Cross Application User Guide

Infor Distribution A+ Version Number 10.03.00

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CHAPTER 1

Cross Application Overview

1

This section provides you with and explanation of the

- Main Menu
- Menu Naming Conventions
- Transaction Processor
- Compile Tools
- Form Type and Form Size

Standards Used Throughout Infor Distribution A+

Main Menu (MENU APLUS)

The Main Menu (MENU APLUS) allows you to access the Main Menu of each module. To display this menu, key **GO APLUS** on any command line and press ENTER. Once displayed, key the corresponding number (on the command line) of the module for which the Main Menu will display (if the application is installed.)

You also may access modules using the Menu Naming Conventions (p. 1-1).

Menu Naming Conventions

Application ID

Menu names are designed for easy access. Once you understand the convention, you can display menus without the use of a User Guide or the Main Menu. All menu names are six characters long and begin with the first two characters of the Application ID, as such:

- AI - Advanced Inventory Management

- AM - Advanced Mobile
- AP - Accounts Payable
- AR - Accounts Receivable
- AX - FAX
- BQ - Bid & Quote
- CN - Consignment
- CT - Commerce Catalog
- DM - Data Warehouse
- EI - Electronic Data Interchange (EDI)
- EP - Electronic Payments
- ES - Extension Solution
- FW - forms@work
- GL - General Ledger
- GW - Commerce Gateway
- IA - Inventory Accounting
- IC - International Currency
- IM - Inventory Management & Planning
- MG - Workflow Management
- MS - Mail Server
- OB - Bill of Material (Order Entry Bill Of Material)
- OE - Order Entry
- OP - Price Maintenance (Order Entry Pricing)
- OS - Mobile Order Entry (formerly OnSite)
- PO - Purchasing (Purchase Orders)
- PS - Point of Sale
- RF - Radio Frequency
- SA - Sales Analysis
- SF - Storefront
- SW - sales@work
- WB - Web
- WM - Warehouse Management
- WO - Value Added Services (formerly Work Order Processing)
- XA - Cross (X) Application

Important

Do not prefix your custom jobs with any of the prefixes used above (e.g., AP, WB, SA, and so on), even if you do not have the module installed with the prefix you wish to use.

That is, if you do not have International Currency installed, you should still not use IC as a prefix for any of your custom jobs. If you use any of the above prefixes, you run the risk of having a custom job be overwritten by future updates or installation of modules.

Type of Operations

The last four characters of the menu name indicate the type of menu and/or operation(s) that will be performed from the menu, as such:

- CFIG - Configuration Menu (Cross Application module only)
- CHCK - Check Processing Menu (Accounts Payable module only)
- EPAY - Electronic Payments File Maintenance (Electronic Payments module only)
- FILE - File Maintenance Menu
- FIL1 - File Maintenance Menu (EDI module only)
- FIL2 - A second File Maintenance Menu, if required
- FIL3 - A third File Maintenance Menu, if required
- INQY - Inquiry Menu
- INVC - Invoice Menu (Consignment module only)
- MAIN - Main Menu
- MAST - Master Menu
- MAS2 - Menu of Master Menu’s (Cross Application (XA) module only)
- PHYS - Physical Inventory Menu (Inventory Accounting & Warehouse Management modules only)
- PRCE - Pricing menu (Order Entry module only)
- REBT - Rebate Menu (Order Entry module only)
- REPT - Reports
- RPT2 - Reports (General Ledger module only)
- RVAL - Revaluation Menu (International Currency module only)
- SCTY - Security Menu (Cross Application (XA) module only)
- STMT - Statement Menu (General Ledger module only)
- SYST - System Maintenance Menu (Workflow Management module only)
- XFER - Accounts Transfer Menu (General Ledger module only)

Description of Operations

Different operations are performed and associated with certain menus throughout Distribution A+. The following is a brief description of the type of operation that is performed by each one of the menus just listed:

CFIG - Controls the initial setup of Distribution A+. From this menu, you set up the Transaction Processor, create and name environment(s) in which to run Distribution A+, define library characteristics for each environment you create, register valid user IDs, and start a session for a specific environment.

CHCK -This menu is used for payment processing. There are three means of processing that can be performed through this menu; these include:

- Standard Check Processing
- Manual Check Processing
- Check Reversal Processing

FILE - File Maintenance menus allow you to perform file maintenance and to list the contents of the files used by Distribution A+. File maintenance allows you to add, change, or delete data in files; file listings provide a printed hard-copy of every field for every record in a file (i.e., all file maintenance information is printed).

FIL1 - Same as for FILE menu. (This menu is used in EDI only)

FIL2 - Second File Maintenance menus are used, if necessary, and perform the same functions as primary File Maintenance menus.

NOTE: For A/P and G/L they are used for “secured” functions only; they are not used for file maintenance.

FIL3 - Third File Maintenance menus are used, if necessary, and perform the same functions as primary File Maintenance menus.

INQY - Inquiry menus are used for inquiries into data.

INVC - Invoice menus are used to print work sheets, to enter or view inventory balances or amounts, create edit reports, and to generate invoices.

MAIN - Main menus are used for main processing functions (including transaction entry, inquiries, and posting).

MAST - Master menus are used to perform miscellaneous or restricted functions (including day-end and period-end processing).

MAS2 - A menu providing individual access to the master menus for all the existing modules that have master menus.

PHYS - Physical Inventory menus are used to perform a physical count of your inventory and update Distribution A+ accordingly.

PRCE - The Pricing Options menu is used to perform file maintenance and to list the contents of the files used for order entry pricing.

REBT - The Rebate menu is used to create, maintain, edit, print, save, and inquire upon customer and item rebate classes as well as rebates established for use by those customers and items.

REPT - Report menus allow you to print various reports. These reports may be used for analyzing, inquiries, comparison purposes, etc.

RPT2 - This Report menu allows you to select the same reports as the REPT menu, but also allows you to select Pre-2.0 Statement formats. (This menu is used in General Ledger only.)

RVAL - The Revaluation menu is used to recalculate values in various files used for International Currency.

SCTY - The Security menu provides you with options to maintain and list the Security and User Group files.

STMT - The Statement menu is used to create, maintain, edit, print, save, and inquire upon general ledger statements.

SYST - The System Maintenance Menu is used to define alerts and the data, report, function, and recipient codes that are used to build Workflow Management alert messages. Changing any of these values can adversely affect Workflow Management functionality. Therefore, the options on this menu should be maintained only by our company, an authorized business partner, or a member of your MIS staff.

XFER - The Accounts Transfer Menu allows you to control how accounts are selected when transactions are posted from the Order Entry, Accounts Receivable, and Accounts Payable modules.

In summary, by knowing the menu naming conventions you will be able to access any menu from any command line. For example, key **GO XACFIG** (and press ENTER) to access the Cross Application Configuration menu.

Understanding the Transaction Processor

The Transaction Processor controls master file update functions to ensure that Distribution A+ can be restarted. This section highlights the features and architecture of the Transaction Processor.

Features of the Transaction Processor

Restartable

After a system failure, the Transaction Processor may need to be restarted. Do not restore your master files! To determine if the Transaction Processor requires restarting, select the Transaction Processor Inquiry (MENU XAMAST), or key **APJOBS** on a command line and press ENTER. Restarting is required only if the words **Restart Needed** appear in the upper right corner of the screen. To restart, press F6=RESTART TP from the Transaction Processor Inquiry. The interrupted procedure will resume processing from the point of termination.

Single-Threaded Processing

A job thread is a single processing unit of the transaction processor. The transaction processor can be set up to have multiple threads, which allows between one and four concurrent jobs to be processed at the same time. Each one of these concurrent jobs can be referred to as running in a thread of the transaction processor.

The Transaction Processor allows only one updating procedure to run at a time. This type of processing ensures the integrity of updates to the master files. If two or more Transaction Processor jobs are submitted at the same time, the Transaction Processor will queue requests and process them based on the default run priority assigned to the job. These default priorities range from 01 to 99, where 01 is the highest priority and 99 the lowest. The system will select jobs for processing based on the assigned priority. Jobs with a higher priority will be processed before jobs with a lower priority. If there are multiple jobs with the same priority, they are processed using the “first in, first out” (FIFO) rule. You can change the priority of a particular job on the Transaction Processor Jobs Detail Screen (p. 40-7) in the Transaction Processor Inquiry (MENU XAMAST).

You can also modify the threads qualified to run an occurrence of a particular job. A job that normally runs in a specific thread or threads can have additional threads added to it while the job is pending. You can change the availability of threads for a job on the Transaction Processor Jobs Detail Screen (p. 40-7) in the Transaction Processor Inquiry.

If Mobile Order Entry and/or EDI are installed, two additional subsystems exist ONSITECTLbb, where bb is the base ID (or ONSITECTL if using base 2) and/or APEDICTLbb (or APEDICTL if using base 2). These subsystems are defined as single-thread subsystems, meaning that only one updating procedure will be allowed to run at a time. If two or more Transaction Processor jobs are submitted at the same time, the Transaction Processor will queue the requests and process them based on the assigned priority. If there are multiple jobs with the same priority, they are processed using the “first in, first out” (FIFO) rule.

However, when processing jobs, the system also considers the current job levels associated with a TP job. The job levels (1, 2, or 3) control which jobs can run together. A level 3 job must always run alone. Level 2 jobs can run 1 and 2 level jobs. Level 1 jobs can only run with other level 1 jobs. While you can to make priority changes, the changes you make may be mitigated by the job level restrictions.

Transparency

Under normal circumstances, the Transaction Processor does not need to be managed. It is automatically started by any functions that require it and is terminated when all queued requests are completed or when you stop Distribution A+.

Data Integrity

The Transaction Processor ensures the integrity of your data by monitoring and posting all jobs which update Distribution A+ files. If the power is lost during the day, the Transaction Processor will guarantee that transactions get posted and that they will only be posted once. The Transaction Processor ensures that a restore condition will be needed only in the event of a severe hardware failure, such as a disk crash. In addition, it drastically reduces costly "down-time."

History

The Transaction Processor retains a detailed history of all pending and completed jobs. As part of maintaining the Transaction Processor, it is advised that you periodically clear the Transaction Processor History File. To do this, from the Transaction Processor Jobs Screen (p. 40-2), press F11 for completed jobs and then press F24 to clear. Refer to the Transaction Processor Inquiry (MENU XAMAST) for details.

Technical Tip

Distribution A+ creates a data area called "LOGCL". This data area is used to determine how much detail should be logged in the Transaction Processor job log.

The data area "LOGCL" is automatically set with a default of *No to ensure that your job log remains small, not containing unnecessary information. If you want more detail/history logged into the job log, you may change the data area's default value to *Yes.

Compile Tools

A command is available to assist you in the compiling of your programs. This command is used to compile programs where the F-specifications do not match the disk file name. The command is `N4` in the base library.

The file FIDEF in the base library contains all the files that have been overridden.

Form Type and Form Size

To provide flexibility for printed and faxed documents, system options can be set to form type 1 or form type 2 through System Options Maintenance (MENU XAFILE). For type 1 is a basic form type that prints on 8.5 x 11 paper. Form type 2 allows you to chose a form size (8.5 x 11 or 8.25 x 11.75) for each company through Company Name Maintenance (MENU XAFILE) and includes International Currency information, if International Currency is installed and activated. The form type you select will depend on the needs of your company. See “System Options Maintenance” on page 12-1 and “Company Name Maintenance” on page 13-2 for additional information about this feature.

CHAPTER 2

Cross Application and Distribution A+ Modules Setup

2

After your installation of Distribution A+ is complete, use this section to guide you through setting up Distribution A+ and the modules you have installed.

This section provides a summary of the setup that explains each step briefly and a checklist for Cross Applications (XA) and each Distribution A+ module.

NOTE: There are no setup steps for Bid & Quote and Price Maintenance. These modules are not included in this section.

Use the summary and the checklist to track your progress. Begin with Cross Applications and then set up the other modules you have installed. Use only those sections that correspond to the modules you have installed. The summary and checklist will refer you to the option you need to use to complete the step. To find more information about an option, refer to the user guide for the module. Keep a notebook to write down any unanswered questions. Contact your Professional Services representative for technical assistance, if necessary.

Setting up Cross Application (XA)

You must make procedural decisions and provide operational-related information required by the system in order for it to run properly. You will have to make decisions in the areas of business operations (MENU XAFILE and MENU XACFIG) and system security (MENU XASCTY). The decisions you make and the responses you provide are based on the manner in which you do business and therefore allow you to tailor Distribution A+ to meet your needs. Refer to the User Security User Guide for system security information (MENU XASCTY).

Complete the steps summarized in this section to prepare Distribution A+ for use. When performing these steps, keep in mind that some of these options will be performed simultaneously as they feed data to each other. For example, when setting up Cross Applications Order Entry options (step 8), you will need valid user groups defined through User Groups Maintenance (MENU XASCTY).

NOTE: Steps 1 through 3 in the checklist were already completed during the installation.

1. **Set up Transaction Processor (required)**

   This option is used to set up the Transaction Processor so that all processing jobs will be routed/queued correctly. Run this option through Setup Transaction Processor (MENU XACFIG) to initially set up the Transaction Processor for use in Distribution A+. You must have authority to run the CRTSBSD, CRTUSRPRF, ADDAJE, ADDRTGE, CRTJOBQ and CRTJOBD commands in order to run this option. Normally, the security officer signon has this authority.

2. **Create an Environment (required)**

   This option allows you to create one or more environments to run under Distribution A+ and/or to initialize an environment copied from another environment.

3. **Define Environment Library Lists (required)**

   This option allows you to define the library list for each environment you created through Create an Environment (MENU XACFIG). Up to 25 different libraries can exist on the list, with a maximum of 10 user-defined libraries.

NOTE: This step is required only if there are custom or third party libraries needed in the users' library list.

4. **Register A+ User IDs (required)**

   Use Register A+ User IDs (MENU XACFIG) to register users and specify default settings for each. Users must be registered to start a session.

NOTE: If Mobile Order Entry and/or sales@work is installed, use this option to also register valid Mobile Order Entry and sales@work user IDs.

5. **Set up System Options (required)**

   Run this option during the initial setup of Distribution A+ to enter overall information and general system values that apply to all companies. Entries made through this option affect how Distribution A+ will be used for your business.

Important

If you select to use the Vertex Sales Tax interface feature and key Y in the *Use Vertex Taxing* field in system options, your response of Y will not be activated until you follow the guidelines listed in APPENDIX H: *Vertex Interface Guidelines*.

6. **Set up Company Name Options (required)**

   Run this option during the initial setup of Distribution A+ to set up your company or companies and the options that are specific to the company or companies you are defining. You must be an authorized user defined in Company Name Maintenance (MENU XAFILE) to run this option.

   Once a company has been added, options MUST be set up for all other Application modules you have installed.

7. **Set up Accounts Receivable Options (required, if installed)**

   Run this option during the initial setup of Distribution A+ and after adding a new company through Company Name Maintenance (MENU XAFILE) to set up defaults and select optional features for the Accounts Receivable module.

   Additionally, use this option to optionally establish bank accounts and related information for use in Distribution A+. Depending on the modules you have installed, you may access and set up bank accounts through this option, A/P Options Maintenance (MENU APFIL2), or Bank Accounts Maintenance (MENU ARFIL2/MENU APFIL2).

8. **Set up Order Entry Options (required, if installed)**

Run this option during the initial setup of Distribution A+ and after adding a new company through Company Name Maintenance (MENU XAFILE) to set up defaults and select optional features for the Order Entry module.

9. **Set up Inventory Accounting Company and System Options**

   Run this option during the initial setup of Distribution A+ and also after adding a new company through Company Name Maintenance (MENU XAFILE) to set up defaults and select optional features for the Inventory Accounting module. Also run this option to set up Available To Sell (ATS) defaults to be used throughout Inventory Accounting, where applicable, and to determine if item change activity will be tracked.

10. **Set up Sales Analysis Options**

    Use this option to determine and record your Sales Analysis options for each company. This option must be run during the initial setup of Distribution A+ and after adding a new company. Note that some of these options cannot be changed once sales are posted.

11. **Set up Bill of Material Options (required, if installed)**

    Use this option to determine and record your Bill of Material options. This option must be run during the initial setup of the Bill of Material module.

NOTE: Information defined through this option is not specific to a company, like most other options on MENU XAFILE.

