it will NOT look at locations with a status of Out-of Service or Full.
- If a user attempts to delete a location with existing Lip's, an error message will be displayed and the action will be prohibited.
- Each facility must have a Cross Dock Location. See the above section titled " Default Cross Dock Location".
- Each facility should have a location named "SUSPENSE". This does not need to be a physical designation. The location type should be "Special". This is used as part of the Cycle Count Processing.

Aisle
The field is optional and used for informational purposes and as part of the Visual Warehouse Function..

Aisle Level
The field is optional and used for informational purposes and as part of the Visual Warehouse Function.

Aisle Side
The setting is optional and used for informational purposes and as part of the Visual Warehouse Function.

Description
The field is optional. It is useful to help new employees understand specialized locations (Assembly Area) when the location ID does not intuitively do this. A consistent use of intuitive location IDs is preferred to the extensive use of the description field, which is not generally available to floor operations.

Section
Values are maintained in the Section table, which is accessed by Setup / Facility / Location / Section Maintenance from the SYNAPSE menu. The field is required.

Mixing Allowed group
These fields allow mixing products of differing characteristics at a location. The 3 checkboxes are not mutually exclusive. If Mixing Customers is checked then the other 2 are ignored. Similarly if Customers is unchecked and Items is checked then Lots are ignored. Appropriate messages are displayed to the RF user at Putaway when trying to 'Mix' when mixing is not allowed. The RF user can still drop the plates in the location but they are warned first.

Mixing Allowed / Customers

Check this box to allow more than one customer to be stored at this location.

Mixing Allowed / Items

Check this box to allow more than one item number (SKU) to be stored at this location. Caution: this may cause extra work for the staff at pick-up time, since the picker can no longer simply pick the closest available product, and must check for the proper SKU.

Mixing Allowed / Lots

Check this box to allow more than one lot number (of the same item) to be stored at this location. This does not apply to Pick Fronts. If mixed lots are in the same Pick Front, the picker will be prompted to enter the plate for the pick so that the item can be lot tracked.

Velocity

Use this field to designate a location for items of a specific velocity; for instance, a facility may be set up to designate locations near the shipping doors for high-velocity (Velocity A) items. The field is optional.

A – Velocity A (high velocity)
B – Velocity B (medium velocity)
C – Velocity C (low velocity)

If the "Use Velocity" option on the Putaway Profile is YES, the velocity code of the received item from the Item/Specs/UOM tab is considered in choosing a location for system directed putaway.

Note: There is nothing in the system to prevent an item to be stored in a location with a velocity mismatch.

Weight Limit

Use this field to specify the weight limit of a location. 0 has the same effect as a blank value. The field is optional but is needed if a putaway rule uses "W" (weight) or "B" (Both weight and cube) as the Fit Method.

Count Interval: Days

Informational only field. Can be used for reporting purposes.

Count group

The four SYNAPSE-maintained fields at the lower right of the screen contain non-enterable data pertaining to counts at the location.

Count group / Last Counted

This has the last date that the location was counted (cycle count).
Double Click on this field to navigate to the Cycle Count Activity Screen.

Count group / LiP Count

This is the count of license plates at the location. It is the result of the count established at the last cycle count, modified by subsequent activity at the location. NOTE: If a user attempts to delete a location with existing Lip's, an error message will be displayed and the action will be prohibited.

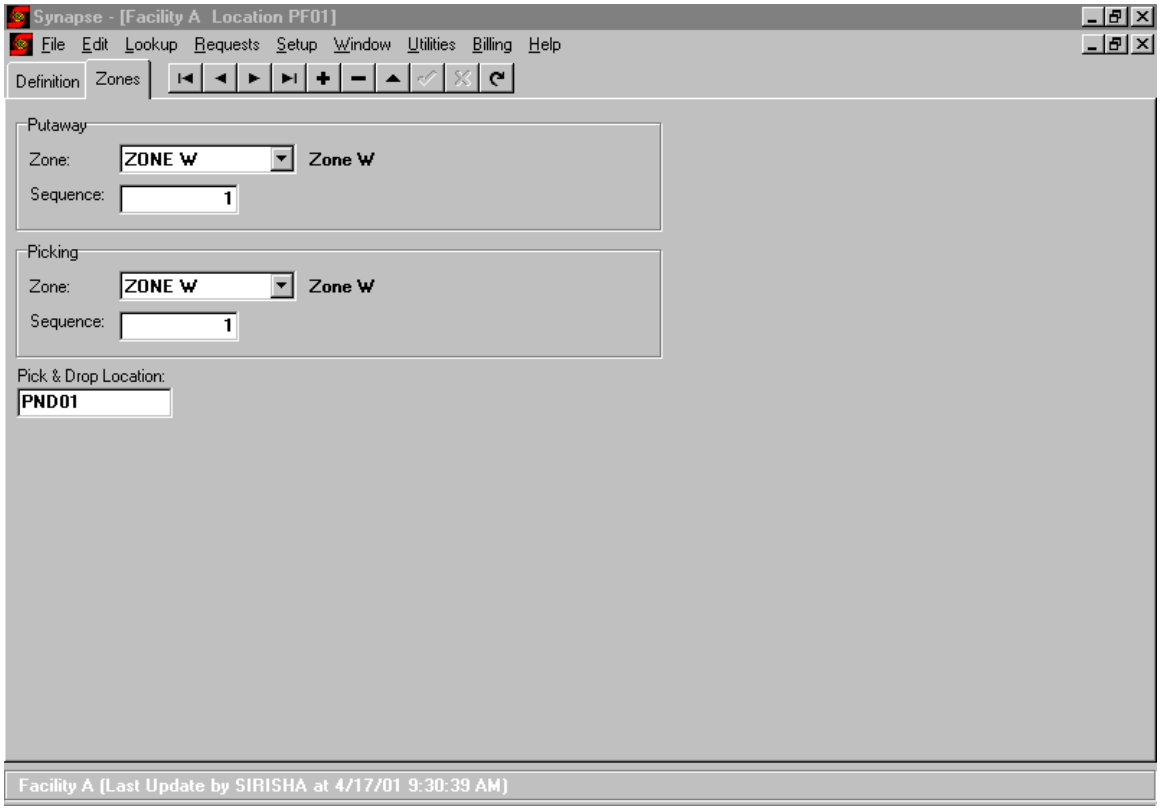
Count group / Pick Count

This is the count of picks from the location since the date Last Counted. It can easily be much greater than the Drop count, if, for instance, the operators regularly drop pallets and pick cases at the location.

Count group / Drop Count

This is the count of drops (putaways) to the location since the date Last Counted.

Location/Zones



The entire Location / Zones screen is optional, but most locations are subject to picking and/or putaway, and the zone and sequence for these operations are defined here.

Zone groups – Putaway & Picking
It is possible to enter the Zone field without the Sequence field, or vice versa, but you should treat the two fields as a unit, with both set to blank or both filled in.

Putaway Zone
Defines the zone for the location. Values are maintained in the Zones table, which is accessed by Setup / Facility / Location / Zones from the SYNAPSE menu. The field is optional.

Putaway Sequence
Within the Putaway Zone, this field defines the order in which items will be dropped with a single putaway move. It is used if the operator selects the Location Sequencing option (LOC) when starting putaway.

- In order for the putaway sequence to be effective, the sequence must be unique within the facility, not just the zone.
- The field is optional. If no sequence number is available, the putaway sequence for the tasks will be random (i.e., unpredictable).

Picking Zone
Values are maintained in the Zones table, which is accessed by Setup / Facility / Location / Zones from the SYNAPSE menu. The field is optional.
Updates are not allowed while a Physical Inventory is in progress for the facility.

Picking Sequence
Within the Picking Zone, this field defines the order in which items will be picked with a single picking task.

- In order for the pick sequence to be effective, the sequence must be unique within the facility, not just the zone.
- The field is optional. If no sequence number is available, the pick sequence for the tasks will be random (i.e., unpredictable). There is no inherent ordering to duplicate columns in a relational database
- Note: Picking sequence(s) are used once a task is assigned. They do not have anything to do with task assignment. For example: Once a task is assigned to an individual, that individual will get all of the subtasks in picking sequence order. However, picking sequence does not create tasks nor have influence on task generation.

Pick & Drop Location
Use this field to name a nearby location that can be accessed by at least two vehicle types, where items may be temporarily placed while moving, when one of the vehicles involved in the move cannot access the initial or final pickup or drop point. Values are maintained in the Locations table, which is accessed by Setup / Facility/ Location / Location Maintenance (this screen) from the SYNAPSE menu. The field is optional. The Pick & Drop Location may not be the same as the Location ID field. If none is defined here, SYNAPSE looks to the P&D defined for the zone.

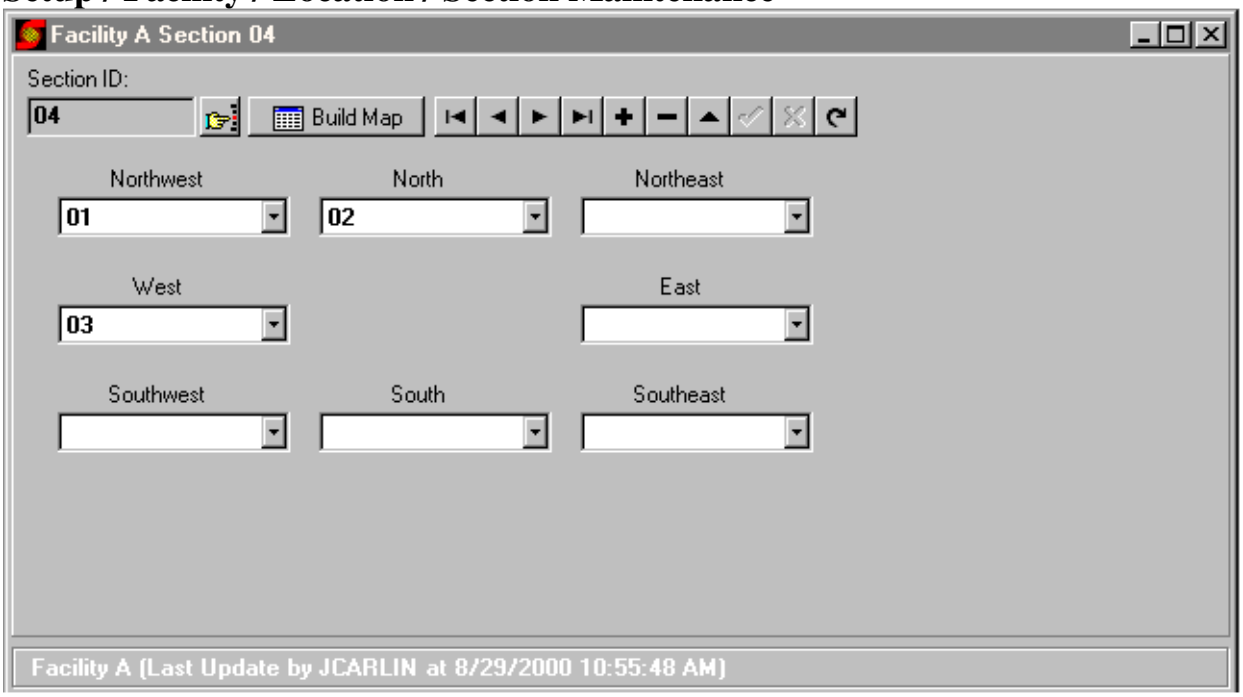
Location Setup Wizard and Location Expert

- The Location Setup Wizard screen allows the creation, deletion or limited modifications of a group of locations that fit specific location id criteria. Access the Location Setup Wizard via Setup/ Wizards/Location Wizard.
- The Location Expert is used to modify individual locations after initial entry. Access the Location Expert via Setup / Facility / Location / Location Expert.

See the Synapse User Manual for more information on these features.

SECTION SETUP

Setup / Facility / Location / Section Maintenance



Sections define areas of the facility that comprise sets of closely proximate locations, and control the assignment of work based on the next closest task section. Sections provide a mechanism for defining efficient transit pathways through the facility. The areas of the facility are designated with Section IDs, then the geographical relationships between the sections are defined, and then SYNAPSE is instructed to produce an internal map of the facility. At the completion of a work task, SYNAPSE uses the section map to determine the next task for assignment. The preferred choice is another task in the person's current section. If there is no pending work in the current section, SYNAPSE selects the closest nearby section for work assignment.

The best way to accomplish section definition is to build the Section table in three steps:

Step 1 – simply define / enter all the Section IDs for the facility, from a floor map where you've laid out the IDs that you plan to use. Leave all the geographic connections blank.

Step 2 – methodically revisit each section record and complete the geographic entries, using the floor map to help you indicate which other sections are adjacent to the current section in each direction.

Step 3 – when you have defined all the geographic relationships for the facility, signal SYNAPSE to build the section map.

Section ID
The Section IDs must be unique within each facility. The ID is entered when you add a new section, and cannot be changed. (You may delete an incorrect section ID, and add the correct one.)
A Section ID may contain from 1 to 10 letters or numbers. Letters are automatically converted to upper case. Special characters are allowed but are not recommended. The simplest approach is to divide the facility into a small number of areas and assign a 2-digit number to each.

Lookup Button

Use this button to lookup the table of existing sections in this facility, by invoking the Section Lookup screen. See "Section Lookup", below. You may select an existing section record for update.

Directional Mapping group
The remaining eight fields on the Section Maintenance screen enable you to identify the sections that adjoin this section in each direction. From your floor map of the facility (or a level of the facility), determine if there is another section in each direction. If so, enter that section ID where appropriate. It is never proper to enter the ID of the current section in one of the Directional Mapping fields. If there is a wall in a given direction, leave that direction unfilled – a person needs to go in some other direction, through some other section, to get to a section on the other side of a wall. You only want sections to which transit is possible directly, without needing to go through some other section first.

In the sample section pictured above, two wide aisles divide the facility into quadrants, which we have designated Sections 01, 02, 03, & 04. The four section records were entered without filling in the directional mappings, and then we went back and entered the mapping for each section. As you can see from the example, from Section 04 you can go directly north to Section 02, or you can go directly west to Section 03, or you can go northeast ("kitty corner") to Section 04. Each of these three sections is presumed by SYNAPSE to be equally accessible and desirable from a standpoint of assigning work.

Northwest
If there is another section immediately to the northwest of this section, and transit is possible directly between this section and the section to the northwest, enter the Section ID of that section here. Values are maintained in the Section table, which may be accessed from the Section Maintenance screen (this screen), from Setup / Facility / Location / Section Maintenance on the SYNAPSE menu. The field is optional.

North
If there is another section immediately to the north of this section, and transit is possible directly between this section and the section to the north, enter the Section ID of that section here. Values are maintained in the Section table, which may be accessed from the Section Maintenance screen (this screen), from Setup / Facility / Location / Section Maintenance on the SYNAPSE menu. The field is optional.

Northeast
If there is another section immediately to the northeast of this section, and transit is possible directly between this section and the section to the northeast, enter the Section ID of that section

here. Values are maintained in the Section table, which may be accessed from the Section Maintenance screen (this screen), from Setup / Facility / Location / Section Maintenance on the SYNAPSE menu. The field is optional.

West
If there is another section immediately to the west of this section, and transit is possible directly between this section and the section to the west, enter the Section ID of that section here. Values are maintained in the Section table, which may be accessed from the Section Maintenance screen (this screen), from Setup / Facility / Location / Section Maintenance on the SYNAPSE menu. The field is optional.

East
If there is another section immediately to the east of this section, and transit is possible directly between this section and the section to the east, enter the Section ID of that section here. Values are maintained in the Section table, which may be accessed from the Section Maintenance screen (this screen), from Setup / Facility / Location / Section Maintenance on the SYNAPSE menu. The field is optional.

Southwest
If there is another section immediately to the southwest of this section, and transit is possible directly between this section and the section to the southwest, enter the Section ID of that section here. Values are maintained in the Section table, which may be accessed from the Section Maintenance screen (this screen), from Setup / Facility / Location / Section Maintenance on the SYNAPSE menu. The field is optional.

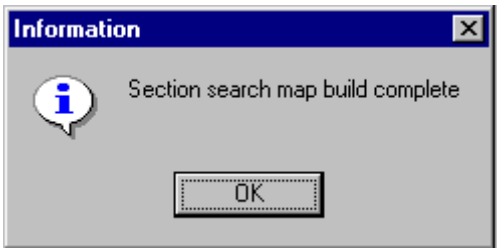
South
If there is another section immediately to the south of this section, and transit is possible directly between this section and the section to the south, enter the Section ID of that section here. Values are maintained in the Section table, which may be accessed from the Section Maintenance screen (this screen), from Setup / Facility / Location / Section Maintenance on the SYNAPSE menu. The field is optional.

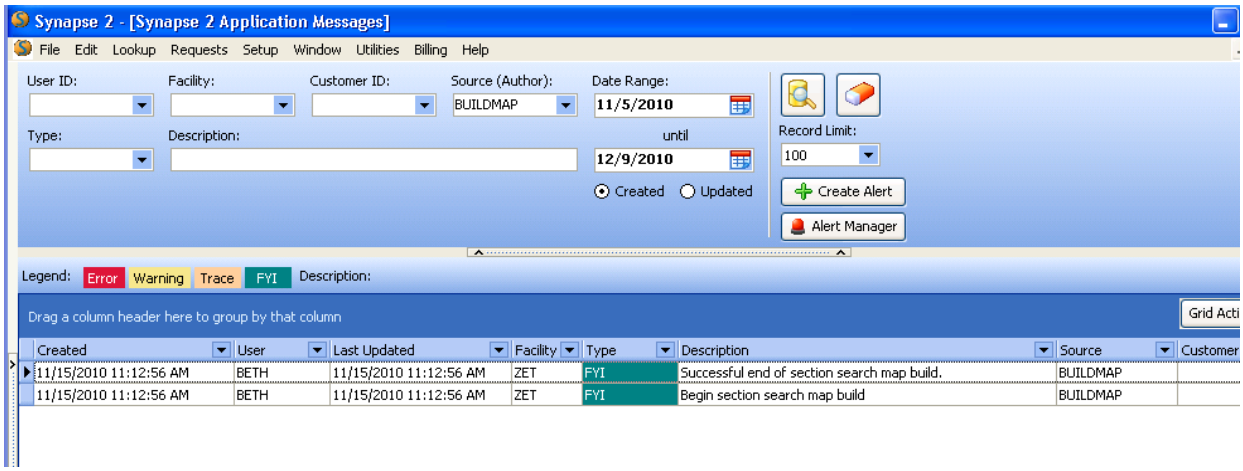
Southeast
If there is another section immediately to the southeast of this section, and transit is possible directly between this section and the section to the southeast, enter the Section ID of that section here. Values are maintained in the Section table, which may be accessed from the Section Maintenance screen (this screen), from Setup / Facility / Location / Section Maintenance on the SYNAPSE menu. The field is optional.

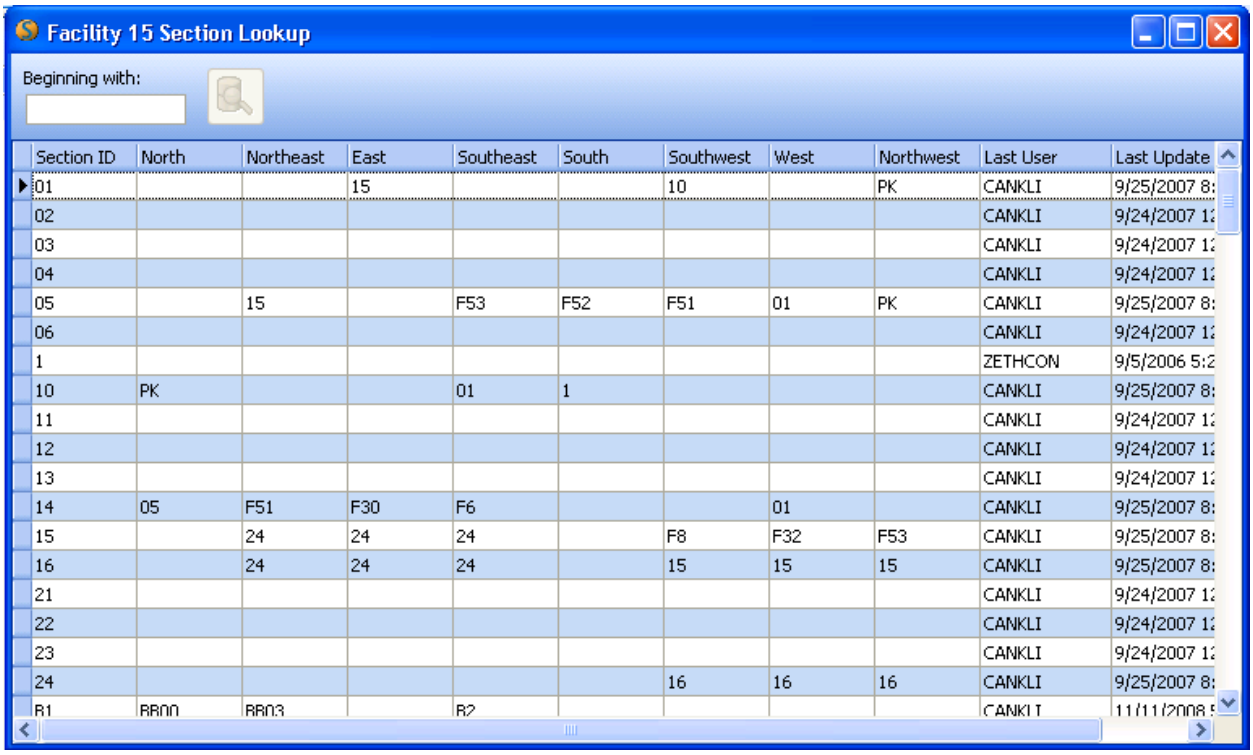
Build Map Button

Use this button to build the section map, after you have finished defining all the sections and entering all the mapping relationships. **Later, if you make any changes to the sections or the mappings, use this button again to rebuild the map.** When you press this button, SYNAPSE will ask you to confirm the request.

Press “Yes” or type “Y” or press the Enter key to confirm the request. When the build is complete, a message will appear on the screen and in the Applications Message Log. Note that the user must have supervisory access to the Section Maintenance screen in order to use the Build Map process.







Section ID	North	Northeast	East	Southeast	South	Southwest	West	Northwest	Last User	Last Update
01			15			10		PK	CANKLI	9/25/2007 8:
02									CANKLI	9/24/2007 1:
03									CANKLI	9/24/2007 1:
04									CANKLI	9/24/2007 1:
05		15		F53	F52	F51	01	PK	CANKLI	9/25/2007 8:
06									CANKLI	9/24/2007 1:
1									ZETHCON	9/5/2006 5:2
10	PK			01	1				CANKLI	9/25/2007 8:
11									CANKLI	9/24/2007 1:
12									CANKLI	9/24/2007 1:
13									CANKLI	9/24/2007 1:
14	05	F51	F30	F6			01		CANKLI	9/25/2007 8:
15		24	24	24		F8	F32	F53	CANKLI	9/25/2007 8:
16		24	24	24		15	15	15	CANKLI	9/25/2007 8:
21									CANKLI	9/24/2007 1:
22									CANKLI	9/24/2007 1:
23									CANKLI	9/24/2007 1:
24						16	16	16	CANKLI	9/25/2007 8:
B1	BB00	BB03		B2					CANKLI	11/11/2008 5

Section Lookup

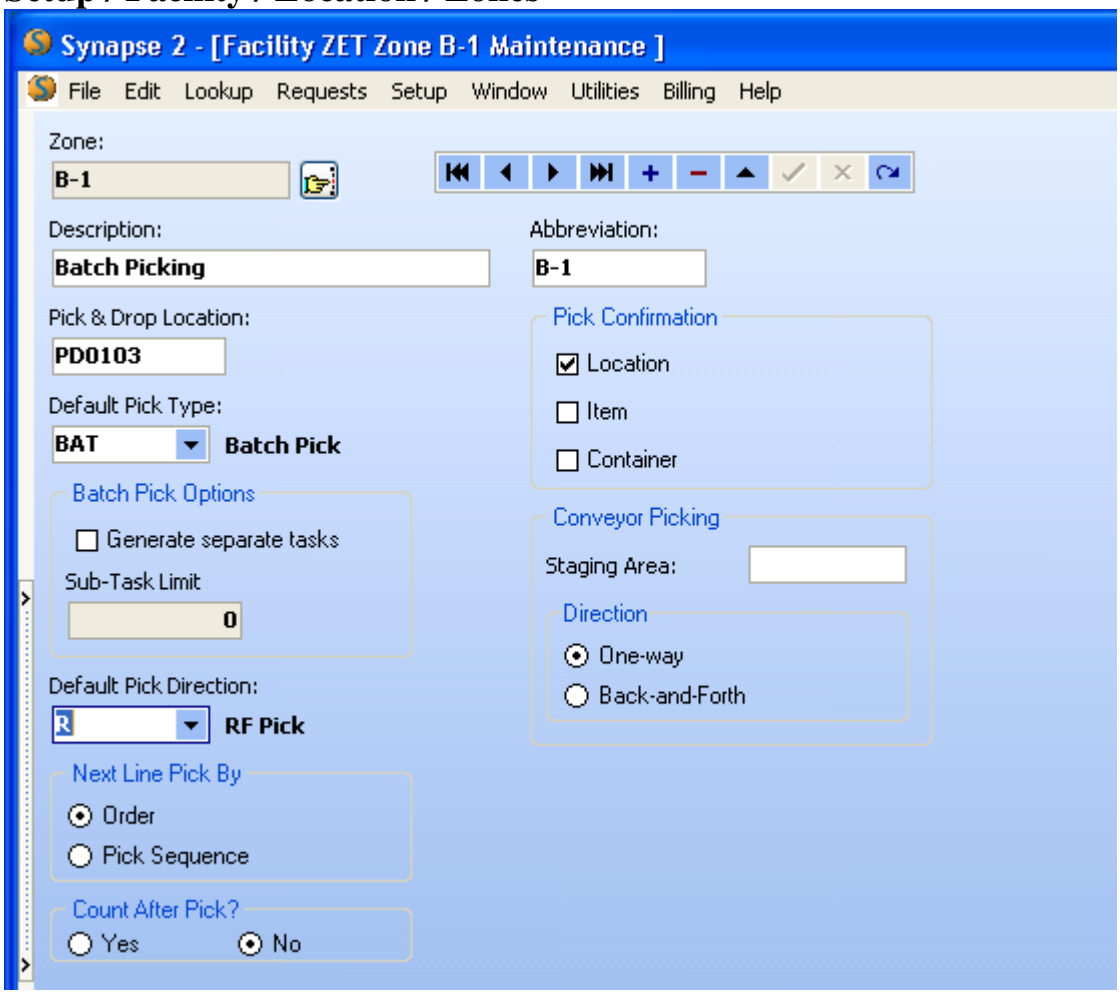
The Section Lookup screen shows the section IDs and their current directional mappings (clockwise from North). It is accessed from the Lookup Button on the Section Maintenance screen, above.

Beginning with:

Optionally, enter a beginning Section ID or partial key. The resulting list will begin from the point that you designate. If the field is blank, the list will start at the beginning of the Section table.

ZONE SETUP

Setup / Facility / Location / Zones



Zones define areas of the facility that comprise sets of closely proximate locations, and control the grouping of picking and putaway tasks to make those operations more efficient. Furthermore, the additional fields on the Zones screen define a consistent set of picking rules for all the locations that are assigned to the zone.

Before you may begin adding zones to a new facility, you must have at least one Location defined with a Location Type = PND (Pick And Drop). If your zones don't require Pick & Drop transfer points, you can define a location record with a name like P&DNA for this purpose.

Zone (ID)
The Zones must be unique within each facility. The Zone ID is entered when you add a new zone, and cannot be changed. (You may delete an incorrect zone ID, and add the correct one.) A Zone ID may contain letters or numbers. Letters are automatically converted to upper case. Special characters are allowed but are not recommended. Define zones based on the layout of the facility, and the need for specialized picking rules for related, proximate sets of locations.

Lookup Button
Use this button to lookup the table of existing zones in this facility, by invoking the Zone Lookup screen. See "Zone Lookup" below. You may select an existing zone record for update.

Description
Enter a description of the use and general location of the zone within the facility (e.g., "Rack Storage South Central" or "Third Level Unit Picking, West"). This field is required.

Abbreviation
Enter a short name or description for the zone. This field is required.

Pick & Drop Location
Enter the location ID of a Pick & Drop location that may be used as a transfer point for the zone, when a vehicle cannot move into or out of the zone. This field is required. Double-clicking on the field invokes the Location Lookup screen with Location Type = PND; you may select from the resulting list to complete this field.

Default Pick Type
This allows the RF operator to select a pick type for his tasks. This field is required.

BAT – Batch Pick
LINE – Line Picking
ORDR – OrderPicking

Batch Pick Options
When the Default Pick Type is set to Batch Pick, this field can be edited. This option will allow separate pick tasks to be created and a limit on the number of subtasks associated to each pick tasks. With separate pick tasks, multiple RF users can pick the product needed to be sorted for the order.

Default Pick Direction
This field is informational only. This field is required.

L – Label Pick
P – Paper Pick
R – RF Pick

Next Line Pick By

- "Order" The next line pick will be set to pick by the next highest task id.
- "Pick Sequence" The next line pick will be set to pick by pick sequence closest to the operator (either forwards or backwards -- system checks both ways).

Count After Pick?

- The default setting for a location is based on the zone setting.
- When a user picks from a location configured with this setting set to Yes, upon completing the pick, the operator will be redirected to the Cycle Count screen.
- The operator will perform a cycle count in the traditional manner with the exception that variances will result in a new cycle count task for the location rather than SUSPENSE balances.
- After the count is complete, the user will be returned to pick task(s).
- If two users are simultaneously picking from a location, only one user will be presented the count task.

Pick Confirmation

Location
Check this box to require confirmation of the location for all picks in this zone.

Item
Check this box to require confirmation of the item for all picks in this zone.

Container
Check this box to require confirmation of the LIP'S for all picks in this zone.

Notes

- If License Plate substitution is permitted, the container check box must be on.
- **At least 1 of the options needs to be turned on for a Pick Zone.**
- Picking treats a lot tracked item being picked from a pick front, regardless of the setting of Pick Confirmation Container for the picking zone of the pick front, identical to the way it would be handled if Pick Confirmation Container was selected - i.e. the true value of the flag is ignored and it is assumed to be on. The picker needs to enter/confirm plates but can specify multiple LPs.
- Updates are not allowed while a Physical Inventory is in progress for the facility.

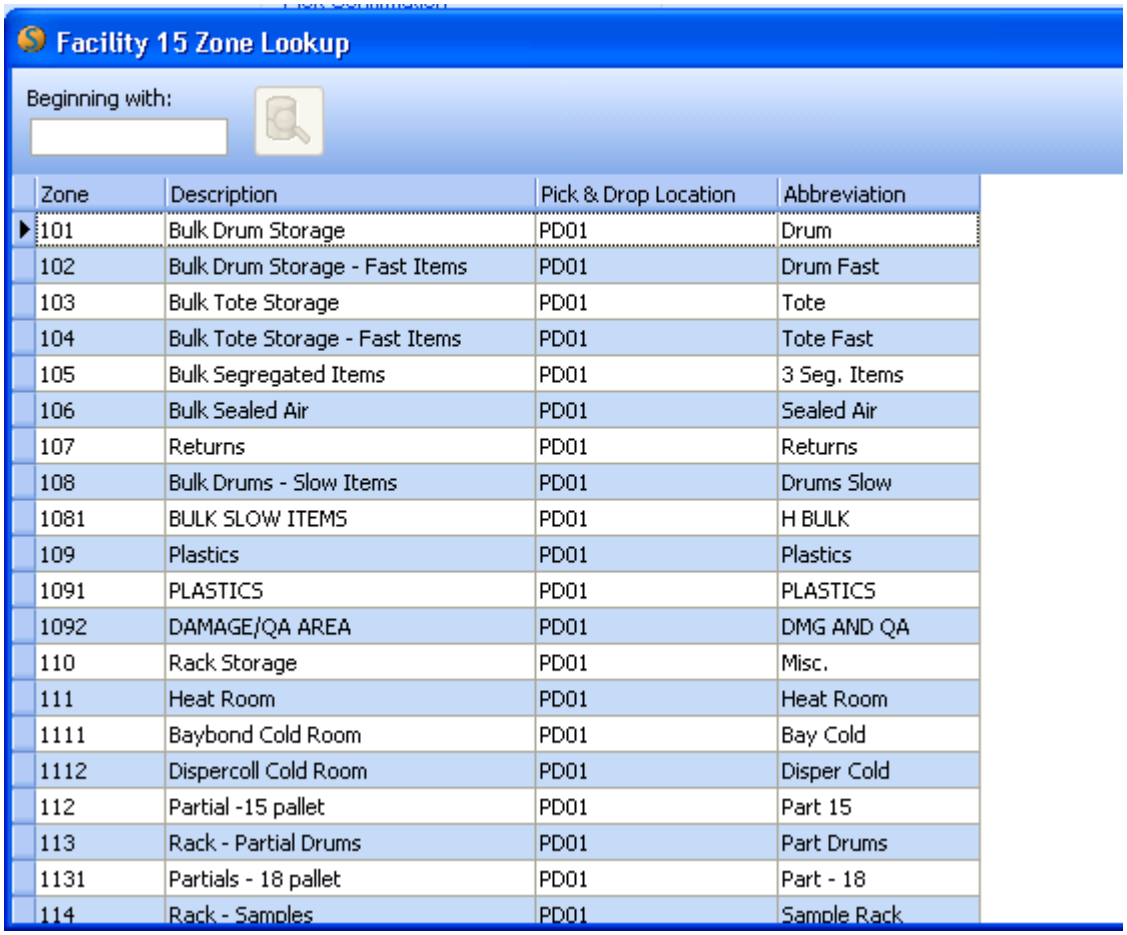
Conveyor Picking Group
This section only has meaning if there is a conveyor used for picking in this zone.

Conveyor Picking Staging Area
Enter the staging location that is used for conveyor picks from this zone. This field is optional. Double-clicking on the field invokes the Location Lookup screen with Location Type = STG; you may select from the resulting list to complete this field. An operator doing conveyor picks will not need to enter a staging area.

Conveyor Picking Direction

- "One-way" The assignment of tasks only goes forward in one direction.
- "Back-and-forth" The assignment of tasks will go in two directions.