12. **Set up Purchasing Options - System, Company and Warehouse (required, if installed)**

    Use this option to:

    - determine and record your Purchasing options for each company, enabling you to tailor Purchasing to meet your needs
    - add warehouse options to define ship-to warehouse information and additional warehouse transfer selections
    - set up Purchasing system options, which allow you to determine the number of days to keep vendor audit activity, as well as define Purchase Priorities (rush purchase order, critical point, below order point, negative purchase net available, document ties, and normal purchasing).
    - review the cost relationships between warehouses, add new warehouse transfer cost relationship records, update existing cost relationship records, or delete existing cost relationship records

    If using Warehouse Transfers, use this option to set up the Purchasing options for each warehouse in your system. Run this option during the initial setup of the Purchasing module.

NOTE: Since a valid warehouse is required for entry, you must first define your warehouses in Inventory Accounting through Warehouse Numbers Maintenance (MENU IAFILE). Once defined, you may then set up the purchasing options for each warehouse in your system.

13. **Set up Special Order Options (optional)**

    This option is used to set up special order options for a company. You can set up defaults and select optional features for special order processing. Use this option if you want to take advantage of advanced special order processing features, like the Change Request Process.

14. **Set up Output Queue Overrides (optional)**

    This option is used for printing purposes to set up output queue overrides by warehouse and display ID.

15. **Set up Job Templates (optional)**

This option is used to add, change, and/or delete job templates. Job templates may be defined to allow for pre-established company selections, optional job selections, and output queues/report selections. This alleviates the need to have to make all those selections each time a specific job, like Day End Processing, is run.

What To Do	**Menu and Option**
Begin with step 4, if steps 1 through 3 have already been performed as part of the installation process for Distribution A+.	N/A
☐ 1. Set up Transaction Processor (required)	XACFIG - Option 1
☐ 2. Create an Environment (required)	XACFIG - Option 2
☐ 3. Define Environment Library Lists (required)	XACFIG - Option 3
☐ 4. Register A+ User IDs (required)	XACFIG - Option 4
☐ 5. Set up System Options (required)	XAFILE - Option 1
☐ 6. Set up Company Name Options (required)	XAFILE - Option 2
☐ 7. Set up Accounts Receivable Options (required, if installed)	XAFILE - Option 4
☐ 8. Set up Order Entry Options (required, if installed)	XAFILE - Option 5
☐ 9. Set up Inventory Accounting Company and System Options (required, if installed)	XAFILE - Option 6
☐ 10. Set up Sales Analysis Options (required, if installed)	XAFILE - Option 7
☐ 11. Set up Bill of Material Options (required, if installed)	XAFILE- Option 11
☐ 12. Set up Purchasing Options - Co., Warehouse (required, if installed), & System	XAFILE- Option 12
☐ 13. Set up Special Order Options (optional)	XAFILE- Option 13
☐ 14. Set up Output Queue Overrides (optional)	XAFILE- Option 30
☐ 15. Set up Job Templates Overrides (optional)	XAFILE- Option 31

Setting up Accounts Payable

Important

In order to use Voucher Entry, you must activate G/L Transfer (MENU GLXFER) even if the A/P to G/L interface has been defined as N through Company Name Maintenance (MENU GLFIL2). The N simply indicates that the data will not be brought through to G/L files; instead, it will be stored in a holding file that may be used as input to another G/L package.

1. **Set up G/L (required)**

   The General Ledger module must be set up prior to Accounts Payable (refer to the General Ledger setup within this section.)

2. **Sign on as the Master User (required)**

   Be sure that you are signed on as the master user. This user has authority to all functions, files, and accounts. You are required to set up the master user before performing any G/L or A/P functions. If you have not already done this when setting up G/L, do this through System Options Maintenance (MENU APFIL2).

   This user may be changed at any time, but only by the existing master user.

3. **Set up System Level A/P Options (required)**

   a. Determine how you want Voucher Numbers Assigned

      Voucher numbers may be assigned by either the System (S) or User (U)

      If you select S, the system assigns sequential voucher numbers starting at number 1. You are not allowed to key a voucher number for new vouchers during voucher entry.

      If you select U, you must key a voucher number for each voucher created.

   b. Determine if User Security will be used (Y/N)

      If you are using any A/P security, you must answer Y to this question. Any user without a user ID will be denied access to all A/P programs.

      If you answer Y, all users must be registered as valid users [through Register A+ User IDs (MENU XACFIG)] before they will be allowed access to any menu option.

      If you answer N, all System i users will gain access to any menu option.

   c. Determine if Program Security will be used (Y/N)

      With program security, you may allow or deny access, by user, to specified A/P menu options.

      At a later time, program security must be defined for each user through Authority Profile Maintenance (MENU XASCTY).

   d. Select your One Time Vendor Number

      Select the vendor number for vendors from whom purchases are made on a one time basis, or when making miscellaneous purchases. Names and addresses are stored in history under this vendor number for inquiry and reporting purposes.

NOTE: Because a valid vendor is required for entry, you must first define your vendors in Accounts Payable through Vendors Maintenance (MENU APFILE). Once defined, you may then select your one time vendor number.

WARNING!

After a one time vendor has been established, you will not be allowed to change it.

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e. Determine if GST will be calculated for purchases

   Specify whether you want GST (Goods and Services Tax) to be calculated for taxable purchase order line items from vendors that have a tax body for GST in the Calculating GST for Purchases (Inputs) field. The tax will be calculated during regular receipt validation.

   This option is available only if the **Use GST/PST Taxing** field is set to Y through System Options Maintenance (MENU XAFILE).

4. **Set up Company Specific A/P Options (required)**

   These options must be set up (once) for each company using A/P.

   a. Determine Calculation for Due Dates

      When vouchers are entered, the due date is calculated automatically (based on the terms) if you do not override it during voucher entry.

      Determine if you want due dates calculated by the Invoice Date (date of vendor’s invoice, which is keyed on the Voucher Header Screen) or Entry Date (date the voucher was keyed).

   b. Determine if Payee Name/Address will be allowed to be overridden (Y/N)

      If you are using the Purchasing module, this field allows you to have two addresses for the same vendor (one for Purchasing and one for Accounts Payable).

      Use this field to specify if the name and address of the vendor’s payee will be allowed to be overridden during Vendor Maintenance (MENU APFILE).

      If you want the address to be the same in both A/P and P/O, select N.

      If you do not have the Purchasing module, this field is not applicable and an entry of Y or N will have no effect.

   c. Determine if Assignees will be used (Y/N)

      An assignee is a vendor who is associated with another vendor and to whom payment will be made. For example, if you place purchase orders with the branch office and then submit payment to the headquarters, you may set both of these up as vendors and automatically assign payment to the headquarters (which may be overridden during voucher entry).

      If payments are to be made to the original vendor only, select N.

NOTE: This field is useful if you have Purchasing installed and are using Receipt Validation. The voucher can be entered for the purchasing vendor to allow you to display that vendor’s receipts. You may then make payment to the assignee number.

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   d. Set up Bank Accounts

NOTE: You MUST first define your banks through Bank Names Maintenance (MENU APFIL2) before setting up your bank accounts.

Establish bank accounts for use in Distribution A+, if they have not already been defined.

Once bank accounts have been set up, select your default bank account (see the next step).

e. Select your Default Bank Account

You MUST first define your banks through Bank Names Maintenance (MENU APFIL2) and bank accounts through Bank Accounts Maintenance (MENU APFIL2/MENU ARFIL2), A/P Options Maintenance (MENU APFIL2), or A/R Options Maintenance (MENU ARFIL2) before selecting your default bank account.

This bank account is used as the default for A/P transactions for the selected company.

f. Select your 1099 Print Format

You have the option to print 1099-MISC IRS forms on Continuous feed printers (one form per sheet) or optionally on Laser/Inkjet printers, using pre-printed standard 1099 pages that contain two forms per sheet. This field determines what format the 1099-MISC IRS forms will be printed in: C for Continuous print format (original functionality, landscape mode, one 1099-MISC form per page) or L for Laser/Inkjet print format (portrait mode, 8.5 by 11 paper, with two 1099-MISC forms per page).

g. Determine if you want to Age Paid Invoices based on the Invoice Date or Due Date

Used for tracking purposes. Track invoice payments from the date of the invoice or date the payment became due.

h. Determine how you want to Age Open Payables (Inquiry Aging Option)

Options include:

- Current Date minus Invoice Date
- Current Date minus Due Date
- Due Date minus Current Date

See A/P Options Maintenance (MENU APFIL2) for a detailed explanation of these options.

i. Determine Aging Days

You must specify the aging days used to define each period (e.g., 30, 60, 90). Aging days are used to age open payables. Refer to the A/P Inquiry Vendor Performance Screen in Accounts Payable Inquiry (MENU APMAIN) for details.

j. Determine if Multi-Company Receipt Validation will be allowed (Y/N)

This field is reserved for future purposes. Select N.

k. Determine the type of Voucher Edit List to Print

Select D for Detail or S for Summary to specify the information you wish to see when posting vouchers (MENU APMAIN).

The value you select will also be used as the default when selecting to print the Voucher Edit List (MENU APMAIN).

l. Determine if you want to check for duplicate invoices

Used to control whether the system checks for duplicate invoices.

If you want the system to check for duplicate invoices when you enter or maintain a voucher, select the criteria you want used to identify duplicates. If a duplicate is found, a warning message will appear with information about the file location of the duplicate.

Key N to disable the check for duplicate invoices.

m. Determine if Held Vouchers will be Posted

Used to determine the vouchers you want posted.

Determine if you want held vouchers posted to the Open Payable files through AP Options Maintenance (MENU APFIL2), or if you want only those vouchers not containing hold codes posted.

5. **Validate A/P & G/L Transfer fields (required)**
   1. Set up Business Units

      If you select to use business units, you must define each valid business unit used during voucher entry.
   2. Set up Vendor G/L Codes

      If you select to use vendor G/L codes, you must define each valid vendor G/L code used for vendor classification.
   3. Set up G/L Account Numbers for each A/P Bank Account

      Refer to the General Ledger Interface User Guide.
   4. Verify A/P & G/L Default Interface Accounts (required)

      Refer to the General Ledger Interface User Guide.

NOTE: You may need your vendors created first for A/P expense accounts in the GLXFER option (20-A).

6. **Set up Vendors (required)**

a. Set up Vendor Classes (optional)

Vendor A/P Classes are used to distinguish different classifications of vendors. Use vendor classes if you want to print Vendor Labels or the Vendor File Master Listing by a range of classes. If you wish, these classes may be set up at a later time.

b. Set up Hold Codes (optional)

You may optionally set up hold codes which may be used to flag invoices for special payment processing.

Set up hold codes when you want all vouchers pertaining to a vendor to be flagged for special payment processing.

c. Copy Purchasing Vendors to A/P (if applicable)

If you have the Purchasing module installed, you may copy vendors from your Purchasing Vendor Master to your A/P Vendor Master.

d. Key in New Vendors

Add vendors to A/P through Vendor Maintenance (MENU APFILE). If you have copied purchasing vendors, change them through this option.

e. Rebuild Vendor Search File

This option updates the Vendor Search File. It is performed automatically each time a vendor is added, therefore, it is not necessary to execute this function regularly. You should execute this option after file conversions.

7. **Set up Bank Names (required)**

NOTE: You MUST first set up bank names before selecting your default bank account when setting up your company options through A/P Options Maintenance (MENU APFIL2).

This step also exists on the Accounts Receivable Checklist.

This option allows for the identification of banking establishments. Once banks are defined, they are used when setting up your bank accounts.

8. **Define Bank Accounts (required)**

   This option allows for the identification of banking accounts. Define bank accounts through Bank Accounts Maintenance (MENU APFIL2). Run the Bank Accounts Listing (MENU APFIL2) to review the data.

   For an explanation of Bank Accounts Maintenance and Listing, refer to the Accounts Payable User Guide.

9. **Define Split Terms Codes (optional)**

   This option allows for the identification of split terms. Define split terms codes through Split Terms Code Maintenance (MENU APFIL 2). Run the Split Terms Code Listing (MENU APFIL2) to review the data. Refer to the Accounts Payable User Guide for further details.

What To Do	Menu and Option
SYSTEM SPECIFIC OPTIONS	
☐ 1. Set up G (required) - Refer to the G/L Setup Checklist within this section	N/A
☐ 2. Sign on as the Master User (required)	N/A
3. Set up **System Wide** A/P Options (required)	
☐ a. Determine how you want Voucher Numbers Assigned	APFIL2 - Option 1
☐ b. Determine if User Security will be used	APFIL2 - Option 1
☐ c. Determine if Program Security will be used	APFIL2 - Option 1
☐ d. Select your One Time Vendor Number	APFIL2 - Option 1
☐ e. Determine if GST will be calculated for purchases	APFIL2 - Option 1
4. Set up **Company Specific** A/P Options (required)	
☐ a. Determine Calculation for Due Dates	APFIL2 - Option 1
☐ b. Determine if Payee Name/Address overrides will be allowed	APFIL2 - Option 1
☐ c. Determine if Assignees will be used	APFIL2 - Option 1
☐ d. Set up Bank Accounts (NOTE: You must perform Step 7 first)	APFIL2 - Option 1
☐ e. Select your Default Bank Account (NOTE: You must perform Step 7 first)	APFIL2 - Option 1
☐ f. Select your 1099 Print Format	APFIL2 - Option 1

What To Do	Menu and Option
☐ g. Determine how you want to Age Paid Invoices (invoice date or due date)	APFIL2 - Option 1
☐ h. Determine how you want to Age Open Payables (inquiry aging option)	APFIL2 - Option 1
☐ i. Determine Aging Days	APFIL2 - Option 1
☐ j. Determine if Multi-Company Receipt Validation will be allowed	APFIL2 - Option 1
☐ k. Determine the type of Voucher Edit List to print (detail or summary)	APFIL2 - Option 1
☐ l. Determine if you want to check for duplicate invoices	APFIL2 - Option 1
☐ m. Determine if Held Vouchers will be posted	APFIL2 - Option 1
MODULE SPECIFIC OPTIONS	
5. Validate A/P & G/L Transfer Fields (required)	
☐ a. Set up Business Units	APFILE - Option 5
☐ b. Set up Vendor G/L Codes	APFILE - Option 4
☐ c. Set up G/L Account Numbers for each A/P Bank Account	GLXFER - Option 20-8
☐ d. Verify A/P & G/L Default Interface Accounts	GLXFER - Option 20-9&A
6. Set Up Vendors (required)	
☐ a. Set up Vendor Classes (optional)	APFILE - Option 2
☐ b. Set up Hold Codes (optional)	APFILE - Option 3
☐ c. Copy P/O Vendors to A/P (if applicable)	APMAST - Option 10
☐ d. Key in New Vendors	APFILE - Option 1
☐ e. Rebuild Vendor Search File (optional)	APMAST - Option 11
7. Set up Bank Names (optional)	APFIL2 - Option 5
8. Define Bank Accounts (required)	APFIL2 - Option 6
9. Define Split Terms Codes (required)	APFIL2 - Option 7

Setting up Accounts Receivable

If Vertex software is installed and being used for taxing calculations, be sure to set up all Vertex files needed and refer to MENU ARMAST for Vertex to Distribution A+ related updates required.

1. **Set up A/R Company Options (required)**

   Set up the company options for each company that will be using A/R. The options that you must specify for each company are the following:

   Indicate if the company has any balance forward customers.

   Specify the date used for accounts receivable aging: invoice date, due date, or net date.

   These options are defined through Accounts Receivable Options Maintenance (MENU XAFILE), and have already been performed since file maintenance to MENU XAFILE must be performed before any other module.

   Review the Accounts Receivable Options Listing (MENU XAFILE) to verify your A/R company option selections.

NOTE: When setting up a company through Company Name Maintenance (MENU XAFILE), you specify if customer numbers should be automatically assigned in the **Auto Assign Cust Nos** field. If your response was Y, the system will assign customer numbers when creating customers through Customer/Ship to Master Maintenance (MENU ARFILE). If your response was N, you will have to assign customer numbers when defining customers.

2. **Define Aging Codes (required)**

   Set up the aging codes for each company that will be using A/R; at least one aging code must be defined for each company.

   Each aging code indicates the number of days in each aging period, whether finance charges are assessed, and several other aging criteria. Each customer must be assigned an aging code through Customer/Ship to Master Maintenance (MENU ARFILE).

   Aging codes are defined through A/R Aging Codes Maintenance (MENU ARFILE). Review the A/R Aging Codes Listing (MENU ARFILE) to verify your A/R aging code selections.

3. **Define Terms Codes (required)**

   Set up the payment terms codes for each company that will be using A/R. At least one terms code must be defined for each company.

   Each terms code specifies the payment terms that apply to a customer's order. You specify the number of net days, discount days and applicable discount percentage, and have the option of using "prox" terms. Each customer must be assigned a payment terms code through Customer/Ship to Master Maintenance (MENU ARFILE).

   Terms codes are defined through A/R Terms Codes Maintenance (MENU ARFILE). Review the A/R Terms Codes Listing (MENU ARFILE) to verify your A/R aging code selections.

4. **Define Customer Master User Codes (optional)**

   You may optionally set up customer master user codes to be used in A/R. Three user codes may be defined to further categorize a customer. For each customer master user code that you set up, you may create an unlimited number of customer master user code values. When setting up your customers through Customer/Ship to Master Maintenance (MENU ARFILE), the description of the customer master user codes defined will display on the Customer Maintenance Screen 3. Here you assign the specific customer master user code value to the customer. Customer master user codes/

code values may also be used when selecting to print labels through Mailing Labels (MENU ARREPT).

Customer master user codes/code values are defined through Customer Master User Codes Maintenance (MENU ARFILE). Review the Customer Master User Codes Listing (MENU ARFILE) to verify your A/R user code selections.

5. **Define Customer Classes and Sub-classes (required)**

   Set up customer classes and optional sub-classes for each company being used in A/R. A customer class will be represented by a user defined customer class code. A unique code should be assigned for each category of customers you wish grouped together. At least one customer class code must be defined for each company.

   Within each customer class code category, you may assign customer sub-classes. A customer sub-class is a secondary category within a customer class, also represented by a two character code. Before defining a customer sub-class, however, you must define the customer class. Customer classes/sub-classes are used in a variety of A/R reports and inquiries. It is also used for primary sort criteria for customer sales analysis.

   Define the customer class/sub-classes that you will use in A/R through Customer Classes Maintenance (MENU ARFILE). Review the Customer Classes Listing (MENU ARFILE) to verify your customer class/sub-class selections.

6. **Define Overdue Notice Formats (optional)**

   A/R provides the ability to optionally create and print Overdue Notices for any of your customers having past due open invoices. If you plan to use Overdue Notices, you must first define the format of each Overdue Notice. After you have been using A/R, you will be able to print Overdue Notices for customers with delinquent payments.

   Define the Overdue Notice formats to be used for the Overdue Notices printed through Overdue Notices Maintenance (MENU ARFILE). Review the Overdue Notices Listing (MENU ARFILE) to verify your Overdue Notice selections.

7. **Define Invoice Dispute Codes (optional)**

   If a payment for an invoice has been disputed by a customer, you may optionally assign an invoice dispute code to that invoice. This is a one character code that represents the reason the invoice is disputed. A/R cash entry, inquiries, and reports indicate invoices marked with a dispute code.

Important

Disputed invoices may or may not be selected for inclusion into the list of invoices to be paid when "auto-applying" cash. If they are to be included in the list, disputed invoices WILL BE paid.

Define the invoice dispute codes to be used in A/R through Invoice Dispute Code Maintenance (MENU ARFILE). Dispute codes can be assigned or removed from an invoice through Cash & Adjustment Entry/Edit (MENU ARMAIN), Mark Disputed Invoices (MENU ARMAIN), or Customer A/R Inquiry (MENU ARMAIN). Review the Invoice Dispute Code Listing (MENU ARFILE) to verify your invoice dispute code selections.

8. **Define Customer G/L Codes (optional)**

To classify similar customers, assign customer G/L codes to customers and customer ship-to locations when adding customers through Customer/Ship to Master Maintenance (MENU ARFILE).

Define customer G/L codes through G/L Customer Code Maintenance (MENU ARFILE). Review the G/L Customer Code Listing (MENU ARFILE) to verify your codes.

9. **Define Tax Bodies (required)**

   Tax bodies (which represent taxing jurisdictions and apply to all companies) are used when entering an order in Order Entry. For each tax body, you specify a base tax rate of the taxing jurisdiction, and may also define up to 4 local taxes per tax body.

   Define tax bodies through Tax Body Maintenance (MENU ARFILE). Review the Tax Body Listing (MENU ARFILE) to verify your tax bodies.

10. **Define Payment Type Codes (required)**

    Each order that is created in Order Entry is assigned a payment type. The payment type indicates how payment for the order is received: cash, credit card, or accounts receivable. Those orders that are assigned a payment type of accounts receivable are passed to A/R.

    Each customer must be assigned a default payment type. This default payment type will be for any order created for the customer (it may be overridden or accepted when creating the order); therefore, you must define at least one payment type through Payment Types Maintenance (MENU ARFILE).

11. **Define Sales Representatives (required)**

    You must define at least one sales representative. Sales representatives must be assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE), and must be specified on an order created through Enter, Change & Ship Orders (MENU OEMAIN). For customers and orders, you must specify a primary sales rep, and may optionally specify a secondary and tertiary sales rep.

    Sales Representatives are defined through Sales Representatives Maintenance (MENU ARFILE). For each sales representative, you indicate the sales representative’s name, commission percentage, and optional information in the **User Area** field.

12. **Define Sales Territories (required)**

    You must define at least one sales territory. A territory must be assigned to each customer through Customer/Ship to Master Maintenance (MENU ARFILE). Additionally, sales territories are a sort criteria in Sales Analysis.

    Sales territories are defined through Territories Maintenance (MENU ARFILE).

13. **Define Carrier Codes (optional)**

    Carrier codes allow you to identify each carrier that delivers customer orders. When you enter an order for a customer through Enter, Change & Ship Orders (MENU OEMAIN), you can enter a carrier code to identify the carrier that will be shipping the order.

    NOTE: If your company is located in a European Community member country and is required to submit a monthly Intrastat Report (MENU IAREPT), the carrier code includes transport mode information that is required on the report. You will not be able to produce an accurate copy of the report unless you define and use carrier codes.

    Define carrier codes through Carrier Codes Maintenance (MENU ARFILE). Review the Carrier Codes Listing (MENU ARFILE) to verify your carrier codes.

14. **Define Customer Master User Fields (optional)**

You may optionally set up customer master user fields to be used in A/R. Six user fields may be defined to further categorize a customer. For each customer master user field that you set up, you may create an unlimited number of customer master user field values. When setting up your customers through Customer/Ship to Master Maintenance (MENU ARFILE), the description of the customer master user fields defined will display on the Customer Maintenance Screen 3. Here you assign the specific customer master user field value to the customer. Customer master user fields/ field values may also be used when selecting to print Mailing Labels through Mailing Labels (MENU ARREPT).

Customer master user fields/field values are defined through Customer Master User Fields (MENU ARFILE). Review the Customer Master User Fields Listing (MENU ARFILE) to verify the data.

15. **Define SIC Codes (optional)**

SIC codes (Standardized Industry Codes) may be used to categorize groups of products or types of industries for a variety of tracking and reporting features. You cannot identify associate a SIC to a customer through Customer/Ship to Master Maintenance (MENU ARFILE) until you first define that SIC through this option.

Define SIC codes through SIC Codes (MENU ARFILE). Review the SIC Codes Listing (MENU ARFILE) to verify the data.

16. **Define Warehouse IDs (required)**

Use this option to define the warehouses that will be used in Distribution A+.

Warehouses created through this option will be used in Item Balance Maintenance (MENU IAFILE) for stocking your items, and when entering an order through Enter, Change & Ship Orders (MENU OEMAIN) to specify the warehouse from which the items will be shipped. Additionally, if Purchasing is used, you must indicate the warehouse into which items are received.

Define warehouses through Warehouse Numbers Maintenance (MENU ARFIL2). Review the Warehouse Numbers Listing (MENU ARFIL2) to verify your warehouses.

17. **Define Payment Comment Codes (optional)**

Use this option to define payment comment codes to be used in A/R for your customers. During payment transaction processing via Cash & Adjustment Entry/Edit (MENU ARMAIN), payment codes can be utilized to incorporate user-defined comments for display or even for printing on the customer’s statements.

Enter payment comment codes through Payment Comment Codes Maintenance (MENU ARFIL2). Review the Payment Comment Code Listing, generated through Payment Comment Codes Listing (MENU ARFIL2) to verify your selections.

18. **Adjustment Numbers (optional)**

Use this option to define adjustment numbers to be used in A/R for your customers. During payment transaction processing via Cash & Adjustment Entry/Edit (MENU ARMAIN), adjustment numbers can be utilized to incorporate frequently used adjustments and the associated general ledger accounts (if a General Ledger interface exists).

Enter adjustment numbers through Adjustment Numbers Maintenance (MENU ARFIL2). Review the Adjustment Number Listing, generated through Adjustment Numbers Listing (MENU ARFIL2) to verify your selections.

19. **Define Bank Names (required)**

NOTE: This step may have already been performed on the Accounts Payable Checklist. Also, you MUST first set up bank names before setting up your bank accounts.

This option allows for the identification of banking establishments. Once banks are defined, they are used when setting up your bank accounts.

Define bank names through Bank Names Maintenance (MENU ARFIL2). Run the Bank Names Listing (MENU ARFIL2) to review the data. For an explanation of these options, refer to the A/P User Guide.

20. **Define Bank Accounts (required)**

This option allows for the identification of banking accounts. Define bank accounts through Bank Accounts Maintenance (MENU ARFIL2). Run the Bank Accounts Listing (MENU ARFIL2) to review the data. For an explanation of these options refer to the A/P User Guide.

21. **Enter Customer and Ship-to Information (required)**

Enter customers that will be used in Distribution A+. For each customer, you may specify one or more ship-to addresses. The customer information that you specify is used in Order Entry as well as Accounts Receivable.

Enter customers and ship-to addresses through Customer/Ship-to Master Maintenance (MENU ARFILE). Review the Customer/Ship to Master Listing (MENU ARFILE) to verify your selections.

NOTE: You must define the customer before you may enter a ship-to address.

22. **Define Country Names (optional)**

This option is used to create country names. Country names may be assigned to vendors, customers, and warehouses to ensure complete address information appears on applicable documents. Also use this option to define a date format for the country.

This option also allows you to designate a country as a European Community (EC) member. Companies in EC member countries are required to submit a monthly Intrastat Report (MENU IAREPT) to their respective governments, detailing shipments to and receipts from other EC member countries. Distribution A+ uses the country code in the customer, vendor, or warehouse address to determine whether information for a shipment or receipt should be included in the report.

NOTE: If your company is required to submit a monthly Intrastat Report, you will not be able to produce an accurate copy of the report unless you define and use country names.

Define country names through Country Names Maintenance Country Names Maintenance (MENU ARFIL2). Review the Country Names Listing (MENU ARFIL2) to verify the data.

23. **Define Customer/Item Default Units of Measure (optional)**

Use this option to define customer/item default units of measure. Defining a default unit of measure customer/item relationship is useful if a customer consistently purchases an item in a particular unit of measure that is actually stocked in a different unit of measure.

Define customer/item default units of measure through Customer/Item Dflt U/M Maintenance (MENU ARFIL2). Review the Customer/Item Default U/M Listing (MENU ARFIL2) to verify the data.

24. **Define A/R Call Representatives (optional)**

This option is used to create A/R call representatives. A/R Call Reps are assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE).

Define A/R call representatives through A/R Call Reps Maintenance (MENU ARFIL2). Review the A/R Call Reps Listing (MENU ARFIL2) to verify the data.

25. **Define Consolidated Bill Codes (optional)**

This option is used to create Consolidated Bill Codes in order to facilitate the use of consolidated invoices. Consolidated Bill Codes are used to group customers into ‘like’ consolidation groups for Invoices printed through Print Invoices (MENU OEMAIN -Option 22).

Define Consolidated Bill Codes through Consolidated Bill Codes Maintenance (MENU ARFIL2). Review the Consolidated Bill Code Listing (MENU ARFIL2) to verify the data.

26. **Define Customer Commitment Codes (optional)**

This option is used to create or change customer commitment codes. Customer commitment codes group your customers according to how you want inventory to be committed for orders. You can combine one or more of them with an item commitment code in the Inventory Commitment Matrix (MENU OEMAST) so that you can manually commit inventory through Inventory Commit/Uncommit (MENU OEMAST) for a particular combination of customers and items.

Define customer commitment codes through Customer Commitment Code Maintenance (MENU ARFIL2). Review the Customer Commitment Code Listing (MENU ARFIL2) to see existing customer commitment codes.

27. **Define Corporate Groups (optional)**

Use this option to define one or more corporate groups, or to change the description of a previously defined corporate group.

Once a corporate group is defined here, you can assign it to one or more customers through Customer/Ship-to Master maintenance (MENU ARFILE). As orders for each customer associated with the corporate group are processed, sales data is stored and made available for various sales analyses.

These analyses are presented for both the corporate group and its customer members through the following options in MENU SAMAIN:

- Customer Comparison (Option 2)
- Customer/Item Analysis (Option 4)
- Item/Customer Analysis (Option 5)

28. **Define Billing Classes/Sub Classes (optional)**

Use this option to define Billing Classes/Sub Classes for your customers/ship tos.

A Billing Class/Sub Class is a value that you can assign to an individual customer through Order Entry to help classify the line items that they order. By classifying line items that a customer orders, you will be able to keep better track of billing and generate more specific reports for management. The determination as to whether or not a Billing Class/Sub Class will be required and validated during Order Entry is made at the customer/customer ship to level.

29. **Perform Vertex GeoCode Global Customer Update (if Vertex installed)**

This option is only applicable if Vertex taxing software is installed and you have set the System Options Maintenance (MENU XAFILE) to use Vertex taxing.

Use this option to update all of the customers in the Customer Master File (CUSMS) as well as all of the ship-to numbers in the Ship To Master (Additional Address) File (ADDR), with a geographical code (GeoCode) necessary for Vertex use. This option should only be run once, after installing Vertex. It is not necessary to rerun this option for new customers or ship-to’s because normal customer/ship to maintenance will incorporate GeoCodes.

30. **Perform Distribution A+ to Vertex File checking (if Vertex is installed)**

This option is only applicable if Vertex taxing software is installed and you have set the System Options Maintenance (MENU XAFILE) to use Vertex taxing.

Use this option to perform a check between the data in the Vertex files and the data stored in Distribution A+ for the company, warehouse, product ID, customer number, and ship-to number. A report will be generated with any discrepancies.

31. Inquire into Customer Audit Activity (optional)

A/R provides the ability to optionally track activity related to customer and ship-to information maintained through Customer/Ship To Master Maintenance (MENU ARFILE). The size of this activity file is maintained by the **Days to Keep Customer Audit Activity** field through Accounts Receivable Options Maintenance (MENU XAFILE).

In this inquiry, the date the customer was added to Distribution A+ and a list of customer activities (not older than the number of days defined in the **Days to Keep Customer Audit Activity** field), display.

The date a customer or ship to is added through Customer/Ship To Master Maintenance (MENU ARFILE), will print on the Customer Listing or the Ship-to Listing.

What To Do	Menu and Option
SYSTEM SPECIFIC OPTIONS	
☐ 1. Set up A/R Company Options (required); already performed through A/R Options Maintenance (MENU XAFILE - Option 4) as part of the Cross Application Checklist	N/A
MODULE SPECIFIC OPTIONS	
☐ 2. Create Aging Codes (required)	ARFILE - Option 2
☐ 3. Define Terms Codes (required)	ARFILE - Option 3
☐ 4. Define Customer Master User Codes (optional)	ARFILE - Option 4
☐ 5. Define Customer Classes and Sub-classes (required)	ARFILE - Option 5
☐ 6. Create Overdue Notice Formats (optional)	ARFILE - Option 6
☐ 7. Define Invoice Dispute Codes (optional)	ARFILE - Option 7
☐ 8. Define Customer G/L Codes (optional)	ARFILE - Option 8
☐ 9. Define Tax Bodies (required)	ARFILE - Option 9
☐ 10. Define Payment Type codes (required)	ARFILE - Option 10
☐ 11. Define Sales Representatives (required)	ARFILE - Option 31
☐ 12. Define Sales Territories (required)	ARFILE - Option 32
☐ 13. Define Carrier Codes (optional)	ARFILE - Option 33
☐ 14. Define Customer Master User Fields (optional)	ARFILE - Option 34

What To Do	Menu and Option
☐ 15. Define SIC Codes (optional)	ARFILE - Option 35
☐ 16. Define Warehouse IDs (required)	ARFIL2 - Option 1
☐ 17. Define Payment Comment Codes (optional)	ARFIL2 - Option 2
☐ 18. Define Adjustment Numbers (optional)	ARFIL2 - Option 3
☐ 19. Define Bank Names (required)	ARFIL2 - Option 5
☐ 20. Define Bank Accounts (required)	ARFIL2 - Option 6
☐ 21. Enter Customer/Ship-to Information (required)	ARFILE - Option 1
☐ 22. Define Country Names (optional)	ARFIL2 - Option 7
☐ 23. Define Customer/Item Default Unit of Measure (optional)	ARFIL2 - Option 4
☐ 24. Define A/R Call Representatives (optional)	ARFIL2 - Option 8
☐ 25. Define Consolidated Bill Codes (optional)	ARFIL2 - Option 9
☐ 26. Define Customer Commitment Codes (optional)	ARFIL2 - Option 10
☐ 27. Define Corporate Groups (optional)	ARFIL2 - Option 21
☐ 28. Define Billing Classes/Sub Classes (optional)	ARFIL2 - Option 22
☐ 29. Perform Vertex GEOCode Global customer Update (if Vertex installed)	ARMAST - Option 5
☐ 30. Perform Distribution A+ to Vertex File Checking (if Vertex installed)	ARMAST - Option 6
☐ 31. Inquire into Customer Audit Activity (optional)	ARMAST - Option 14

Setting up Advanced Inventory Management

1. **Set up Advanced Inventory Management (AIM) System Level Options (required)**

   System-wide options are defined through AIM Options Maintenance (MENU AIFILE). After selecting option 9 from the File Maintenance Menu, key 00 as the company number to maintain system-wide options.