ZONE LOOKUP



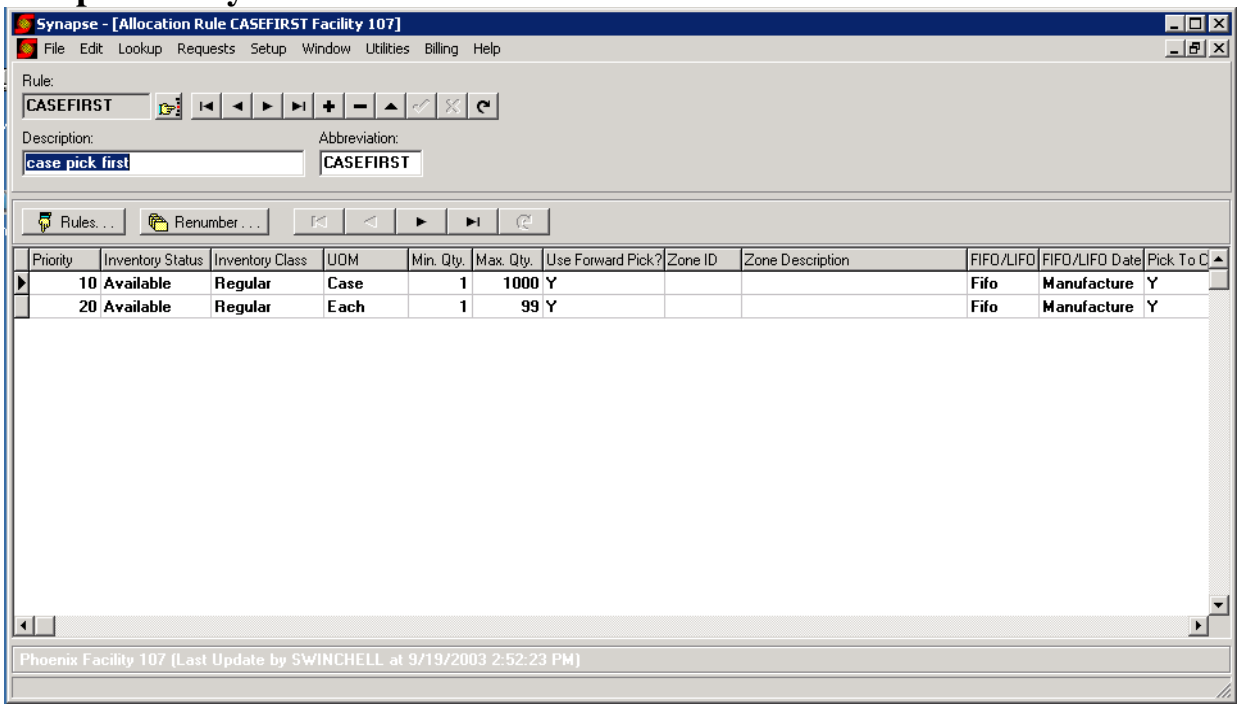
Zone	Description	Pick & Drop Location	Abbreviation
101	Bulk Drum Storage	PD01	Drum
102	Bulk Drum Storage - Fast Items	PD01	Drum Fast
103	Bulk Tote Storage	PD01	Tote
104	Bulk Tote Storage - Fast Items	PD01	Tote Fast
105	Bulk Segregated Items	PD01	3 Seg. Items
106	Bulk Sealed Air	PD01	Sealed Air
107	Returns	PD01	Returns
108	Bulk Drums - Slow Items	PD01	Drums Slow
1081	BULK SLOW ITEMS	PD01	H BULK
109	Plastics	PD01	Plastics
1091	PLASTICS	PD01	PLASTICS
1092	DAMAGE/QA AREA	PD01	DMG AND QA
110	Rack Storage	PD01	Misc.
111	Heat Room	PD01	Heat Room
1111	Baybond Cold Room	PD01	Bay Cold
1112	Dispercoll Cold Room	PD01	Disper Cold
112	Partial -15 pallet	PD01	Part 15
113	Rack - Partial Drums	PD01	Part Drums
1131	Partials - 18 pallet	PD01	Part - 18
114	Rack - Samples	PD01	Sample Rack

The Zone Lookup screen shows the Zones for the facility. It is accessed from the Lookup Button on the Zone Maintenance screen, above.

Beginning with:
Optionally, enter a beginning Zone or partial key. The resulting list will begin from the point that you designate. If the field is blank, the list will start at the beginning of the Zone table.

ALLOCATION RULES SETUP

Setup / Facility / Allocation Rules



Allocation Rules Maintenance

Allocation rules allow you to control the selection of inventory in the facility for shipment and/or for replenishment. You may specify a set of steps that determine which inventory will be considered in what sequence to satisfy an order. Each set of ordered steps is given a name, and that name can be assigned as a default action for a customer, and/or for each item of a customer, for picking and/or for replenishment. See the Customer Setup screen (Setup / Customer / Customer Maintenance from the SYNAPSE menu) and the Item Setup screen (Setup / Customer / Item Maintenance) for further details. Both screens have a Facility Settings tab, where you can establish an Allocation Rule (for picking) and/or a Replenishment Allocation Rule. You can thereby specify specialized inventory allocation for every customer and/or item in the facility, if need be.

Allocation rules are set by facility. The user must be working in the facility to create an allocation rule for the facility. (Use the Change Facility Option if necessary.)

During wave planning, for every item of every order, SYNAPSE looks to see if there is an Allocation Rule that is assigned to the item. If there is not, it looks for a default Allocation Rule for the customer. When there is an Allocation Rule for the item or the customer, SYNAPSE tries to allocate the order line item using the detail rules of the Allocation Rule.

Each UOM be ordered for an outbound order must have a corresponding entry on an allocation rule attached to the item. The system will attempt to follow the allocation rule before allocating

other inventory that does not fit the rule to the order. If there is no allocation rule for the UOM, the system will not generate pick tasks.

Rule (name)
The Allocation Rule names are unique to each facility. The Rule name is entered when you add a new rule, and cannot be changed. (You may delete an incorrect Rule name, and add the correct one.)
A Rule name may contain from 1 to 10 letters or numbers. Letters are automatically converted to upper case. Special characters are allowed but are not recommended.

Lookup Button
Use the Lookup button to lookup the table of allocation rules in this facility. The Lookup button invokes the Allocation Rules Lookup screen. From that screen you can select a rule for update.

Description
Enter a description of the use or general operation of the rule within the facility. The field is required.

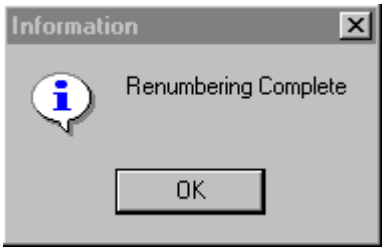
Abbreviation
Enter a short name or description for the rule. The field is required.

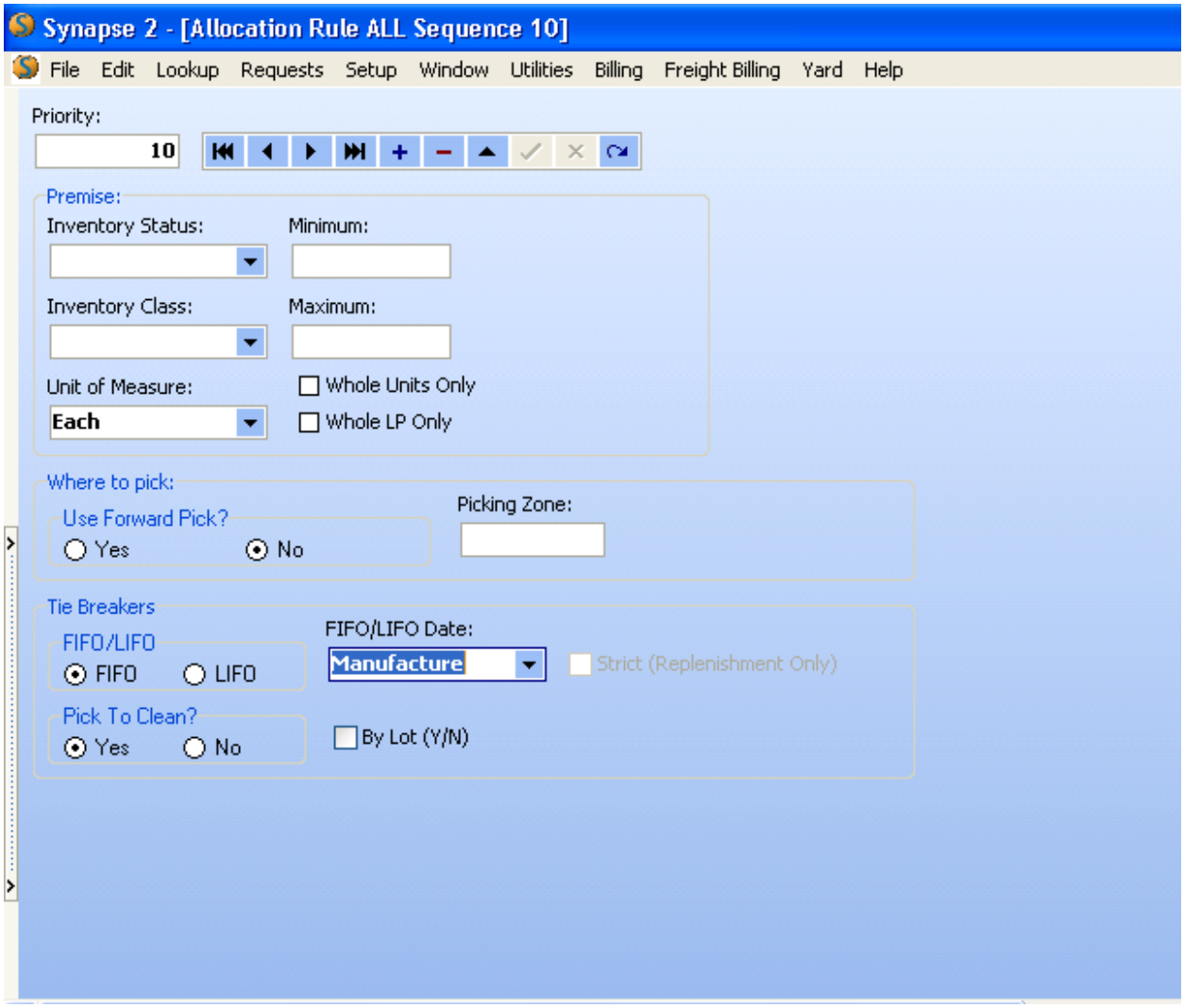
Rules Button

Use the Rules button to maintain the individual detail lines (steps) of the allocation rule. The Rules button invokes the Allocation Detail Rule Maintenance screen.

Renumber Button
Use the Renumber button to renumber the priority (sequence) fields in increments of 10. This leaves room for entering new steps. The Renumber button results in a SYNAPSE request for confirmation:

Press “Yes” or type “Y” or press the Enter key to confirm the request. SYNAPSE will respond:





Allocation Detail Rules Maintenance

Each individual step of the allocation rule is defined here. The set of steps comprises the allocation rule.

Priority (Sequence)
The priority number acts like a normal sequence number – the lowest numbered (first) priority step will be tested / executed first. It is useful to add new records with priority increments of 10,

in order to leave room to insert new rules later. If you forget, or run out of numbers while inserting, you can renumber all the steps in this allocation rule with the Renumber Button, on the Allocation Rules Maintenance screen. It renumbers in increments of 10.

Premise group
The premise fields act together as selection criteria. SYNAPSE looks for inventory that meets all the specified values in the fields of this group. If matching inventory is found in sufficient quantity to meet the order quantity, it is selected for shipment. Otherwise, SYNAPSE moves on to the next detail rule. The only required field in the group is Unit of Measure. **This means that each detail allocation rule only applies to one specific unit of measure.**

Most SYNAPSE installations sequence allocation rules using the largest UOM first down to the smallest.

Premise Inventory Status
The field is optional. Specify this field to limit this detail rule to inventory that has one particular Inventory Status. For instance, if the Premise Inventory Status is set to EX – Expired, SYNAPSE will attempt to allocate inventory for shipment from expired stock, assuming the other Premise criteria are met. Such a rule could be used to clear out expired merchandise by shipping it, after you had first removed all unshippable expired merchandise from the facility.

Order restrictions for Status and Class override all Allocation rules.

Premise Inventory Class
The field is optional. Values are maintained in the 'InventoryClass' validation table. Specify this field to limit this detail rule to inventory that has one particular Inventory Class. If no class value is entered, all inventory classes are considered based on the order.

Premise Unit Of Measure
The field is required. Values are maintained in the 'UnitsOfMeasure' validation table. Specify this field to limit this detail rule to inventory that has one particular Unit Of Measure. For instance, if the Premise Unit Of Measure is set to EA - Each, SYNAPSE will only apply this rule if the Order Unit Of Measure is EA. For any other Order Unit Of Measure, SYNAPSE will move on to the next detail allocation rule.

Premise Minimum
The field is optional. If it is specified, then the detail rule only applies to order line items where the item order quantity is equal to or greater than the Premise Minimum value. Otherwise, this detail rule is skipped.

Premise Maximum
The field is optional. If it is specified, then the detail rule only applies to order line items where the item order quantity is less than or equal to the Premise Maximum value. Otherwise, this detail rule is skipped.

Whole Units Only/Whole LP Only
Whole Units Only and Whole LP Only settings are available for allocation rules where the "Use Forward Pick ?" option is set to No. The boxes can't be checked simultaneously.

Whole Units Only

- Using this setting on an allocation rule will limit picking to whole units of UOM.
- If picking other UOM's is possible, there must be an additional allocation rule sequence for that UOM. For example, if the order for SKU-A is for 250 ea or 2 ½ cases (100 ea = 1 case),
  - There must be allocation rules for cases as whole units only and eaches from the pick front or
  - There must be allocation rules for cases as whole units only from build and eaches as whole units only from bulk.
- This setting is used in conjunction with the Label UOM and Label Qty for Label UOM fields on the Setup/Item Specs/Specs tab to allow pickers to pick small package orders at a higher level (carton level) and not at a Base UOM (each)level.

Note: If the "Use Forward Pick?" option is set to "Yes", the neither check box is not displayed on the screen.

Whole LP only
This option is designed to allocate only whole license plates and fail if one isn't successfully located. When checked, this would force the allocation logic to attempt to fill demand, at least on this line, with full LP's, regardless of UOM and fail if that can't be done. When combined with Pick to Clean = Yes, it functions the same but just look through the LP's starting with lowest quantity first.

Where To Pick group
The Where To Pick group can limit the search for product to a specific location or zone.

Use Forward Pick?

- "Yes" Picking is limited to the forward pick location(s) (Pick Fronts) for each ordered item. The Picking Zone field is closed to input.

- "No" Picking is steered away from the forward pick location(s) (Pick Fronts) of each ordered item. The Picking Zone field is opened for input to give you the option to limit the picks to a specific picking zone.

Picking Zone:
The field is optional. The Picking Zone field is gray (not open for input) if Use Forward Pick? is set to Y – Yes. When Use Forward Pick? is set to N – No, the Picking Zone field opens up. You then have the option to limit the picking of items that meet the Premise criteria for this rule to a single specific Picking Zone.
Double-clicking on this field invokes the Zone Lookup screen, from which you can select a zone for this field. See the Zone Setup document for a description of the Zone Lookup screen.

Tie Breakers group
The Tie Breakers group acts to further control the selection of inventory for shipment. If more inventory than ordered meets the rule so far, the Tie Breakers will determine which inventory is chosen.

Tie Breakers – FIFO/LIFO

FIFO	Allocation will occur on a First In / First Out basis.
LIFO	Allocation will occur on a Last In / First Out basis.

Tie Breakers – FIFO/LIFO Date

Manufacture The FIFO/LIFO rule will be applied to the inventory's Manufacture Date.
Expiration The FIFO/LIFO rule will be applied to the inventory's Expiration Date.
Lot The FIFO/LIFO rule will be applied to the inventory's lot number. In the event that this option is chosen for an allocation rule and the rule is applied to items that do not track lot numbers and thus sorting by lot number is not feasible, receipt date will be used. This option is useful for customers that require inventory to be rotated by the lowest lot number
Receipt The FIFO/LIFO rule will be applied to the inventory's Receipt Date. (Lowest of Creation Date and Anniversary Date)

Strict (Replenishment Only)
This checkbox will only affect allocation for replenishments. When checked, the system will enforce strict FIFO when allocating, failing if it can not allocate product per the settings configured within the oldest product available. Primarily this will be coupled with the "Whole LP Only" checkbox in order to not allocate small pallets that could be used to fill a pick front but that are significantly newer than larger pallets that won't fit in the pick front.

Pick To Clean?
Values are Yes or No.

If Yes is chosen, the system will attempt to allocate partial pallets found within the constraints of the rule **first** to fill the order. If strict FIFO is desired, this setting should be set to No.

FIFO/LIFO Notes:
FIFO/LIFO **pick overrides** are controlled by the FIFO window days settings for the customer, product group and item.

If a license plate is created via location load (RF option 91) or location fill (RF option 89), the receipt date is considered the date/time stamp the plate was created.

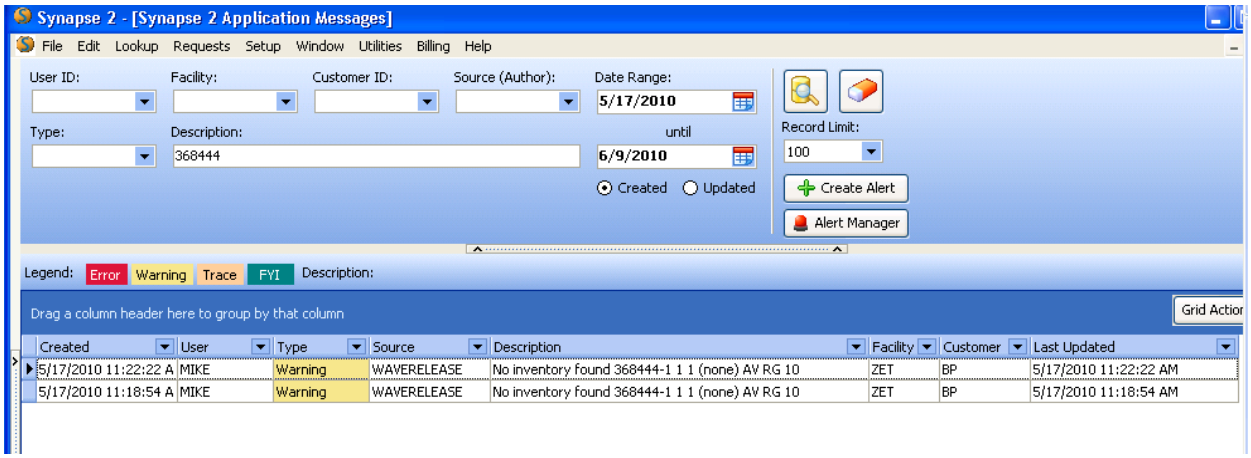
By Lot (Y/N)
This will allocate the same lot until the lot is depleted.

Frequently Asked Questions about Allocation and Task Generation

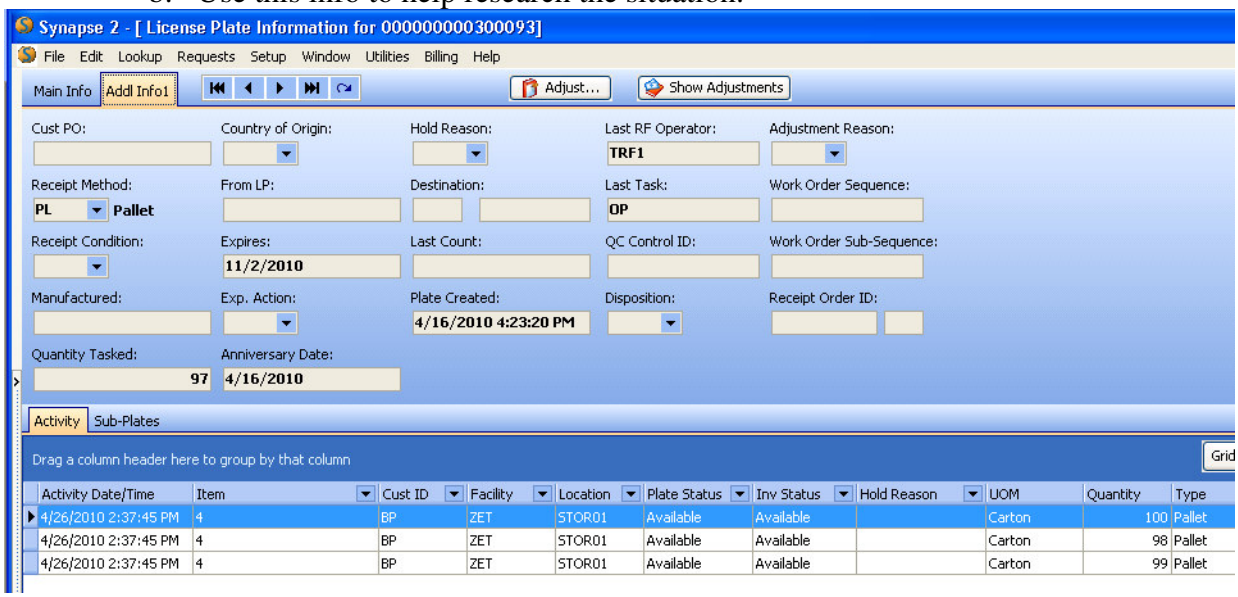
I have commitments but no tasks for one of my order lines. What can I check?
First check to see if the wave was released? If so, the allocation (GenPicks process) is stricter in the processing "rules" to actually create a task. For example, inventory in a license plate located in an Out of Service location, will commit but not be allocatable to create a task.

I released my wave but there are no tasks for one of my order lines. What can I check?

1. Check the app messages. Enter the order id into the text for search to see if there was an allocation problem for the item.. If you get a message here, the GenPicks process could not find inventory to allocate.



2. Look at order detail line -- make sure it is
    a. Not cancelled
    b. Not part of a planned x-dock (shipping tab)
    c. Was actually committed when the wave was planned – no commitments, no tasks
3. Look at the inventory that is expected to task. The GenPicks process will not task inventory if it is located at
    a. An Out of service location
    b. A Staging location
    c. A Door Location
    d. The Wrong facility – not the from facility for the order
    e. An RF user ID
    f. The available inventory does not include the status/class selection that was ordered – look at the order line detail
4. Are there other tasks assigned to the plate you expect to see tasked?
    a. There is an informational field, Quantity Tasked, in the lower left corner of the upper half of the license plate Additional Info1 tab
    b. Use this info to help research the situation.



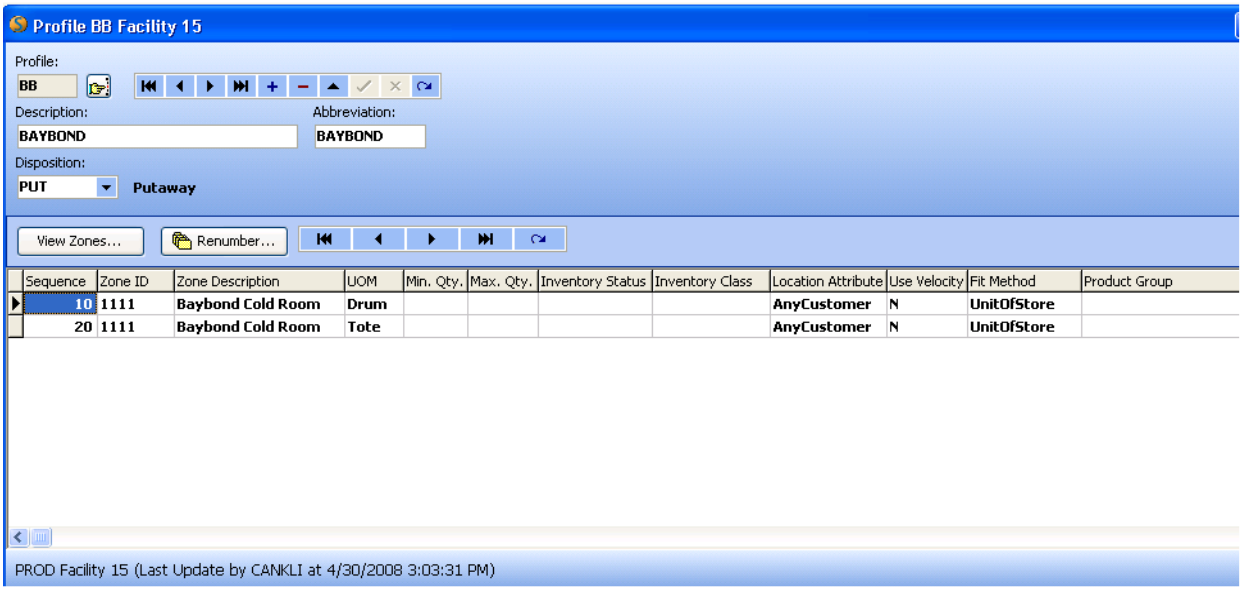
5. Look at the customer/item set up.
    a. Is there an allocation rule selected?
    b. Is one of the Kit options selected? Is the kit set up properly?
    c. Check to see that the item tab points to the facility for valid allocation rule for the from facility for the order
6. Look at the Allocation rule
    a. Does the allocation rule for include the UOM for the item.
    b. Check to see if the allocation rule only points to pick front (forward pick) for the qty desired but no pickfront exists for the item.
    c. The allocation rule does not include the status/class selection that was ordered – look at the order line detail
7. Make sure order was in a wave that was released after any changes to allocation rules or location status was updated.
8. See if the order uses the Minimum Days to Expiration processing. If so, see if the available inventory fits the criteria for this order line.

How are the final plates chosen?

If FIFO is chosen, plates are sorted in ascending order, otherwise they are sorted in descending order. If Pick To Clean is selected, the plates are then sorted by quantity in ascending order, otherwise they're sorted by quantity in descending order. Finally, the plates are sorted by location in ascending order and lipid in ascending order.

PUTAWAY PROFILES SETUP

Setup/Facility/Putaway Profiles



Putaway Profiles allow operations to control where to store inventory in the facility. You may specify a set of rules (zones and qualifying characteristics) that determine what areas of the facility are scanned for open storage space, in what sequence. Each set of putaway rules is given a name, and that name can be assigned as a default putaway action for a customer, and/or for each item of a customer. See the Customer Setup screen (Setup / Customer / Customer Maintenance from the SYNAPSE menu) and the Item Setup screen (Setup / Customer / Item Maintenance) for further details. Both screens have a Facility Settings tab, where you can establish a Putaway Profile. You can thereby specify specialized putaway rules for every customer and/or item in the facility, if need be.

If there is no logical putaway location, the task will be assigned to "NOSPACE" and the operator will determine the putaway location.

Profile (name)
The Putaway Profile names are unique to each facility. The Profile name is entered when you add a new profile, and cannot be changed. (You may delete an incorrect Profile name, and add the correct one.)
A Profile name may contain 1 or 2 letters or numbers. Letters are automatically converted to upper case. Special characters are allowed but are not recommended.

Lookup Button
Use the Lookup button to lookup the table of putaway profiles in this facility. The Lookup button invokes the Putaway Profile Lookup screen. From that screen you can select a profile for update.

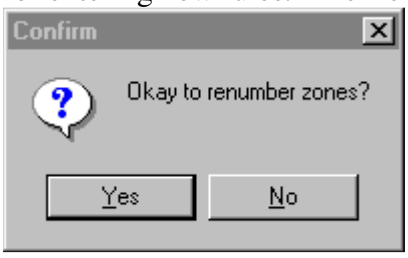
Description
Enter a description of the use or general operation of the profile within the facility. The field is required.

Abbreviation
Enter a short name or description for the profile. The field is required.

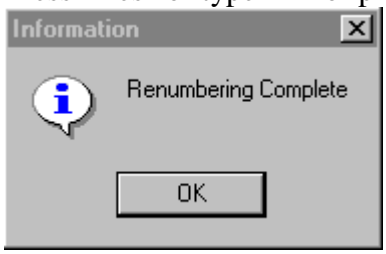
Disposition
Profiles may be specified for putaway, for returns, and for cross dock operations. Indicate which inventory disposition you are considering. The field is required but not used at this time.

Zones Button
Use the Zones button to maintain the individual detail lines (rules) of the Putaway Profile. The Zones button invokes the Putaway Profile Rule Maintenance screen.

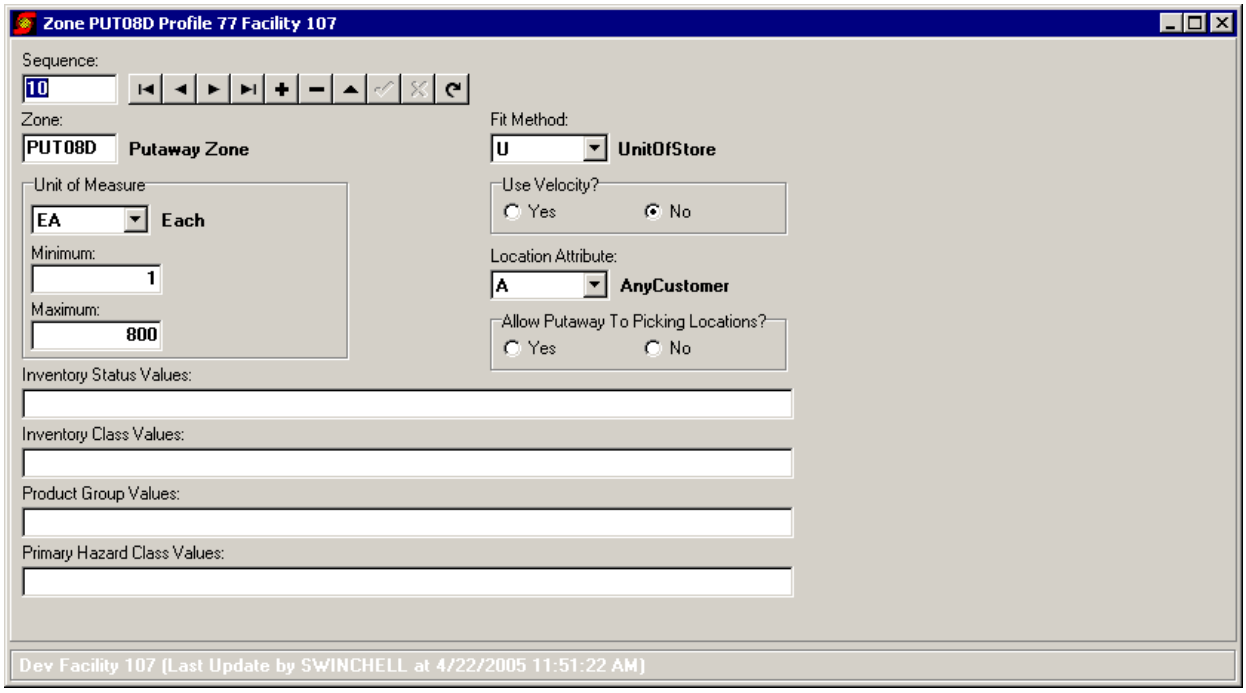
Renumber Button
Use the Renumber button to renumber the sequence fields in increments of 10. This leaves room for entering new rules. The Renumber button results in a SYNAPSE request for confirmation



Press “Yes” or type “Y” or press the Enter key to confirm the request. SYNAPSE will respond:



Putaway Profile Rule Maintenance



Each individual rule of the putaway profile is defined here. The set of rules comprises the putaway profile.

Sequence

The sequence number controls the action of the putaway profile – the lowest numbered (first) sequence will be tested / executed first. It is useful to add new records with sequence increments of 10, in order to leave room to insert new rules later. If you forget, or run out of numbers while inserting, you can renumber all the rules in this putaway profile with the Renumber Button, on the Putaway Profile Maintenance screen, above.

Zone

The field is required. Double-clicking on this field invokes the Zone Lookup screen, from which you can select a zone for this field. See the Zone Setup document for a description of the Zone Lookup screen.

If putaway can go to any Zone in the facility, choose the “ANY ZONE!” option. It is not necessary to add an actual zone named “ANY ZONE!” to the data base.

Zone	Description	Pick & Drop Location	Abbreviation
1111	Baybond Cold Room	PD01	Bay Cold
1112	Dispercoll Cold Room	PD01	Disper Cold
112	Partial -15 pallet	PD01	Part 15
113	Rack - Partial Drums	PD01	Part Drums
1131	Partials - 18 pallet	PD01	Part - 18
114	Rack - Samples	PD01	Sample Rack
115	Rack - Bayer	PD01	Bayer Rack
116	Rack - Flexsys	PD01	Flexsys Rack
1161	Rack - Flexsys Short	PD01	Flexsy Short
1162	Flexsys Top Racks	PD01	Flexsys Top
1163	Rack - Flexsys Poison	PD01	Flexsys Pois
117	Bulk Storage	PD01	SQ Bulk
1171	Bulk Plastics SQ storage	PD01	SQ & K Bulk
118	Truck Packaging Area	PD01	Tank
119	Rail Packaging Area	PD01	Rail
120	Bulk - Rail Overflow Area	PD01	Rail OF
121	Picking Zone	PD01	Pick
122	Annex Storage	PD01	Annex
ANY ZONE!	Any zone can be used for putaway		ANY ZONE

Unit Of Measure
The field is required. Values are maintained in the 'UnitsOfMeasure' validation table. The receiving operator enters the UOM. There should be a putaway profile for each UOM the receiving operator may enter.

Minimum
The field is optional. The Minimum field sets the lower limit for consideration by the rule. If the license plate quantity is less than the minimum, SYNAPSE proceeds to the next rule.

Maximum
The field is optional. The Maximum field sets the upper limit for consideration by the rule. If the license plate quantity is greater than the maximum, SYNAPSE proceeds to the next rule.

Fit Method
The field is required. The initial value is set to "U" – Unit Of Store. The fit method determines how an item will be tested to see if it fits in each candidate location.

Value			Additional Information
B	Both Cube and Weight	this method requires that the weight and cube both be considered when finding a location for a plate. Note: There must be a weight limit set for a location.	

Value			Additional Information
C	Cube	The cube of the license plate is added to the cube currently in the location, plus the cube of any plates going to that location. The result is compared with the location cube capacity.	
H	1st Pallet Height	Under this method, the capacity of a location is a maximum number of plates. This maximum is the Standard Pallets (from the Unit of Storage for the location) times the stack height of the location. The stack height of the location is set by the stack height of the item of the first plate that is placed in the location.	Example: If a location has a unitofstorage with standard pallets of 6 and the first item dropped into the location has a stack height of 2, then the capacity of the location is 12 plates, regardless of any other item or plate that also gets put into that location. Locations can be over-filled and under-filled. The stack height of a location does not get reset until it has become empty and a subsequent plate is then dropped in it.
P	Pallet	This method functions the same as the "S"tandard Pallet method but takes UOM into consideration.	See above but considers Unit of Measure
R	Replenish	The inventory can be directed to a pick front for the item if the pick front meets the criteria for replenishment.	This method still matches (the plate) on Unit of Measure, Minimum, Maximum, Inventory Status Values, Inventory Class Values, Product Group Values and Primary Hazard Class Values; but only considers locations that are pick fronts for the item within the Zone and that match any specified velocity. The capacity is governed by the Maximum UOM and Quantity setup for the Pick Front. Any Location Attribute is ignored. Any pending replenishment tasks that will cause the capacity of the pick front to be exceeded will automatically be deleted or regenerated for a recalculated amount when the putaway is actually performed.

Value			Additional Information
S	Standard Pallet	This method selects locations based upon LP count when finding a system-directed putaway location for a plate	1. This method ignores Unit of Measure, Minimum and Maximum but uses all the remaining criteria such as inventory status for a match. 2. The capacity of a location is determined by the Standard Pallets quantity value for the location's Unit of Storage. 3. If the current pallet count of a location is equal to or greater than the standard pallet quantity in the unit of storage, the system will not consider the location available for putaway. 4. When determining the number of plates at a location, only top-level plates (MP and standalone PA) are considered
U	Unit Of Store	The quantity of the license plate expressed in units of store is added to the quantity of inventory in the same unit that is already in the location, and the result is compared with the capacity of the location in that unit of store. If the UOM are mixed, tries to convert to a common UOM.	To use this method effectively, the UOM to UOS relationship(s) must be defined for items.
W	Weight	The weight of the license plate is added to the weight presently in the location, plus the weight of any plates going to that location. The result is compared with the location weight capacity. Note: There must be a weight limit set for a location.	