   This step is used to set up system defaults and select features that allow you to tailor AIM to meet your specific needs. You will be required to enter a Model ID, since system options requires a default model ID to exist. The Appendix section of the Inventory Management & Planning User Guide contains suggested planning models for the various types of items that you may stock. The suggested models are illustrated exactly how they are keyed into Planning Model Maintenance (MENU AIFILE/MENU IMFILE).

Among the system default values needed are default AIM variables. Default AIM variables are used for items that are not assigned specific values from the AIM Variables File (see step 3), and are used if you need to created default planning information (see step 5).

2. **Set up AIM Company Options (required)**

   Set up company options for each company that will be using AIM.

   These options, like system-wide options, are defined through AIM Options Maintenance (MENU AIFILE). After selecting option 9 from the AIM File Maintenance Menu, key the number of the company for which company options will be maintained.

   Review the AIM Options Listing (MENU AIFILE) to verify your AIM system and company option selections.

3. **Define AIM Variables (required)**

   Define AIM variables for groups of items with variables having different values than the system-wide default values defined through AIM System Options Maintenance (MENU AIFILE), step 1.

   Review the AIM Variables section of the Advanced Inventory Management User Guide for a complete understanding of AIM variables. Each variable is maintained through a separate menu option on the File Maintenance Menu, as follows:

   a. Lead Time: Lead Time Maintenance (MENU AIFILE)
   b. Order Frequency: Order Frequency Maintenance (MENU AIFILE)
   c. Order Level: Order Level Maintenance (MENU AIFILE)
   d. EOQ Parameters: AIM EOQ Parameters Maintenance (MENU AIFILE)

   Review the Lead Time Listing (MENU AIFILE), Order Frequency Listing (MENU AIFILE), Order Level Listing (MENU AIFILE), and AIM EOQ Parameter Listing (MENU AIFILE) to verify your AIM variables selections.

4. **Activate AIM (required)**

   Before you begin using AIM, you must supply the closing month and year of the last company closed through Period End Processing (MENU SAMAST) in the Sales Analysis module. To determine what the current period is for all companies, do the following:

   - Select Period End Processing (MENU SAMAST).
   - Key today's date and press ENTER. The next screen will show the current fiscal status of all companies.
   - Press F3=CANCEL to cancel the option.

   To start AIM, select Activate AIM (MENU AIMAST). You will be prompted to key the month and year of the last Sales Analysis Period End Processing.

NOTE: This process can only be run once and must be run before you can begin planning items with AIM. Also, once AIM has been started, the **Plan (Y/N)** field in Item Balance Maintenance (MENU IAFILE) will exist. The Create AIM Balance Records (MENU AIMAST) and IM&P to AIM File Conversion (MENU AIMAST) default planning information for your items can only be run after Activate AIM has been executed.

For example, if you are installing AIM in February of 2015, and the last Period End Processing was performed for January of 2015, you would fill the fields on the prompt screen with 01 for the month and 15 for the year.

5. **Define Planning Models (optional)**

   IM&P uses planning models to calculate the sales of an item. A planning model defines the relative importance of an item's demand history, as well as other factors (smoothing value, additional growth percent, and minimum number of months). Each planned item must be assigned a planning model. In this step, you must create the planning models that will be used by your items in IM&P.

   Refer to the Inventory Management & Planning User Guide for a complete explanation of how planning models are used to forecast sales.

   The Inventory Management & Planning User Guide contains 13 suggested planning models, described in the Appendix section, for the various types of items that you may stock. You may choose to initially use one, several, or all of these planning models. The suggested planning models are illustrated exactly how they are keyed into IM&P.

   Use IM&P Models Maintenance (MENU IMFILE) to add planning model definitions.

6. **Define Default Planning Information for your items (required)**

   Default planning information must be created before you can use AIM. It is maintained in the AIM Balance File, and corresponds to each planned item in the Item Balance File, which contains one record for each item in a warehouse.

NOTE: The Item Balance Maintenance section of the Inventory Accounting User Guide contains the reference section for IM&P Balance File Maintenance.

Planned items

Every item that is specified for IM&P forecasting must be defined as a planned item. To define an item as being planned, key Y in the **Plan** field in Item Balance Maintenance (MENU IAFILE). You may then key the corresponding planning information (in the IM&P Balance File) on the next screen that displays.

Valid primary vendor

Planning information will be created only for items with a valid vendor number defined through Item Balance Maintenance (MENU IAFILE). Items with missing or invalid vendors will not be planned for by AIM (the **Plan** field contains an N.)

A vendor number is valid if it has been defined in Purchasing through Vendor Master Maintenance (MENU POFILE).

AIM provides a procedure that allows you to print a report that shows items with missing or invalid vendor numbers (see next sub-topic, below).

Verify item balance information

To ensure that all items are assigned vendors, and that default planning information is created accurately, do the following:

- Use Item Balance Maintenance (MENU IAFILE) to add or correct any vendor numbers that you know are missing from, or invalid for, an item's balance information.
- Key: `IMVNDP` and press ENTER to print a report showing all items with missing or invalid vendor numbers (non-stock items are excluded from this report).
- Use Item Balance Maintenance (MENU IAFILE) to make any further vendor number corrections to item balance information.

Creating default planning information

NOTE: If you have installed IM&P with the initial installation of Distribution A+, and defined default planning information when you defined your item balance information through Item Balance Maintenance (MENU IAFILE), you may skip creating default planning information. You will need to perform this step only if you are installing IM&P after item balance information has been defined.

To create default planning information, a procedure is provided to automatically create AIM Balance File records based on information in the Item Balance File, AIM Variables File, and AIM System Options Maintenance (MENU IMFILE).

Select Create AIM Balance Records (MENU AIMAST) to create default AIM Balance File records for all planned items with valid vendor numbers.

AIM will display a selection prompt screen to allow you to limit the number of AIM Balance File records that will be created. The **Plan** field will be set to Y for all items that fall within the specified range(s), and default planning information will be assigned to each of the items selected. The AIM Balance File Creation Error Report will print, showing any errors that were detected when trying to create the default planning information.

If you are starting to use AIM with a portion of your inventory, use this option in the future to begin planning other groups of items.

7. Run the AIM Monthly Update (required)

Begin using AIM by running the AIM Monthly Update (MENU AIMAST). This option does the following:

- Resets the AIM variables for the first forecast month.
- Creates the first set of forecasts and stores them in the AIM Forecast File.
- Calculates new minimum and maximum balances for planned items based on the forecast results and planning information in the AIM Balance File.
- Prints the first Inventory Planning Exception Report to show substantial minimum and maximum balance changes.

NOTE: Use the Inventory Planning Exception Report to see the results of the first planning run and determine if changes are required. We suggest that you change one thing at a time to be able to see and understand the effect of your adjustments. The first month of using AIM can become quite confusing if you don’t follow this suggestion. Keep It Simple!

At this point, you should follow the normal processing schedule of AIM as described in the Users Guide section of the Advanced Inventory Management User Guide.

What To Do	Menu and Option
SYSTEM SPECIFIC OPTIONS	
☐ 1. Set up AIM System-wide Options (required)	AIFILE - Option 9
☐ 2.Set up AIM Company Options (required)	AIFILE - Option 9
MODULE SPECIFIC OPTIONS	
☐ 3.Set up AIM Variables (required)	N/A
☐ a. Lead Time	AIFILE - Option 6

What To Do	Menu and Option
☐ b.Order Frequency	AIFILE - Option 7
☐ c.Order Level	AIFILE - Option 8
☐ d. EOQ Parameters	AIFILE - Option 10
☐ 4. Start IM&P (required)	IMMAST - Option 10
☐ 5.Define Planning Models (required)	IMFILE - Option 2
☐ 6.Create Default Planning Information for your items (required)	IMMAST - Option 6
☐ 7. Run the IM&P Monthly Update (required)	IMMAST - Option 4

Setting up Bill Of Material

1. **Set Up BOM Options (required)**

   Set up the options for BOM. The options that you must specify are the following:

   - Indicate if manufactured items can be used as bill of material parents in BOM.
   - Indicate if kits can be used as bill of material parents in BOM.
   - Indicate if assortments can be used as bill of material parents in BOM.
   - Set the default to determine if each component of a manufactured item should be printed on an order's Pick List.

   NOTE: These default values, specified in BOM Options, may be accepted or overridden when defining a bill of material parent item through Bill of Material Maintenance (MENU OBFILE).

   - Set the default to determine if each component of a manufactured item should be printed on an order's Invoice.
   - Set the default to determine if each component of a kit should be printed on an order's Pick List.
   - Set the default to determine if each component of a kit should be printed on an order's Invoice. This default may be accepted or overridden when defining a bill of material through Bill of Material Maintenance (MENU OBFILE).
   - Specify if you want the ability to create unique kit bills of material. These are kits that can be created for a single customer.
   - Specify if you want the ability to create unique assortment bills of material. These are assortment items that can be created for a single customer.
   - Specify if you want the ability to create unique manufactured item bills of material. These are manufactured items that can be created for a single customer.

These options are defined through Bill of Material Options Maintenance (MENU XAFILE), and have already been performed since file maintenance for MENU XAFILE must be completed before any other module.

2. **Define Labor Rate Codes (optional)**

   If you wish to include labor costs for manufactured item parents, components, kit parents, or set up charges for manufactured item parents, you must define the labor rate codes used to calculate the parent item cost. You are not required to set up labor rate codes if you do not plan to use them.

   For each labor rate code, you supply a description and hourly rate. When creating a bill of material through Bill of Material Maintenance (MENU OBFILE), you may use the labor rate codes, where applicable, that are created through this step.

   Labor rate codes are defined through Labor Rates Maintenance (MENU OBFILE).

   Review the Labor Rates Listing (MENU OBFILE) to verify your labor rate code selections.

3. **Define Special Charge Codes (optional)**

   NOTE: This step is also performed when setting up Order Entry. If you did not define special charges when setting up Order Entry, and you plan to use special charges with BOM, then perform this step.

   Special charges may be used optionally to record non-product charges (such as freight and handling charges) for assortment bills of material. If you are not using assortment bills of material, or if you do not plan to include special charges for assortments, then you will not need to perform this step.

   There are two types of special charges: (1) Order Charges, and (2) Line Charges. Each type of charge can have up to 33 pre-defined descriptions (1 through 9 or A through Z). I and O are intentionally excluded as they could be misinterpreted as numbers. In the actual files, order charges begin with the character '/' and line charges begin with the character '&'.

   Special charges are defined through Special Charge Definitions Maintenance (MENU OEFILE). Refer to the Order Entry User Guide for an explanation of this option and each field used to define special charges.

4. **Define Order Messages (optional)**

   NOTE: This step is also performed when setting up Order Entry. If you did not define order messages when setting up Order Entry, and you plan to use order messages with BOM, then perform this step.

   Pre-defined messages may be optionally used in BOM by including a message code as a component of any type of bill of material.

   Order messages are defined through Order Messages Maintenance (MENU OEFILE). When a message is defined for a bill of material, it will be copied to any orders that contain the bill of material parent item.

5. **Define Bills of Material (required)**

   Set up the bills of material that you will be using. For each bill of material, you must specify the parent item number, and the type of bill of material: manufactured item, assortment, or kit. Depending on the type of bill, you specify different parent item information. For the parent, you must specify the component items that comprise the parent. If defining a kit bill of material, you may specify features and options component items for the kit.

   Bills of material are defined through Bill of Material Maintenance (MENU OBFILE).

   Review the Bill of Material Listing (MENU OBFILE) to verify your bills of material.

6. **Determine if Parent Cost will be updated (required)**

Determine if costs associated with the parent item will be automatically updated in the Item Balance File. You may select not to update costs, update costs but for new items only, or update costs for all applicable items.

Updating the parent cost is determined through Bill of Material Listing (MENU OBFILE).

What To Do	Menu and Option
SYSTEM SPECIFIC OPTIONS	
☐ 1. Set up Bill of Material Options (required)-This step already performed as part of Cross Application (MENU XAFILE - Option 11)	N/A
MODULE SPECIFIC OPTIONS	
☐ 2. Define Labor Rate Codes (optional)	OBFILE - Option 2
☐ 3. Define Special Charge Codes (optional)	OBFILE - Option 2
☐ 4. Define Order Messages (optional)	OBFILE - Option 6
☐ 5. Define Bills of Material (required)	OBFILE - Option 1
☐ 6. Determine if Parent Cost will be updated (required)	OBFILE - Option 11

Setting up Commerce Gateway

Refer to the Commerce Gateway Installation Guide for this checklist.

Setting up Customer Consignment

Refer to the Consignment User Guide for this checklist.

Setting up eCommerce Catalog

Refer to the Commerce Catalog Installation Guide for this checklist.

Setting up Electronic Data Interchange (EDI)

Refer to the Electronic Data Interchange User Guide for this checklist.

Setting up FAX

Features and tailoring options for FAX are separated into two parts: those applicable to setting up the third party fax software, and those applicable to setting up Distribution A+ FAX, accessed from the FAX Main Menu (MENU AXMAIN). Only those features and options specific to Distribution A+ will be explained in this section.

NOTE: If you are using Quadrant FastFax as the third party fax solution, the Customer Master File, Shipping Address File, and Vendor Master File may be updated with Quadrant FastFax data automatically, and in one step, via Update Distribution A+ From FastFax via Nickname (MENU AXMAIN - Option 2). Using this option alleviates the need to individually update each applicable Distribution A+ file for each customer and vendor. Refer to the FAX User Guide for details.

1. **Set up the third party Fax software**

   Set up the third party Fax options (and files) necessary for Distribution A+ FAX. Refer to the instructions and user guides provided with the third party Fax software.

2. **Set up system level FAX options (required)**

   FAX system-wide options are defined through Fax System Options Maintenance (MENU AXMAIN). Refer to the FAX User Guide for the FAX Options Selection Screen, FAX System Options Screen, and the Document FAX Notes Screen for detailed information.

   System options include, but are not limited to, defining if fax documents will include headings, will be put on hold, and will include notes (and if so, what are the default notes for each type of document). Also, the forms name for each type of document is identified through this option.

3. **Set up warehouse specific FAX options (required)**

   You must set up warehouse options for all warehouses that plan to use FAX.

   FAX warehouse options are specific to each warehouse. Before defining options for a warehouse through this option, the warehouse must have been created through Warehouse Numbers Maintenance (MENU IAFILE). Refer to the Inventory Accounting User Guide for details about creating warehouses.

   You select options specific to each warehouse via the FAX Warehouse Options Screen. Refer to the FAX User Guide for a description of this screen and for a detailed explanation of the available options.

   Warehouse level options include, but are not limited to, defining a default fax phone number, contact, and nickname. Also, whether or not FAX will be used for each warehouse's Pick Lists and Pack Lists is determined through this option.

4. **Update Customer Master File (required)**

   If you wish to receive a fax document from or send a fax document to a customer, you must establish the fax-related defaults for that customer. These defaults include the type of fax documents to be exchanged with the customer and the default nickname associated with this customer.