Use Velocity?
"Yes" The received item's velocity tab (A, B, C) as set on the Item/Item Specs/UOM tab is considered when choosing a location.

"No" The received item's velocity (A, B, C) as set on the Item/Item Specs/UOM tab is not considered when choosing a location.

Location Attribute
The field is optional. If no value is chosen, any mixing is allowed. Specify this field to limit this detail rule to locations that have one of the following characteristics:

A – Any Customers – Same if no value is chosen – any mixing is allowed.

C – Mix Product – Different Product but same customer
The rule will only consider a location for putaway if all inventory that is already in the location is owned by the same customer as the license plate.

E – Empty
The rule will only consider a location for putaway if the location is empty and no LPs are destined (by task) to go there. (See Additional Putaway Notes later in this chapter.)

L – Same Lot – Same product and lot
The rule will only consider a location for putaway if all inventory that is already in the location is the same item and lot number as the license plate.

P – MixLot – Same product but different lot
The rule will only consider a location for putaway if all inventory that is already in the location is the same item as the receipt item. Mixed lot numbers are allowed.

RA – Same Receipt

RP – Same Receipt/Same Product

Allow Putaway To Picking Location?
This option is designed to support operations needing to fill large locations with incoming inventory until picking starts against the location. At that point, putaway activity is switched to another location.

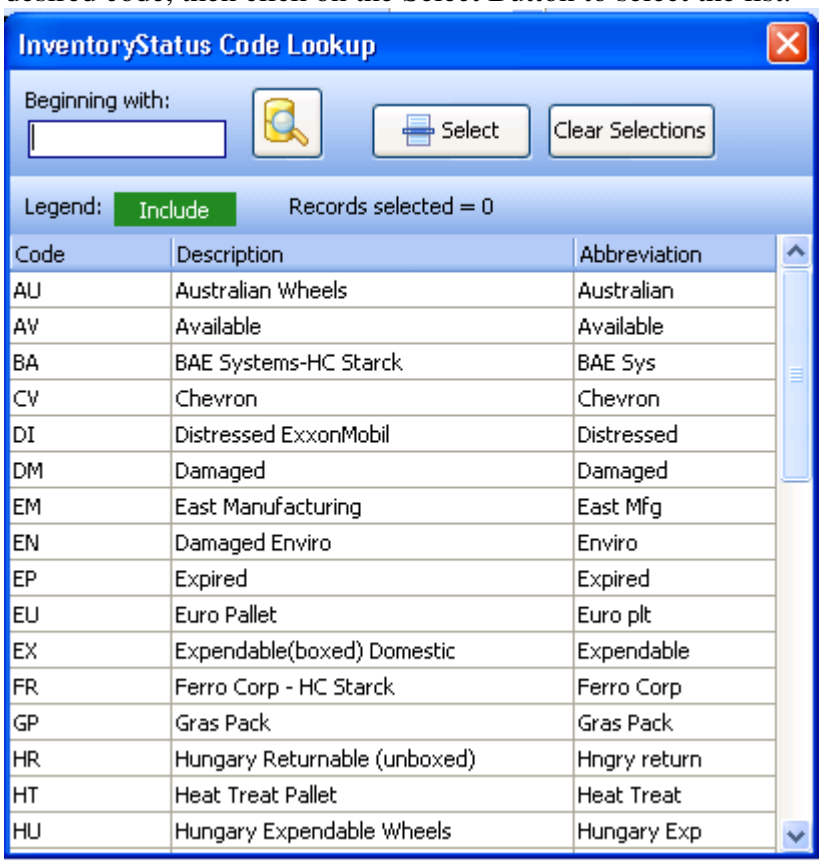
If this value is set to No, this filter is interpreted as follows:

1. If there are any picking tasks against the location, then skip the location as a potential putaway candidate.
2. If the location is not empty and it has been 'picked from' since it has been 'putaway to' then the processing skips the location as a potential candidate.

Two location date fields "LastPickedFrom" and "LastPutawayTo" are updated by the picking and putaway logic. These fields are not visible from the location screen.

Inventory Status Values

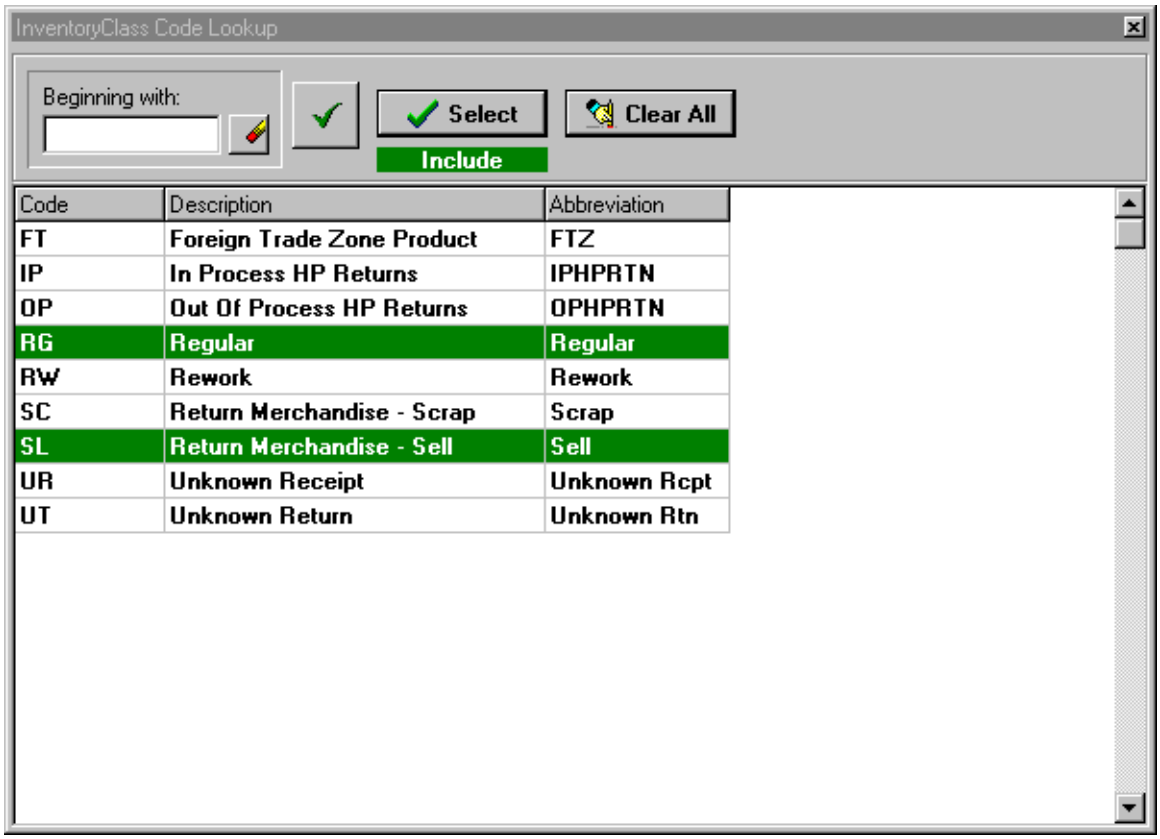
The field is optional. Specify this field to limit this detail rule to received inventory that has one or more particular Inventory Statuses. Double-click on the field to open the InventoryStatus Code Lookup screen. Build the list of desired Inventory Status codes by double-clicking on each desired code, then click on the Select Button to select the list.



Code	Description	Abbreviation
AU	Australian Wheels	Australian
AV	Available	Available
BA	BAE Systems-HC Starck	BAE Sys
CV	Chevron	Chevron
DI	Distressed ExxonMobil	Distressed
DM	Damaged	Damaged
EM	East Manufacturing	East Mfg
EN	Damaged Enviro	Enviro
EP	Expired	Expired
EU	Euro Pallet	Euro plt
EX	Expendable(boxed) Domestic	Expendable
FR	Ferro Corp - HC Starck	Ferro Corp
GP	Gras Pack	Gras Pack
HR	Hungary Returnable (unboxed)	Hngry return
HT	Heat Treat Pallet	Heat Treat
HU	Hungary Expendable Wheels	Hungary Exp

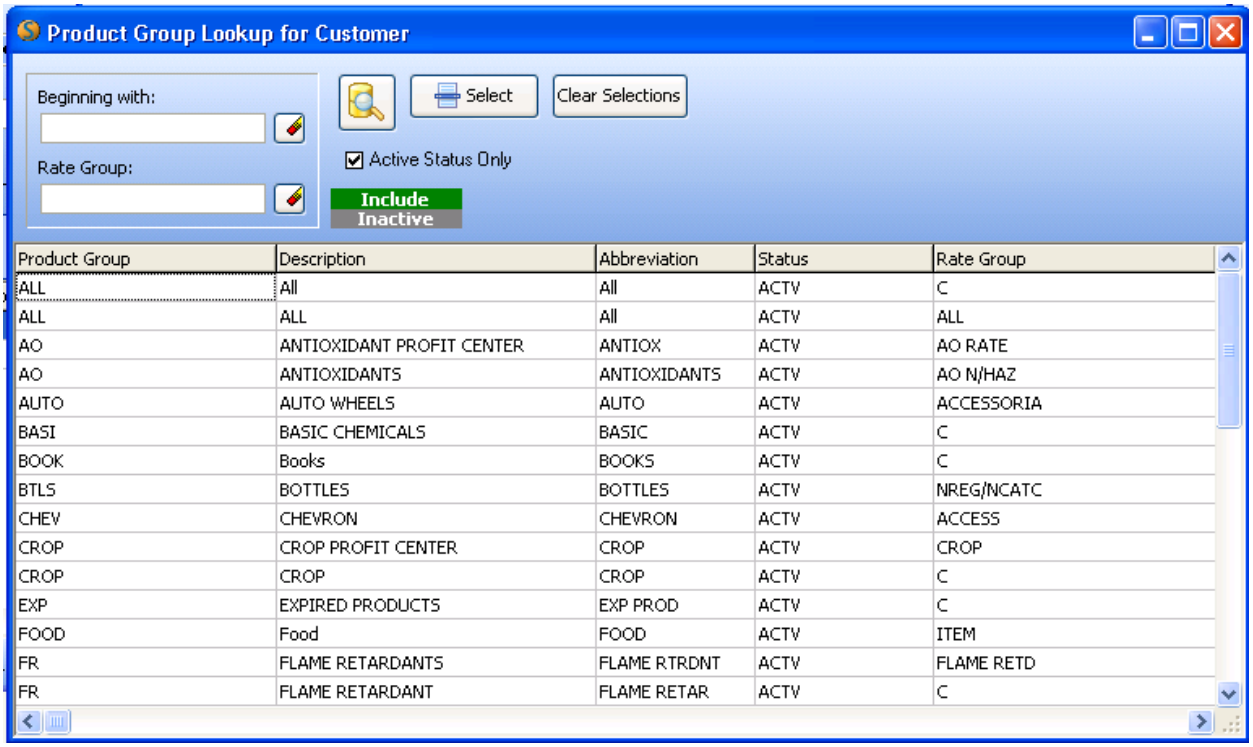
Inventory Class Values

The field is optional. Specify this field to limit this detail rule to received inventory that has one or more particular Inventory Classes. Double-click on the field to open the InventoryClass Code Lookup screen. Build the list of desired Inventory Class codes by double-clicking on each desired code, then click on the Select Button to select the list.



Product Group Values

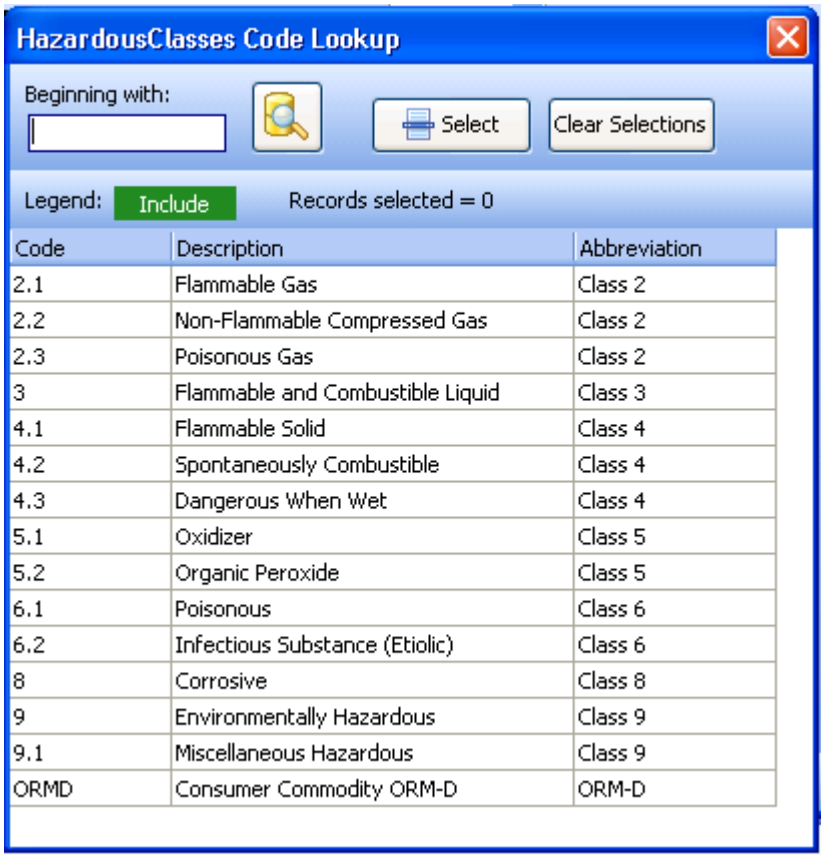
The field is optional. Specify this field to limit this detail rule to received inventory that has one or more particular Product Groups. Double-click on the field to open the Product Group Lookup screen. The screen shows all Product Groups for all customers at this facility. If two customers use the same Product Group designator, there will be two entries for that Product Group. Build the list of desired Product Group codes by double-clicking on each desired code, then click on the Select Button to select the list.



Product Group	Description	Abbreviation	Status	Rate Group
ALL	All	All	ACTV	C
ALL	ALL	All	ACTV	ALL
AO	ANTIOXIDANT PROFIT CENTER	ANTIOX	ACTV	AO RATE
AO	ANTIOXIDANTS	ANTIOXIDANTS	ACTV	AO N/HAZ
AUTO	AUTO WHEELS	AUTO	ACTV	ACCESSORIA
BASI	BASIC CHEMICALS	BASIC	ACTV	C
BOOK	Books	BOOKS	ACTV	C
BTLS	BOTTLES	BOTTLES	ACTV	NREG/NCATC
CHEV	CHEVRON	CHEVRON	ACTV	ACCESS
CROP	CROP PROFIT CENTER	CROP	ACTV	CROP
CROP	CROP	CROP	ACTV	C
EXP	EXPIRED PRODUCTS	EXP PROD	ACTV	C
FOOD	Food	FOOD	ACTV	ITEM
FR	FLAME RETARDANTS	FLAME RTRDNT	ACTV	FLAME RETD
FR	FLAME RETARDANT	FLAME RETAR	ACTV	C

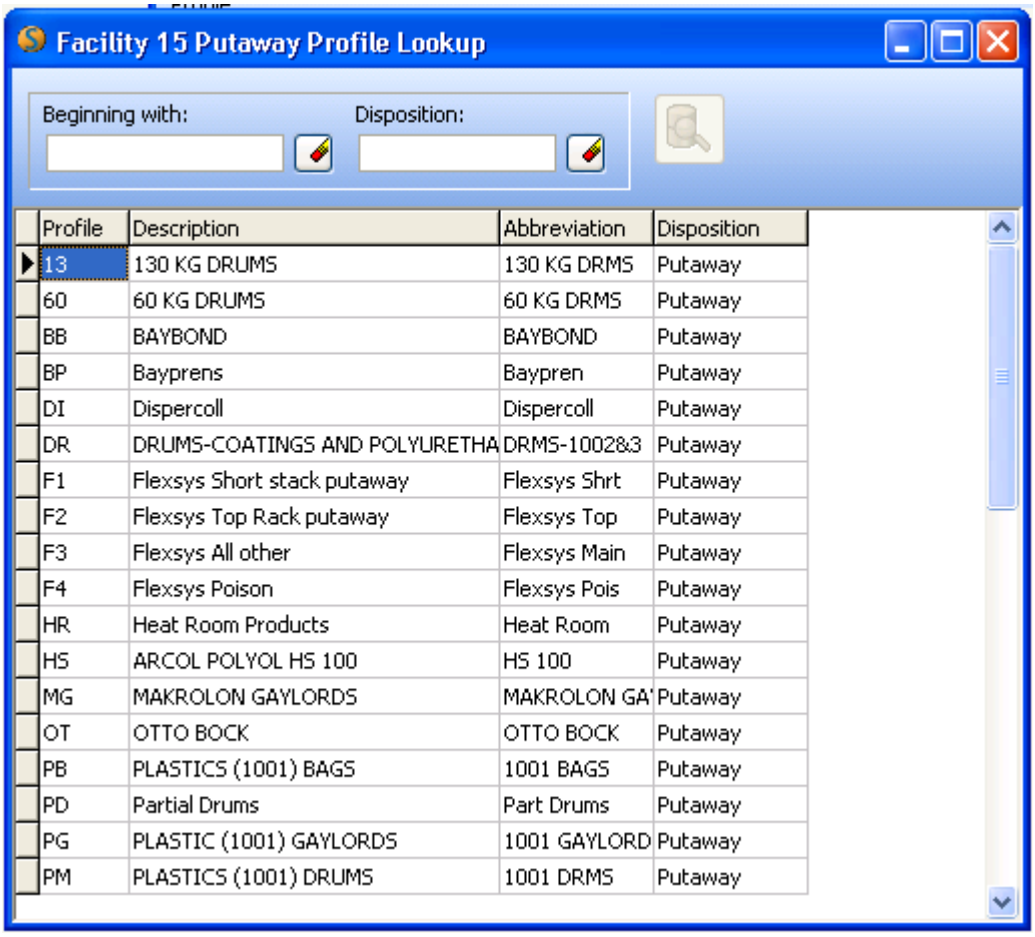
Primary Hazard Class Values

The field is optional. Specify this field to limit this detail rule to received inventory that has one or more particular Primary Hazard Classes. Double-click on the field to open the HazardousClasses Code Lookup screen. Build the list of desired Hazardous Class codes by double-clicking on each desired code, then click on the Select Button to select the list.



Code	Description	Abbreviation
2.1	Flammable Gas	Class 2
2.2	Non-Flammable Compressed Gas	Class 2
2.3	Poisonous Gas	Class 2
3	Flammable and Combustible Liquid	Class 3
4.1	Flammable Solid	Class 4
4.2	Spontaneously Combustible	Class 4
4.3	Dangerous When Wet	Class 4
5.1	Oxidizer	Class 5
5.2	Organic Peroxide	Class 5
6.1	Poisonous	Class 6
6.2	Infectious Substance (Etiolic)	Class 6
8	Corrosive	Class 8
9	Environmentally Hazardous	Class 9
9.1	Miscellaneous Hazardous	Class 9
ORMD	Consumer Commodity ORM-D	ORM-D

Putaway Profile Lookup



Profile	Description	Abbreviation	Disposition
13	130 KG DRUMS	130 KG DRMS	Putaway
60	60 KG DRUMS	60 KG DRMS	Putaway
BB	BAYBOND	BAYBOND	Putaway
BP	Bayprens	Baypren	Putaway
DI	Dispercoll	Dispercoll	Putaway
DR	DRUMS-COATINGS AND POLYURETHA	DRMS-1002&3	Putaway
F1	Flexsys Short stack putaway	Flexsys Shrt	Putaway
F2	Flexsys Top Rack putaway	Flexsys Top	Putaway
F3	Flexsys All other	Flexsys Main	Putaway
F4	Flexsys Poison	Flexsys Pois	Putaway
HR	Heat Room Products	Heat Room	Putaway
HS	ARCOL POLYOL HS 100	HS 100	Putaway
MG	MAKROLON GAYLORDS	MAKROLON GA	Putaway
OT	OTTO BOCK	OTTO BOCK	Putaway
PB	PLASTICS (1001) BAGS	1001 BAGS	Putaway
PD	Partial Drums	Part Drums	Putaway
PG	PLASTIC (1001) GAYLORDS	1001 GAYLORD	Putaway
PM	PLASTICS (1001) DRUMS	1001 DRMS	Putaway

The Putaway Profile Lookup screen shows the Putaway Profiles for the facility. It is accessed from the Lookup Button on the Putaway Profile Maintenance screen, above.

Beginning with
Optionally, enter a beginning profile name or partial key. The resulting list will begin from the point that the user designates. If the field is blank, the list will start at the beginning of the Putaway Profiles table for this facility.

Additional Information on Putaway of Multi-plates.

1. One of the putaway rules get filtered if the operator is attempting to putaway an MP (as a single entity) which actually has multiple items:
2. The profile for the first item found as a child LP of the MP is the profile used - there is no guaranteed order.
3. If the items on the child LPs have mixed velocity, it is ignored in the search.
4. All inventory statuses for all child LPs are combined into 1 list and used for searching. The same is true for inventory class, product group and hazard.
5. If mixed customers are found on child LPs, then putaway considers the MP to also have mixed items, lots and UOM's.

6. If mixed items are found on child LPs, then putaway considers the MP to also have mixed lots and UOM's.
7. If there are mixed customers, items or UOM's, then putaway automatically excludes fit type 'U' from the search.
8. If there are mixed customers, then putaway automatically excludes location attribute 'C', 'P', and 'L' from the search.
9. If there are mixed items, then putaway automatically excludes location attribute 'P', and 'L' from the search.
10. If there are mixed lots, then putaway automatically excludes location attribute 'L' from the search.
11. If there are mixed UOM's, then putaway assumes a quantity of 1 and a UOM of 'PL'.

Additional Putaway Notes:

- If the installation has putaway rules that are looking for an empty attribute, then the location status needs to be Empty, otherwise putaway will not look at an empty location for that line of the rule. Putaway finds a profile to use and then proceeds down the list until it finds room - i.e. it uses a first-fit method.
- It is not recommended to have a location attribute of "E" before a "non-E" in the rules (not to be confused with the E on the location). If the rules are setup with the E first, then the putaway process would look for empty before trying to place 2 LPs together. In effect, the facility would wind up with 1 LP in each location before it tried to put more than 1 LP in a location.
- The only processing that tests for the Full location status condition is putaway. If the putaway rules indicate "anything goes" for a location (i.e. customers can be mixed) then it will NOT look at locations with a location status of Out-of Service or Full.
- When an operator logs in to the RF terminal, he has the choice of 3 modes.
  - "T" for task directed putaway (putaway tasks will be generated by the system that can be assigned to other operators)
  - "S" for system directed putaway (the operator will be directed to a putaway location by the system as part of the receiving process)
  - "O" for operator directed putaway (the operator will select the putaway location as part of the receiving process).
- If the system is unable to find an appropriate putaway location, the RF operator will be shown a location of NOSPACE and the operator will select the putaway location.
- If the "Putaway Highest Whole UOM" is selected on the Facilities/Options tab for the customer, item or product group, when a user performs receiving they specify a UOM received and normally this is the UOM that putaway uses when scanning the putaway profiles. If this flag is set then putaway will convert the base UOM and base quantity to the highest whole UOM for the item and use that for scanning the putaway profiles rather than the entered UOM.
- Checking the "Restrict Putaway" box on the Setup/Facility/Options screen denies RF users from overriding Directed Putaway. It applies to RF functions 32 and 97. When activated the system will only allow manual overrides to locations within the

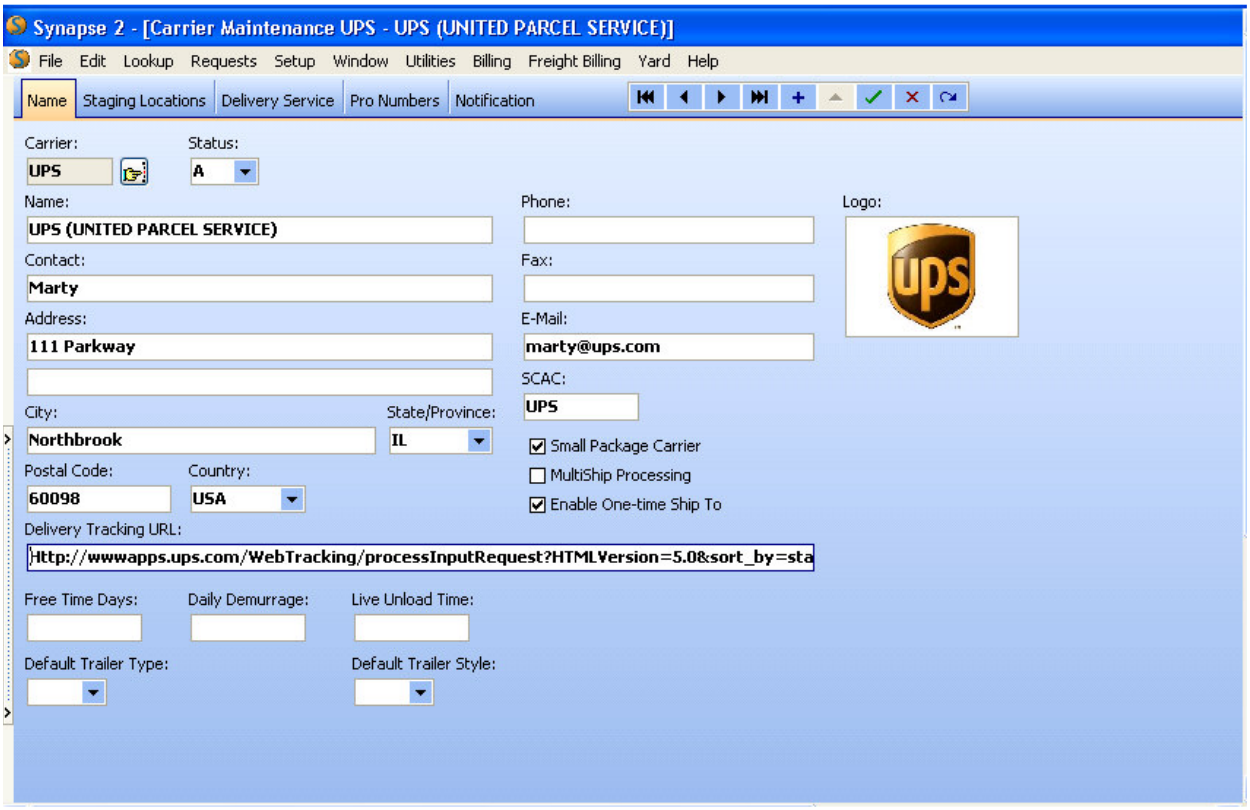
designated putaway zone(s) in the item's Putaway Profile. If the RF user tries to putaway an item in a location not in the putaway profile the User will get this message "Loc is restricted". This is specifically geared for facilities where the putaway location and zone is crucial to the inventory and environment such as HazMat inventory.

A restriction to this "Restrict Putaway" option is that all items in the facility must have a valid Putaway Profile with designated locations. If there is not a valid putaway profile the RF user will no be able to putaway the item. The user will get the "Loc is restricted" message. At this point, a super user must uncheck this box in order for the putaway to continue.

CARRIER CODE SETUP

These screens are used to view and maintain the carrier codes and associated service codes. The carrier codes are used for both inbound and outbound orders. Carrier codes are valid for all customers. This section also contains information on Automatic Assignment of Pro Number by Carrier. Preferred Carrier information is available in the Synapse User Manual.

Carrier Maintenance/Name



Carrier

All carrier codes must be unique. Length is four-character. Required Field.

Status

Values are maintained in the 'CarrierStatus' validation table. The system administrator maintains the table.

A – Active
I – Inactive

Name

This field contains the name of the carrier. The field is required.

Contact

Contact information for the carrier. The field is optional.

Address

This is the street address for the carrier. The field is optional.

City

This is the city of the carrier. The field is optional.

State/Province

Values are maintained in the 'StateOrProvince' validation table. Leave this blank for countries outside the U.S. and Canada. The field is optional.

Postal Code

Proper formats are 99999 and 99999-9999. Values are not edited for proper format or for correspondence to the State/Province field. The field is optional.

Country

Values are maintained in the 'CountryCodes' validation table. The field is optional.

Phone

This is the primary contact phone for the carrier. The field is informational only and optional. The field is not edited for format.

Fax

The field is informational only and optional. The field is not edited for format.

E-Mail

This is the primary e-mail address for the carrier. The field is informational only and optional. The field is not edited for format.

SCAC Code

The Standard Carrier Alpha Code (SCAC) is a unique two-to-four-letter code used to identify transportation companies

Small Package Carrier

Indicates this carrier does small package processing.

MultiShip Processing

To do MultiShip processing, check the "Small Package Carrier" box and check the "MultiShip Processing" box to interface to any Small Package system such as MultiShip or ClipperShip.

Enable One-time Ship To

If a One-time Ship To is allowed for the carrier, check the box next to Enable One-time Ship To.

NOTE: An order cannot have a One-time Ship To or a One-time Bill Freight To if this box is not checked.

Delivery Tracking URL

For carriers that have the MultiShip Processing box checked, easy access to the tracking support URL's is allowed. Enter the appropriate URL link and a left and right curly brace set ({}) where the tracking number should be inserted in the Delivery Tracking URL field.

EXAMPLE – UPS

Http://wwwapps.ups.com/WebTracking/processInputRequest?HTMLVersion=5.0&sort_by=status&tracknums_displayed=5&TypeOfInquiryNumber=T&loc=en_US&InquiryNumber1={}&AgreeToTermsAndConditions=yes&track.x=37&track.y=9

Carrier links can be obtained by looking up a tracking ID at the carriers website, noting the full address, and substituting a curly brace set for the tracking ID in the address. These addresses are subject to changes by the carrier at any time.

NOTE: When the proper URL is added for a carrier and the tracking number is recorded on a shipping plate, the user will be able to use a right click function on a shipping plate lookup (or directly from the shipping plate screen) and, with appropriate internet access available) link to the carrier's tracking data for the tracking ID associated with the shipping plate.

Free Time Days

Used for container tracking processing. The field is optional.

Daily Demurrage

Used for container tracking processing. The field is optional.

Live Unload Time

Used for container tracking processing. The field is optional.

Default Trailer Style/Type

Used for Yard Management processing. These fields are optional.

Logo

Used for the CRT Packing Screen. Right Click to upload a bit map of the desired logo. The field is optional.

Carrier Maintenance/Staging Locations

Staging Locations Tab

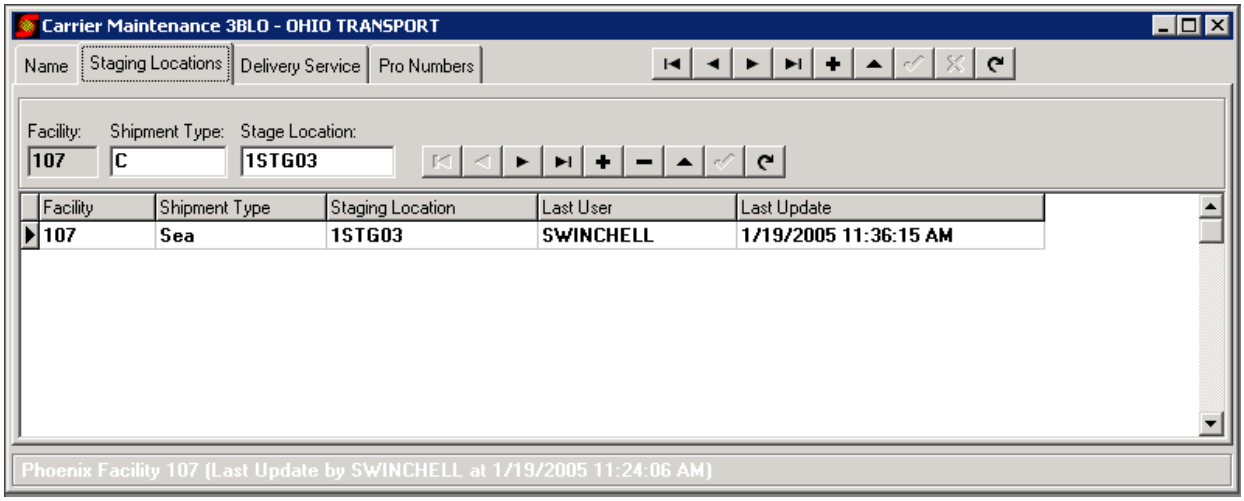
Enter one or more locations per Facility to be designated as a Small Package staging location.

Delivery Service

Define the Delivery Service codes applicable to the carrier. These will be the codes used for the Outbound Order Delivery Service. The MultiShip Code is the code the Small Package system returns to Synapse as the Carrier Used.

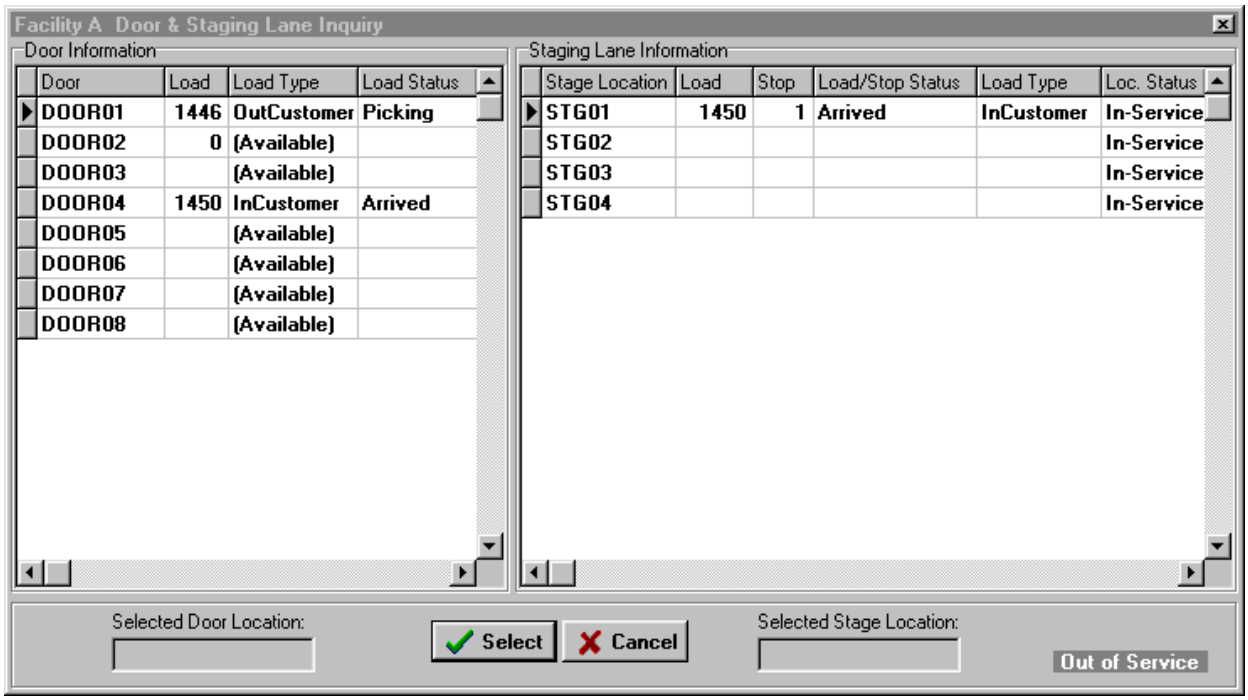
This screen links specified staging locations with a carrier and shipment type where appropriate. A specific staging location would be set up in this screen if orders for the selected carrier are always processed in the same location.

The staging location must already exist in the facility.



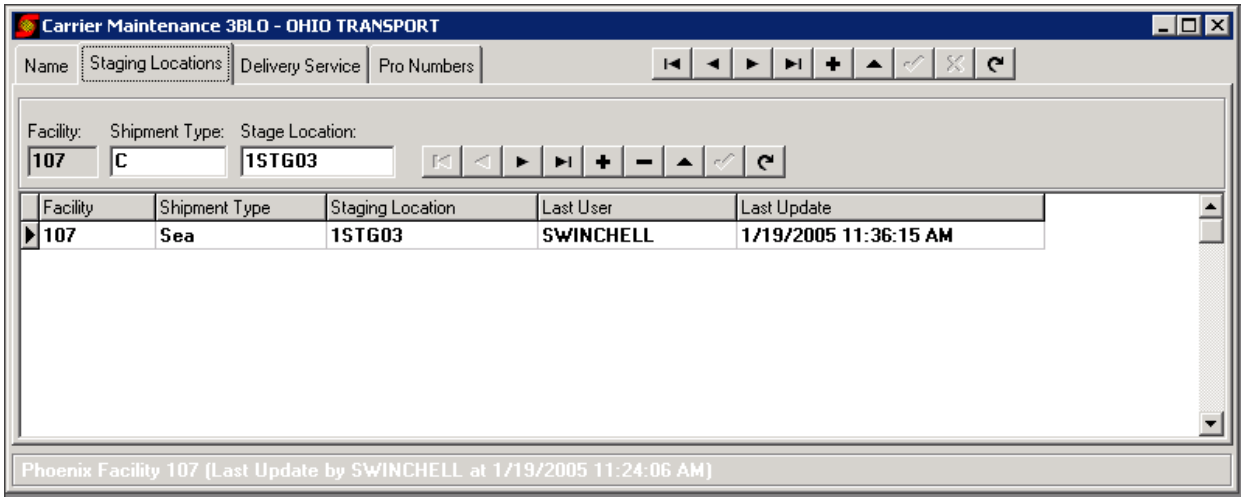
- To add an additional Staging Location, click the add button.
- To view the staging locations for the facility, double click the Stage Location field.

The screen will display as follows:



Facility Door & Staging Lane Inquiry

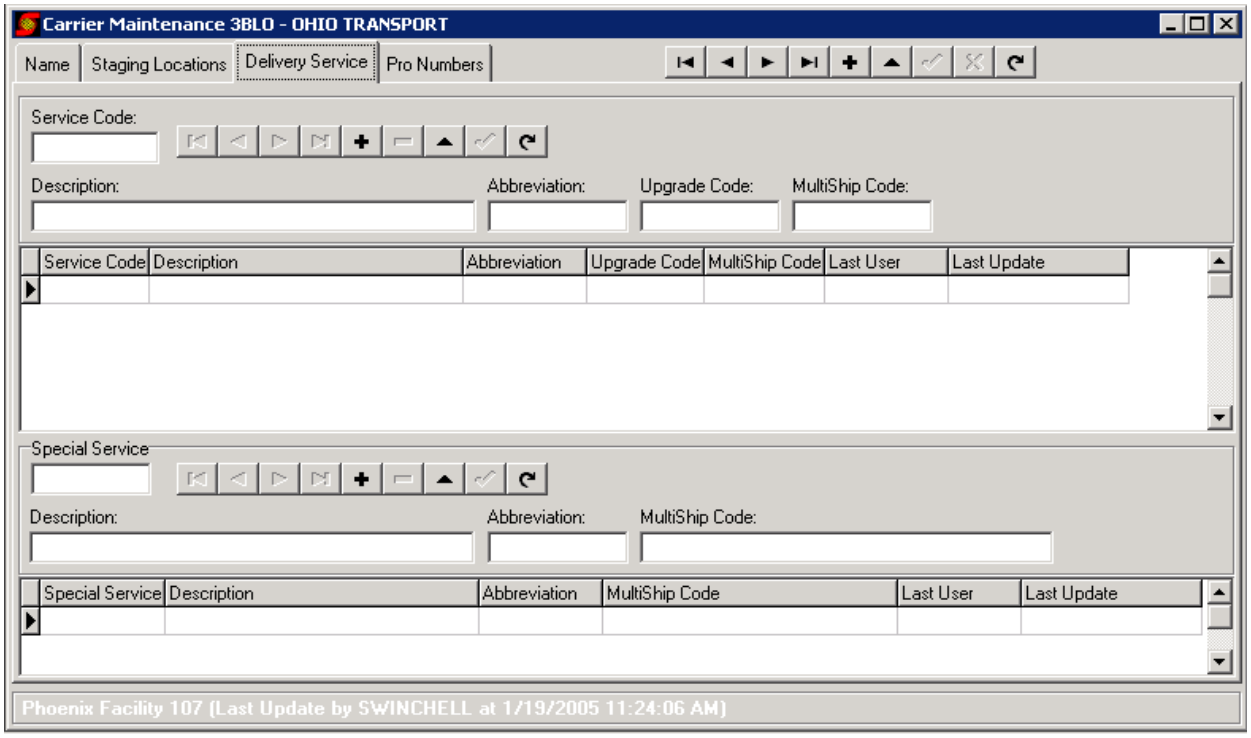
- Select the appropriate Stage Location and then click on the Select Key. If you want to cancel, click on the Cancel Key. You will return to the Carrier Maintenance/Staging Locations Screen.



- Double click in the Shipment Type box and select a specific shipment type for the carrier/staging location combination.
- Save the data.

- Continue adding staging location/shipment type combinations as needed.

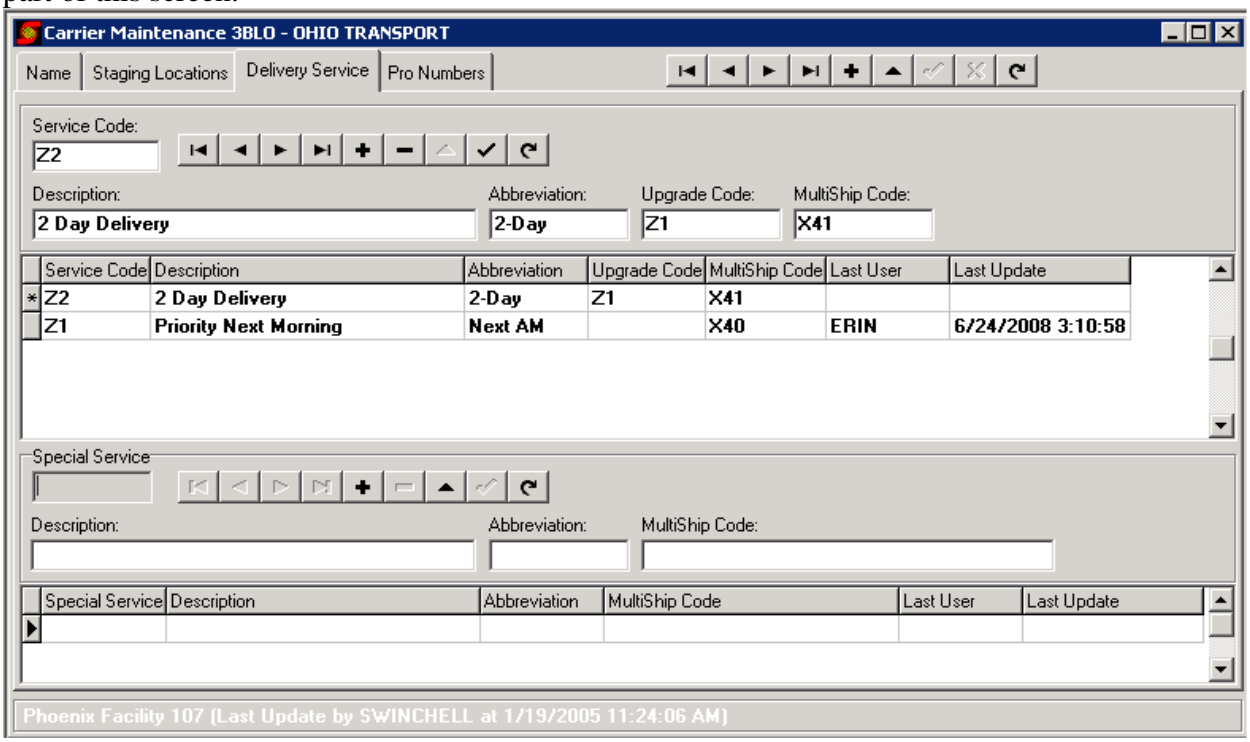
Carrier Maintenance/Delivery Service



Delivery service codes, the associated upgrade code and MultiShip translation code are entered on this screen. All delivery service codes and special service codes are associated with a specific carrier.

If a delivery service is upgradeable on the Order Lookup screen, the upgrade code must be entered here for the carrier.

Additionally, valid Special Services Codes for the carrier are entered and maintained in the lower part of this screen.



Entering Delivery Service Codes

- Click the add button in the service code section of the screen.
- When entering this data for a carrier, enter the highest upgradeable code first, and then work down to the lower codes to insure that the upgrade code can be entered.
- Enter a unique Service Code for the carrier, a Description and Abbreviation.
- Enter an Upgrade Code, if applicable. This must be an existing service code for this carrier.
- Enter the MultiShip translation code for this Service Code. The MultiShip Code is the code the Small Package system returns to Synapse as the Carrier Used.
- Save the data. Note the data will now appear in the grid portion of the screen.
- Continue until all Delivery Service codes have been added for this carrier.

Entering Special Service Codes

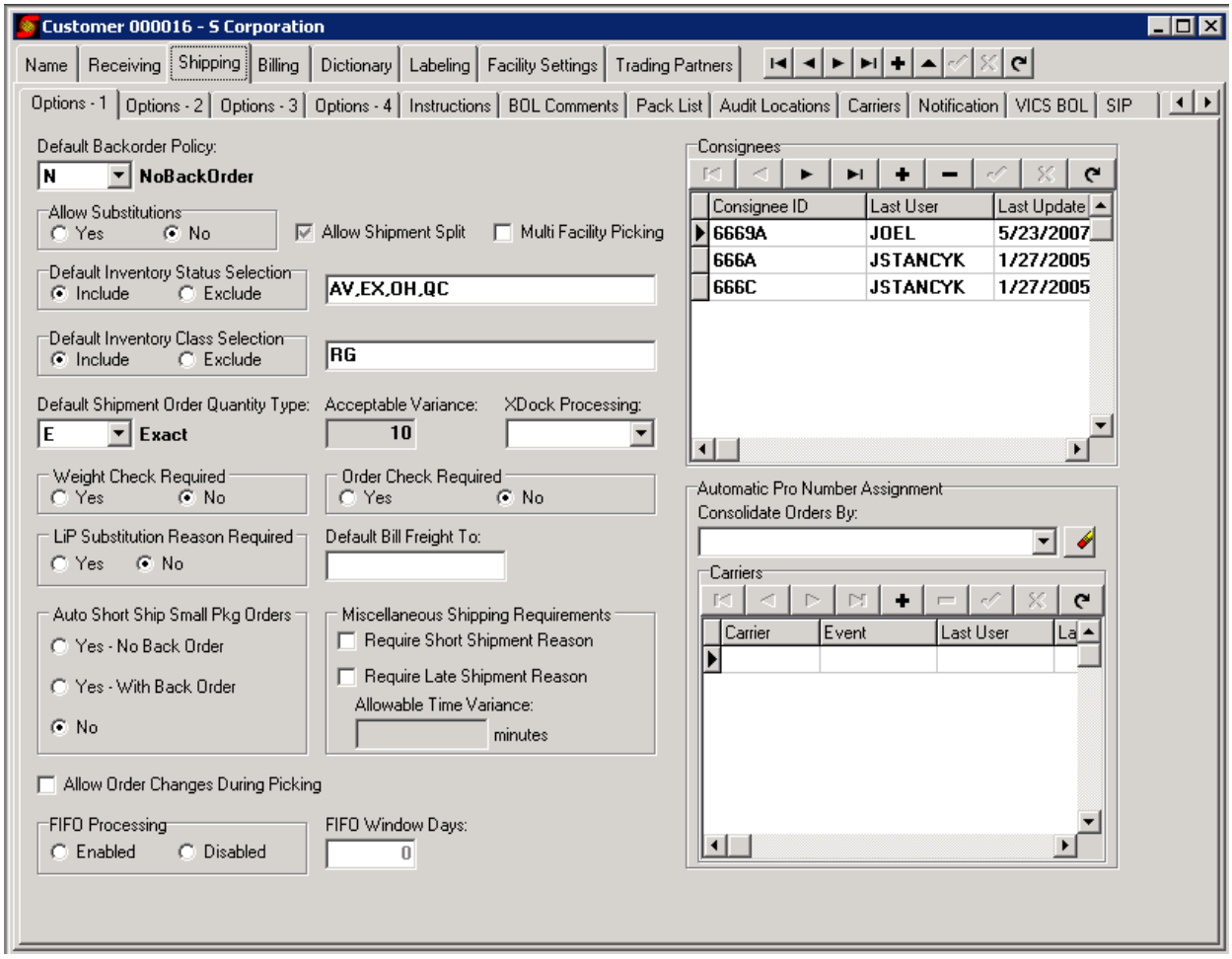
- Click the add button in the special service code section of the screen.
- Enter a unique Special Service Code for the carrier, a Description and Abbreviation.
- Enter the MultiShip translation code for this Service Code.

- Save the data. Note the data will now appear in the grid portion of the screen.
- Continue until all Special Service codes have been added for this carrier.

Automatic Assignment of Pro Number by Carrier

The auto-pro number assignment logic will look up the facility's geographic zone and then assign the pro number from the values maintained for that zone.

Customer Setup required for Automatic Assignment of Pro Number by Carrier



Shipping/Options-1 Tab

A data input area on the Shipping/Options-1 tab in the lower right quadrant supports this processing.

Consolidate Orders By:

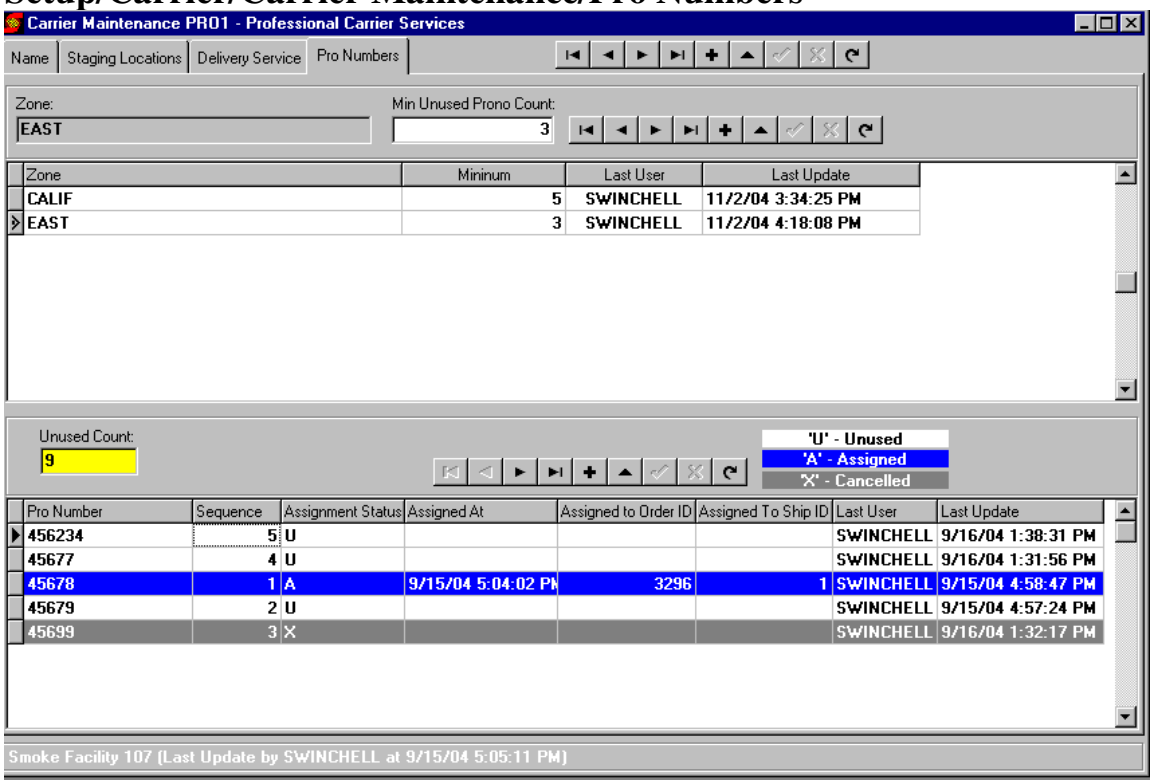
When assigning Pro Numbers to consolidated orders, the system will use the field specified here to determine which Synapse orders are auto-assigned the same Pro Number.

Carriers

An entry in this new grid will cause the auto-assignment to take place for outbound orders associated with the customer and carrier. The grid will contain the following data elements:
Carrier – the carrier id value from the Carrier table

- Event – the event that will trigger the auto-assignment. Note: If after automatic assignment, the system determines that the available unused pro numbers for a carrier is less than the minimum specified for that carrier, a warning message will be displayed. The events are:
  - Load Close
  - Wave Release

Setup/Carrier/Carrier Maintenance/Pro Numbers



This tab allows for the display/maintenance of carrier-assigned pro numbers. The tab contains the following:
Minimum Unused Pro Numbers Edit Box for the Zone- An here to enables a report to be produced that will inform a CSR when more pro numbers must be obtained from a carrier. Additionally, if the carrier falls below the minimum, the display row on the carrier lookup screen is highlighted in yellow.
Zone Grid – An entry is required for each Zone for the carrier even if the carrier only uses one zone.
Unused Count Pro Numbers Display Box - The system will display the current count of unused pro numbers currently on file for the carrier regardless of zone. This box will be highlighted in yellow is the current unused quantity is below the minimum quantity.
Pro Number Grid - The grid contains the following data elements for the Zone selected in the top grid:
Pro Number

Sequence – the when pro numbers are imported, this sequence number will be set so that the imported pro numbers are assigned on a FIFO basis. When manually entry of pro numbers occurs, the system will automatically set this sequence number, although a manual override will be allowed (similar to the Unit-of-Measure Sequence entry on the Customer Item Form).

Status

- **Unused** – this status will initially be assigned to the pro number record to indicate the number is available for automatic assignment.
- **Assigned** – the status of a record will change to this value when the pro number value is assigned to an outbound order (or orders).
- **Cancelled** – any "Unused" record can be changed to this status if the pro number value is not to be automatically assigned.

Values are maintained in the 'PronoStatus' validation table. The system administrator maintains the table.

Assigned Order Id/Ship Id – these values will initially be blank and will be updated when the pro number value is automatically assigned to an order

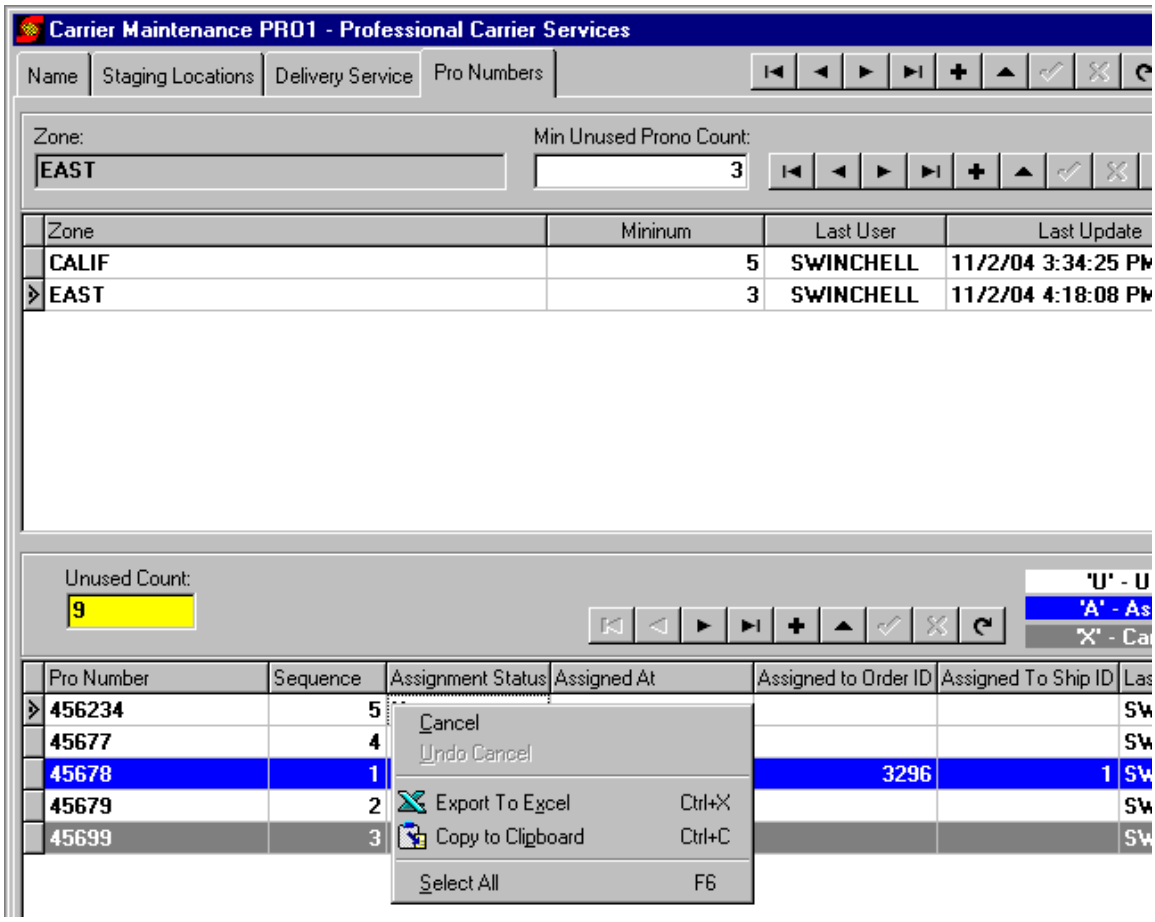
Date/Time Assigned – the time the automatic assignment took place

Last User – the ID of the user who last changed the record

Last Update/Time – the time the last change to the record took place

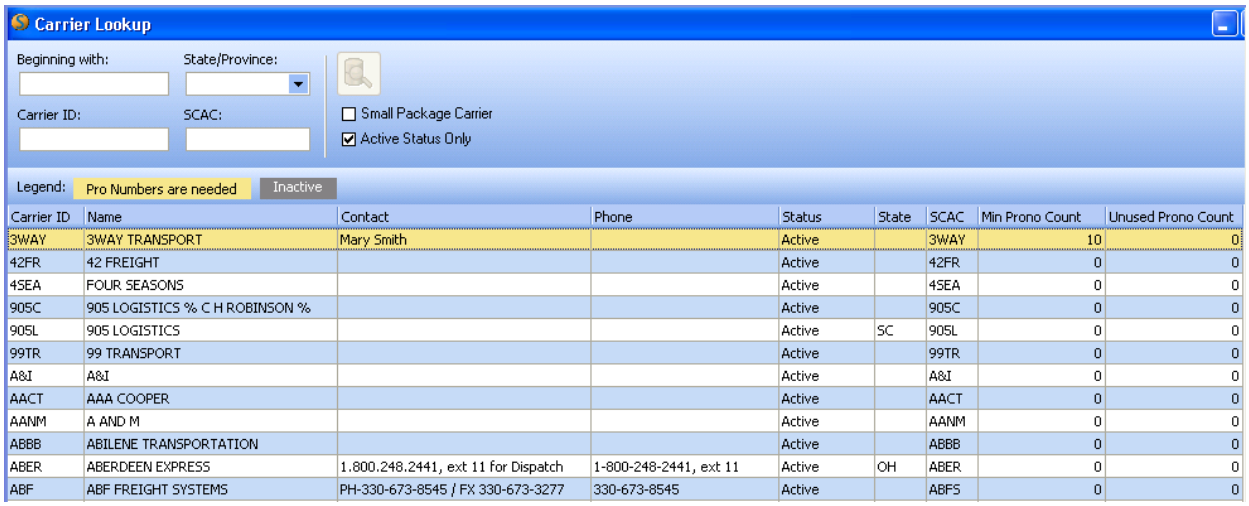
Canceling a Pro number

To cancel a pro number, use the right click function in the lower grid. A cancelled pro number can also be un-cancelled using the right click function.



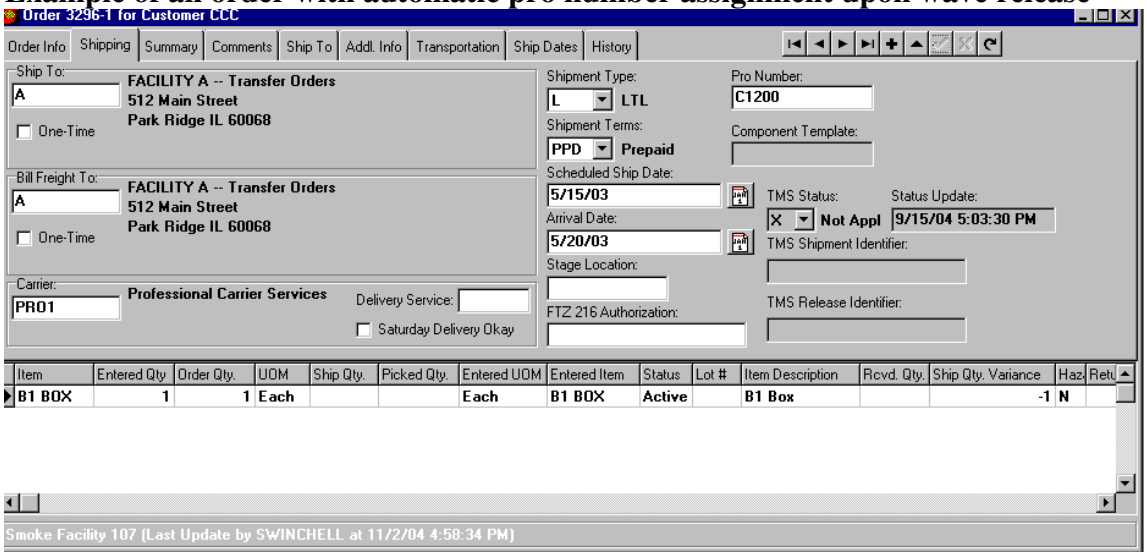
Carrier Lookup Screen

The carrier lookup form displays the unused Pro Number Count and the Minimum Unused Pro Number value. If the carrier falls below the minimum, the row is highlighted in yellow. See the example below.

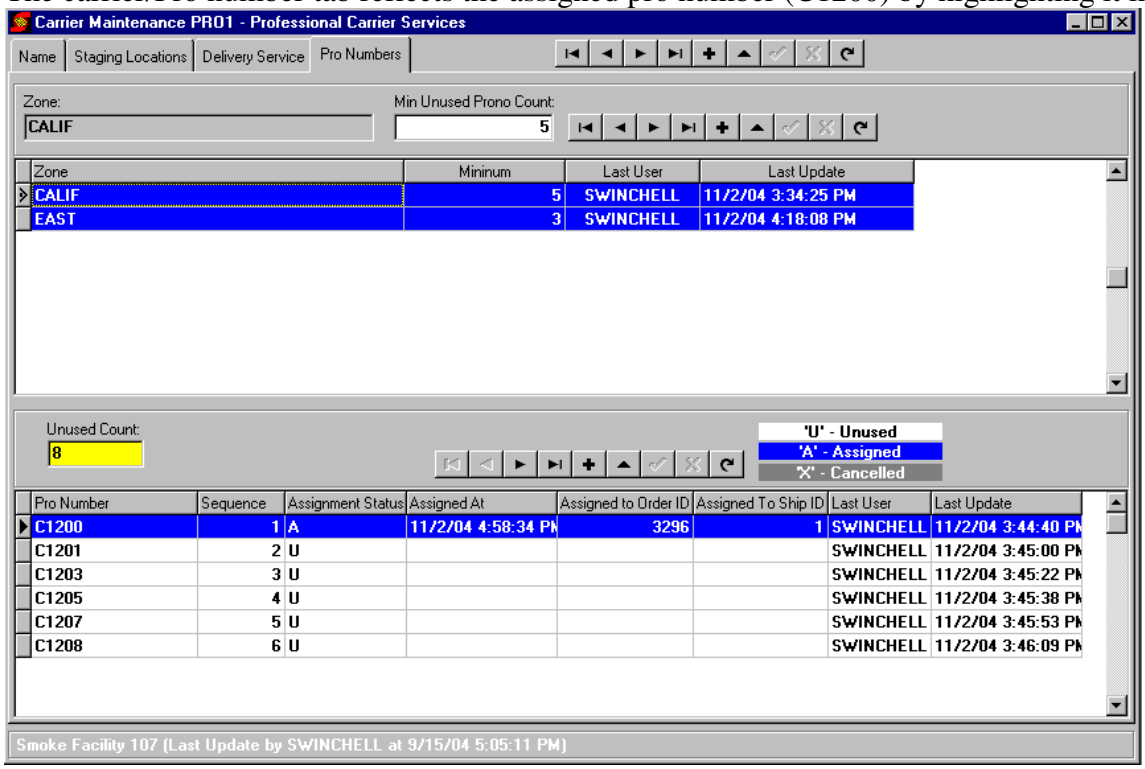


Carrier ID	Name	Contact	Phone	Status	State	SCAC	Min Prono Count	Unused Prono Count
3WAY	3WAY TRANSPORT	Mary Smith		Active		3WAY	10	0
42FR	42 FREIGHT			Active		42FR	0	0
4SEA	FOUR SEASONS			Active		4SEA	0	0
905C	905 LOGISTICS % C H ROBINSON %			Active		905C	0	0
905L	905 LOGISTICS			Active	SC	905L	0	0
99TR	99 TRANSPORT			Active		99TR	0	0
A&I	A&I			Active		A&I	0	0
AACT	AAA COOPER			Active		AACT	0	0
AANM	A AND M			Active		AANM	0	0
ABBB	ABILENE TRANSPORTATION			Active		ABBB	0	0
ABER	ABERDEEN EXPRESS	1.800.248.2441, ext 11 for Dispatch	1-800-248-2441, ext 11	Active	OH	ABER	0	0
ABF	ABF FREIGHT SYSTEMS	PH-330-673-8545 / FX 330-673-3277	330-673-8545	Active		ABFS	0	0

Example of an order with automatic pro number assignment upon wave release



The carrier/Pro number tab reflects the assigned pro number (C1200) by highlighting it in blue.



Pro Number Import

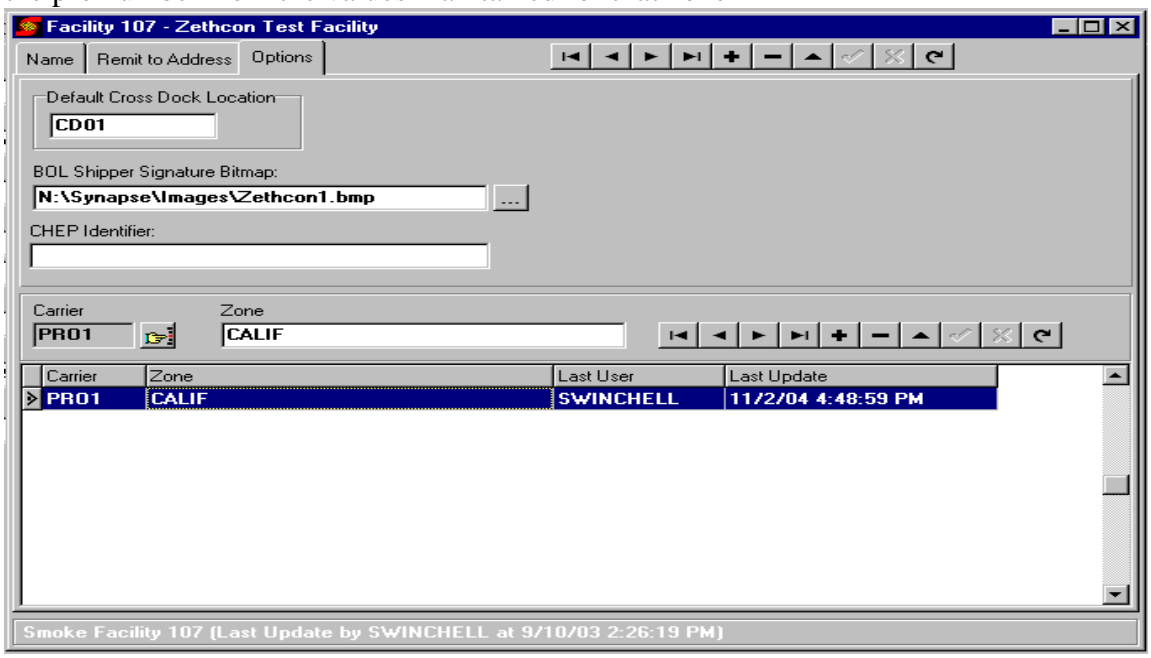
An import procedure is available that allows Pro Number values to be loaded into the Synapse Data Base.

- The procedure will load the information for display/maintenance on the Carrier Form's Pro Number Tab.
- The procedure is called "IMPORT_PRONO".