Update the Customer Master File with this fax data through Customer/Ship to Master Maintenance (MENU ARFILE) and review that data via the Customer/Ship to Master Listing (MENU ARFILE).

5. **Update Shipping Address File (optional)**

   If you wish to receive a fax document from or send a fax document to a specific ship-to address, you must establish the fax-related defaults for that address. These defaults include the default contact name and fax phone number.

   Update the Shipping Address File with this fax data through Customer/Ship to Master Maintenance (MENU ARFILE) and review that data via the Customer/Ship to Master Listing (MENU ARFILE).

6. **Update Vendor Master File (required)**

   If you wish to receive a fax document from or send a fax document to a vendor, you must establish the fax-related defaults for that vendor. These defaults include the type of fax documents to be exchanged with the vendor, the fax phone number, and the default nickname associated with this vendor.

   Update the Vendor Master File with this fax data through Vendor Master Maintenance (MENU POFILE) and review that data via the Vendor Master Listing (MENU POFILE).

What To Do	Menu and Option
SYSTEM SPECIFIC OPTIONS	
☐ 1. Set up third party FAX solution. This step is performed outside of Distribution A+	N/A
MODULE SPECIFIC OPTIONS	
☐ 2. Set up system wide FAX options (required)	AXMAIN - Option 1
☐ 3. Set up warehouse specific FAX options (required)	AXMAIN - Option 1
☐ 4. Update Customer Master File (required)	ARFILE - Option 1
☐ 5. Update Shipping Address File (optional)	ARFILE - Option 1
☐ 6. Update Vendor Master File (required)	POFILE - Option 1

Setting up General Ledger

1. **Set up G/L System Level Options (required)**

   a. Define Account Segments

      Determine how your account number is structured. You may tailor your account number by determining how long it is, and how many segments it contains.

An Account Segment is a sub-division of your account number. Define from 1 to 5 segments in your account number. Each segment must be from 1 to 15 digits long. The total length of all segments must not exceed 25 digits.

A company number should not be set up as a segment. Each account number in G/L is unique to a specific company. It is assigned to a specific company during setup. Therefore, it is unnecessary (and undesirable) to make a company number part of your account number.

Important

You cannot add or change segments or segment lengths after you begin entering your Chart Of Accounts through G/L Accounts Maintenance (MENU GLFILE). Be sure that the account number structure is correct before continuing.

There are advantages to using more than one segment:

- Segment padding enables you to use fewer keystrokes when keying account numbers. G/L automatically "pads" or assumes zeros for the left-most digits in each account segment. Using more than one segment enables you to take advantage of this feature. For example, assume your account number is 15 digits long and you have defined the whole number as one segment. When keying an account you will need to key 010002000300004 (15 keystrokes are required). Now assume you have set up the same 15 digit account as 4 segments. You may key 1.2.3.4. The system assumes leading zeros for each segment and will re-display the account as 01.0002.0003.00004 (only 7 keystrokes are required).
- Default segment values can be used to reduce keystrokes when keying many accounts with the same segment values. These are used in Transaction Entry, Account Maintenance, and Load Beginning Balances. For details about default segments, refer to G/L Accounts Maintenance (MENU GLFILE). For example, to avoid keying in the division number segment of an account number, when keying transactions for division 1, assign 01 as the default for the division segment. Each account entered is then automatically assumed to be for division 1.
- Segments can be edited to reduce keying errors. Refer to step B ("Determine Edited or Non-edited Segments") for information about editing segments.
- Account numbers are easier to remember and work with if they are divided into smaller segments. Segment Headings are used throughout G/L to show the length and description of each segment to help you key it correctly.
- Segments can be used to quickly select groups of accounts when using the Statement Definition, G/L Report Writer, and other G/L Reports. For example, you can tell the Statement Definition to select all accounts with "1" as the value for segment #1, and "2" as the value for segment #2 by using the account mask 1.2.x.x.

b. Determine Edited or Non-edited Segments

An edited segment allows only pre-defined values. If your first segment is Division, only valid Divisions (defined in a later step) are allowed throughout G/L.

Editing segments helps reduce keying errors. Editing the Division segment will prevent any account numbers from being created for a division that does not exist.

For example, assume your company has 3 divisions. Define segment 1 as division and make it 1 digit long. To avoid accidentally keying account numbers for divisions 4 through 9 (which do not exist) do the following:

- Make “division” an edited segment [Set **Edit** to Y in G/L Options Maintenance (MENU GLFIL2)].
- Use Segment Values Maintenance (MENU GLFILE) to enter valid divisions 1, 2, and 3. Segments which have a small number of values (such as division or department) should be edited.

Segments which may have many values (such as sub-account number) should not be edited. It may be time consuming to maintain all the possible values for the segment.

Refer to Segment Values Maintenance (MENU GLFILE) for an explanation and examples of edited and non-edited segments.

c. Define the Data Entry Separator

When keying account numbers in any portion of G/L, you must distinguish which digits belong to each segment. The Data Entry Separator is a single keyboard character used to do this. The default value is the period (.). This character is convenient if you use the 10-key pad when keying account numbers.

You may change the Data Entry Separator at any time. All users are required to use the same Data Entry Separator. It is important to note that the Data Entry Separator is an entry aid only, and is not stored in Distribution A+ G/L files.

d. Define the Report Separator

This character is used on reports to separate the account segments to make the account number easier to read. The default value of the Report Separator is the dash (-).

You may change the Report Separator at any time; all G/L reports use the same Report Separator.

e. Transaction Source Required

During Transaction Entry (MENU GLMAIN), you may key a source code for each transaction. The transaction source code is used to identify the document from which a general ledger entry is being keyed. It is a reference field only and appears on various inquiries and reports. It is not edited or validated.

If you wish every transaction to require a transaction source to be identified, then answer Y to this question. During Transaction Entry (MENU GLMAIN), this field cannot be blank.

If a transaction source is not required for all of your transactions, then answer N to this question. The transaction source field may be left blank during transaction entry.

All companies are affected by this transaction source option.

f. Determine if User Security will be used

If you are using any G/L security, you must answer Y to this question. You will then need to register (MENU XACFIG) the user ID of every General Ledger user. Any user without an authorized user ID will be denied access to all G/L programs.

g. Determine if Program Security will be used

With program security, you may allow or deny access, by user, to specified programs (i.e., menu options) of G/L. Determine if program security will be used through G/L Options Maintenance (MENU GLFIL2). At a later time, define program security for each user through Authority Profile Maintenance (MENU XASCTY).

If you answer Y to this question, you may optionally use the following types of security:

- Program Security (MENU XASCTY): Permits users to access some General Ledger functions (such as Transaction Entry), but not others (such as Statement Printing).
- Password Security (MENU XASCTY): If you set up a user as **Password Required**, the user will be prompted for a password each time a menu option is selected. This feature is recommended for users with a high level of security so that they do not have to sign off the system when they leave a terminal.
- Company Security (MENU XASCTY): You can restrict access to specific companies by user. Up to ten companies may be specified per user; or a user may have access to all companies.
- User Group Security: A user group is a list of users who have exclusive access to a particular account. Any user who is not a member of that user group is denied access to that account.
- Access Level Security: A user may be allowed or denied access to an account through an inquiry, maintenance, report, or Transaction Entry depending on the access level security for the user and the account. Refer to the Security Overview section in the Overview section of the General Ledger User Guide for more information.
- Restricted Entry Security: Any user may be set up as a restricted entry user. During transaction entry, the user is allowed to key transactions, but the account descriptions are not displayed and searching is disabled.

h. Maximum Number of Days to Save Statements

Enter the maximum number of days a saved General Ledger statement will be retained. After the maximum days have elapsed, the saved statements will be deleted when Purge Saved Statements (MENU GLSTMT) is run.

i. Credit Value Print Option (G/L Reports)

Values may be edited on G/L reports differently. This value will determine when the edit characters “CR” are used during printing of G/L reports. If O is selected, “CR” will print only when the credit balance is opposite of the normal debit balance. If A is selected, “CR” will always print for credit balances. Choose an editing method through G/L Options Maintenance (MENU GLFIL2).

j. Debit Value Print Option (G/L Reports)

Values may be edited on G/L reports differently. This value will determine when the edit characters “DR” are used during printing of G/L reports. If O is selected, “DR” will print only when the debit balance is opposite of the normal credit balance. If A is selected, “DR” will always print for debit balances. Choose an editing method through G/L Options Maintenance (MENU GLFIL2).

2. **Set up G/L Company Options (required)**

a. Define the Number of Accounting Periods

Select either 12 or 13 period accounting.

NOTE: Year-end adjustments are isolated in their own “period.”Therefore, if your company uses only 12 months, you do not need to set it up as 13 for year-end adjustments.

b. If 12 Periods, select first Month in Fiscal Year

Select the number (1-12) that represents the first month of your fiscal year.

c. Define Period Descriptions

Enter month or period names for each of the 12 or 13 periods. Descriptions are displayed during transaction entry to verify that you are posting to the correct period. It is recommended to use short abbreviations (e.g., JAN, FEB, etc.) to avoid truncating period descriptions on inquiries.

d. Determine if you are using Account Security by Level

a. Refer to the Security Overview topic in the Overview section of the General Ledger User Guide for a complete explanation of Account Level Security.

To activate Account Level security, you first must have answered Y to the User Security Question in the System-wide options.

b. Determine if You Are Using Account Security By User Group

A user group is a list of users who have exclusive access to a particular account. Any user who is not a member of an account's user group is denied access to that account, even if the user has an adequate access level.

Each account may be assigned to one user group. If the user group ID is left blank for any account, then no user group checking is performed for that account.

A user may be a member of one or more user groups; you may add users to user groups and assign user groups to accounts later in this setup.

c. Determine the First Fiscal Year and Period in which G/L is Used

This information is used when loading your beginning balances. You can load beginning balances for this year. If you are not starting at the beginning of the year, you can also load transaction summaries for all periods preceding the first period you use Distribution A+.

This may be changed at any time prior to loading your beginning balances.

d. Determine the First Fiscal Year to Load Beginning Balances

This will be used to determine the number of years that will be available for leading account balances (history). If you are not loading account balances for prior years, this should have the same value as item E in this list. You may load up to two years of history.

This may be changed at any time prior to loading your beginning balances.

Loading account balance information for previous years is not necessary but may be useful for inquiries and reports as well as printing statements.

e. Determine the Method of Loading Beginning Account Balances

Select the most convenient method:

- Key N for net change. When loading beginning account balances (MENU GLMAST), you will key the net debit or credit amount for each period.
- Key B for Balance. When loading account balances, you will key the ending balance amount for each period. Refer to Load Beginning Account Balances (MENU GLMAST) for examples of using N and B.

NOTE: G/L always stores account balance information in the G/L Summary File as the net change from the previous period, regardless of which method you use.

Any required arithmetic operations are performed automatically by the system. The alternate methods are for your convenience.

f. Retain Drill-Down History for Journal Types

Specify whether you want to Retain Drill-Down History for Sales, Purchase, Cash Disbursements, and Cash Receipts Journals. Your response of a Y or N to each of these fields determines if drill-down history will be saved for each journal type.

Important

Source data will begin to accumulate for a journal only for those G/L transactions posted after the Retain Drill-Down History option has been set to Y for the associated journal type.

The OE/GL Day-End Audit Report (MENU GLMAST) also may be run for any day you want, rather than for just the previous day. In order to run the report for any day (even the previous day), you MUST select to retain sales journal drill-down history.

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3. **Define the Fiscal Calendar (required)**

   A Fiscal Calendar must be set up for each company for the current year. You may also set up a calendar for any number of future years. Posting to any year is not permitted unless a fiscal calendar has been set up for that year.

   NOTE: It is important to enter a fiscal calendar for previous years if you are loading beginning balances for those years.

   Period ending dates for the current and future years may be changed later, if no unposted Transaction Groups exist for this company. Period ending dates are used to determine the transaction posting period and year.

4. **Define G/L Account Codes (optional)**

   a. One to five account codes may be established for use in G/L. Account codes are used by the Statement Definition, Report Writer, General Ledger Report, and the General Ledger Detail Report for selecting accounts. For example, when defining income statements, balance sheets, and cash flow statements, you may select a group of accounts by keying the Account Code. All accounts which have that Account Code will be included on a line of the financial statement. You will not need to specify the individual account numbers when defining your financial statements.

   b. Account Codes are useful if your account numbers are set up such that similar accounts do not have similar segment values.

   c. Review the sections about the Statement Definition and the Report Writer to determine whether or not you should use account codes.

   d. Postpone setting up Account Codes if you are uncertain of how they may be best used.

   e. Define one to five Account Codes through Account Codes Maintenance (MENU GLFILE). All Account Codes must be validated before they can be assigned to accounts.

      For example, use Account Codes to summarize many Expense Accounts into a small number of lines on your Income Statement. Assume you have 20 different Expense Accounts that you wish to represent as three different lines on your Income Statement: advertising expenses, office expenses, and administrative expenses. Define three Account Codes under Account Code #1: ADVER (for advertising expense accounts), OFFIC (for office expenses) and ADMIN (for administrative expenses). Do this through Account Code Maintenance (MENU GLFILE). Next, use G/L Accounts Maintenance (MENU GLFILE) to assign the appropriate code to each of your 20 accounts. Assign ADVER for all advertising accounts, OFFIC for office expense accounts, etc. When you define your income statement, you may define three lines by indicating that each line will contain all accounts which have account codes ADVER, OFFIC, and ADMIN, respectively.

5. **Define Segment Values (optional/required)**

   NOTE: This option is required if the Edit flag for the segment has been defined as Y. See Step 1B in this checklist.

   You must enter segment values for all edited segments; otherwise, you will be unable to add account numbers.

   You may enter segment values for non-edited segments, so segment descriptions can be displayed on reports and inquiries.

   Refer to Segment Values Maintenance (MENU GLFILE - Option 2) for more information.

6. **Define Account Numbers (required)**

   Every account number must be added to the chart of accounts through G/L Accounts Maintenance (MENU GLFILE) before it may be used in G/L.

   Refer to G/L Accounts Maintenance (MENU GLFILE) for details on entering account information.

   a. Designate Inter-company Transfer Accounts (optional)

      With inter-company transfer accounts, Distribution A+ can create journal entries required in a multi-company environment. When a transfer account is updated in general ledger, the system will automatically generate entries to associated accounts in another company and update corresponding accounts between the two companies.

      Inter-company transfers are posted in a transfer journal (TJ) and created automatically when a transaction is posted to a pre-defined inter-company account.

      Refer to the Warehouse Transfer appendix of the Purchasing User Guide for a detailed description of inter-company transfer account usage. Also, refer to G/L Accounts Maintenance (MENU GLFILE) for details on designating inter-company transfer accounts.

7. **Define Budgets (optional)**

   Up to nine budgets may optionally be set up for each account. Budgets allow you to project and compare your account activity as reported on financial statements and G/L reports. Refer to Budgets Maintenance (MENU GLFILE) for more information.

8. **Define Distribution Accounts (optional)**

   You may optionally assign two or more (up to 20) accounts to a distribution account. A distribution account is a single account which represents a group of accounts, each of which is updated proportionately. Refer to Distribution Accounts Maintenance (MENU GLFILE) for more information.

9. **Define External Account Groups (optional)**

   You may optionally define external account groups as a way of identifying a group of accounts to summarize. When creating your statements, grouping accounts under one name allows you to use the group instead of identifying individual accounts each time. For more information on external account groups, refer to External Account Definition Maintenance (MENU GLSTMT).

10. **Load Beginning Account Balances**

    Beginning balances must be loaded before G/L can print accurate financial statements.You may enter up to two years of previous account balances (history). This history can be used to create comparisons with current information.

    Refer to Load Beginning Account Balances (MENU GLMAST).

11. **Load Beginning Balance Edit Report**

Run this report to verify that the beginning balances loaded through Load Beginning Account Balances (MENU GLMAST) have been entered so that periods are in balance. Refer to Load Beginning Balances Edit (MENU GLMAST) for more information.

12. **Set Up the G/L Interface (required)**

The G/L Interface must be set up through the G/L Transfer Menu (MENU GLXFER). This is required to determine which accounts are updated from Order Entry, Accounts Receivable, Inventory Accounting and Accounts Payable (if installed) modules. Use the General Ledger Interface Setup Checklist within this section.

NOTE: Before G/L transfer definitions can be defined for bank accounts, you must first define your bank accounts, if applicable, if you have not already done so.