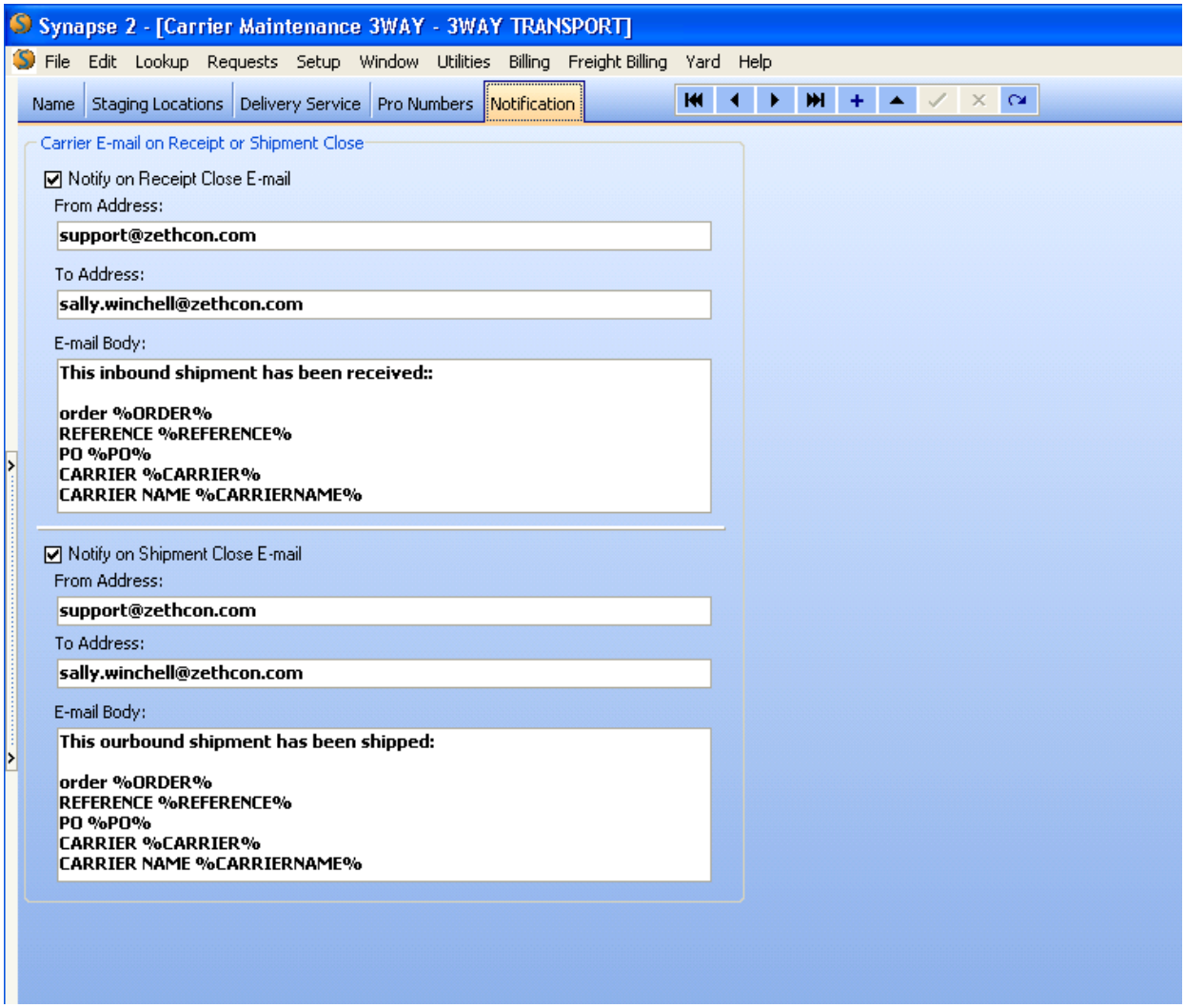
Any duplicate pro number values will be rejected and a message logged to Synapse's messages form.
Values are maintained in the 'PronoStatus' validation table. The system administrator maintains the table.

Setup/Facility for pro number assignment

The auto-pro number assignment logic looks up the facility's geographic zone and then assigns the pro number from the values maintained for that zone



Carrier Maintenance/Notification



This function sends emails to Carriers when an inbound or outbound receipt load is closed. Configurable options allow email to be adapted for the recipient. This configuration uses the Oracle emailing functionality used elsewhere in Synapse.

The Email Body will accept the following wildcards:

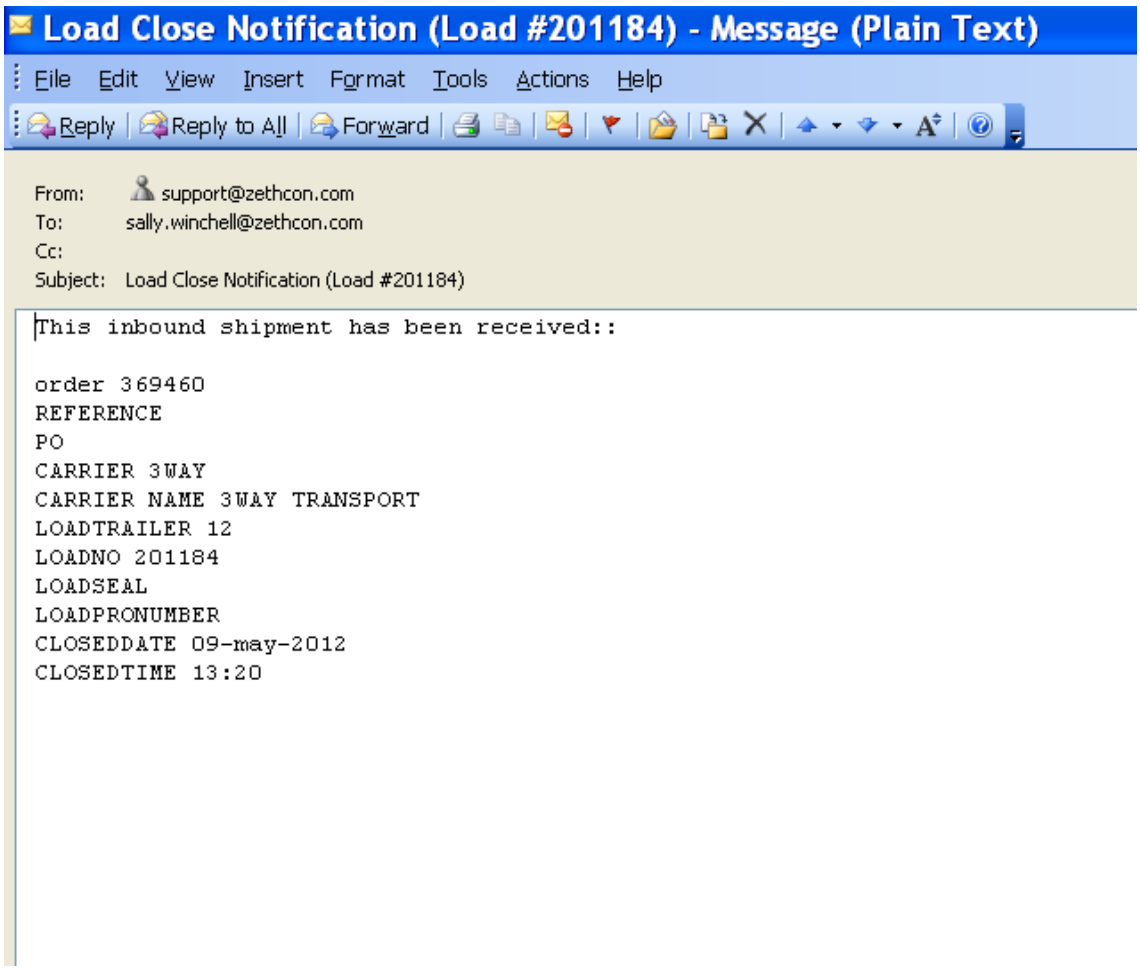
_ %CARRIER% - carrier code from the load closed
_ %CARRIERNAME% - full name of carrier from load
_ %TRAILER% - trailer number for load closed
_ %LOADBOL% - entered BOL number
_ %SEAL% - seal from load
_ %PRO% - pro from load
_ %CLOSEDDATE% - date load was closed in mm/dd/yyyy format
_ %CLOSEDTIME% - time load was closed in 24hr:mm format.

_ %REFERENCE% - reference from order(s) associated with load. If multiples, will return comma separated list.
_ %PO% - PO from order(s) associated with load.

Notes:

- If multiples of an option, the email will display a comma separated list.
- When these options are configured for a carrier, an email will be sent to the email address or addresses (comma separated lists will be supported in the To Address) specified when a load of the appropriate type is closed.
- The list of wildcards for this function is less comprehensive than for some other emails so note the list above.

Sample Email:



Additional Security for Carrier Screen

Due to the specific processing needs for MultiShip and Small Package carriers, a processing is in place to add extra security so that if a user has access to the carrier screen in edit mode they cannot modify:

- Small Package Carrier
- MultiShip Processing
- Enable One Time Ship To
- Staging Locations Tab
- Delivery Service Tab

Supervisor security is required to edit this information. This feature is only in effect if the default value, CARRIER_SECURITY, is set to Y.

SECURITY SETUP

Overview

SYNAPSE security is used to determine which screens a user/group may access and what privileges that a user/group has for each CRT and RF screen (form). User-level security can be further restricted to limit access by specific facilities and customer accounts. For example, the staff in the billing office may only need access and privileges to a limited list of screens while a user in a supervisory role might need the rights to perform most functions in SYNAPSE.

Security Changes do not take effect until the user logs off and logs on again.

Security is setup in two stages:

- Adding groups
- Adding individual users

Group

A group is a security profile created for a set of users who perform the same or similar job functions and thus have similar access needs. SYNAPSE allows the System Administrator to define:

- What screens a user in that group may access and
- What functions (view, add, delete, change) they may perform on that screen

The Super Group

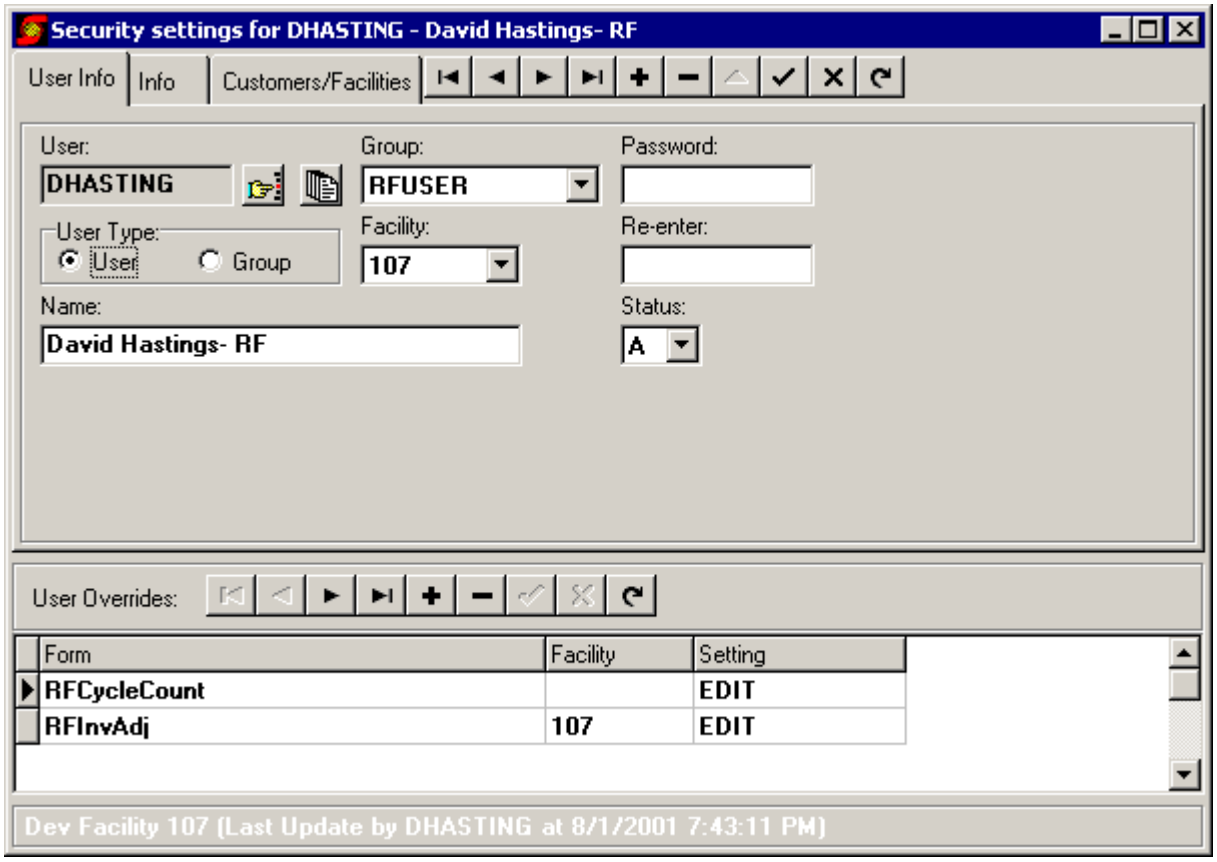
By creating a group and naming it "SUPER", members of the group have full access to all on-line and RF screens without specifically adding the screens to the Group Settings list. To override the super access, the screen must be added to the Group Settings list with a permission setting other than "SUPERVISOR" for the override.

Note that a user in the “SUPER” group may have permissions that exceed their level of responsibility. For example, a user in the “SUPER” group may have the permission to fully delete a critical validation table. **The “SUPER’ group should only be assigned to a System Administrator and selected support users**.

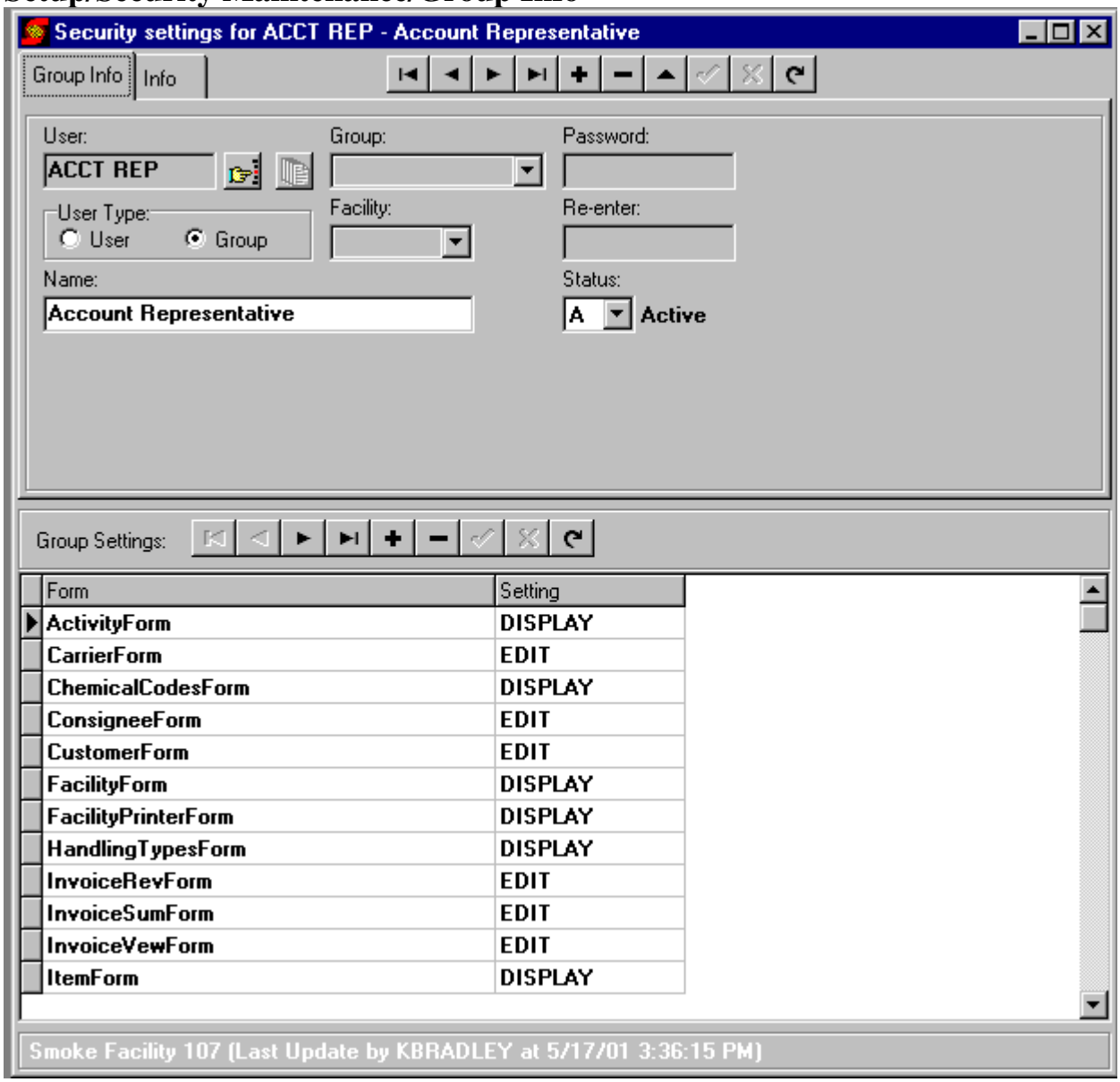
Individual User

Each SYNAPSE on-line and/or RF user is added as an individual user. A group profile may be chosen for the individual user. If a group is chosen, the individual automatically gets the screen and privileges defined for the group. The security administrator may override the group profile for specific screens and/or privileges or add functions to the individual user above the group profile. An individual user’s security can be further restricted to limit access by specific facilities and customer accounts. Customer and facility restriction is not available at the group level.

Setup/Security Screen



Setup/Security Maintenance/Group Info



Group
The group ID must be unique. A group can be added by clicking on the add button and entering the appropriate information.

When adding a group all the input boxes except “User”, “Name”, “User Type” and “Status” are automatically grayed out and information cannot be entered into them. Also note that there is no Customers/Facilities tab at the group level as this information is set at the user level.

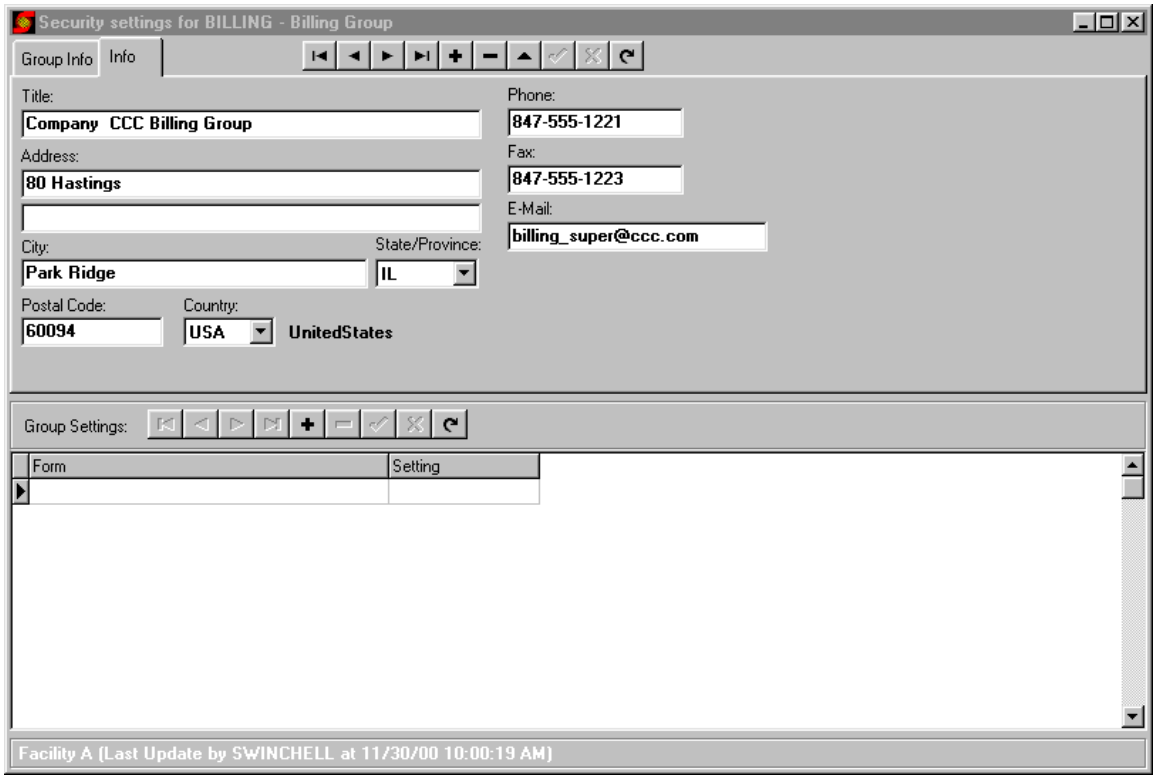
User Type
The Group radio button must be selected.

Name
This is a free form description of the group.

Status
Values are maintained in the 'UserStatus' Validation Table.

- Active
- Inactive – a user in this group cannot login to the system

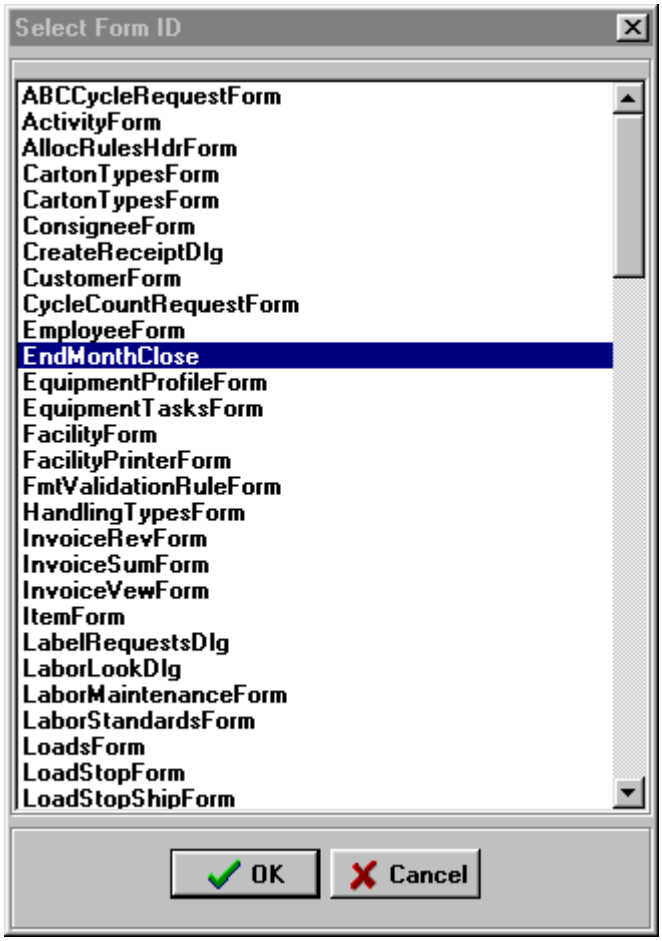
Setup/Security Maintenance/Info (for group)



This is an optional form. Detail information on the group (i.e., Title, Address, Phone and Email information can be entered.)

Group Settings
The group setting form is in the lower half. This screen is used to select the forms and access rights for the group.

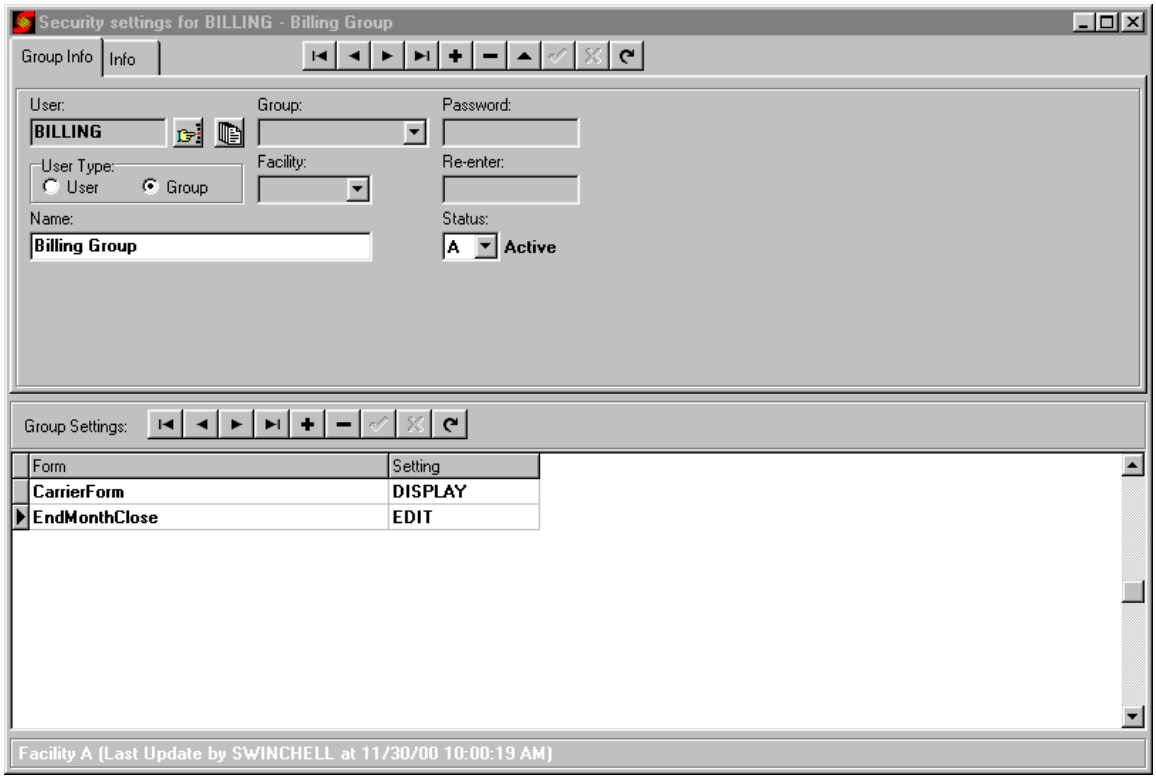
A list of all the SYNAPSE form IDs will appear when the add button is clicked allowing the Security Administrator to select specific IDs for the group as shown below.



Refer to the charts at the end of this chapter for descriptions of forms available.

Settings Box for Forms
Supplies a drop down menu with all the available settings options. Options include:

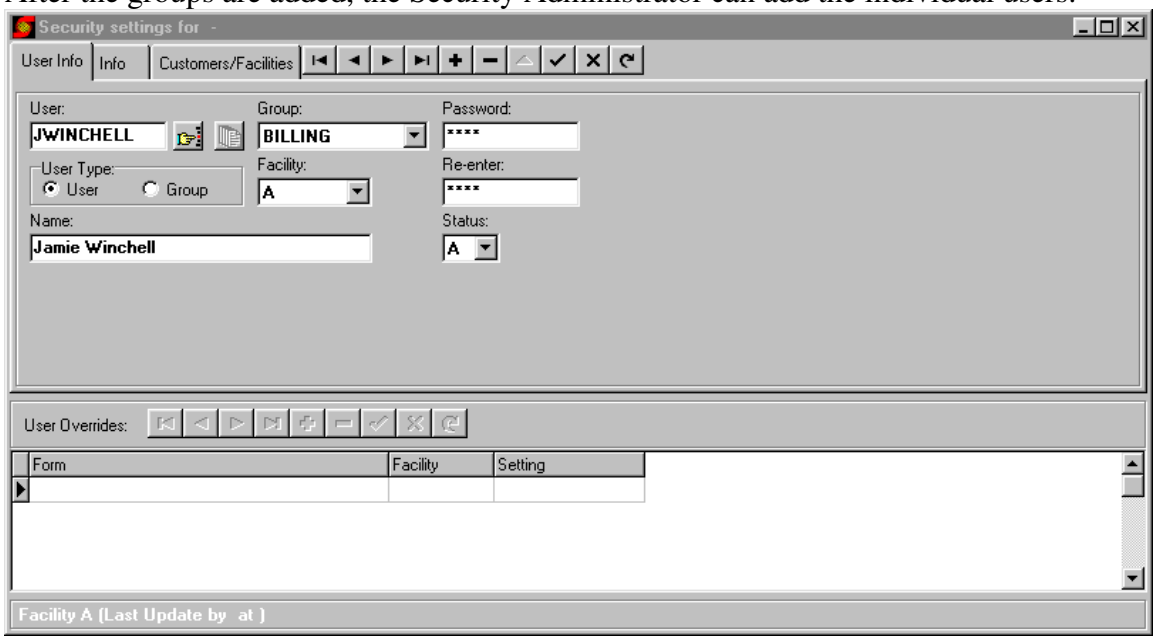
- DISPLAY – Group members are allowed to view the data on the form
- EDIT – Group members are allowed to add, update and delete the data on the form.
- SUPERVISOR – Allows Supervisor privileges on the RF screens and CRT screens where applicable.
- ACCESSDENIED – Group members are denied access to the form.



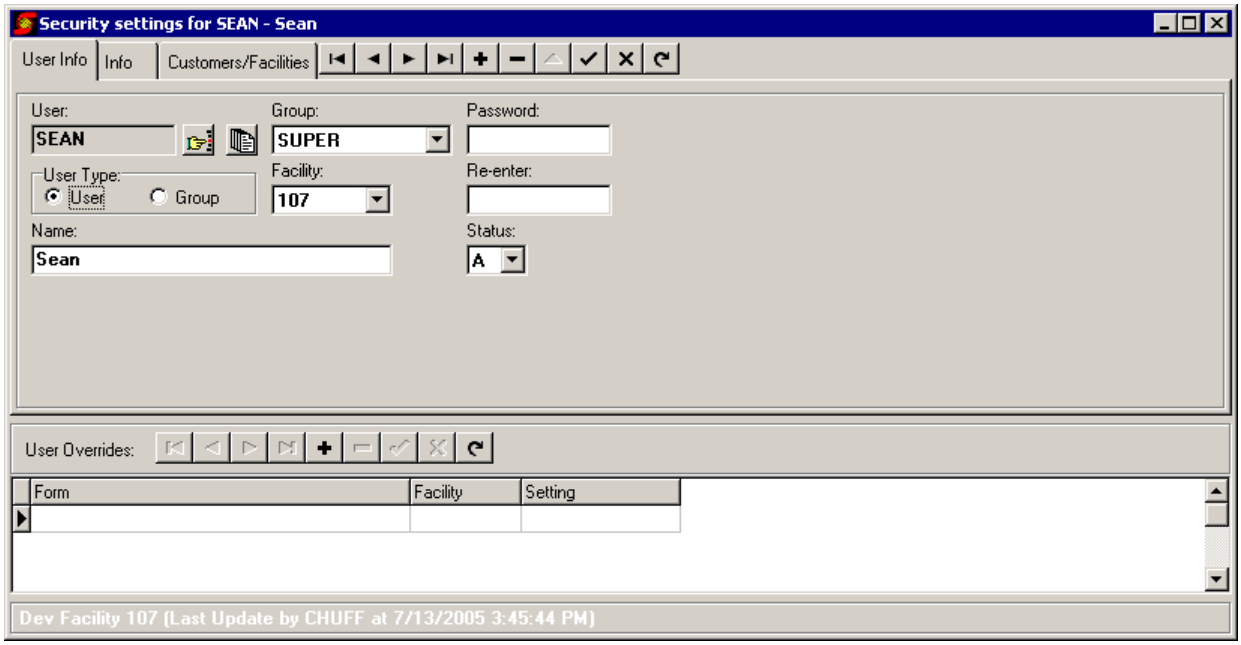
NOTE: Once an option from the list for a group/user has been added, it will no longer show on the select form ID list.

Individual Users

After the groups are added, the Security Administrator can add the individual users.



Setup/Security Maintenance/User Info (for users)



User
The user ID must be unique. A user can be added by clicking on the add button and entering the appropriate information.

Group
Used to associate the user with a group by selecting the group from the drop down box. The individual will be assigned the same security settings as the group profile. Details of the Group Profile can be overridden in the User Overrides section at the bottom of the screen.

Password
Used to enter a password for the user. The user enters this password to get into SYNAPSE when they log in on the RF equipment or computer terminal.

Re-enter
Used to verify the password.

User Type
Select the User radio button.

Facility
Used to associate a default facility for the user. When the user logs in, this will be the assigned facility. Although the system does not require the entry of a facility value, it is suggested that one be entered here otherwise the user must do a "change facility" to select the facility whenever he logs in to the on-line system. If there are license restrictions by facility, this field must be entered in order to have a successful login.

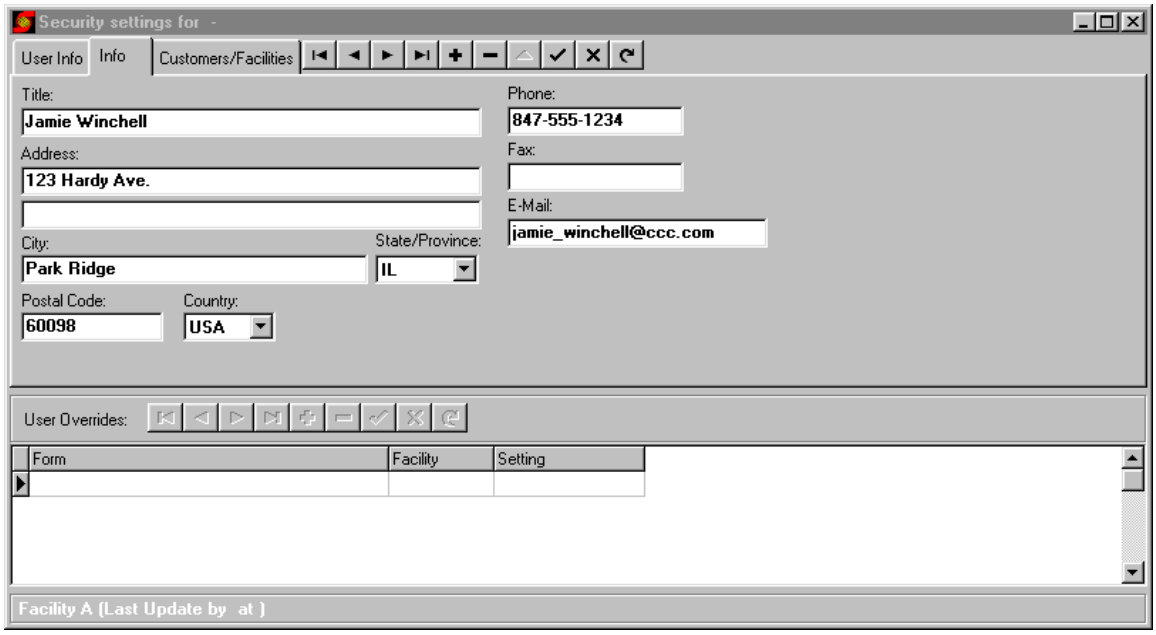
Name
This is a free form text box used to enter the name for the user.

Status
Values are maintained in the 'UserStatus" validation table.

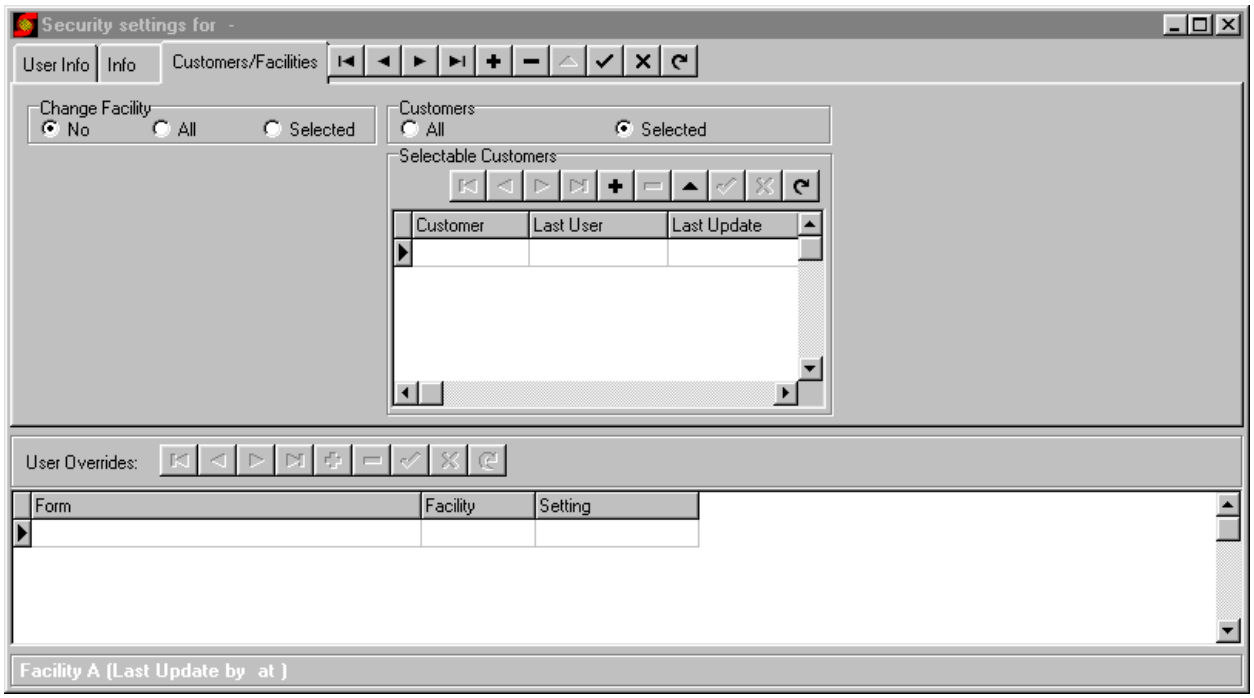
- Active
- Inactive – Logon to online or RF systems is not permitted.

Info (for users)

This is an optional form. Enter details for the individual user here such as title, address etc. The same information can be viewed and updated on the Lookup/Employee/Info tab.

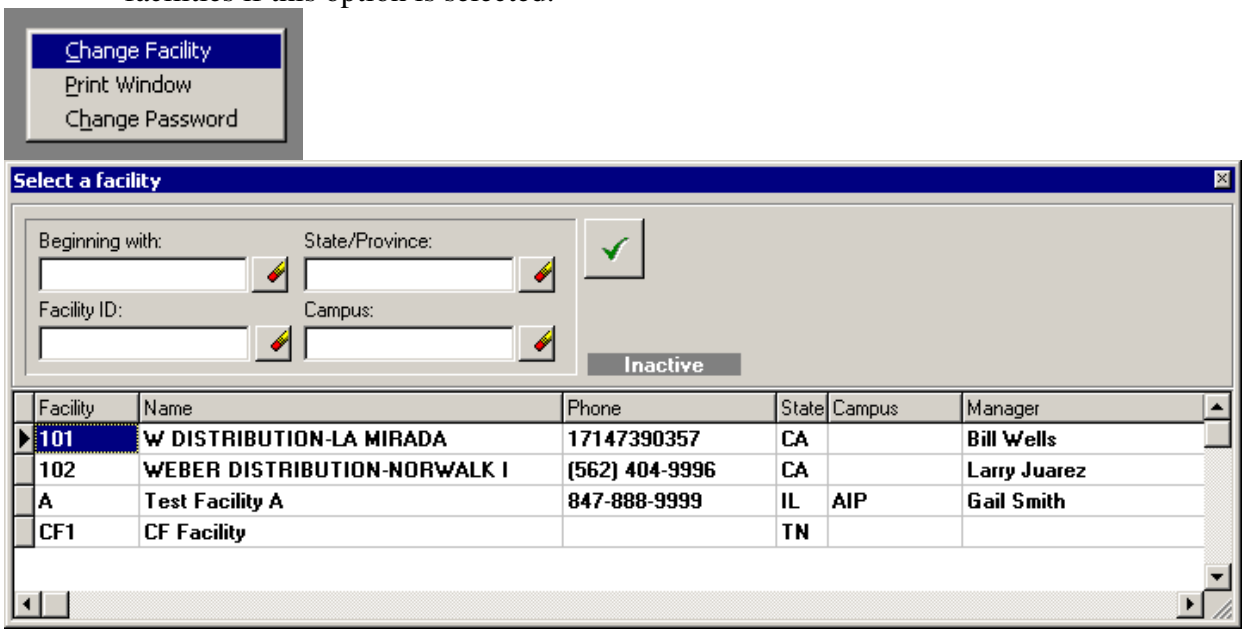


Customer/Facilities (for users)



The customers/facilities tab is used to determine what type of authorization the user will have.
Change Facility options:

- **No** - User does not have authorization to change facilities from the default facility selected on the Info tab.
- **All** - User has the authorization to change to all facilities.
- **Selected** - User has authorization for selected facilities. A mini-form called "Selectable Facilities", is used to allow the security administrator to choose from a list of valid facilities if this option is selected.

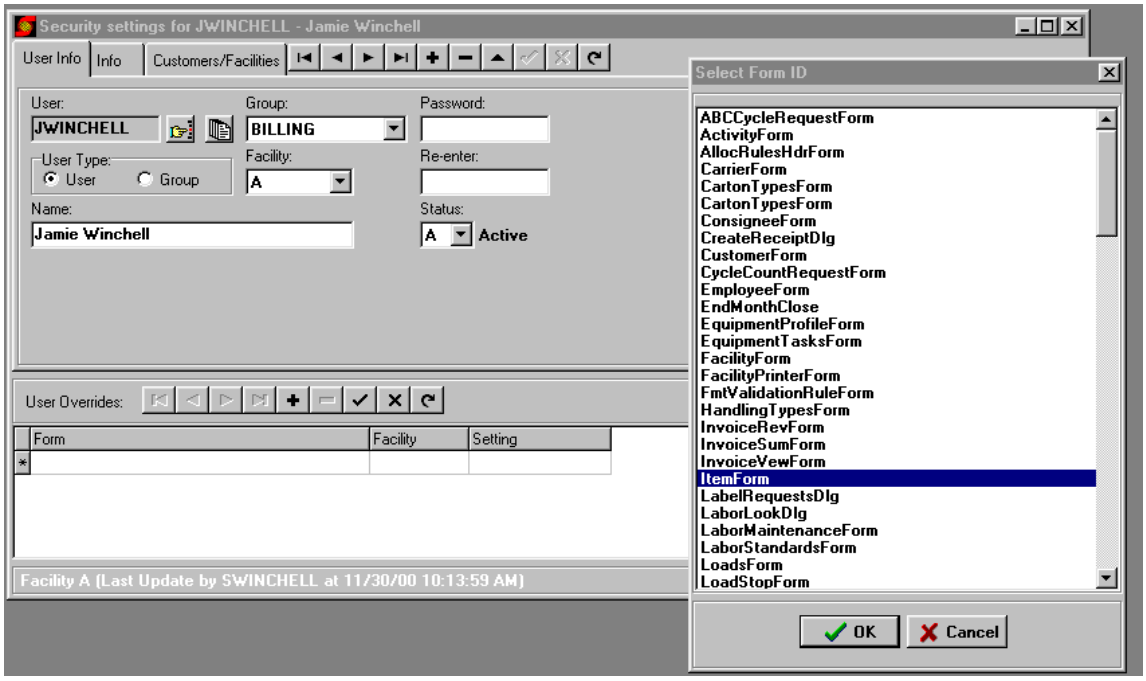


The two columns of 'Last User' and 'Last Update' are automatically updated to reflect the userid of the Security Administrator who updated this entry last, the time, and the date of the entry.

Selectable Customers
User customer authorization is determined here. There are two selectable customer options:

- **All** - User has access to all customers.
- **Selected** - User has authorization for selected customers. The mini-form called "Selectable Customers" is used to allow the security administrator to choose from a list of valid customers. This screen is also used to add additional customers for the user.

Setup/Security/User Overrides



At the bottom of all the tabs is the User Overrides screen. This form to used to enter any overrides to the group setting for this user.

Click on the add button On the User Overrides portion of the screen, to view a list of all the SYNAPSE form Ids,

Form
This allows the choice of forms for the override for the group.

Facility
The facility drop down box will show all the facility code options available

Settings
The settings drop down box will show all the available options that are defined below:

- DISPLAY – Group members are allowed to view the data on the form
- EDIT – Group members are allowed to add, update and delete the data on the form
- SUPERVISOR – Allows Supervisor privileges on the RF screens.
- ACCESSDENIED – Group members are denied access to the form

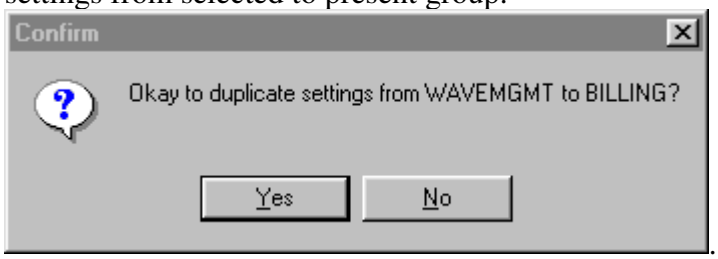
Cloning Group Settings and User Overrides

Cloning is a method for copying something into a user's/groups record from an existing user or group. The whole record cannot be cloned; only the group settings or the user overrides.

Cloning Group Settings

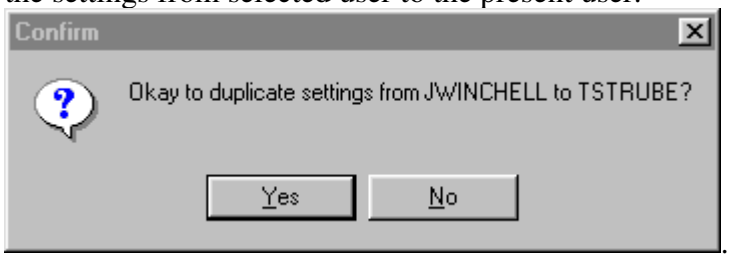
Cloning group settings is accomplished by clicking on the cloning button. A user lookup screen will appear allowing the administrator to view all the groups and users that are present. Once a

group has been selected, SYNAPSE prompts with a message box asking whether to duplicate the settings from selected to present group.



Cloning User Overrides

Cloning user overrides is accomplished by clicking on the cloning button. A user lookup screen will appear allowing the administrator to view all the groups and users that are present. Once a user has been selected, SYNAPSE prompts with a message box asking whether to duplication the settings from selected user to the present user.



Additional requirements for RF users

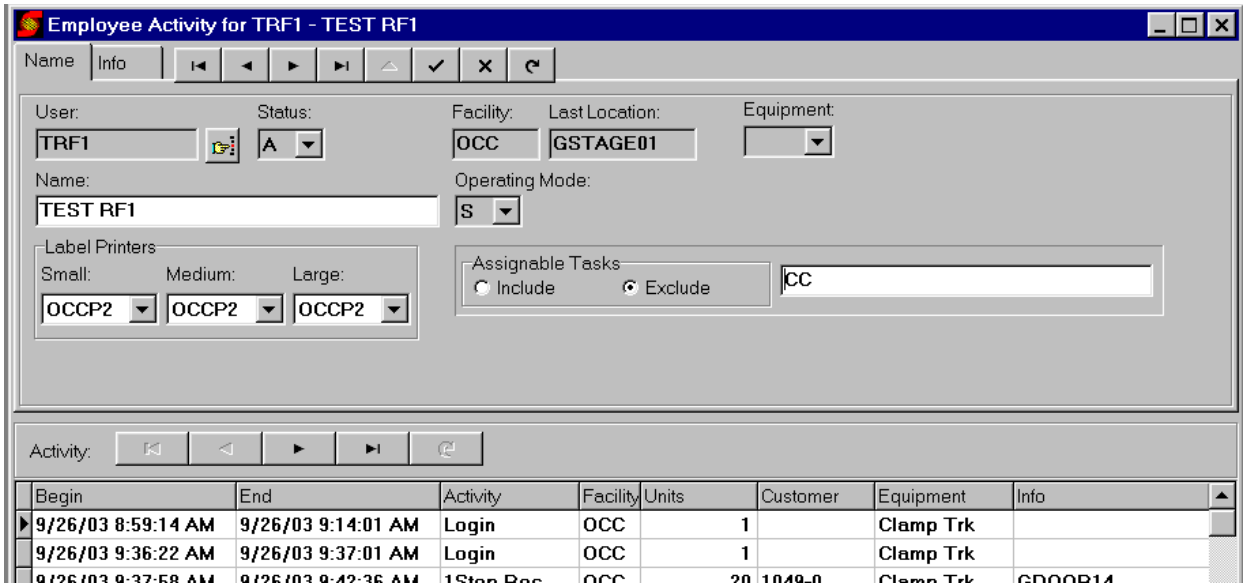
All RF users must have a Unix/Linux login and password that matches the user name and password set up in this security screen. The system administrator normally does this.

- For the ease of the RF operator, use a **simple lower case** name/id and password not to exceed eight characters. Keep in mind that the RF operator needs to enter this data every time they log in.
- Do not use an ID that is also being used as a location ID. When an RF operator is moving a license plate, the location of the license plate becomes the RF USER ID. If this is also a valid location, there may be processing problems.

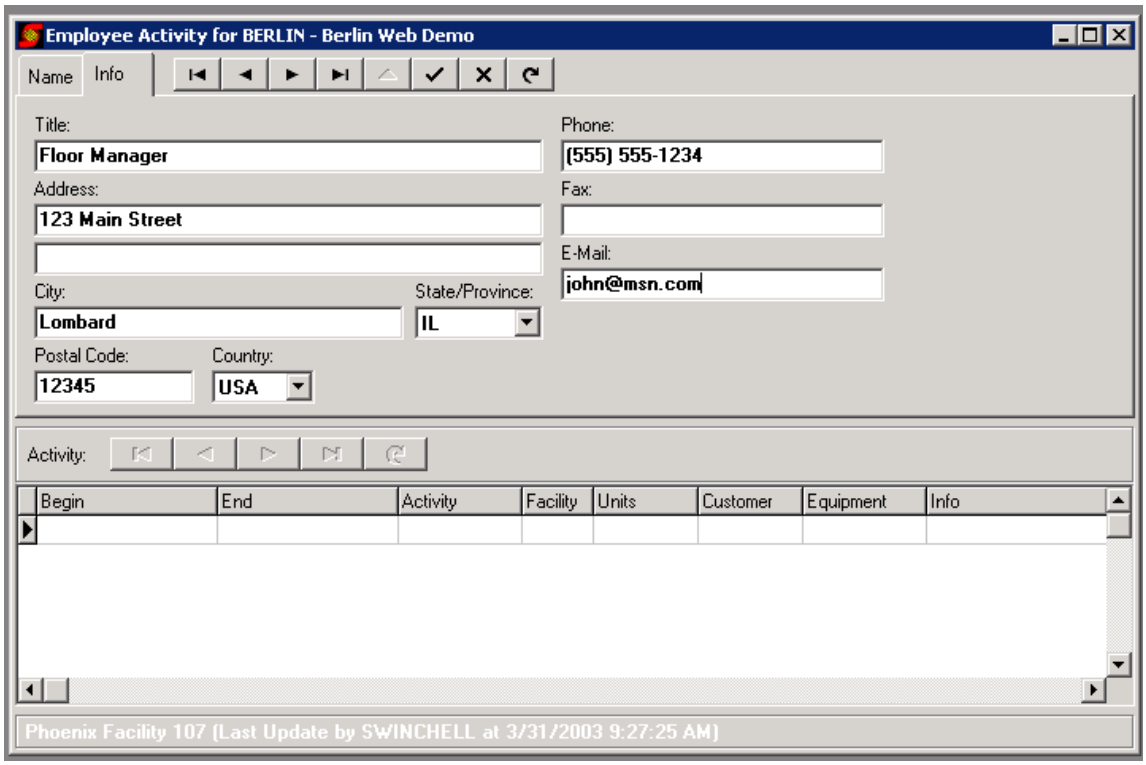
RF Task-level privileges set on the Employee Information Screen

Additional security restrictions for RF Task-level privileges are set on Lookup/Employee Information screen. This optional function can be set the Assignable Tasks entry box for the employee.

- If a task is included for an employee on this screen, the user (or user's group) must have security granted for the screen.
- If a task is excluded for an employee, this exclusion will override the security setting.
- If tasks are set on this screen, the RF-user will the message "XX not enabled" or "XX disabled" where "XX" is a task type like CC for Cycle count.



Lookup/Employee



CRT Form ID Chart

FORM ID	DESCRIPTION
ABCCycleRequestForm	Requests/Update Requests/ABC Cycle Counts/Create Cycle Counts
ActivityForm	Setup/Activity Codes
AlertContactsForm	Alerts Contacts
AlertManagerForm	Lookup/Alert Manager
AllocRulesHdrForm	Setup/Facility/Allocation Rules
ASNLookupDlg	Lookup/Receipt Information/Expected
BusinessEventsForm	Setup/Business Events
CancelLoadFlags	Production/Cancel Load Flags
CancelOrdersForm	Requests/Update Requests/Cancel Orders
CarrierForm	Setup/Carrier Due to the particular system processing for MultiShip carriers, Supervisor security is required to edit the flowing fields. • Small Package Carrier • MultiShip Processing • Enable One Time Ship To • Staging Locations Tab • Delivery Service Tab This feature is only in effect if the default value, CARRIER_SECURITY, is set to Y.
CartonTypesForm	Setup/Container Types
CASNumbersForm	Setup/Item/Hazardous/SARA
CertAnalysisDig	Edit/Certificates of Analysis
CheckOrderEntryForm	Edit/Check Orders
ChemicalCodesForm	Setup/Chemical Codes
CommitmentsLookDlg	Lookup/Commitments
ConsigneeForm	Setup/Consignee
ConsolidateOrderDlg	Requests/Update Requests/Consolidate Orders
CreateLoadFlagForm	Production/Create Load Flags
CreateMLPrintSetForm	Production/
CreatePrintSetForm	Production/Create Print Sets

FORM ID	DESCRIPTION
CreateReceiptDlg	Billing/Create Receipt Charges
CreateSPLoadFlagForm	Production/Create SP Load Flags
CriticalHolds	Inventory Adjustments Users without "E"dit capabilities this option will be denied the ability to place inventory on any of the Critical Hold inventory statuses or take inventory off of them. The Critical Holds inventory Status codes are defined in the Critical Holds Validation Table.
CustActvFacilitiesForm	Setup/Customer/Activities for Facilities
CustItemChemBOLForm	from Right-Click menu on Order-Item Form
CustomCodeForm	Setup/Custom Code
CustomerForm	Setup/Customer
CycleCountRequestForm	Requests/Update Requests/Cycle Count
CycleCountSchedulerDlg	Requests/Update Requests/Count Scheduler
DeKitForm	Edit/Dekitting
DepickOrderForm	Edit/DePick Order (Aggregate Inventory)
DoorStageLocDlg	Lookup/Door and Staging Locations
EmployeeForm	Lookup/Employees
EndMonthClose	Billing/Accounting Close
EquipmentProfileForm	Setup/Equipment/Profiles
EquipmentTasksForm	Setup/Equipment/Tasks
FacilityForm	Setup/Facility/Facility Maintenance
FacilityPrinterForm	Setup/Facility/Printers
FloatingPickFrontDlg	Obsolete
FmtValidationRuleForm	Setup/Format Validation Rules

FORM ID	DESCRIPTION
ForceShipOrder	Edit/Order **Use with Caution** The force shipment is invoked from a button on the Order screen. It only appears if the user has Edit (and only Edit) permission for this security option. It is used to force orders with zero ship quantities to a shipped status. This was designed for an end customer that could not accept a "cancelled order" -- they had to be shipped 0. It is illuminated if: • it is an outbound order • it is in Entered status • it is not on a Load • it is not part of a Wave When the user presses the Force Ship Order button, a verification message asks if they are sure. If the answer is affirmative the order goes to shipped status.
FTZ216Authorized	Allows FTZ Authorization -- See Synapse User Manual
GoalTimeForm	Setup/Facility/Labor Standards Maintenance
HandlingTypesForm	Setup/Handling Types
ImportExportReqForm	Requests/Import/Export Requests
InvoiceRevForm	Billing/Create Receipt Charges
InvoiceSumForm	Lookup Invoices and Edit Billing (Not for Create- Lookup and Edit)
InvoiceVewForm	Billing/Create Invoice, Renewal Invoice, Receipt Invoice, Credit Memo, Miscellaneous Invoice, Accessorial Invoice
ItemForm	Setup/Customer/Item Maintenance
LabelMaintenanceForm	Setup/Label Profiles
LabelRequestsDlg	Requests/Label Requests
LaborLookDlg	Lookup/Labor Activity
LaborMaintenanceForm	Setup/Security Maintenance
LaborReportLookDlg	Lookup/Labor Activity
LaborStandardsForm	Setup/Facility/Labor Standards
LoadFlagLookDlg	Production Module

FORM ID	DESCRIPTION
LoadFlagRegenForm	Production Module
LoadPlatesForm	Edit/Load Plates
LoadsForm	Load Form
LoadStopForm	Load / Stop / Form
LoadStopShipForm	Load / Stop / Shipment / Form
LocationExpertDlg	Setup/Facility/Location/Location Expert
LocationForm	Setup/Facility/Location/Location Maintenance
LocationWizDlg	Setup/Wizards/Location Wizard
LocksForm	Utilities/Locks
MainForm	if 'S'upervisor, then "Utilities" menu item is displayed, otherwise its hidden
MoveInventoryForm	Edit/Move Inventory/Aggregate Inventory Rewarehousing
MoveTaskRequests	Right Click Menu on Plate Lookup Detail for Generate Move Tasks
MsgForm	Requests/Messages
MultiShipTerminalForm	Setup/MultiShip Terminal
NMFClassCodesForm	Setup/NMFC Codes
OperationalSummaryForm	Lookup/Operational Summary
OrderDuplicating	Edit/Orders (order header Order Duplicate function)
OrderForm	Edit/Order Editor/Order Maintenance (order header) and Edit/Multi-Order Editor Must have ‘S’upervisor security to edit PO or Reference ID after an outbound order has shipped. See information about the Default Value, MULTIPASSTHRU_SUPERVISOR, for the Multi-Order Editor pass thru fields.
OrderItemForm	Edit/Orders (order detail)
OrderPickEntryForm	Edit Pick Entry
OutOrderSummaryForm	Lookup/Outbound Order Summary
PackingForm	Edit/Packing

FORM ID	DESCRIPTION
PackingListsForm	Setup/Packing Lists
PalletHistoryForm	Lookup Pallet History (Part of the Pallet Tracking Processing)
PalletInvTotDlg	Lookup Inventory Total (Part of the Pallet Tracking Processing)
ParseRuleForm	Setup/Parsing Rules
PhysicalInventoryAIEntryForm	Edit/Aggregate Inventory/Enter Physical Inv
PhysicalInventoryEntryForm	Edit/Physical Inventory Entry
PhysicalInventoryQueryForm	Lookup/Physical Inventory
PhysicalInventoryRequestForm	Requests/Update Requests/Physical Inventory
PickByLiPTaskRequests	Right Click Menu on Plate Lookup Detail for Pick Generation
PimManagerForm	Edit/Appointment Scheduler Must have a security setting of "E"dit or higher to make appointments
PlateAdjustForm	Lookup/Adjustments to Inventory See explanation for "INVADJSUPMODE" in default values for additional info on Security.
PlateForm	Lookup/License Plate Information Lookup/Inventory Totals
ProdRecvFGForm	Production/Receive FG from Production
ProdRecvWIPForm	Production/Receive WIP from Production
ProductGroupForm	Setup/Customer/Product Group Maintenance
ProductionMoveRequests	Right Click Menu on Plate, Lookup Detail for Generate Move to Production if PRODUCTIONMODE (default value) = Y
PurgeSetupForm	Utilities/Purge Setup
PutawayProfileForm	Setup/Facility/Putaway Profiles
QAForce	User must have supervisor authority of this function to force the completion of the inspection

FORM ID	DESCRIPTION
QAInspection	User must have supervisor authority of this function to force the completion of the inspection using the RF option 84 (QA Inspection Screen)
QAInspectItem	Allows User to start QA inspection from the RF option 11 -- Receiving
QARequestForm	Requests/Update Requests/QA Inspection
QCHoldChanges	Right Click Menu on Plate, Lookup Detail for Place on QC Hold + Hold
QueryofReceiptRatesForm	Lookup/Lot Receipt Rates/Query Lot Receipt Rates
RateForm	Setup/Customer/Rate Maintenance
RcptLookupDlg	Lookup/Receipt Information Actual
ReceiptCloning	Edit/Orders The security must be explicitly defined for user to be able to clone a receipt order. The minimum setting of security for this feature is Edit.
ReceiveForm	Edit/Receive Load
ReceiveOrderForm	Edit/Receive Order (Aggregate Inventory)
RenewalFutureDate	Billing/Renewal Storage Request - processing for an entry checks if the renewal date is in the future and if it is requires the 'RenewalFutureDate' security parameter to be set to 'S' (or the user have Supervisor access)
RenewalReqDlg	Billing/Renewal Storage Request
ReopenReceipt	If this is set to “EDIT”, the user can use the ReOpen receipt functionality on the loads screen where applicable.
ReplenishReqForm	Requests/Update Requests/Replenishment -- The Replenish Request and Customer Item forms contain a "Trace this request" checkbox. If the box is checked prior to a replenishment request, the system will generate "trace" messages (which will appear on the Messages Form under type 'T'race Message). The checkbox will only appear on the screen if the user has 'S'upervisor security, since these checkboxes are intended to be used for support/debug purposes.

FORM ID	DESCRIPTION
ReportRequests	Requests/Report Requests Edit-level security only allows the user to execute the reports that are shortcuts (displays like a little book) Supervisory-level security allows the user to execute all the reports on the menu
ReturnsForm	Edit/Returns
RunOrderGroupingProcedure	Allows user to use the Specialized Order Grouping process in Wave Planning
SectionForm	Setup/Facility/Location/Section Maintenance User must have Supervisor Authority to use the "Build Map" function
SetItemSizesForm	Production/Set Item Sizes
ShipDaysForm	Setup/Facility/Ship Days
ShipmentSplitting	Edit/Orders The security must be explicitly defined for user to be able to split an outbound shipment. The minimum setting of security for this feature is Edit.
ShipOrderForm	Edit/Ship Order (Aggregate Inventory)
ShippingPlateForm	Lookup/Shipping Plates User must have "S" access for the Restage button to illuminate.
StandardUOMConversionsForm	Setup/Standard UOM Conversions
StockConditionChanges	The ability to do an Inventory Adjustment for a License Plate
StorageParmsForm	Utilities/Storage Parameters
SupplierForm	Setup/Supplier
SystemDefaultsForm	Setup/Default Values
TablesForm	Setup/Validation Tables (Note that each Validation Table has specific security)

FORM ID	DESCRIPTION
TasksForm	Lookup/Tasks The security restrictions on the right click menu items are as follows: Change Priority – requires Edit or Supervisor security Preassign To – requires Edit or Supervisor security Delete – requires Supervisor security Print Pick List – always available Reverse Paper Pick – requires Edit or Supervisor Print Pick Labels - always available Reverse Pick Labels – requires Edit or Supervisor
TMSServiceRoutesForm	Setup/Transportation Service Routes
TMSServiceZipForm	Setup/Transportation Service Zip codes
TransOrderLookForm	Lookup/Transportation Orders
TrailerForm	Yard/Trailer Maintenance
TransOrderLookForm	Lookup/Transportation Orders
UnitOfStorageForm	Setup/Facility/Location/Units of Storage
UserForm	Setup/Security Maintenance
VelocityCalcForm	Requests/Update Requests/ABC Cycle Counts/Determine ABC Velocities
WarehouseUsageFrom	Lookup/Warehouse Usage
WaveProfileHdrForm	Setup/Facility/Wave Profile
WaveReleaseForm	Requests/Update Requests/Wave Release. The Wave Release screen contains a "Trace this request" checkbox. If the box is checked prior to the wave release, the system will generate "trace" messages (which will appear on the Messages Form under type 'T'race Message). The checkbox will only appear on the screen if the user has 'S'upervisor security, since these checkboxes are intended to be used for support/debug purposes.

FORM ID	DESCRIPTION
WaveSelectForm	Requests/Update Requests/Wave Planning
WaveTMSReleaseForm	Requests/Update Requests/TMS Release
WorkOrderAdministrationForm	Lookup/Work Orders
ZoneForm	Setup/Facility/Location/Zones

RF Form ID Chart

FORM ID	RF Option	Description
AIConversion	RF Option 76	AI to RF Conversion. Security for this option should be granted only during active conversions. Once a conversion is complete, it is recommended that the security for this screen be denied
RF1StepRec	RF Option 11	1 Step Receiving
RFAddItem	RF Option 11 RF Option 89 RF Option 91	Requires “S”upervisor or “E”dit to add item definitions via the RF in the specified RF options
RFAnyPick	RF Option 51	Default / Any
RFAnyWork	RF Option 31	Any Work
RFASNRec	RF Option 12	ASN Receipt
RFBatchPick	RF Option 56	Batch
RFBldInspectLP	RF Option 86	Bld Inspect LP
RFBldMast	RF Option 75	Build Master
RFBldPway	RF Option 13	Build Pallet
RFBldRtnMp	RF Option 25	Build Rtn MP
RFBulkReturn	RF Option 22	Bulk Return
RFBulkUnload	RF Option 16	Bulk Unload
RFCharges	RF Option 93	Misc. Charges
RFClsRtnMp	RF Option 26	Close Rtn MP
RFClSrtPick	RF Option 58	Sortation
RFClustPick	RF Option 59	Sort Cluster
RFCombMast	RF Option 44	Combine Master
RFConsolidate	RF Option 82	Consolidate MP

FORM ID	RF Option	Description
RFConveyor	RF Option 53	Conveyor
RFCycleCount	RF Option 35	Cycle Count
RFDamaged	RF Option 96	Damaged Items
RFDekit	RF Option 64	Dekit
RFDelRtn	RF Option 24	Delete Returns
RFDelUnk	RF Option 17	Delete Unknown
RFDePick	RF Options 48/72	De-pick
RFDockLoad	RF Option 41	Dock Loading
RFDockUnload	RF Option 43	Dock Unloading
RFDtlReturn	RF Option 23	Detail Return
RFFillLoc	RF Option 89	Fill Location
RFInspectLP	RF Option 78	Setting of "S" will allow the RF user to inspect the LPs.
RFInvAdj	RF Option 81	Inv Adjustment See explanation for "INVADJSUPMODE" in default values for additional info on Security.
RFItemInq	RF Option 88	Item Inquiry
RFKitLocs	RF Option 62	Kitting Locs
RFKitWork	RF Option 63	Work at Loc
RFKitWorkOrder	RF Option 61	Work Order
RFLipinspect	RF Option 78	
RFLocInq	RF Option 98	Loc Inquiry/Request Cycle Count for location Operator must have Edit or Supervisor access to request a Cycle Count from this screen.
RFLocLoad	RF Option 91	Location Load
RFLpInq	RF Option 92	Plate Inquiry
RFLpMove	RF Option 94	Move LP
RFLpPway	RF Option 97	Putaway LP
RFMatIssue	RF Option 87	Material Issue

FORM ID	RF Option	Description
RFMenu		Not needed for setup
RFMoveWork	RF Option 33	Movement
RFMtTrlr	RF Option 14	Empty Trailer
RFOrdCheck	RF Option 46	Order Checking
RFPhyInv	RF Option 36	Phys Inventory
RFPickupLP	RF Option 73	PickUpLP
RFProdFGRec	RF Option A3	Receive From Production (Production Module)
RFProdWIPRec	RF Option A2	WIP Receipt
RFProfile	RF Option 95	Profile
RFPutWork	RF Option 32	Putaway
RFQAInspection	RF Option 84	QA Inspection
RFReArTrlr	RF Option 19	Re-arrive Trailer
RFReLabel	RF Option 85	Reprint LP
RFRelPway	RF Option 15	Putaway Rls
RFReplPick	RF Option 57	Replenish
RFReStage	RF Option 42	Restage
RFResumePass	RF Option 47	Resume Pass
RFSectionPick	RF Option 37	Section Pick - function is to interleave line picks and replenishment picks based on pick sequence within a section. Putaway tasks are not included.
RFShipAudit	RF Option 49	Shipping Audit
RFShipToProd		Production Module
RFSimpleSort	RF Option 38	Simple Sort
RFSortPick	Various	Use the sort pick function during picking to select sort order of picks
RFSpltMast	RF Option 45	Split Master
RFSysOrdPick	RF Option 54	Order
RFSysPick	RF Option 52	Line Item
RFInspectLP		Obsolete/use RFLIPINSPECT
RFTakeItem	RF Option A4	Take Item (Production Module)

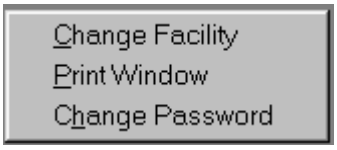
FORM ID	RF Option	Description
RFTopOff	RF Option 83	Loc Topoff
RFVoidLbl	RF Option 71	Void Labels

Frequently Asked Questions

Can an online user change their password?
Yes, see the steps outlined below:

A user may do the following to change his password.

- Right click of the mouse in the gray area of the screen and the following mini-menu will appear.



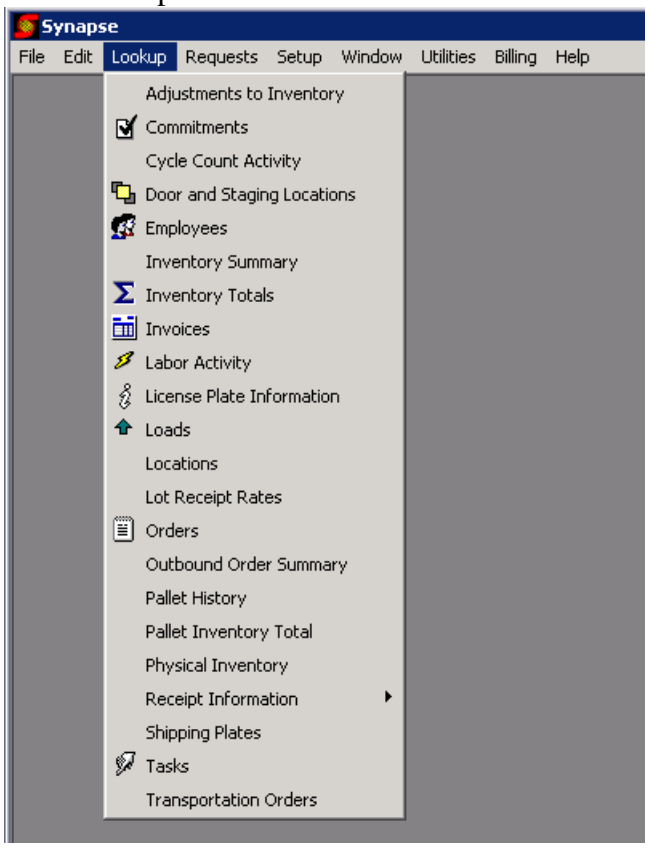
- Choose "Change Password". The following screen will appear:

- Enter the current password. Carefully enter the new password. Re-type the new password in the "Re-enter New Password" field.
- Select the "OK" key if you are sure of the change; otherwise select the **"Cancel" key.**
- The new password is available the next time the user logins in to SYNAPSE.

Does a SYNAPSE password expire?
No.

Can a user have the same ID for CRT and RF login?
Yes, but some installations like to keep this separate.

What do the CRT menus look like for users with restricted security?
The available choices are visible and the other options are shown with the engrave font style. See the sample below.



What do the RF menus look like for users with limited security?

The RF menu system displays options to which the user has access.

- Any user always has access to option 99.
- If a user has no access to any options on a submenu then this submenu will not be displayed on the main menu.
- All options are displayed "rolled up" with no intervening blank lines.
- If a user does not have access to an option or if the option does not exist, the same "Not available" error message is displayed.
- The options that a user has access to are determined only during logon. Changing a user's access while they are logged in will not change the menu structure until the user logs off and logs on again.

Below is an example of the Misc Menu (80) for a user with limited security.

```
80    Misc Menu

 83 - Loc Topoff
 85 - Reprint LP
 87 - Material Issue




   Selection =>


Enter # of item
```

Below is an example of the Misc Menu for a user with access to all functions.

```
80    Misc Menu

 81 - Inv Adjustment
 82 - Consolidate MP
 83 - Loc Topoff
 84 - QA Inspection
 85 - Reprint LP
 86 - Bld Inspect LP
 87 - Material Issue
 88 - Item Inquiry


   Selection =>


Enter # of item
```

Miscellaneous Setup Topics

Damaged Item Codes

The processing for the damaged item screen (RF option 96) uses the inventory adjustment module to do the required processing.