What To Do	Menu and Option
SYSTEM SPECIFIC OPTIONS	
1. Set up System Wide Options (required)	
☐ a. Define Account Segments	GLFIL2 - Option 1
☐ b. Determine Edited or Non-Edited Segments	GLFIL2 - Option 1
☐ c. Define the Data Entry Separator	GLFIL2 - Option 1
☐ d. Define the Report Separator	GLFIL2 - Option 1
☐ e. Transaction Source Required	GLFIL2 - Option 1
☐ f. Determine if User Security will be used	GLFIL2 - Option 1
☐ g. Determine if Program Security will be used	GLFIL2 - Option 1
☐ h. Max # of Days to Save Statements	GLFIL2 - Option 1
☐ i. Credit Value Print Option (G/L Reports)	GLFIL2 - Option 1
☐ j. Debit Value Print Option (G/L Reports)	GLFIL2 - Option 1
2. Set up Company Options (required)	
☐ a. Define the number of Accounting Periods	GLFIL2 - Option 1
☐ b. If 12 Periods, Select 1st Month in Fiscal Year	GLFIL2 - Option 1
☐ c. Define Period Descriptions	GLFIL2 - Option 1
☐ d. Account Security by Level	GLFIL2 - Option 1
☐ e. Account Security by User Group	GLFIL2 - Option 1

What To Do	Menu and Option
☐ f. Distribution A+ First Fiscal Year/Period	GLFIL2 - Option 1
☐ g. First Fiscal Year to Load Beginning Balances	GLFIL2 - Option 1
☐ h. Method of Loading Beginning Balances	GLFIL2 - Option 1
☐ i. Retail Drill-Down History for Journal Types	GLFIL2 - Option 1
☐ 3. Set up the Fiscal Calendar (required)	GLFIL2 - Option 2
MODULE SPECIFIC OPTIONS	
☐ 4. Set up G/L Account Codes (optional)	GLFILE - Option 3
☐ 5. Set up Segment Values (optional/Required if **Edit** flag is set to Y for segment - step 1B)	GLFILE - Option 2
☐ 6. Set up Account Numbers (required)	GLFILE - Option 1
☐ a. Designate Inter-Co Transfer Accts (optional)	GLFILE - Option 1
☐ 7. Set up Budgets (optional)	GLFILE - Option 5
☐ 8. Set up Distribution Accounts (optional)	GLFILE - Option 4
☐ 9. Set up External Accounts (optional)	GLSTMT - Option 5
☐ 10. Load Beginning Account Balances	GLMAST - Option 10
☐ 11. Load Beginning Balance Edit Report	GLMAST - Option 11
☐ 12. Set up the G/L Interface (required)	GLXFER - Option 20

Setting up General Ledger Interface

If you are using Distribution A+ with the G/L module, use MENU GLXFER. If you are using Distribution A+ without the G/L module, use MENU G2XFER. The G/L Transfer Definition Sub-menu displays from Option 20 from MENU GLXFER/G2XFER. The number/letter to the right of the dash indicates the sub-option to take from this sub-menu.

1. **Set up G/L Module**

   Perform this step only if you are using Distribution A+ with the G/L module.

   Be certain that you have set up G/L as defined on the General Ledger Setup Checklist. This ensures that you have defined your G/L account number format, and have set up your chart of accounts.

2. **Define Chart of Accounts**

Perform this step only if you are using Distribution A+ without the G/L module.

Create and maintain the chart of accounts through G/L Accounts Maintenance (MENU G2XFER). Use this option to add, change, delete, suspend, or reinstate G/L accounts. Add new accounts to make them available for use in the G/L Interface.

3. **Define the G/L Transfer Definition**

NOTE: In order to use order source codes, you must "activate" them through Order Entry Options Maintenance (MENU XAFILE).

To set up transfer options, select G/L Transfer Definition (MENU GLXFER -Option 20) or (MENU G2XFER - Option 20). A sub-menu is displayed; this is the G/L Transfer Definition Sub-menu. From this sub-menu, select option T. Option T allows you to tailor the G/L Interface by answering several types of questions:

- Determine which transfer fields Distribution A+ will use for selecting accounts
- Post to separate accounts when selecting sales and cost-of-goods sold accounts for:
  - A/R and Cash Sales
  - Sales and Returns
  - Stock and Drop Shipments
- Posting in summary or detail for:
  - A/R Transactions
  - A/P Accounts
  - Cash Accounts
  - Expense Accounts
- Clear Business Units for new vouchers when selecting A/P Accounts

4. **Define Order Source Codes (if used)**

If you selected to use order source codes through G/L Transfer Options (step 3), you must define the order source codes that can be used. Maintain order source codes through the G/L Accounts Transfer Menu:

- Order Source Codes Maintenance (MENU GLXFER) when using Distribution A+ with the G/L module
- Order Source Codes Maintenance (MENU G2XFER) when using Distribution A+ without the G/L module

5. **Define Customer G/L Codes (if used)**

If you selected to use customer G/L codes through G/L Transfer Options (step 3), you must define the possible customer G/L codes that can be used. Maintain customer G/L codes through the G/L Accounts Transfer Menu:

- G/L Customer Codes Maintenance (MENU GLXFER) with the G/L module
- G/L Customer Codes Maintenance (MENU G2XFER) without the G/L module

6. **Globally Assign Customer G/L Codes (if used)**

If you are using customer G/L codes, they must be assigned to the appropriate customers. This may be done in one of two ways:

- Assign a customer G/L code to each customer through Customer/Ship to Master Maintenance (MENU ARFILE - Option 1).

- Globally assign customer G/L codes. Global Maintenance allows you to assign a customer G/L code to a group of customers with a single screen of selection criteria. Use Global Customer G/L Code Maintenance through:
  - Global Customer G/L Code Maintenance (MENU GLXFER - Option 7) when using Distribution A+ with the G/L module
  - Global Customer G/L Codes Maintenance (MENU G2XFER - Option 8) when using Distribution A+ without the G/L module

Customer G/L codes may be assigned globally based on any of the following criteria:

- Customer Number
- Sales Rep
- Customer Class
- Territory
- Zip Code
- Customer G/L Code
- User Code 1
- User Code 2
- User Code 3

7. **Verify Customer G/L Code assignments (if used)**

To ensure that you have assigned customer G/L codes to the appropriate customers, print the Verify Customer G/L Codes Report. This report prints the customers that have been assigned to each valid customer G/L code. Verify Customer G/L codes through the G/L Accounts Transfer Menu:

- Verify Customer File G/L Codes (MENU GLXFER) with the G/L module
- Verify Customer File G/L Codes (MENU G2XFER) without the G/L module

8. **Define Item G/L Codes (if used)**

If you selected to use item G/L codes through G/L Transfer Options (step 3), you must define the possible item G/L codes that may be used. Maintain item G/L codes through the G/L Accounts Transfer Menu:

- G/L Item Codes Maintenance (MENU GLXFER) with the G/L module
- G/L Item Codes Maintenance (MENU G2XFER) without the G/L module

9. **Globally Assign Item G/L Codes (if used)**

If you are using item G/L codes, they must be assigned to the appropriate items. This may be done in one of two ways:

- Assign an item G/L code to each item through file maintenance;
- Globally assign item G/L codes through Global Item G/L Code Maintenance:
  - Global Item G/L Code Maintenance (MENU GLXFER) with the G/L module
  - Global Item G/L Code Maintenance (MENU G2XFER) without the G/L module

Item G/L codes may be assigned globally based on any of the following criteria:

- Item Class
- Item Number
- Item G/L Code

- User Code 1
- User Code 2
- User Code 3

10. **Verify Item G/L Code assignments (if used)**

    To ensure that you have assigned item G/L codes to the appropriate items, print the Verify Item G/L Codes Report. This report prints the items that have been assigned to each valid item G/L code. Verify item G/L codes through the G/L Accounts Transfer Menu:

    - Verify Item G/L Codes (MENU GLXFER) with the G/L module
    - Verify Item File G/L Codes (MENU G2XFER) without the G/L module

11. **Define Vendor G/L Codes (if used)**

    If you selected to use vendor G/L codes through G/L Transfer Options (step 3), you must define the possible vendor G/L codes that may be used. Maintain vendor G/L codes through the G/L Accounts Transfer Menu:

    - Vendor G/L Codes Maintenance (MENU GLXFER) with the G/L module
    - Vendor G/L Codes Maintenance (MENU G2XFER) without the G/L module

12. **Define Business Unit Codes (if used)**

    If you selected to use business unit codes through G/L Transfer Options (step 3), you must define the possible business unit codes that may be used. Maintain business unit codes through the G/L Accounts Transfer Menu:

    - Business Units Maintenance (MENU GLXFER) with the G/L module
    - Business Units Maintenance (MENU G2XFER) without the G/L module

13. **Select Transfer Accounts**

    The G/L Transfer Definition (MENU GLXFER) or (MENU G2XFER) menu option contains a control screen on which you will assign general ledger accounts by logical groupings. In this step, you select the accounts which are updated based on transfer values. You must select the following groups of accounts:

    - Sales and CGS Accounts
    - O/E Miscellaneous Accounts
    - Payment Accounts
    - Sales Tax Accounts
    - Inventory Accounts
    - Accounts Receivable Accounts
    - A/R Miscellaneous Accounts
    - A/P Checking Accounts (for Distribution A+ A/P)
    - A/P Accounts (for Distribution A+ A/P)
    - A/P Expense Accounts (for Distribution A+ A/P)
    - Inter-company Accounts
    - Adjustment Numbers
    - Transfer Options

Additionally, you must understand the hierarchy of account selection that Distribution A+ uses when posting. Refer to the Account Selection Method section within the Understanding The G/L Interface section of the General Ledger Interface User Guide, and also the associated reference material in the G/L Transfer Menu (MENU GLXFER) section.

Select accounts through the G/L Accounts Transfer Menu:

a. Select Sales and CGS Accounts: option 20-1

   Select the following sales and cost of goods sold accounts for each set of transfer values:

   - INCOME ACCOUNTS
     - AR Sales
     - AR Drop Ship Sales
     - AR Returns
     - AR Drop Ship Returns
     - Cash Sales
     - Cash Drop Ship Sales
     - Cash Returns
     - Cash Drop Ship Returns
   - EXPENSE ACCOUNTS
     - AR Cost of Goods Sold CGS
     - AR Drop Ship CGS
     - AR Returns CGS
     - AR Drop Ship Returns CGS
     - Cash CGS
     - Cash Drop Ship CGS
     - Cash Returns CGS
     - Cash Drop Ship Returns CGS

b. Select O/E Miscellaneous Accounts: option 20-2

   Select the following miscellaneous O/E accounts for each set of transfer values:

   - INCOME ACCOUNTS (Order charges)
     - Special Charge #1
     - Special Charge #2
     - Special Charge #3
     - Special Charge #4
     - Special Charge #5
     - Special Charge #6
     - Special Charge #7
     - Special Charge #8
     - Special Charge #9

- INCOME ACCOUNTS (Line charges)
  - Special Charge #1
  - Special Charge #2
  - Special Charge #3
  - Special Charge #4
  - Special Charge #5
  - Special Charge #6
  - Special Charge #7
  - Special Charge #8
  - Special Charge #9
- INCOME ACCOUNTS (Miscellaneous)
  - Default Special Charge Account
  - Container Charges
- LIABILITY ACCOUNT
  - Federal Excise Tax
- EXPENSE ACCOUNT
  - Trade Discounts

c. Select Payment Accounts: option 20-3

Select the general ledger payment accounts for each set of transfer values.

d. Select Sales Tax Accounts: option 20-4

Select the Sales Tax Payable account for each set of transfer values.

e. Select Inventory Accounts: option 20-5

Select the following inventory accounts for each set of transfer values:

- Inventory
- Damaged Inventory
- Drop Ship/Non-Inventory
- Purchases Clearing
- Purchase Price Variance
- Purchases Returns Clearing
- Purchases Returns Variance
- Qty Adjustment Write-Offs
- Recount Write-Offs
- Cost Adjustment Write-Offs
- Bill of Material Labor
- In-Transit Inventory
- Transfer Revenue
- Transfer Cost of Goods Sold
- Receipt Value Rounding
- Landing Costs (if being used and have been defined) and associated variance accounts

If you have the Distribution A+ Value Added Services (W/O) module installed, you must also select the following inventory-related accounts:

- Value Added Services Labor
- Value Added Services Labor Expense
- Value Added Services Special Charge
- Value Added Services Special Charge Expense
- Value Added Services Outside Service Charge
- Value Added Services Outside Service Charge Expense
- Value Added Services Scrap Expense
- Value Added Services Overhead

f. Select Accounts Receivable Accounts: option 20-6

Select the following Accounts Receivable Accounts for each payment account:

- G/L Account (A/R)
- Cash Discount Account
- AR Write-Off Account
- Debit Adjustment Account
- Credit Adjustment Account

g. Select A/R Miscellaneous Accounts: option 20-7

Select the following A/R Miscellaneous Accounts for each set of transfer values:

- Finance Charge A/R
- Finance Charge Income
- Finance Charge Write-Off
- Deposit
- Cash In Bank
- Miscellaneous Cash

h. Select Bank Accounts: option 20-8

Select the G/L account for each of the following A/P bank accounts.

- Checking Account #1
- Checking Account #2
- Checking Account #3
- Checking Account #4
- Checking Account #5
- Checking Account #6
- Checking Account #7
- Checking Account #8
- Checking Account #9
- Checking Account #10

i. Select A/P Accounts: option 20-9

   Select the following A/P Accounts for each set of transfer values:

   - A/P Account
   - Cash Discount Account

j. Select A/P Expense Accounts: option 20-A

   - Select the following account for each set of transfer values:
   - Default A/P Expense Account

   Select the following accounts required to use vendor rebates:

   - Pending Rebates Account
   - Rebate Variance Account
   - Rebate A/R Account
   - Rebate A/P Account

k. Select Inter-company Accounts: option 20-B

   Set up and maintain inter-company accounts for two companies defined within Distribution A+. With inter-company transfer accounts, Distribution A+ can create journal entries required in a multi-company environment.

   Refer to the Warehouse Transfer appendix of the Purchasing User Guide for a detailed description of inter-company transfer account usage. Also, refer to G/L Accounts Maintenance (MENU GLFILE) for details on designating inter-company transfer accounts.

l. Select A/R Adjustment Number Accounts: option 20-C

   Set up and maintain adjustment number accounts to be used when a corresponding adjustment number is used in A/R Cash Entry.

m. Select Purchase Tax Accounts: option 20-G

   Specify the General Ledger account numbers that will be used as Purchase Tax Accounts for goods and services tax (GST) assessed during receipt validation (MENU APMAIN). You need to specify these accounts only if you keyed Y in the Calculate GST for Purchases (Inputs) field through AP Options Maintenance (MENU APFIL2).

14. **Select Company Interface Options**

    To enable the transfer definition and account selections for a company, you must select the desired Distribution A+ Interface options through Company Name File Maintenance on MENU GLXFER or G2XFER.

15. **Activate the G/L Interface**

    Perform this step only if you are using Distribution A+ with the G/L module.

    This step activates your transfer options and account definitions. Once you have activated the interface, Distribution A+ will begin passing transactions directly to G/L. If you have been using another G/L package, Distribution A+ will stop passing transactions to the external G/L Transaction File used to update that package. To activate the Distribution A+ Transfer, select Activate A+ G/L Transfer (MENU GLXFER).

Important

If the G/L module is NOT installed, you MUST perform G/L Interface Setup using COLUMN 3 (G2XFER) of the following checklist.