When an operator uses option 96, he enters a reason code from the Damage Item Codes. Damaged item processing calls the inventory adjustment transaction, but it passes it the "adjustment reason" code of “CD” always.

To support this, the code “CD” must be in 2 validation tables:

- AdjustmentReasons
- DamagedItemCodes

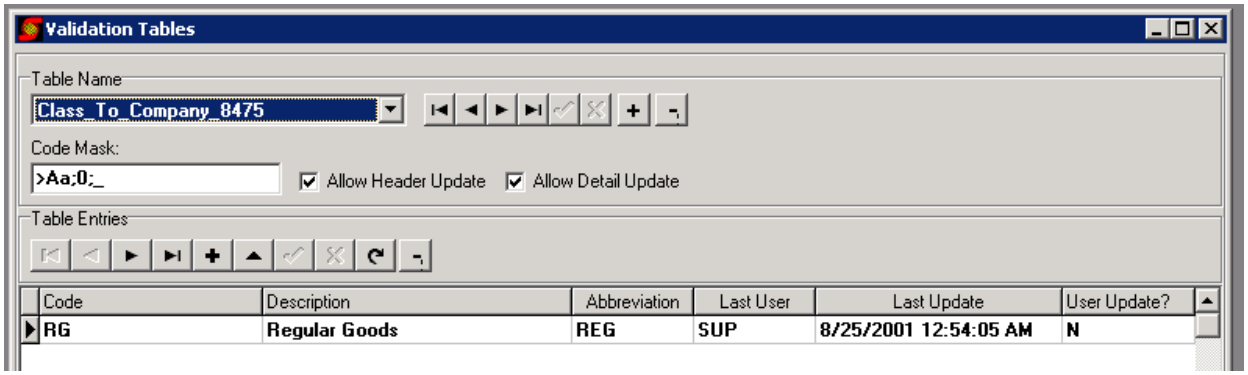
The reason code the operator enters on the screen is placed into the condition field of the plate.

Validation Tables for Inventory Adjustment Processes

This processing is used for Inventory Adjustments via RF and CRT processing where there are reporting restrictions. Contact the TSD for more information.

Class_to_Company_CCCCCCCCCC

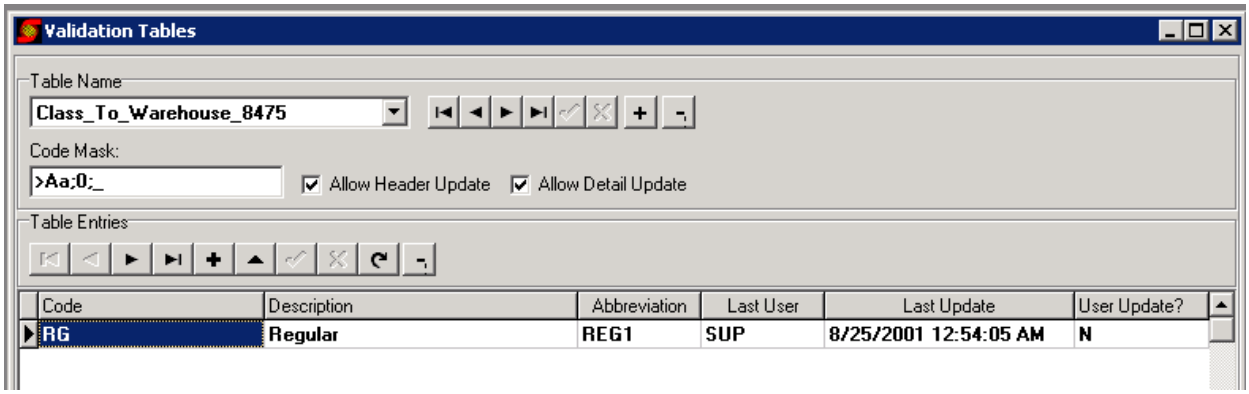
- (where CCCCCCCCCC is a valid Synapse Customer Identifier).
- The table entries define what inventory classes are available for a customer.
- The table entry format is:
  - The Code value must be a valid inventory class.
  - The Abbreviation value determines a Company ID that can be used for export.
  - The Description value is available for a comment entry.
- Processing:
  - If this validation table is created, then when inventory adjustments are performed (either via the desktop, RF or an import interface), then only the Inventory Class value(s) defined in this table are available for use by this customer. Any other Inventory Class value will cause the adjustment transaction to reject.
  - If this table is not defined for a customer, then all Inventory Class values (as defined on the “InventoryClass” validation table) are allowed when performing adjustments.



Class_To_Company example

Class_to_Warehouse_CCCCCCCCCC

- (where CCCCCCCCCC is a valid Synapse Customer Identifier).
- The table entries associate an inventory class to a virtual Warehouse ID for export purposes.
- The table entry format is:
  - The Code value must be a valid Inventory Class.
  - The Abbreviation value determines a Warehouse ID that can be used for export.
  - The Description value is available for a comment entry
- Processing:
  - The Class_to_Warehouse table indicates which EDI_Parms_for_CCCCCCCCCC_WWWW table (described below) to use for inventory quantity, status, and class adjustments.



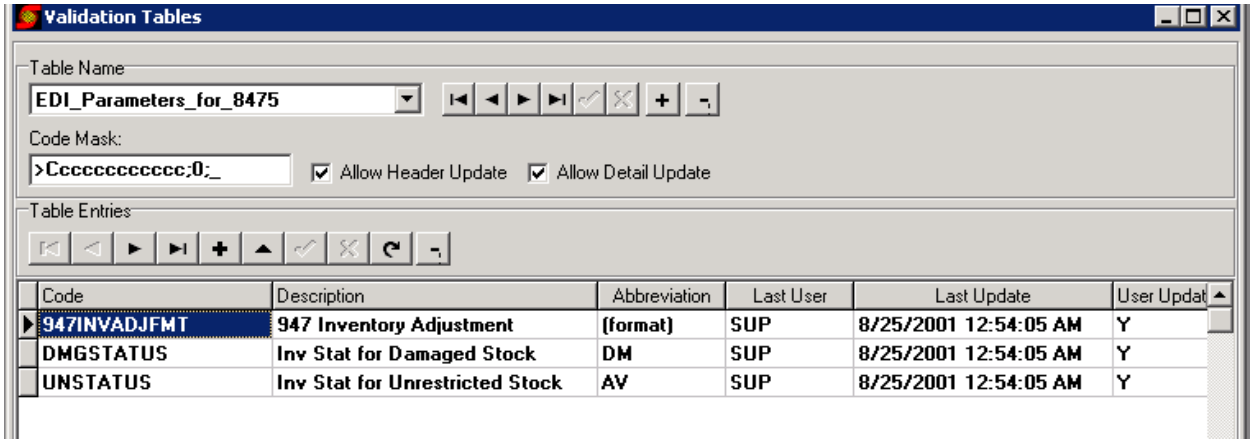
Class_To_Warehouse example

EDI_Parameters_for_CCCCCCCCCC

- (where CCCCCCCCCC is a valid Synapse Customer Identifier).
- The table entries contain value which are used to configure EDI 947 (inventory adjustment) reporting. Three code values must be defined in this table:
  1. "947INVADJFMT".

a. The description value of this entry must contain the 947 Export Format Identifier to be used when creating the customer's 947 export file
b. The abbreviation value is available for a comment entry.

2. "DMGSTATUS".
   a. The abbreviation value of this entry determines the inventory status code used to indicate damaged stock (usually the value 'DM').
   b. The description value is available for a comment entry.
3. 'UNSTATUS"
   a. The abbreviation value of this entry determines the inventory status code used to indicate unrestricted stock (usually the value 'AV')
   b. The description value is available for a comment entry.



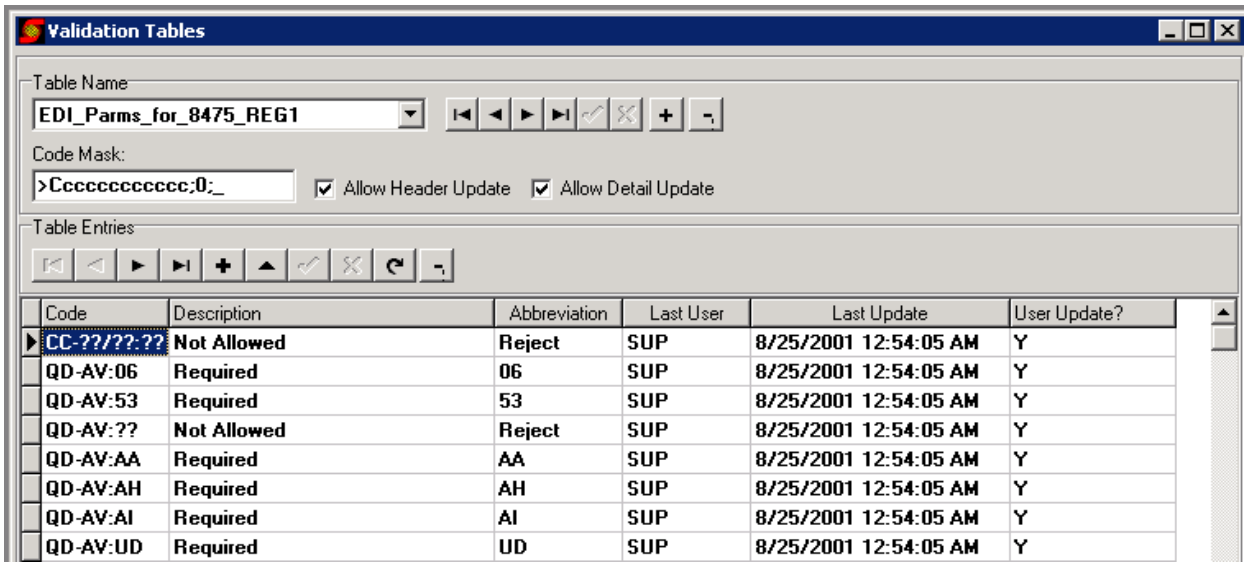
EDI_Parameters_for_CCCCCCC Example

EDI_Parameters_for_CCCCCCCCCC_WWWW

- defines inventory adjustment reporting and restrictions for a virtual Warehouse ID.
- CCCCCCCCCC is a valid Synapse Customer Code.
- WWWW is a virtual warehouse ID (as defined in the Class_To_Warehouse_CCCCCCCCCC table).
- There are three types of code entries in this table:
  - 1 - Quantity changes. Code format "QQ-SS:RR"
    - QQ is a constant of:
      1. 'QI' – for quantity increases
      2. 'QD' – for quantity decreases
    - SS is a valid Inventory Status Code.
    - RR is the reason code to be used for the adjustment.
  - 2 - Inventory Status Changes Code Format "SC-FF/TT:RR"
    - SC is a constant of 'SC' for Status Change
    - FF is the "from" inventory status (a value of '??' represents all status values)
    - TT is the "to" inventory status (a value of '??' represents all status values)
    - RR is the reason code (a value of '??" represents any reason code)

- Abbreviation Usage
    1. If a from/to combination is not allowed, then place the work '**Reject**' in the abbreviation
    2. If a from/to combination is allowed, then place a movement code for export purposes in the abbreviation

- 3 Inventory Class Changes Code Format "CC-FF/TT:RR' This format performs the same as the Inventory Status Changes Code Format.



Code	Description	Abbreviation	Last User	Last Update	User Update?
CC-??/??:??	Not Allowed	Reject	SUP	8/25/2001 12:54:05 AM	Y
QD-AV:06	Required	06	SUP	8/25/2001 12:54:05 AM	Y
QD-AV:53	Required	53	SUP	8/25/2001 12:54:05 AM	Y
QD-AV:??	Not Allowed	Reject	SUP	8/25/2001 12:54:05 AM	Y
QD-AV:AA	Required	AA	SUP	8/25/2001 12:54:05 AM	Y
QD-AV:AH	Required	AH	SUP	8/25/2001 12:54:05 AM	Y
QD-AV:AI	Required	AI	SUP	8/25/2001 12:54:05 AM	Y
QD-AV:UD	Required	UD	SUP	8/25/2001 12:54:05 AM	Y

EDI_Parameters_for_CCC_WWW Example

SAP Parameters

The SAP_Parameters_for_(custid) define the export requests for the various order types in Synapse. If the SAP_Parameters order type entries are defined for the various export request events they will override the regular export setup at the customer level.

For each export event there are two sets of order type and format definitions that can be triggered. These are normally specified as the regular and return order types.

First specified is the export event and the associated sets of order type/format definitions that will be accessed from the customers **SAP_Parameters_for_(custid)** table.

Ship Order from Order Screen

REGORDTYPES REGI44SNFMT
RETORDTYPES RETI9GIFMT

Close master Receipt from Order Screen

REGORDTYPES REGI44RNFMT
RETORDTYPES RETI9GIFMT

Force Ship Order from Order Screen

REGORDTYPES REGI44SNFMT
RETORDTYPES RETI9GIFMT

Close Inbound Load from Loads Screen

REGORDTYPES REGI9GRFMT
RETORDTYPES RETI44RNFMT

Close Outbound Load from Loads Screen

REGORDTYPES REGI44SNFMT
RETORDTYPES RETI9GIFMT

Close Order from MultiShip

REGORDTYPES REGI44SNFMT
RETORDTYPES RETI9GIFMT

Order Cancel (zoe.check_cancel_interface)

for outbound orders ('O','V')
REGORDTYPES REGI44SNFMT
RETORDTYPES RETI9GIFMT

for inbound orders ('R','Q','P','A','C','I')
REGORDTYPES REGI44RNFMT
RETORDTYPES RETI9GRFMT

Receive Order Screen

REGORDTYPES REGI9GRFMT
RETORDTYPES RETI44RNFMT

Returns Screen

REGORDTYPES REGI9GRFMT
RETORDTYPES RETI44RNFMT

OrderItem Cancel Line causes Order cancel

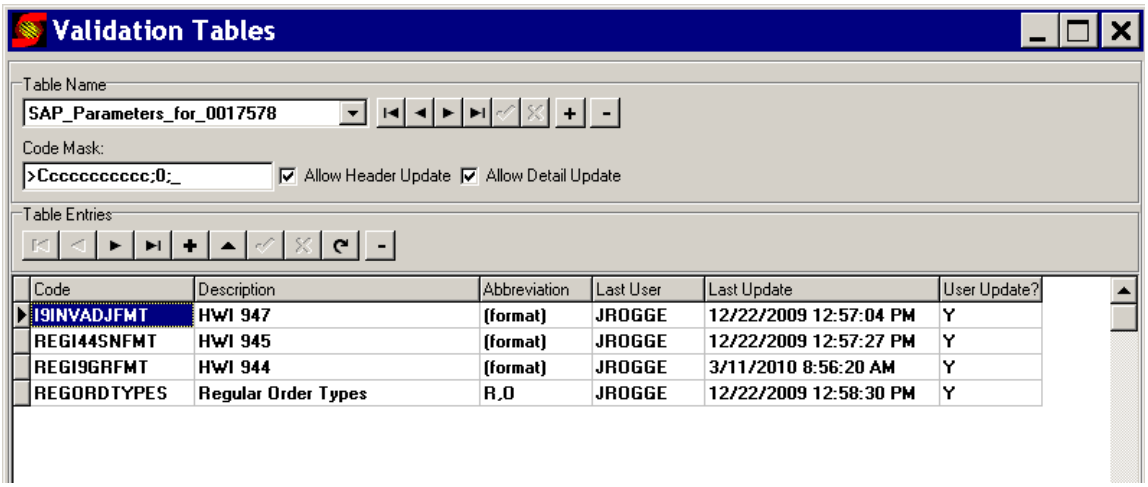
REGORDTYPES REGI44SNFMT
RETORDTYPES RETI9GIFMT

ShipOrder Screen

REGORDTYPES REGI44SNFMT
RETORDTYPES RETI9GIFMT

Example Setup

Code	Description	Abbrev
REGORDTYPES	Regular Order Types	O,R,T,A
RETORDTYPES	Return Order Types	Q,V
REGI44RNFMT	Zeth 944 Receipt Note	(format)
RETI9GRFMT	Zeth Returns	(format)
REGI44SNFMT	Zeth 945 Ship Note	(format)
RETI9GIFMT	Zeth Returns Shipment	(format)
REGI9GRFMT	Zeth Receipt Note	(format)



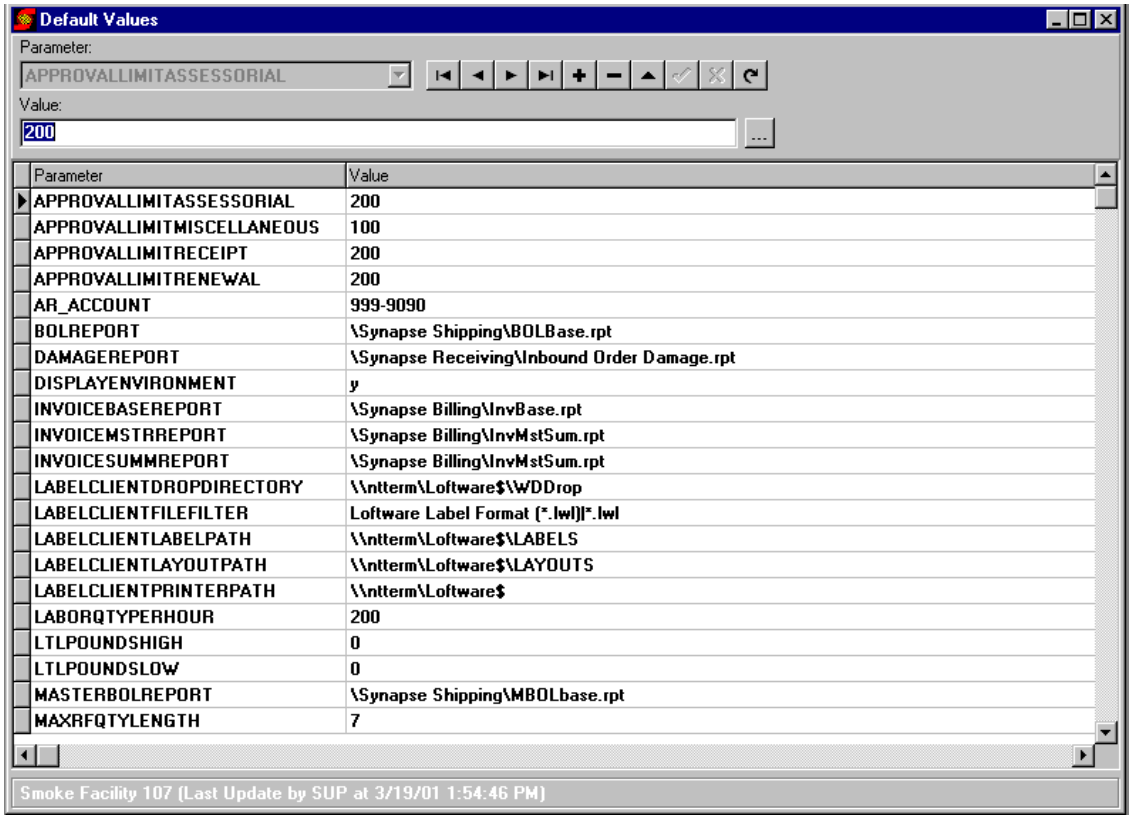
Sample from customer environment

Other parameters that can be setup

REGWHSE	regular warehouse reporting value
RETWHSE	returns warehouse reporting value
I9INVADJFMT	Inventory Adjustment Extract Format
UNSTATUS	Unrestricted (salable) statuses
DMGSTATUS	Damage statuses

Default Values Setup

Setup/Default Values



Parameter	Value
APPROVALLIMITASSESSORIAL	200
APPROVALLIMITMISCELLANEOUS	100
APPROVALLIMITRECEIPT	200
APPROVALLIMITRENEWAL	200
AR_ACCOUNT	999-9090
BOLREPORT	\Synapse Shipping\BOLBase.rpt
DAMAGEREPORT	\Synapse Receiving\Inbound Order Damage.rpt
DISPLAYENVIRONMENT	y
INVOICEBASEREPORT	\Synapse Billing\InvBase.rpt
INVOICEMSTRREPORT	\Synapse Billing\InvMstSum.rpt
INVOICESUMMREPORT	\Synapse Billing\InvMstSum.rpt
LABELCLIENTDROPDIRECTORY	\\ntterm\Loftware$\WDDrop
LABELCLIENTFILEFILTER	Loftware Label Format (*.lwl)|*.lwl
LABELCLIENTLABELPATH	\\ntterm\Loftware$\LABELS
LABELCLIENTLAYOUTPATH	\\ntterm\Loftware$\LAYOUTS
LABELCLIENTPRINTERPATH	\\ntterm\Loftware$
LABORQTYPERHOUR	200
LTLPOUNDSHIGH	0
LTLPOUNDSLOW	0
MASTERBOLREPORT	\Synapse Shipping\MBOLbase.rpt
MAXRFQTYLENGTH	7

This table holds the system-driven values that allow options by installation. The values are rarely changed after the initial setup. **Edit access to this table should be limited to the system administrator**.

Default Values Chart

Following is a chart of the parameters that can be set on this screen.

Parameter	Sample Value	Explanation
ACCEPTZEROQTYORDER	Y	If this value is set to“Y”, orders with zero quantity detail lines can be taken off hold and processed. This is needed for EDI customers.
ALPHANUMERICLIPS	Y	If set to Y, this setting will allow for the entry of alphanumeric LPs – as of version 1.7.2, the RF environment variable (ALPS_ALPHALPOK) is no longer used.
APPROVALLIMITASSESSORIAL	500	See Billing Concepts Manual -- User Defined Data for Billing
APPROVALLIMITMISCELLANEOUS	600	See Billing Concepts Manual -- User Defined Data for Billing
APPROVALLIMITRECEIPT	700	See Billing Concepts Manual -- User Defined Data for Billing
APPROVALLIMITRENEWAL	800	See Billing Concepts Manual -- User Defined Data for Billing
AR_ACCOUNT	234-9090	See Billing Concepts Manual -- User Defined Data for Billing
ATTACHDIRPATH	F:\Synapse\prod\PDF	Defines the full path name for PDF documents that are attached to order headers.
AUTO_PLAN_ONHOLD_ORDERS	Y	If set to anything other than 'Y' (including not being set), on-hold orders will NOT be automatically planned.
BATCHTOETYPE	TOTE	If no value is specified in the "Tote Type/Group" entry on the Wave Release/Options tab, the system will used this default value to determine the tote type value. If no default has been assigned, the system uses "TOTE" as the value.

Parameter	Sample Value	Explanation
BOLREPORT	\BOLBase.rpt	Path and name of the Crystal report to be used as the Bill of Lading Report; This can be overridden at the customer level -- See Concepts Manual - Customer - Shipping - Options 3. This is concatenated to the value set for REPORTSDIRECTORY. The system assumes that all automatically produced BOL's use load id as the input parameter for the Crystal Report.
CARRIER_SECURITY	Y	See the explanation in the Security Chapter of this manual for CarrierForm
CARTONSUOM	CTN	Used to calculate the order_cartons field in the ordercheckview
CC_LOC_EMPTY_PRIORITY	Values can be: 1 - immediate 2 - high 3 - normal 4 - low 9 - on hold T - same as the priority of the current task If any other value is entered into the default values table, the value 9 is used	Used when the RF operator responds with an "N" to the question "Is loc empty?". It sets the priority of the cycle count task that is created by the system.
CC_ITEM_SUMMARY	N	Used to control the Cycle Count Summary feature. The value is set to "Y" for the feature to be enabled and "N for it to be disabled.
CC_NONE_CAN_PRIORITY	Same as for CC_LOC_EMPTY_PRIORITY	Used when the RF operator enters a valid reason on the "Can't Pick" screen under "Or No One Can". It sets the priority of the cycle count task that is created by the system.
CC_REQUEST_PRIORITY	Same as for CC_LOC_EMPTY_PRIORITY	Used when the RF operator responds with a C (requests a cycle count) to the question "Alt Loc (YNC)?" after pressing F6. It sets the priority of the cycle count task that is created by the system. Also used for cycle count tasks requested by an operator using the option 98 Location Inquiry.

Parameter	Sample Value	Explanation
CC_NO_PICK_TASK_HOLD	Y	Allowable values are Y or N. If the value is set to “Y”, the system will not place pick tasks on hold and create a regeneration if the plate being picked is counted with a different value. If the value is set to “N”, the normal processing will occur.
CHEPCUSTID	6789	The default CHEP customer id for the installation. If no value is entered on the Setup/Facility/Options tab, this value is used for CHEP pallet tracking exports.
CONFIRM_1STEP_LP_UPDATE	Y	IF set to Y, the operator will be prompted to respond to the prompt, “Update plate?”, if the operator is using a plate that has already been created earlier in the receipt in 1-Step Receiving.
CUSTOM_SCHEMA	PECAS	Used for the Production Module. Defines the optional Oracle userid set up for custom code. This is currently used for looking up custom views and packages to include in the Label profile screen.
DAILY_BILLING_RUNTIME	0130	Default for Daily_Billing_Runtime for the time of day that the Oracle scheduled daily billing job is to execute. The format is HHMM. If nothing is set the default is 12:10 AM. For example - 1:30 AM would be set as 0130. If this default is changed, the system administrator will need to run the scripts, stop_daily_billing and then start_daily_billing. It will not read the time from the defaults until the next time it runs.
DAMAGEREPORT	\Inbound Order Damage.rpt	Path and name of the Crystal report to be used for the Inbound Order Damage Report - this is concatenated to the value set for REPORTSDIRECTORY.
DIRECT_TRAILER_LOADING	Y	While using Direct Trailer Loading, if this default is set to "Y" then the system will also automatically suggest the door location rather than a staging location.

Parameter	Sample Value	Explanation
DISPLAYENVIRONMENT	Y	A value of "Y" displays the name of the environment for the on-line user to view on the lower edge of the screen in addition to the facility id and the last update information.
EXPIRATIONDAILYJOB	EX	The expiration processing of DAILYJOB is triggered off this default value. If the default value does not exist, the expiration portion of DAILYJOB will **not** be executed. If a value is entered for this default value, it is the Expired Inventory status for the installation.
EXTENDEDNONTASKACTIVITY	N	IF this value is set to "Y", the RF Non-Task Activity Screen will allow the operator to enter a quantity and UOM. This info is informational only.
FREIGHT_COD_CHARGES	4021	Activity Code Default for the Freight Billing process
FREIGHT_FUEL_SURCHARGE	4020	Activity Code Default for the Freight Billing process
FOREIGNTRADEZONECLASSES	FT	See SYNAPSE User Manual - FTZ (Foreign Trade Zone) Processing
FORCESHIPMULTISHIP	Y	The purpose of this value is to do allow management users to clean up orders after some Mass Manifesting issues. Y will cause the 'Ship Order' button to appear for any small package MultiShip order which is in a status between 4 and 8 and the ship qty not equal to 0. Clicking the 'Ship Order' button will do all the processing that currently happens at shipment along with deleting all tasks/subtasks for the order. It will not delete any **active** tasks. Shipping plates are not updated.
FORMATSDIRECTORY		No longer used and has been removed from the form
FUEL_SURCHARGE	SU1	System Default if not part of customer setup for Freight Billing
FULLPLATEREPLENISHMENT	Y	If this value is "Y", only full pallets will be used for replenishment moves.

Parameter	Sample Value	Explanation
IMPEXP_TABLE		If this value is "Y" the import export request will be inserted into the impexp_request table. Used by limited customers.
IMPEXP_TRADITIONAL		If IMPEXP_TRADITIONAL is "Y" the import request works in the same way as before the addition of the default value IMPEXP_TABLE.
INVADJLOT	Y	This value is for a specific installation of Synapse that turns on the suspense inventory transactions the adjustment of the lot from the Adjustment screen.
INVADJMASS	Y	Y in this value, allows the Mass Adjustment grid to display on the Lookup/Plate Plate Info form for the installation..
INVADJSUPMODE	Y	If this value is defined with a value of "Y", then 'E'dit security on the Plate Adjustment form will not allow changes to Customer, Item and Quantity. In order to change Customer, Item and/or Quantity, a user needs to have 'S'upervisor security. If the "INVADJSUPMODE" is not defined (or does NOT have a value of 'Y"), then 'E'dit and 'S'upervisor security make no difference. For RF, the 'RFInvAdj' form needs to be set to 'E'dit.
invoice	1105	See Billing Concepts Manual -- User Defined Data for Billing
INVOICE_WINDOW	35	See Billing Concepts Manual -- User Defined Data for Billing. Allows changing of the default window for creating an invoice from 30 days to the integer value specified.
INVOICEBASEREPORT	\InvBase.rpt	See Billing Concepts Manual -- User Defined Data for Billing - This is concatenated to the value set for REPORTSDIRECTORY.
INVOICEMSTRREPORT	\InvMstSum.rpt	See Billing Concepts Manual -- User Defined Data for Billing - this is concatenated to the value set for REPORTSDIRECTORY.

Parameter	Sample Value	Explanation
INVOICESUMMREPORT	\InvMstSum.rpt	See Billing Concepts Manual -- User Defined Data for Billing - this is concatenated to the value set for REPORTSDIRECTORY.
LABELCLIENTDROPDIRECTORY	\\ntterm\Loftware$\WDDrop	Where label request files are to be dropped (so that Loftware will find them to be processed)
LABELCLIENTFILEFILTER	Loftware Label Format (*.lwl)|*.lwl	The file filter to be used in the label format file open dialog box
LABLECLIENTINIPATH		The path of the ".ini" file used by the Loftware server
LABELCLIENTLABELPATH	\\ntterm\Loftware$\LABELS	The path of the label directory
LABELCLIENTLAYOUTPATH	\\ntterm\Loftware$\LAYOUTS	The path of the layout directory
LABELCLIENTPRINTERPATH	\\ntterm\Loftware$	The path of the label printer
LABELCLIENTUSEFILEDROP		Supports WDDROP processing. A value = “Y” will have the radio group default to use file drop
LABORQTYPERHOUR	200	The default quantity per hour for a labor category (if no quantity has been defined for a particular category)
LBL_REQ_SCF_DIRECTORY		OBSOLETE -- To provide for the printing of labels from within Synapse (i.e. using the CRT) the smart compiled file must have the same name (without the extension) as the label file (.lwl) and reside in a directory (on the UNIX server) whose directory is identified by this default
LOOKUPINDEXCLASS1		The Class (as defined on the Utilities/Storage Parameters form) to be used for new validation table indexes (the system uses the class1 value for tables with an odd number of characters in their name. Class2 is used for tables with an even number of characters in their name. This allows for the definition of 2 separate table spaces for the system's validation table indexes if desired (if not desired, just make the class1 and class2 values the same).
LOOKUPINDEXCLASS2		See LOOKUPINDEXCLASS1

Parameter	Sample Value	Explanation
LOOKUPTABLECLASS1		The Class (as defined on the Utilities/Storage Parameters form) to be used for new validation tables (the system uses the class1 value for tables with an odd number of characters in their name. Class2 is used for tables with an even number of characters in their name. This allows for the definition of 2 separate table spaces for the system's validation tables if desired (if not desired, just make the class1 and class2 values the same).
LOOKUPTABLECLASS2		See LOOKUPTABLECLASS1
LOTRECEIPTRENEWAL	Y	See Billing Concepts Manual -- User Defined Data for Billing
LTLPOUNDSHIGH	1500	This value defines the high-end weight in pounds for the processing described below.
LTLPOUNDSLOW	201	This value enables the generation of a warning which informs the user if the weight of the order does not fit into the 'S'mall package, 'L'ess than truckload or 'T'ruckload category. This value defines the low-end weight in pounds for less-than-truckload assignment. If this value or LTLPOUNDSHIGH is 0 or not specified, this processing is turned off. See the SYNAPSE User Manual Chapter on Preferred Carrier.
MASTERBOLREPORT	\MBOLBase.rpt	Path and name of the Crystal report to be used as the Master Bill of Lading -- this value needs to be set in order to produce a MBOL - this is concatenated to the value set for REPORTSDIRECTORY. The system assumes that all automatically produced BOL's use load id as the input parameter for the Crystal Report.

Parameter	Sample Value	Explanation
MASTERPACKLISTREPORT	\Masterpack1900.rpt	Path and name of the Crystal report to be used as the Master Packing List Report; This can be overridden at the customer level -- See Concepts Manual - Customer - Shipping - Options 3 and Customer - Shipping - Packlist - - this is concatenated to the value set for REPORTSDIRECTORY.
MAXLEFTOVERWEIGHT	5	The minimum weight value. If exceeded, the system will prompt the user with a warning. Load Close if there is a variance on a catch weight item/lot at the time of shipping. If there is no entry in this Default Value, this feature will be dormant.
MAXRFQTYLENGTH	5	See Concepts Manual -- Customer - Maximum Digits in RF Quantity
MIN0QTYSUSPENSEWEIGHT	.5	If there is a difference in the weight of a plate, a suspense entry will be created if the difference is greater than this value (even if there is NO qty variance, as in the number of units). This setting can be changed to a high value if the installation is not concerned with weights
MULTIPASSTHRU_SUPERVISOR	01,02,41,42	Settings for the Multi-Order Editor. A user must have “S”upervisor security to update any Header Pass Thru Field Codes listed in this default value.

Parameter	Sample Value	Explanation
MULTIPLATEOPTIONS	0	This allows for defaults for the Lookup/License plate info/Plate info screen. Radio button options are for “All Plates”, “Multiplates Only”, “Exclude Multiplates”. The system default settings will control the default setting for the screen. Any of the three options may be set as the default. Values can be: 0 = All Plates 1 = Multi-Plates Only 2 = Exclude Mutli-Plates If an invalid entry is made, the form will default to All Plates.
MULTISHIPBUTTON	Y	Setting this value to a 'Y' will enable the Order Form's "Ship Order" button for manual shipment of Uncommitted/Loading (no outstanding commitments and order status = 7) Orders associated with a MultiShip Carriers. Additionally, the pick quantity must equal the ship quantity. The use of this value allows for enabling/disabling this functionality. If no action is taken or the value is set to “N”, the functionality is not implemented
ORDER_GROUPING_PROC_PREFIX		This value defines a prefix that will be used to identify PL/SQL procedures for the Specialized Order Grouping During Wave Process Functionality.
ORDERBILLTAB	Y	Must be Y to allow the Billing Tab to be visible on the Order Header screen.
ORDERCHECKREPORT	\ord_check3.rpt	Path and name of the Crystal report to be used for the Order Check Report - this is concatenated to the value set for REPORTSDIRECTORY.