What To Do	Menu and Option
SYSTEM SPECIFIC OPTIONS	
☐ 1. Set up G/L; complete the steps listed on the General Ledger Setup Checklist	N/A
If G/L is not installed, continue with step 2	
If G/L is installed, skip step 2 and continue with step 3	
☐ 2. Set up Chart of Accounts	N/A G2XFER - Option 5
☐ 3. Set up the G/L Transfer Options	GLXFER - Option 20-T G2XFER - Option 20-T
☐ 4. Maintain Order Source Codes (if used)	GLXFER - Option 1 G2XFER - Option 1
☐ 5. Maintain Customer G/L Codes (if used)	GLXFER - Option 2 G2XFER - Option 2
☐ 6. Globally Assign Customer G/L Codes (if used)	GLXFER - Option 7 G2XFER - Option 8
☐ 7. Verify Customer G/L Code Assignments (if used)	GLXFER - Option 8 G2XFER - Option 9
☐ 8. Maintain Item G/L codes (if used)	GLXFER - Option 3 G2XFER - Option 3
☐ 9. Assign Item G/L Codes	GLXFER - Option 9 G2XFER - Option 18
☐ 10. Verify Item G.L Code Assignments	GLXFER - Option 10 G2XFER - Option 19

What To Do	Menu and Option
☐ 11. Maintain Vendor G/L Codes (if used)	GLXFER - Option 5 G2XFER - Option 6
☐ 12. Maintain Business Unit Codes (if used)	GLXFER - Option 6 G2XFER - Option 7
13. Select Transfer Accounts	
☐ a.Select Sales and CGS Accounts	GLXFER - Option 20-1 G2XFER -Option 20-1
☐ b.Select O/E Miscellaneous Accounts	GLXFER - Option 20-2 G2XFER -Option 20-2
☐ c.Select Payment Accounts	GLXFER - Option 20-3 G2XFER -Option 20-3
☐ d.Select Sales Tax Accounts	GLXFER - Option 20-4 G2XFER -Option 20-4
☐ e.Select Inventory Accounts	GLXFER-Option 20-5 G2XFER -Option 20-5
☐ f.Select Accounts Receivable Accounts	GLXFER - Option 20-6 G2XFER - Option 20-6
☐ g.Select A/R Miscellaneous Accounts	GLXFER - Option 20-7 G2XFER- Option 20-7
☐ h.Select Bank Accounts	GLXFER - Option 20-8 G2XFER - Option 20-8
☐ i.Select A/P Accounts	GLXFER - Option 20-9 G2XFER - Option 20-9
☐ j.Select A/P Expense Accounts	GLXFER - Option 20-A G2XFER - Option 20-A
☐ k.Select Inter-company Accounts	GLXFER - Option 20-B G2XFER - Option 20-B
☐ l.Select A/R Adjustment Number Accounts	GLXFER - Option 20-C G2XFER -Option 20-C

What To Do	Menu and Option
☐ m.Select Purchase Tax Accounts (if GST will be calculated for purchases)	GLXFER - Option 20-G G2XFER - Option 20-G
☐ 14.Select Company Interface Options	GLXFER - Option 4 G2XFER - Option 4
☐ 15.Activate the G/L Interface (only if G/L is installed)	GLXFER - Option 21 N/A

Setting up International Currency

1. **Set up I/C System Level Options (required)**

   Use International Currency Options Maintenance (MENU ICFILE) to specify the following system options:

   - Default local currency
   - Primary benchmark currency
   - Default exchange code
   - Whether to allow the use of multiple country/currency pricing (that is, assigning more than one price to an item, based on the countries and currencies in which it is sold)
   - Whether to allow users to override an order currency with any currency or only the two currencies specified for the customer through Customer Master Maintenance (MENU ARFILE)

   NOTE: Each of the system options is set to a default value when I/C is installed. Please review the settings and modify them according to your needs.

2. **Set up I/C company options (required)**

   Use International Currency Options Maintenance (MENU ICFILE) to specify the following options for each company:

   - Local currency to be used for the company's financial records
   - Default exchange code
   - Whether to use multiple country/currency for item discount pricing
   - Whether to use multiple country/currency for contract pricing
   - Whether to use multiple country/currency for trade discounts (this option is for use with future enhancements)

   NOTE: Each of the company options is set to a default value when I/C is installed. Please review the settings and modify them according to your needs.

3. **Define Currency Codes (required)**

Before processing international currency transactions, you must define the currencies you plan to use. Currencies are defined by creating currency codes and setting up currency relationships through Currency/Exchange Codes Maintenance (MENU ICFILE).

For each currency, define a currency code by specifying the following information:

- Currency code used to uniquely identify the currency
- Whether the currency will be used to override the system benchmark currency when calculating exchanges between particular currencies
- Currency description
- Currency edit symbol
- Number of decimal positions
- Whether users can override exchange rates for this currency
- Whether to allow the definition of a relationship in which the default exchange rate represents the number of local currencies equal to 1 trading currency
- Whether to print totals in this currency's benchmark currency, in addition to this currency (when this currency is the order currency), on Acknowledgements, Invoices, Demand A/R Statements, and Purchase Orders. This option applies only if **Form Type** is 2 in System Options Maintenance (MENU XAFILE)

Currency relationships specify the method to be used to calculate exchanges between currencies. You must define a currency relationship between each currency and the following:

- Its override benchmark currency or the system's primary benchmark currency
- Each currency it will be converted from or to in a transaction

When defining relationships specify the following:

- Whether the exchange rate will be calculated by the system or entered by a user. If it will be entered by a user, enter a default exchange rate.
- Whether the exchange rate represents the number of local currencies equal to 1 trading currency or the number of trading currencies equal to 1 local currency.

4. **Define Currency Relationships (if not done in step 3)**

   Use Currency Relationships Maintenance (MENU ICFILE) to define currency relationships that were not setup when the currency was defined in step 3. For more information on defining currency relationships, refer to step 3.

5. **Define System Level Exchange Codes**

   An exchange code is used to represent an exchange rate's source or use. You must define at least one exchange code to be assigned to sales orders and purchase orders. If you plan to use more than one exchange rate for a single currency on a given date, you may want to define more than one exchange code and assign date-specific exchange rates to each. For more information, see step 5.

   To define exchange codes, use Currency/Exchange Codes Maintenance (MENU ICFILE). For each exchange code, key a description that indicates the exchange rate's source (e.g., Wall Street Journal) or use (e.g., Buying Rate).

6. **Enter Date-Specific Exchange Rates (optional)**

   If you plan to use more than one exchange rate for a single currency on a given date, use Enter Currency Exchange Rates (MENU ICMAIN) to enter date-specific exchange rates. You can enter an exchange rate for currency relationships between a single currency and all currencies or limit the exchange rate to relationships between a single currency and one or more specific currencies. You can also specify a range of exchange codes or all exchange codes for which to enter each rate.

7. **Create vendor, vendor cost, and landing factor records for defined trading currencies (required)**
   a. To define foreign currency vendors, assign the appropriate currency code and, if applicable, exchange code through Vendor Master Maintenance (MENU POFILE), Vendors Maintenance (MENU APFILE), or Vendors Maintenance (MENU IAFILE).
   b. To create vendor cost records for foreign currency vendors, use Vendor/Item Information Maintenance (MENU POFILE) and key the item cost in the vendor's trading currency.
   c. To create foreign currency landing factors, use Landing Factors Maintenance (MENU POFILE). Create unique landing codes to be used for foreign landing factors, and key the applicable currency code to be used for each landing factor. Once defined, the landing factor is assigned to a vendor/item record through Vendor/Item Information Maintenance (MENU POFILE).
8. **Create I/C customer records (required)**

   To define I/C customers, assign the appropriate currency code and, if applicable, the default pricing exchange code and default valuation exchange code (used when the customer's orders are revalued) through Customer/Ship-to File Maintenance (MENU ARFILE).
9. **Define trading currency bank accounts (optional)**

   If you plan to use foreign currency bank accounts, create them through A/P Options Maintenance (MENU APFIL2), and assign the appropriate currency code and, if applicable, exchange code. If checks will be written against the account, also key a description of the checks' currency.
10. **Define currency contracts (optional)**

    If you plan to use currency contracts for specific vendors, create them through Currency Contracts Maintenance (MENU ICFILE) by keying the vendor number and entering an identifier of one to seven characters (numbers, letters, etc.). Note that if you do not enter an identifier for the contract, the system will assign a three-character identifier. Also note that a vendor can have multiple active currency contracts.

    Enter the following information for each contract you create:

    - Whether or not checks will be printed when paying invoices related to the contract, and, if so, the accounts payable bank account
    - Contract description (e.g., "Letter of Credit")
    - Value of contract (optional)
    - Expiration date of contract (optional)
    - Currency of the contract (vendor's or local) (required)
    - Assignee (optional)
    - Reference (optional)
    - Exchange rate information, including rate, exchange code, and lock date, if applicable
11. **Define event codes (optional)**

    If you are using currency contracts, you may want to create event codes so that recurring events may be quickly entered on the currency contract note pad. Through Event Codes (MENU ICFILE), create event codes of one to three characters and key descriptions for each one to indicate the event (e.g., the code SHR may indicate "Shipment Received").

NOTE: This option is also available through the Purchasing module and is available even if I/C is not installed on your system.

12. **Define Transfer Definition (required)**

International Currency requires use of gain/loss accounts to track fluctuations in local equivalents of trading currency values. Gains/losses are generated in several ways and affect inventory, accounts payable, accounts receivable, and trading currency bank accounts. For each type of account, other than the bank account which is always currency specific, you determine if currency will be a factor when defining your account definition. You also may select a source account code to be a factor in your account definition.

To determine if currency and/or source account will be used, set up your transfer options through G/L Transfer Definition (MENU GLXFER, T). Once setup, use functions D, E, and F to define the I/C inventory, accounts payable, and accounts receivable accounts, and function 8 to define gain/ loss accounts and exchange fees accounts for each foreign currency bank account you have created.

13. **Activate International Currency (required)**

Use Activate International Currency (MENU ICMAST) to activate I/C.

What To Do	Menu and Option
SYSTEM SPECIFIC OPTIONS	
☐ 1. Specify I/C System Options (required)	ICFILE - Option 1
☐ 2. Specify I/C Company Options (required)	ICFILE - Option 1
MODULE SPECIFIC OPTIONS	
☐ 3. Define Currencies (required)	ICFILE - Option2
☐ 4. Define Currency Relationships (if not done in step 3)	ICFILE - Option 3
☐ 5. Define System-Wide Exchange Codes (required)	ICFILE - Option 2
☐ 6. Enter Exchange Rates (optional)	ICMAIN - Option 1
☐ 7. Create Vendor Records (optional)	POFILE - Option 2
☐ 8. Create I/C Customers (required)	ARFILE - Option 1
☐ 9. Create Trading Currency Bank Accounts (optional)	APFIL2 - Option 1
☐ 10. Create Currency Contracts for Vendors (optional)	ICFILE - Option 4
☐ 11. Create Event Codes for Recurring Events that will be Recorded on the Currency Contract Note Pad (optional)	ICFILE - Option 5
☐ 12. Define Transfer Definition (required)	GLXFER - Option 20
☐ a. Setup Transfer Options for Defining G/L IC Accounts	GLXFER20 - Option T

What To Do	Menu and Option
☐ b. I/C Bank Accounts (required if foreign currency bank accounts have been defined in step 5 above)	GLXFER20 - Option 8
☐ c. I/C Inventory Accounts (required)	GLXFER20 - Option D
☐ d. I/C Accounts Payable Accounts (required)	GLXFER20 - Option E
☐ e. I/C Accounts Receivable Accounts (required)	GLXFER20 - Option F
☐ 13. Activate International Currency	ICMAST - Option 3

Setting up Inventory Accounting

NOTE: On MENU IAFILE, you also have the option to set up G/L Item Codes, Price Classes, and Vendors. The setup step for G/L Item Codes is included in the G/L Interface Setup Checklist; the setup step for Price Classes is included in the Order Entry Setup Checklist; the setup step for Vendors is included in the Purchasing Setup Checklist.

1. **Set up Inventory Accounting Options (required)**

   This option is used to set up system defaults and select optional features that enable you to tailor I/A to meet your needs. These defaults and features are defined through Inventory Accounting Options Maintenance (MENU XAFILE), and have already been performed since file maintenance for MENU XAFILE must be done prior to any other module.

   Review the Inventory Accounting Options Listing (MENU XAFILE) to verify that the correct responses were entered.

2. **Define Warehouse Numbers (required)**

   At least one warehouse must be defined through Warehouse Numbers Maintenance (MENU IAFILE), as it is a required field in the Item Balance File (ITBAL). The Item Balance File is maintained through Item Balance Maintenance (MENU IAFILE).

   If applicable system options are defined, warehouse unique data such as landing cost use, warehouse pricing, and hazardous material (HAZMAT) information is established through this option. For example, hazardous material data can be established only if **Hazardous Materials** is set to Y in System Options Maintenance (MENU IAFILE). You can also activate warehouse level tax overrides, so that tax overrides may be defined at the Item Balance level through Tax Overrides Maintenance (MENU OEFIL2). Additionally, if you are using EDI, you can specify whether outgoing Product Activity Data (852) documents should be created and sent to vendors for items in a warehouse.

3. **Define Item User Codes (optional)**

   There are three item user codes available in the Item Master File (ITMST). They can be used to further define or categorize an item. To use these codes, you must describe its usage by giving it a description (e.g., Color). This description will display next to the field in Item Master Maintenance

(MENU IAFILE). Once the description is set up, the actual codes can be defined and their descriptions entered (e.g., BLU for blue).

Use Item User Codes Maintenance (MENU IAFILE) to define item user codes. To review defined item user codes, run the Item User Codes Listing (MENU IAFILE).

4. **Define Item Classes and Sub-Classes (required)**

   Item classes and sub-classes are used to categorize items. While it is required that at least one item class be created, using sub-classes is an optional feature. Item classes and sub-classes are assigned to items through Item Master Maintenance (MENU IAFILE).

   Item classes are created through Item Class/Sub Class Maintenance (MENU IAFILE or MENU SWFILE). Defined item classes and sub-classes may be reviewed on the Item Class/Sub-Class Listing (MENU IAFILE or MENU SWFILE).

5. **Define Quantity Break Classes (optional)**

   Quantity break classes are used in defining discounts to be applied when a certain quantity of an item is ordered. These classes will be used in Order Entry in the calculation of item prices. Since item prices may be defined at the item level or at the item/warehouse level, quantity break classes may be identified for an item through Item Master Maintenance (MENU IAFILE) or through Item Balance Maintenance (MENU IAFILE).

   Use Quantity Break Class Maintenance (MENU IAFILE) to define quantity break classes and their descriptions and use the Quantity Break Class Listing (MENU IAFILE) to review the data.

6. **Define Units of Measure (required)**

   This option allows you to create or modify units of measure. Units of measure are required when setting up items through Item Master Maintenance (MENU IAFILE). All units of measure entered will be validated against the units of measure defined through this option.

   Define units of measure through Unit of Measure Maintenance (MENU IAFIL2). To review existing units of measure, run the Unit of Measure Listing (MENU IAFIL2).

7. **Define Product IDs (optional)**

NOTE: The creation and maintenance of product IDs is only applicable if Vertex Taxing is installed and you selected to use Vertex taxing through System Options Maintenance (MENU XAFILE).

   This option allows you to create or modify product IDs that are used by Vertex Taxing software. Products IDs are useful if you are grouping like items or special charges for tax override purposes in Vertex. You can assign a product ID to an item through Item Master Maintenance (MENU IAFILE) or to a special charge through Special Charge Definitions Maintenance (MENU OEFILE). All product IDs entered will be validated against the IDs defined through this option.

   Define product IDs through Product ID Maintenance (MENU IAFIL2). To review existing product IDs, run the Product ID Listing (MENU IAFIL2).

8. **Define Items (required)**

   Set up item information using Item Master Maintenance (MENU IAFILE). These are the items that you will use throughout Distribution A+.

   This option also allows you to define hazardous material information if **Hazardous Materials** is set to Y in System Options Maintenance (MENU XAFILE) and an **SDS Date** has been entered. Additional units of measure may also be set up for the item you are defining.

NOTE: Before item information may be entered, you must first define item price classes through Item Class/Sub Class Maintenance (MENU IAFILE), units of measure through Unit of Measure Maintenance (MENU IAFIL2), and hazardous class codes through Hazard Class Code Maintenance (MENU IAFIL2), if using hazardous materials.

This option also allows you to set up item tax overrides for an item at the Item Master level or, if you enter a warehouse number, at the Item Balance level.

9. **Define Item Balance Information (required)**

There must be an Item Balance record for each item in a warehouse and for any item entered in Order Entry. If utilizing Multi-Warehouse Orders, and if an item is not available from every warehouse, you do not have to set up the Item Balance for every warehouse from which you would like to sell the item. You can instead use Shipping Warehouse Overrides Maintenance (MENU OEFIL2) to set up the Item Balance only in the warehouse it is stocked. At order entry time, if you order the item, the system will automatically select the override warehouse where the item is stored.

Set up item balance information using Item Balance Maintenance (MENU IAFILE) and review the data by printing the Item Balance Listing through (MENU IAFILE).

NOTE: Warehouse numbers must be defined through Warehouse Numbers Maintenance (MENU IAFILE) before item balance information can be entered.

Using this option you will also have the ability to define tax overrides at the Item Balance level.