Parameter	Sample Value	Explanation
ORDERPRIORITYCOLOR	Y	This is used on the Wave Planning Screen to identity orders by ORDER PRIORITY based on the specific needs of a Synaspe installation. Ship Short = Purple Hold = Green Use of this option does not affect the Red Highlight for Prioirty = Hot
PACKINGPRINTERDISPLAY	N	Value controls the printer drop down on the packing screen. This automatically defaults to Y. If this is set to N, the printer drop downs are hidden.
PACKLISTREPORT	\packlist.rpt	Path and name of the Crystal report to be used as the Packing List Report; This can be overridden at the customer level -- See Concepts Manual - Customer - Shipping - Options 3 and Customer - Shipping - Packlist - - this is concatenated to the value set for REPORTSDIRECTORY.
PALLETTYPECHEP		Used for the "I44_SHIP_NOTE" EDI transaction. This value is NOT part of the SYNAPSE Pallet tracking functionality.
PALLETTYPEWHITEBOARD		Used for the "I44_SHIP_NOTE" EDI transaction. This value is NOT part of the SYNAPSE Pallet tracking functionality
PALLETSUOM	PLT	Used in stored Procs for replenishment and wave planning.
PAPERPICKLISTREPORT	\picklist.rpt	Path and name of the Crystal report to be used for the **Paper Picking** report that is printed when an order pick task is assigned to paper on the task screen - this is concatenated to the value set for REPORTSDIRECTORY. This is not the report used for Aggregate Inventory Picking – see PICKLISTREPORT

Parameter	Sample Value	Explanation
PDFBOLPATH		Directory path for PDF BOLs with the embedded driver's signature. Setting the path will enable the PDF check boxes on the Customer/Shipping/Options – 3 tab for the BOL and MBOL..
PHYSICALINVENTORYREPORT	\Phy_inv_ticket.rpt	Path and name of the Crystal report to be used for the Paper Picking reports - this is concatenated to the value set for REPORTSDIRECTORY. This is not the report used for Standard Paper Picking – see PAPERPICKLISTREPORT
PICKFROMCHILDPLATES	Y	If this is configured "Y", a pick will be generated for the Master Plate. Regardless of how the system processes the child plated, the system will then switch to a detail screen and scan the child plates until the pick is satisfied. This meets the needs for a specific customer.
PICKLISTREPORT	\agginv.rpt	Path and name of the Crystal report to be used as the **Aggregate Inventory** Picking Report; This can be overridden at the customer level -- See Concepts Manual - Customer – Shipping – Picking List Report Format - this is concatenated to the value set for REPORTSDIRECTORY. This is not the report used for Standard Paper Picking – see PAPERPICKLISTREPORT
PICKTYPELABEL	N	PICKTYPELABEL allows values = Y or N. Setting it to Y, turns on the Pick Type Label functionality. Works in conjunction with the values in the PIKTYPELABEL validation table
POCONFIRMATIONREPORT	\actrcpt.rpt	Path and name of the Crystal report to be used as the Receiver Report; This can be overridden at the customer level -- See Concepts Manual - Customer - Receiving Confirmation - this is concatenated to the value set for REPORTSDIRECTORY.

Parameter	Sample Value	Explanation
PRODUCTIONMODE	N	The value, "Y", Allows the Production Menu Screens to be accessible. The Production Module is specialized processing requiring additional tables and setup and should not be activated unless the database is set up correctly. Production Module is not available in 2.5.
PURGEAUTOUNLOCK		See SYNAPSE User Manual - Purge Overview
PURGEDEFAULTDAYS		See SYNAPSE User Manual - Purge Overview
QAFAILCONDITION		For automatically created QA inspections…defaults to BD, if not defined
QAFAILDISPOSITION		For automatically created QA inspections…defaults to UN, if not defined
QAPASSCONDITION		For automatically created QA inspections…defaults to GD, if not defined
QAPASSDISPOSITION		For automatically created QA inspections…defaults to OK, if not defined
QAPUTAFTERINSPECT	Y	The default value for the check box on the Requests/Inspection Info tab, "Request putaway after inspection".
QAPUTBEFOREINSPECT	N	The default value for the check box on the Requests/Inspection Info tab, "Request putaway before inspection". (meaning the inspection will *not* be taking place at the door and a putaway rule should route the 'IN'-status product to an inspection area)
RECEIVERREPORT	\exprcpt.rpt	Path and name of the Crystal report to be used as the Receiver Report; This can be overridden at the customer level -- See Concepts Manual - Customer - Receiver Report Format
REDUCEORDERQTYBYCANCEL	Y	When set to 'Y', the orderdtl trigger will reduce the qtyorder by qtycancel when line-item cancels occur.
REPLDEMANDPRIORITY		This value is no longer used and has been removed from the table.

Parameter	Sample Value	Explanation
REGENZONECONFIG	Y	If this value is set to Y, regenerated picks will generate with the task type configured for the zone in the Default Pick Type field.
REPORTTITTLE	ACME Distribution	This can be used to add a standard report title to Crystal Reports, such as the company name. The report uses the reporttitleview. It joins the report title with a constant 1 called “truelink”. The main report view needs to append the same constant to link with reporttitleview.
REPORTSDIRECTORY	\\ntterm\synapse\ohldev\reports	This is the full path name for the main reports directory for the Crystal reports
REQUIREPALLETTRACKQTY	Y	The system will not require a pallet tracking quantity entry > 0 unless the value is set to a "Y".
RFPICKMODULE	SYSPICK2	The Value SYSPICK2 Activates an alternate "look" order picking screen which displays both the base quantity and unitofmeasure directly beneath the "to-be-picked" quantity and unitofmeasure.
SHIPDAYS	5	This value is used to calculate the automatic difference between the ship date and arrival date on outbound orders.
SHOWLABORLCUBE	Y	Shows Labor Reporting in Cubes.
SKIPRESTAGEDCLOSELABELCHECK	Y	Must be set to Y for functionality to process. Provides the ability not to reprint compliance labels on carton restaging for split shipments.
SMTP_BRACKET_ADDR	Y	Supports Oracle E-mail process. Indicates whether email addresses should be enclosed in angular brackets. If 'Y' then all email addresses will be surrounded by angular brackets (i.e. < and >)
SMTP_DOMAIN	yourcompany.com	Supports Oracle E-mail process. Domain name.
SMTP_HOST	smtp.yourcompany.com	Supports Oracle E-mail process. SMTP server host name.

Parameter	Sample Value	Explanation
SMTP_MAILER_ID		Supports Oracle E-mail process. if not specified, then 'Oracle UTL_SMTP' is used.
SMTP_PASS		Supports Oracle E-mail process. Password if authentication is required, otherwise not used.
SMPT_PORT	587	**Required.** Supports Oracle E-mail process. Mail port if other than 25.
SMTP_SENDER		Supports Oracle E-mail process. Sender email address, if omitted then synapse@SMTP_DOMAIN is used.
SMTP_USER		Supports Oracle E-mail process. Username if authentication is required, otherwise not used
SPECIALLIPCHARS		Used for a specialized inventory upload where the data contained special characters n the inbound lip.
SPLITORDERS	Y	This must be set to "Y" to allow partially loaded orders to be split into another shipment so it can be loaded on a second load.
SPOILAGEREASON	WD	This value is used by the Component Kitting function as the inventory adjustment reason code for the spoiled inventory processing at the end of the component kit processing. This value must be in the AdjustmentReasons Validation Table.
SUMMARIZEACCESSORIALLIMIT	100	See Concepts Manual -- User Defined Data for Billing

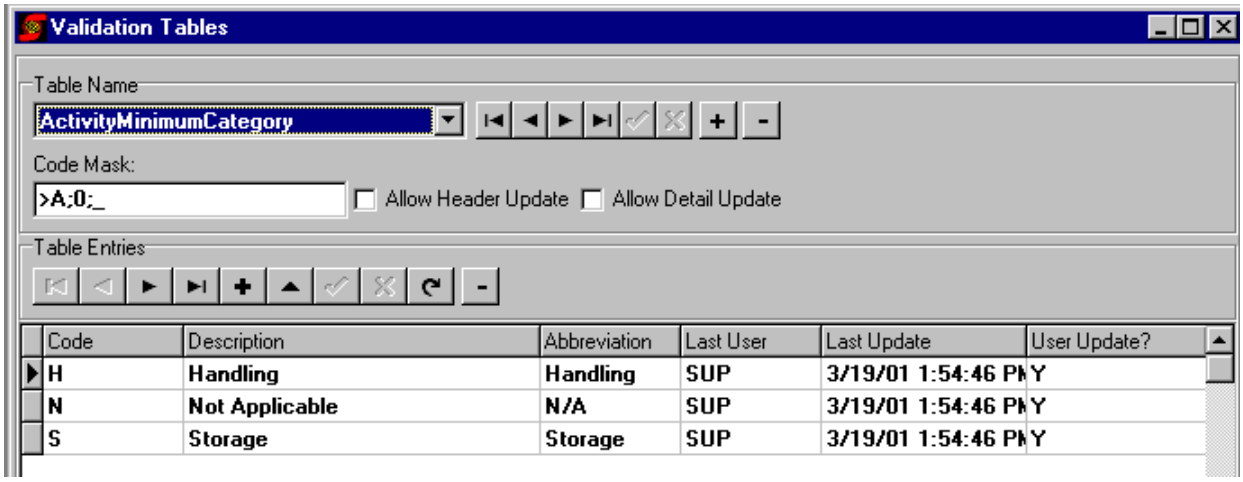
SUPPRESSNONPRODCARTONCOUNTS	Y	• If production mode is not turned on, this default value has no effect.
		• If production mode is turned on:
		  ○ If the default value is set to an "N" [or it does not exist], then the system will operate as it does today (Carton count entry applies to all LiPs)
		  ○ If the default value is set to 'Y', then the system will only request carton counts for LiPs associated with production orders.

Parameter	Sample Value	Explanation
SUPPRESSANNIVERSARYDATE	Y	Will defaults to N, if not ser. More information is under the Customer Name tab.
TASKPRIORITY		Not used at this time and has been removed from the table
TASKPRIORITYCC		Not used at this time and has been removed from the table
TASKPRIORITYRC		Not used at this time and has been removed from the table
TRACEFREIGHTBILLING	N	Used for Freight Billing processing
TRACKERURL		Not used at this time and has been removed from the table
UPGRADEREPLONRELEASE	Y	When set to a 'Y', all replenishment tasks (Type RP) associated with all Customer ID/Item combinations within the released wave, will have their priority upgraded one step.
URSAVALIDATION	OFF	The purpose is to validate all imported orders against the URSA table if the processing is turned on. Set the 'URSAVALIDATION' flag to ‘ON’ (note – this value must be uppercase). To disable, set the value to ‘OFF’.
USEMULTISHIP		For future release of Synapse. Not used at this time
VICSBOLNUMBERAUTOGEN	Y	The value of Y, allows the AutoGenVicsBOL# process to execute to generate a unique for each shipment in a load. This is a customer specific application based on Header Pass Thru fields.
VIEWALLREPORTS	Y	This value set to 'Y' will force all reports to show in the Crystal Reports viewer first before printing. (It was created to solve a print issue for an installation using a Novell network)
VICSDECLAREDVALUE	$2.30	Used in conjunction with the VICS BOL Server for the liability limit value printed on the VICS BOL.

Parameter	Sample Value	Explanation
WEIGHT_ROUNDING	N	Applies to the rounding rule for lbs. to kilo conversion. A rounding option = "Y" will follow the standard mathematical rules based on 8 decimal places. A rounding option of "N" will truncate the resulting weight to 8 decimal places. IF there is no rounding rule selected here or at the customer-level, the rule of N(o) will be applied to all lbs/kilo conversions.
WEBMAXODRCANCEL		Not used at this time and has been removed from the table
WEBPDFPATH	F:\Synapse2\Q2.5\PDFBOL	This defines the directory that the web server has access to, whether it is a directory on the web server or a shared directory on the app server. If using a network share, everyone must have read access on the directory. This works in conjunction with the value in the PDFBOLPATH and contain the files on the order attachment tab.

Validation Tables

Setup/Validation Tables



This screen is used to view and maintain the ORACLE validation tables for the installation of SYNAPSE. **Any maintenance of the table values or the actual tables should be done under the direct supervision of the System Administrator.**

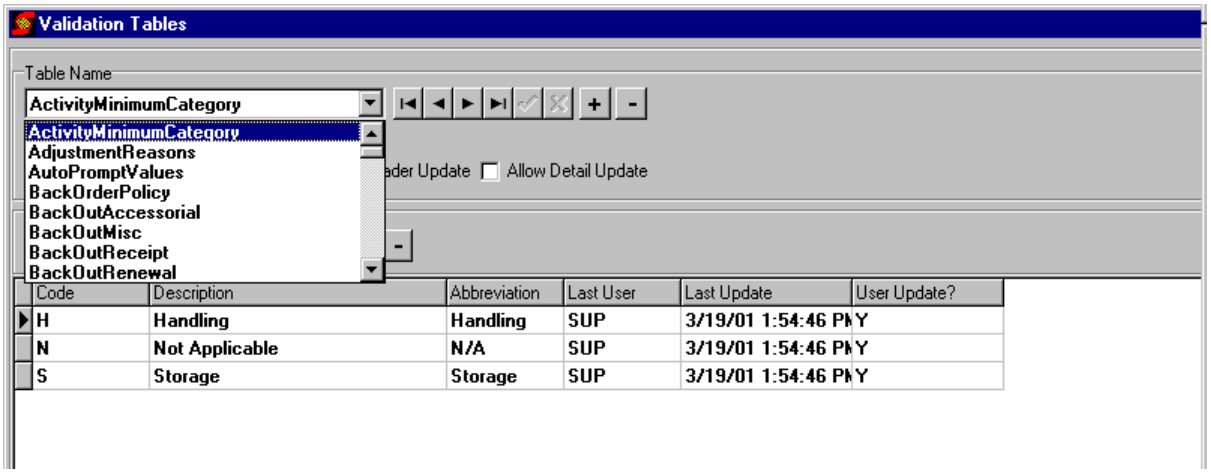
The Code Mask defined for each table allows edit flexibility for the Code value.
The following characters are used to define the Code Mask:

Force Upper Case	>
Required Alpha	A
Optional Alpha	a
Separator	;
Numeric	9
Required Characters	C
Optional Character	c
Leave Special Characters	1 at end of mask
Don't Include Special Characters	0 at end of mask

Here are some examples:

>Aaaa;0;_	Force Upper Case; Require at least 1 alpha character; Allow up to 4 uppercase alpha characters; Show allowable length as "_".
>9;0;_	Require at least 1 numeric character; Show allowable length as "_".
>Ccccccccccc;0;_	Force Upper Case; Require at least 1 alphanumeric character; Allow up to 10 alphanumeric characters; Show allowable length as "_".

Validation Table Maintenance



These tables hold the values that allow options by installation. Some values are used by the SYNAPSE logic and cannot be updated. An example of this is “Item Velocity Codes”. The Allow Header Update and Allow Detail Update boxes are left unchecked. Other values are updated for the installation. An example of this is the “Adjustment Reasons Table”. Edit access to validation tables should be limited to the system administrator.

Any table with a customer code in its name should be header update "Y". The system administrator needs Supervisor privilege to delete customer specific tables.

If the User Update field is “Y”(es), a user (such as the system admin) with the appropriate security can change the Description and or Abbreviation of a table value.

Validation Table Chart

Following is a partial chart of the validation tables.

Validation Tables that are highlighted in gray are not available for value update.

Validation Table Name	Description
ActivityMinimumCategory	Valid values to set Minimum Categories when defining activities for billing rate setup.
AdjustmentReasons	Valid installation-wide inventory adjustment reason codes
AR Days	Used for specific Peachtree interface
AutoPromptValues	Defines the options for adding billing charges.

Validation Table Name	Description
BackOrderPolicy	Defines valid back-order processing options for outbound orders at wave release and order close.
BackOutAccessorial	Used for Revenue Report Setup
BackOutMisc	Used for Revenue Report Setup
BackOutReceipt	Used for Revenue Report Setup
BackOutRenewal	Used for Revenue Report Setup
BillByLocationActivity	Used by Billing to relate a location type to a billing activity so different rates can be set for each location type. Used for LUCT billing method.
BillingMethod	Valid bill methods used in billing rate setup.
BillStatus	Valid Status codes for billing records viewed on the Edit Billing Charges Screen.
BusinessEvents	Obsolete – This has been replaced by the Setup/Business Events screen for Billing Charge and Label Printing Triggers. See Appendix A of this manual for more information.
CampusIdentifiers	Informational campus codes used for facility setup. Links facilities using multi facility picking option
CantPickReasons	Reason Codes used by operator during order picking when a "Can't Pick" situation is encountered. Also used for Lip Substitution Reasons.
CarrierStatus	Carrier Code Status - System logic based on value of “A” - Active. Synapse Installation may add other values.
CatchWeightOutboundCapture	Used in Catch Weight processing.
CommitStatus	Defines valid inventory commit status values for commitment/wave processing.
Class_to_Company_ZZZ	Use to associate a list of valid Inventory Class values with a customer. See additional information under the Customer/Shipping/Options-1 topic in this manual and Validation Tables for Inventory Adjustment Processes topic under Miscellaneous Setup topics.
Class_to_Warehouse_ZZZ	Used for EDI translations. See additional information in Validation Tables for Inventory Adjustment Processes topic under Miscellaneous Setup topics.
ConsigneeStatus	Consignee Status - System logic based on value of “A” - Active. Synapse Installation may add other values

Validation Table Name	Description
ContainerTypes	Valid container types for the Setup/Item/Hazardous/SARA form
Contents_Status	Used for Yard management Trailers
Counted_by_Types	Valid for Transynd Transportation Management interface processing
CountryCodes	Valid list of country codes or address entry such as consignee or facility.
CriticalHolds	Valid list of inventory status codes that require specific security settings for user to make status adjustment.
CrossDockProcessing	Valid crossdock processing options
CustomerStatus	Customer Status - System logic based on value of "ACTV" - Active. Synapse Installation may add other values
CycleCountAdjustmentTypes	Valid cycle count inventory adjustment reasons.
DamagedItemReasons	Valid Damage Item Reason Code available to RF operator adjusting inventory to damaged using RF option 96.
Delivery_Point_Types	Obsolete/Previously Used to define delivery point for Load/Shipment/Stop for VICS BOL processing.
EDI_BATCH_REF	Used for 944 EDI transactions
EDI_ID_HDR	Obsolete
EDI_PARTNER	Used for 944 EDI transactions
EDI_SENDER	Used for 944 EDI transactions
EDI_Parameters_for_CCCCCCCCCC	Used for EDI processing. See additional information in Validation Tables for Inventory Adjustment Processes topic under Miscellaneous Setup topics.
EDI_Parameters_for_CCCCCCCCCC_WWWW	Used for EDI processing. See additional information in Validation Tables for Inventory Adjustment Processes topic under Miscellaneous Setup topics.

Validation Table Name	Description
EmployeeActivities	Defines valid employee activity codes viewed on the Labor Report Lookup Screen.
EquipmentProfiles	Defines all valid equipment profiles for the installation.
EquipmentTypes	Defines all valid equipment types for the installation.
ExpirationActions	Valid expiration action codes for customer and item set up.
FacilityStatus	Facility Status - System logic based on value of “A” - Active. Synapse Installation may add other values
FIFO_DATE	Valid options for FIFO date processing on the Allocation Rules form.
FitMethods	Valid fit methods for putaway profile definitions.
FormatValidationActions	Used to define actions when entered data does not fit assigned format validation rule. See User Manual for additional information.
FormatValidationData Types	Part of the definition rules for format validation processing. See User Manual for additional information.
HazardousClasses	Valid Hazardous Class for Chemical Code definition and Item Setup Hazard Class for Storage.
HoldReasons	Valid hold reason codes used when RF operator changes inventory status to Hold.
ImpExp_Queues	
InventoryClass	Valid inventory class codes.
InventoryStatus	Valid inventory status codes.
InvoiceTypes	Valid invoice types supported by billing processing.
IRIS_Del_Service_Exception	Used for IRIS billing interface processing.
IrisClasses	Used for IRIS billing interface processing.
IrisTypes	Used for IRIS billing interface processing.
ItemInventoryStatus	Valid item inventory status codes.
ItemLipStatus	Valid item Lip status codes.
ItemStatus	Item Status - System logic based on value of "ACTV" - Active. Synapse Installation may add other values

Validation Table Name	Description
ItemVelocityCodes	Used to define item velocity for location putaway selection and ABC cycle counting processing.
LabelPrintActions	Used as part of the Production Module Processing
LTLFreightClass	Used for Item setup.
LabelProfiles	An entry should be made here when a label is added to the Label Profile Maintenance
LaborReportCountGroups	Used for Revenue Report set up.
LaborReportGroups	Used for revenue report set up.
LateShipReasons	Valid reason codes for the Late Shipment Processing on Load Close
Last_xxxxxxxxx	Typically used for EDI or other interfaces to record information about the last activity processed by the interface
LastTMSAll	Used by TMS processing. See User Manual for specifics.
LastTMS CustAll	Used by TMS processing. See User Manual for specifics.
Late Ship Reasons	Used on the Load Close screen if required
LoadArrivalPutawayDirections	
LicensePlateStatus	Valid license plate status codes.
LicensePlateTypes	Valid license plate types.
LipPropertyValues	Valid data capture codes
LoadStatus	Valid load status codes.
LoadTypes	Valid load type codes.
Loaded_by_Types	Valid for Transynd Transportation Management interface processing
LoadflagLabels	Used as part of the Production Module Processing
LocationAttributes	Valid location attributes used for putaway profile definition.
LocationStatus	Valid location status codes used informational purposes, putaway profile definition and inventory allocation processing.
LocationTypes	Valid location type codes used for informational purposes, putaway and inventory allocation processing, cross-docking, receiving, picking and shipping processing.
LotReceiptCapture	See Synapse Billing Manual for explanation.
LTLFreightClass	Obsolete…this processing now uses a different table.

Validation Table Name	Description
LotRequiredOptions	Valid Lot Options for customer and item setup
MessageAuthors	Provides list of values for lookup by Message Authors on Requests/ Messages/Synapse Messages Screen
MessageStatus	Provides list of values for lookup by Message Status on Requests/ Messages/Synapse Messages Screen
MessageTypes	Provides list of values for lookup by Message Types on Requests/ Messages/Synapse Messages Screen
MovementChangeReasons	Valid movement change reason codes used when the RF operator chooses an alternate location for a movement activity.
MultishipTermDate	Used to set up date format on some Multiship interfaces.
NationalMotorFreightClass	Used to define NMFC values for item setup.
NonTaskActivities	Provides list of activities such as break or meeting for RF operator when this RF option (Function Key 13) is chosen.
OrderCancellationReasons	Valid reason codes for order and order line item cancellation.
OrderItemStatus	Valid status codes for order line items.
OrderPriority	Valid order priority codes.
OrderQuantityTypes	Valid quantity types for an order line.
OrderStatus	Valid order status codes for all order types.
OrderTypes	Valid order type codes.
OrderValidationErrors	Valid order validation errors for orders imported via EDI.
PalletInvAdjReasons	Used by Pallet Tracking Processing when adjusting pallet inventory.
PalletTypes	Used by Pallet Tracking Processing
PalletWeights	Specific Pallet Weight Values for BOL report so that pallet weights can be added to shipped weight total when required.
ParseEntryField	Defines the valid item entry fields available for parse entry processing.
PhysicalInventoryStatus	Valid status codes for physical inventory activity records.
PickDirections	Valid values for The Default Pick Direction used in Zone setup.

Validation Table Name	Description
PickRequestQueues	
PickToTypes	Valid values for Pick To Types used for Item setup.
PICKTYPELABEL	Works in conjunction with the default value PICKTYPELABEL
PickTypes	Valid pick types supported by the system.
PostalCodes	
PrinterStock	Valid Printer Stock types used for Setup/Facility/Printers.
PrinterTypes	Valid Printer types used for Setup/Facility/Printers.
ProductGroups	Used for Product Group in Lookup screen filters. A value should be added here when a product group is added for a customer.
PronoStatus	Used to define the status of individual Pro Numbers as psrt of the Auto Pro Number Assignment processing.
PTInvoiceNames	Used for some versions of the Master Invoice Report and PeachTree Reporting
PutawayChangeReasons	Valid putaway change reason codes used when the RF operator chooses an alternate location for a putaway task.
PutawayConfirmations	Used to define putaway confirmation requirements for customer and item receiving set up.
PutawayQueues	
PutawayUnitDispositions	Valid values used to define disposition for putaway profiles.
QB_FAC_CLASS	Used for some customers that have Quick Books Interfaces
QCConditions	Used for QC processing. See SYNAPSE User Manual for specifics User Manual for specific information.
QCDispositions	Used for QC processing. See SYNAPSE User Manual for specifics User Manual for specific information.
QCRequestType	Used for QC processing. See SYNAPSE User Manual for specifics User Manual for specific information.
QCSampleType	Used for QC processing. See SYNAPSE User Manual for specifics User Manual for specific information.
QCStatus	Used for QC processing. See SYNAPSE User Manual for specifics User Manual for specific information.
RateCalculationTypes	Used by billing processing for rounding rules.

Validation Table Name	Description
RateStatus	Used to determine status of Billing Rate. May not be updated to other codes.
ReceiptCondition	Receipt condition codes used by operator during returns processing.
RenewalStorageMethod	**Obsolete Table;** formerly used to support the "sqft" bill method.
ReplenishRequestQueues	
ReturnsDisposition	Used for customer setup to define customer default returns disposition and in item setup to define returns category for the item for returns processing.
RevenueReportGroups	Used for Revenue Categories when setting up Billing Activities.
RFOperatingModes	Defines the RF operating modes chosen during RF login.
RoutingStatus	Valid values for the Routing Status field on the Order Header Shipping Tab for Outbound Orders
SARAPressures	Valid pressure conditions for the Setup/Item/Hazardous/SARA form
SARATemperatures	Valid temperature conditions for the Setup/Item/Hazardous/SARA form
ShipmentTerms	Used to define valid shipment terms on outbound orders
ShipmentTypes	Used to define valid shipment types on outbound orders
ShipperStatus	Supplier Status - System logic based on value of A - Active. Synapse Installation may add other values
ShippingPlateStatus	Used to define valid status codes for shipping plates.
ShippingPlateTypes	Used to define valid shipping plate types.
ShortShipReasons	Valid reason codes for order line detail for the Short Ship processing at Load Close
sip_parameters	Used to provide definitions for SIP processing (SPS Commerce interface).
StateOrProvince	Valid list of state and province codes for address entry such as consignee or facility.
StorageTypes	Used for informational purposes in location setup.
TaskPriorities	Used to define valid priority code for RF tasks.
TaskRequestQueues	

Validation Table Name	Description
TaskTypes	Used to define valid task types to use in the lookup filter on the task screen.
TMS Status	Used by TMS processing. See SYNAPSE User Manual for specifics
TMSArea	Used by TMS processing. See SYNAPSE User Manual for specifics.
TMSCarriers	Used by TMS processing. See SYNAPSE User Manual for specifics.
TMSFacilityGroup	Used by TMS processing. See SYNAPSE User Manual for specifics.
TMSOrderStatus	Used by TMS processing. See SYNAPSE User Manual for specifics.
TMSRoute	Used by TMS processing. See SYNAPSE User Manual for specifics.
TMSStateCode	Used by TMS processing. See SYNAPSE User Manual for specifics.
Trailer_Activity_Types	Used for Yard Management
Trailer_Dispositions	Used for Yard Management
Trailer_Status	Used for Yard Management
Trailer_Styles	Used for Yard Management
Trailer_Types	Used for Yard Management
UnitsOf Measure	Defines the valid units of measure used throughout the installation for inventory and billing purposes
UserStatus	User Status in Setup/Security Screen - System logic based on value of A - Active.
Vics_Bol_Types	Valid Types for the VICS BOL processing.
WaveStatus	Defines valid wave status values for wave processing.
WhenToAckOutbound	OBSOLETE – Formerly used to define timing options for Shipping Acknowledgement Transaction

Validation Table Name	Description
WhenToConfirmOutbound	OBSOLETE – Formerly used to define timing options for Order Confirmation Transaction
WhenToVerifyPoReceipts	Used to define timing options for inbound PO Confirmation processing

APPENDIX A

Chart of Business Events

Business Events usually mark a change in status for an order, load or license plate or otherwise indicate that an activity has happened. They are activities like the close of an incoming load, the shipping of an order, or the action of completing a cycle count. They are used to create billing amounts or to trigger the printing of labels. In billing, some business events generate sets of charges and others just create basic charges.

The codes for the supported Business Events are maintained via the Setup/Business Events form.. Since there is specific processing associated with each business event, the System Administrator maintains this table.

RF Prompt business events may be set as Prompted or Automatic.

Event Code	Description	Occurs When	RF Prompt	Label	Bill
ANDV	Anniversary Billing Renewal Storage by Day	Checked daily by background process to determine plates that need to have anniversary charges created.			X
ANVR	Anniversary Billing Renewal Storage	Checked daily by background process to determine plates that need to have anniversary charges created.			X
BILL	Billing Cycle After Renewal	At end of renewal billing. Used to determine if there are account minimums to apply			X
CHEK	Order Checking	There are customer level auto and prompted charges for the CHEK business event. These fire after the user has responded positively to the prompt "Close Order?".	X	X	X
CKLP	Check License Plate				
CPCK	Customer Pickup	Applies to chargeable Will Calls (notification or coordination)			X
CYC	Cycle Count	As each plate is counted. Checks item rate group only.	X	X	

Event Code	Description	Occurs When	RF Prompt	Label	Bill
DMG	Damage Stock	After data is entered for the damaged plate. Checks item rate group only.	X	X	
EDAP	Edit Order after Picking Begins	Used when editing of an order in released through picked status. This allows billing to be added to these changes			X
EMPT	Empty Trailer	After Empty Trailer (Option14) is complete. Checks customer rate group only.	X		
ENTR	AutoAdjustment Location Entry	Entering Auto Adjust			X
EXIT	Auto Adjsutment location Exit	Exiting Auto Adjust			X
IAJ	Inventory Adjustment	After changes are made to a plate. Checks item rate group only.	X	X	
KIT	Kitting	Prior to putaway after a kit is complete. Checks item rate group only.	X	X	
LBPK	Label Picking	Used to Produce Labels for Label picking tasks		X	
LDOP	Load Order Process	Triggers when order goes to loading status while loading plates			X
LOAD	Loading	The LOAD event fires when the operator drops the plate in the trailer - i.e. the operator enters the Check ID for the Dock Door on the LP Loading screen.	X	X	
LTL	LTL (Non-Small Package) Ship Type	On outbound load close. Applies if order ship type is not small package (not = 'S'). Charges will be calculated for both order level and item level charges. This event is mutually exclusive with SMST (Small Package Ship Type).			X
MBOL	Master BOL	Charges triggered by the 'MBOL"" business event for each customer on the load if the load requires a master BOL			X

Event Code	Description	Occurs When	RF Prompt	Label	Bill
MISC	Processing Miscellaneous Invoices	This is used for calculating minimums and surcharges when a miscellaneous recalc is performed form the 'Edit Billable charges' screen. It does not automatically generate any charges.			X
NOIB	No inbound pre-notification	Charges are added for each outbound order on the load with the order priority = ""N"" (NoNotify) when the order is shipped.			X
NONE	Not Triggered - Manually Entered	For documentation purposes only.			
ODAC	Order Creation (Add) via CRT	An order is added thru a CRT transaction and released from HOLD			X
ODAE	Order Creation (Add) via EDI	An order is added thru an EDI transaction			X
ODAW	Order Creation (Add) via WEB	An order is added thru a WEB transaction			X
ORCC	Order Cancel via CRT	An order is cancelled thru a CRT transaction			X
ORCE	Order Cancel via EDI	An order is cancelled thru an EDI transaction			X
ORCW	Order Cancel via WEB	An order is cancelled thru a WEB transaction			X
OSTG	Order Staged	Only recognized for the SCC14 Labeling. Does not generate LP labels or charges			
P1PK	Prior to First Pick in Task	This event "fires" whenever an RF picker gets a new pick task - not replenishment or batch. Neither LP labels nor charges (auto or prompted) are associated with this event.		X	
PACK	Packing Complete	As each carton is packed			X
PFC	Pallet Full/Complete Pick	For each full pick and partial pick prior to staging. Checks customer and item rate group.	X	X	
PICK	Pick Stock	As each shipping plate is picked. Checks item rate group only.	X	X	

Event Code	Description	Occurs When	RF Prompt	Label	Bill
RCNX	Receipt Non-Cross Dock	On inbound load close for the receipt orders. Applies to quantities not sent to cross dock for planned cross dock orders. Determines automatic receipt charges. Should be used in tandem with RCXD.			X
RCXD	Receipt Cross Dock	On inbound load close for the receipt orders. Applies to quantities sent to cross dock for planned cross dock orders. Determines automatic receipt charges. Should be used in tandem with RCNX.			X
RECA	Receipt Arrival	Used for Pre-printing Receiving Labels		X	
RECH	Receipt Handling	For each received LP prior to the start of putaway in one-step and ASN receiving. Checks item rate group only.	X	X	
RECO	Receipt Close	On inbound load close for the receipt orders. Determines automatic receipt charges.			X
RENW	Renewal Storage	On renewal request to determine renewal charges.			X
RETA	Returns Arrival				
RETH	Returns Handling	For each detailed return prior to the start of putaway. Checks item rate group only.	X	X	
RETO	Returns Order Close	On detailed returns complete. Used to calculate returns/receipt charges.			X
RPUT	Release for Putaway	After an LP is released for putaway using RF option 15. Checks item rate group only.	X	X	
RWAV	Release Wave	For Aggregate Inventory, allows user to request a shipping/picking label at wave release. Also used for automatic assignment of pro numbers by facility.		X	
SDSH	Same Day Ship	"When Outbound Order with Priority = “S” (same day ship) ships"			X

Event Code	Description	Occurs When	RF Prompt	Label	Bill
SHIP	Ship Order Close	On outbound load close. Applies to all shipped items. Determines the shipping charges. Charges will be calculated for both order level and item level charges.			X
SMST	Small Package Ship Type	On outbound load close. Applies if order ship type is small package ('S'). Charges will be calculated for both order level and item level charges. This event is mutually exclusive with LTL - LTL Ship Type.			X
SPLO	Split Order Processing	Triggers for order split processing			No Billing
SPS	Small Package Shipment	On outbound load close. Applies if order shipping via small package carrier.			X
STPK	Stage Pick	This event fires for each staged plate at the time it is staged. Allows user to include the staging location on their shipping labels		X	
STPR	Ship to Production	Used for Production Module Processing			
TOUR	Complete Pick Tour	For each full pick and partial pick prior to any staging only when the last pick is picked. Checks customer rate and item group only	X	X	X
VBCL	Void Bar Code Label	In cases where the customer is charged for each bar code label produced, this business event can be used to reduce the count of bar code labels if extra labels were produced and then not used.		X	
XDCL	Crossdock Close	Outbound Transload Order Ships			X
XDRC	Crossdock Receipt	Inbound Transload Order Receipt Closed			X

Obsolete Business Events – Not supported in current versions of SYNAPSE

Event Code	Description	Notes
CRPT	Customer Report Request	
DLFF	Destination Load Flag Format	Used for Production Module Processing
FAXC	Fax Confirmation	
FPPP	Fetch PrePicked Pallets	Used for Production Module Processing
MLFF	Mail List Load Flag Format	Used for Production Module Processing
ORDC	Order Cancellation	Replaced by ODCC, ODCE, ODCW
ORDR	Order Creation	Replaced by ODAC, ODAE, ODAW
PRCL	Print Load Flag Carton Labels	Used for Production Module Processing
REC1	Step 1 of 2-step Receiving	
RECP	Receive from Production	Used for Production Module Processing
RECS	Receipt Storage	RECO - receipt close now provides this function
SEA	Shipment by Sea	
SLFF	Small Package Load Flag Format	Used for Production Module Processing

APPENDIX B -- CHART OF RF EMPLOYEE ACTIVITY

This chart summarizes the source of the data displayed on the grid in the **Lookup/Employees/Employee Activity** screen.