10. **Define Transaction Comments (optional)**

This option allows you to create or modify (and optionally delete) I/A transaction comments which can be used over and over again. To create such a comment, a transaction comment code is defined and associated with descriptive text (the comment). This code can be used to call in the text of the comment to alleviate the need to re-key the comment text each time it is to be used.

Transaction comments may be used when performing:

- Inventory Accounting Transaction Entry
- Purchasing Receipt Entry
- Warehouse Management Pre-receiving

Note that the defining of transaction comments does not preclude you from keying in unique comments during any of these processes. To review existing transaction comments (and codes), use the IAFILE option Transaction Comments Listing (MENU IAFILE) to print the IA Comment Code Listing.

11. **Define Item User Fields (optional)**

There are six item user fields available in the Item Master File (ITMST). They can be used to further define or categorize an item. To use an item user field, you must describe its usage by giving it a description (e.g., Color). This description will display next to the field in Item Master Maintenance (MENU IAFILE). Once the description is set up, item user field values ("valid values") can be defined and their descriptions entered (e.g., BLU for blue).

Use Item User Fields Maintenance (MENU IAFILE) to define item user fields and item user field values. Review those defined via the Item User Fields Listing (MENU IAFILE).

12. **Define ABC Codes (optional)**

This option allows you to create or modify ABC codes which can be used to rate your items. To create such a code, an ABC code is defined and associated with a description. Then, an ABC code can be assigned to an item manually through Item Balance Maintenance (MENU IAFILE). Distribution A+ also offers the ability to have the ABC code in the Item Balance File updated automatically through the use of an analysis report. This report is generally run once, to determine the rating of each item included in the report, and then, if desired, run again to automatically update those items with the resulting ABC code.

Create ABC codes through ABC Codes Maintenance (MENU IAFIL2). To review existing ABC codes, use the IAFIL2 option ABC Codes Listing (MENU IAFIL2).

13. **Define Cycle Count Codes (optional)**

    This option allows you to create or modify cycle count codes. Cycle count codes are used to distinguish locations and items in your warehouse based on their preference and performance; and may also be used when performing a partial physical inventory (cycle count) to select items to count by their cycle code. To create such a code, a cycle count code is defined and associated with a description. Then, a cycle count code can be assigned to an item manually through Item Balance Maintenance (MENU IAFILE).

    Create cycle count codes through Cycle Count Codes Maintenance (MENU IAFIL2). To review existing cycle count codes, use the IAFIL2 option Cycle Count Codes Listing (MENU IAFIL2).

14. **Define Physical Inventory Codes (optional)**

    This option allows you to create or modify physical inventory codes which can be used when performing a partial physical inventory for only locations that contain the items that have the desired physical inventory codes. To create such a code, a physical inventory code is defined and associated with a description. Then, a physical inventory code can be assigned to an item manually through Item Balance Maintenance (MENU IAFILE).

    Define physical inventory codes through Physical Inventory Codes Maintenance (MENU IAFIL2). To review existing physical inventory codes, run the Physical Inventory Codes Listing (MENU IAFIL2).

15. **Define Hazardous Material Message Codes (optional)**

    This option allows you to create or modify hazardous material message codes. These are predefined messages that may be used when setting up hazardous material information in the Item Master File, maintained through Item Master Maintenance (MENU IAFILE). Once defined, the message code will then print (for the item to which it has been assigned) on the HAZMAT Shipping Papers.

    Create hazardous material message codes through Hazardous Material Message Codes Maintenance (MENU IAFIL2). To review existing hazardous material message codes, run the Hazardous Material Message Codes Listing (MENU IAFIL2).

16. **Define Hazard CAS#'s (optional)**

    This option allows you to create, modify, or delete hazardous chemical abstract service numbers (CAS#'s). These numbers are used to identify each chemical/ingredient and may be assigned to an item through Item Master Maintenance (MENU IAFILE).

    Create CAS#'s through Hazard CAS# Maintenance (MENU IAFIL2). To review existing CAS#'s, run the Hazard CAS# Listing (MENU IAFIL2).

17. **Define Hazard Class Codes (required)**

    This option allows you to create or modify hazardous class codes. These codes are used in Item Master Maintenance (MENU IAFILE) to assign an item to a certain hazardous class. Therefore, be sure to define hazardous class codes (if using hazardous materials) before defining your items.

    Create hazardous class codes through Hazard Class Code Maintenance (MENU IAFIL2). To review existing hazardous class codes, run the Hazard Class Code Listing (MENU IAFIL2).

18. **Define Item Commitment Codes (optional)**

This option allows you to create or change item commitment codes. Item commitment codes group your items according to how you want them to be manually committed for orders. Once an item commitment code has been defined for an item, you combine it with one or more customer commitment codes in the Inventory Commitment Matrix (MENU OEMAST) so that you can manually commit inventory for a particular combination of items and customers through Inventory Commit/Uncommit (MENU OEMAST).

An item commitment code is assigned to an item through Item Master Maintenance (MENU IAFILE). To review existing item commitment codes, run the Item Commitment Codes Listing (MENU IAFIL2).

19. **Define Commodity Codes (required/optional)**

This step is required if **Validate Commodity Code** is Y in Systems Options Maintenance (MENU XAFILE).

NOTE: If you are located in a country that is a member of the European Community and you are required to submit a monthly Intrastat Report (MENU IAREPT), commodity code information is required on the report. You will not be able to produce an accurate copy of the report unless you define and use commodity codes.

Commodity codes, which are used to categorize items on the European Intrastat Report, are assigned to items through Item Master Maintenance (MENU IAFILE). If system options are set to validate commodity codes, you must define commodity codes through Commodity Codes Maintenance (MENU IAFIL2) before assigning them to items.

If commodity codes are not being validated, you do not need to define them, and you can key any value in the commodity code field when defining items.

20. **Define Harmonized Tariff Codes (required/optional)**

This step is required if **Validate Harmonized Tariff Code** is Y in Systems Options Maintenance (MENU XAFILE)

Harmonized tariff codes, which are used to classify items for custom and duty documents, are assigned to items through Item Master Maintenance (MENU IAFILE). If system options are set to validate harmonized tariff codes, you must define them through Harmonized Tariff Codes Maintenance (MENU IAFIL2) before assigning them to items. If harmonized tariff codes are not being validated, you do not need to define them, and you can key any value in the commodity code field when defining items.

21. **Define Cost Load Factors**

Loaded cost functionality in Order Entry provides you with a method to calculate commission costs by providing a flexible number of load factor variables, or additional costs, to be included in the commission cost of an item. Use Option 31 - Cost Load Factors on the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2) to define factors.

22. **Define Hazard DOT#s**

If you are using hazardous materials [**Hazardous Materials** = Y in System Options Maintenance (MENU XAFILE)], use Option 32 - Hazard DOT #s on the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2) to add or change Department of Transportation numbers (DOT #s) for items.

23. **Define Hazard Pictogram Codes**

If you are using hazardous materials [**Hazardous Materials** = Y in System Options Maintenance (MENU XAFILE)], use Option 33 - Hazard Pictogram Codes on the Inventory Accounting File

Maintenance Menu 2 (MENU IAFIL2) to add or change primary hazardous pictogram codes for items.

What To Do	Menu and Option
SYSTEM SPECIFIC OPTIONS	
☐ 1. Set up Inventory Accounting Options (required); already performed as part of the Cross Application Checklist	XAFILE - Option 6
MODULE SPECIFIC OPTIONS	
☐ 2. Define Warehouse Numbers (required)	IAFILE - Option 3
☐ 3. Define Item User Codes (optional)	IAFILE - Option 4
☐ 4. Define Item Classes and Sub-Classes (required)	IAFILE - Option 5
☐ 5. Define Quantity Break Classes (optional)	IAFILE - Option 6
☐ 6. Define Units of Measure (required)	IAFIL2 - Option 7
☐ 7. Define Product IDs (optional)	IAFIL2 - Option 8
☐ 8. Define Items (required)	IAFILE - Option - 1
☐ 9. Define Item Balance Information	IAFILE - Option - 2
☐ 10. Define Transaction Comments	IAFILE - Option 10
☐ 11. Define Item User Fields (optional)	IAFILE - Option 30
☐ 12. Define ABC Codes (optional)	IAFIL2 - Option 1
☐ 13. Define Cycle Count Codes (optional)	IAFIL2 - Option 2
☐ 14. Define Physical Inventory Codes (optional)	IAFIL2 - Option 3
☐ 15. Define Hazardous Material Message Codes (optional)	IAFIL2 - Option4
☐ 16. Define Hazard CAS# (optional)	IAFIL2 - Option 5
☐ 17. Define hazard Class codes (required)	IAFIL2 - Option 6
☐ 18. Define Item Commitment Codes (optional)	IAFIL2 - Option 9
☐ 19. Define Commodity Codes (required/optional)	IAFIL2 - Option 10
☐ 20. Define Harmonized Tariff Codes (required/optional)	IAFIL2 - Option 30
☐ 21. Define Cost Load Factors	IAFIL2 - Option 31

What To Do	Menu and Option
☐ 22. Define Hazard DOT #s	IAFIL2 - Option 32
☐ 23. Define Hazard Pictogram Codes	IAFIL2 - Option 33
FIFO/LIFO COSTING SPECIFIC OPTIONS	
☐ 1. Inventory Accounting Options: Set the **Costing Method** of F for FIFO or L for LIFO.	XAFILE - Option 6
☐ 2. Order Entry Options: These options must be completed for all companies. Set **Recost Inv GL Cost at Day-End** to Y. Set **Recost Method** to I which will recost using the IA System Options **Costing Method** field of F or I; or O which will recost using the OE Company Options **Cost to be Used for GL** field which can be standard, average, or user. Set **Immediate Resale of Returned Items** to Y to ensure that the cost layers are created correctly.	XAFILE - Option 5
☐ 3. Warehouse Management Options (if installed): These options should be completed for all warehouses. Set **Use Avg Cost for Lot Items** to Y. Set **Use Avg Cost for Case Qty Items** to Y. Set **Use Avg Cost for Serial Items** to Y.	WMFILE - Option 6
☐ 4. Sync Cost Layers This option should be completed for all warehouses. Select a warehouse and press F5=SUBMIT to submit to batch or F10=PROCESS to run interactively.	IAMAST - Option 6

Setting up Inventory Management & Planning

1. **Set up IM&P System Level Options (required)**

   System-wide options are defined through IM&P System Options Maintenance (MENU IMFILE). After selecting option 9 from the File Maintenance Menu, key 00 as the company number to maintain system-wide options.

   This step is used to set up system defaults and select features that allow you to tailor IM&P to meet your specific needs. You will be required to enter a Model ID, since system options requires a default model ID to exist. The Appendix section of the Inventory Management & Planning User

Guide contains suggested planning models for the various types of items that you may stock. The suggested models are illustrated exactly how they are keyed into IM&P.

Among the system default values needed are default IM&P variables. Default IM&P variables are used for items that are not assigned specific values from the IM&P Variables File (see step 3), and are used if you need to created default planning information (see step 5).

2. **Set up IM&P Company Options (required)**

   Set up company options for each company that will be using IM&P.

   These options, like system-wide options, are defined through IM&P System Options Maintenance (MENU IMFILE). After selecting option 9 from the IM&P File Maintenance Menu, key the number of the company for which company options will be maintained.

   Review the IM&P System Options Listing (MENU IMFILE) to verify your IM&P system and company option selections.

3. **Define IM&P Variables (required)**

   Define IM&P variables for groups of items with variables having different values than the system-wide default values defined through IM&P System Options Maintenance (MENU IMFILE), step 1.

   Review the IM&P Variables section of the Inventory Management & Planning User Guide for a complete understanding of IM&P variables. Each variable is maintained through a separate menu option on the File Maintenance Menu, as follows:

   a. Service Level: Service Level Maintenance (MENU IMFILE)
   b. Lead Time: Lead Time Maintenance (MENU IMFILE)
   c. Order Frequency: Order Frequency Maintenance (MENU IMFILE)
   d. Order Level: Order Level Maintenance (MENU IMFILE)

   Review the Service Level Listing (MENU IMFILE), Lead Time Listing (MENU IMFILE), Order Frequency Listing (MENU IMFILE), and Order Level Listing (MENU IMFILE) to verify your IM&P variables selections.

4. **Activate IM&P (required)**

   Before you begin using IM&P, you must supply the closing month and year of the last company closed through Period End Processing (MENU SAMAST) in the Sales Analysis module. To determine what the current period is for all companies, do the following:

   - Select Period End Processing (MENU SAMAST).
   - Key today's date and press ENTER. The next screen will show the current fiscal status of all companies.
   - Press F3=CANCEL to cancel the option.

   To start IM&P, select Activate IM&P (MENU IMMAST). You will be prompted to key the month and year of the last Sales Analysis Period End Processing.

NOTE: This process can only be run once and must be run before you can begin planning items with IM&P. Also, once IM&P has been started, the **Plan (Y/N)** field in Item Balance Maintenance (MENU IAFILE) will exist. The Create IM&P Balance Records (MENU IMMAST) information for your items can only be run after Activate IM&P has been executed.

For example, if you are installing IM&P in February of 2015, and the last Period End Processing was performed for January of 2015, you would fill the fields on the prompt screen with 01 for the month and 15 for the year.

5. **Define Planning Models (required)**

   IM&P uses planning models to calculate the sales of an item. A planning model defines the relative importance of an item's demand history, as well as other factors (smoothing value, additional growth percent, and minimum number of months). Each planned item must be assigned a planning model. In this step, you must create the planning models that will be used by your items in IM&P.

   Refer to the Inventory Management & Planning User Guide for a complete explanation of how planning models are used to forecast sales.

   The Inventory Management & Planning User Guide contains 13 suggested planning models, described in the Appendix section, for the various types of items that you may stock. You may choose to initially use one, several, or all of these planning models. The suggested planning models are illustrated exactly how they are keyed into IM&P.

   Use IM&P Models Maintenance (MENU IMFILE) to add planning model definitions.

6. **Create Default Planning Information for your items (required)**

   Default planning information must be created before you can use IM&P. It is maintained in the IM&P Balance File, and corresponds to each planned item in the Item Balance File, which contains one record for each item in a warehouse.

NOTE: The Item Balance Maintenance section of the Inventory Accounting User Guide contains the reference section for IM&P Balance File Maintenance.

Planned items

Every item that is specified for IM&P forecasting must be defined as a planned item. To define an item as being planned, key Y in the **Plan** field in Item Balance Maintenance (MENU IMFILE). You may then key the corresponding planning information (in the IM&P Balance File) on the next screen that displays.

Valid primary vendor

Planning information will be created only for items with a valid vendor number defined through Item Balance Maintenance (MENU IMFILE). Items with missing or invalid vendors will not be planned for by IM&P (the **Plan** field contains an N.)

A vendor number is valid if it has been defined in Purchasing through Vendor Master Maintenance (MENU POFILE).

IM&P provides a procedure that allows you to print a report that shows items with missing or invalid vendor numbers (see next sub-topic, below).

Verify item balance information

To ensure that all items are assigned vendors, and that default planning information is created accurately, do the following:

- Use Item Balance Maintenance (MENU IAFILE) to add or correct any vendor numbers that you know are missing from, or invalid for, an item's balance information.
- Key: IMVNDP and press ENTER to print a report showing all items with missing or invalid vendor numbers (non-stock items are excluded from this report).
- Use Item Balance Maintenance (MENU IAFILE) to make any further vendor number corrections to item balance information.

Creating default planning information

NOTE: If you have installed IM&P with the initial installation of Distribution A+, and defined default planning information when you defined your item balance information through Item Balance Maintenance (MENU IAFILE), you may skip creating default planning information. You will need to perform this step only if you are installing IM&P after item balance information has been defined.

To create default planning information, a procedure is provided to automatically create IM&P Balance File records based on information in the Item Balance File, IM&P Variables File, and IM&P System Options Maintenance (MENU IMFILE).

Select Create IM&P Balance Records (MENU IMMAST) to create default IM&P Balance File records for all planned items with valid vendor numbers.

IM&P will display a selection prompt screen to allow you to limit the number of IM&P Balance File records that will be created. The Plan field will be set to Y for all items that fall within the specified range(s), and default planning information will be assigned to each of the items selected. The IM&P Balance File Creation Error Report will print, showing any errors that were detected when trying to create the default planning information.

If you are starting to use IM&P with a portion of your inventory, use this option in the future to begin planning other groups of items.

7. **Run the IM&P Monthly Update (required)**

Begin using IM&P by running the IM&P Monthly Update (MENU IMMAST). This option does the following:

- Resets the IM&P variables for the first forecast month.
- Creates the first set of forecasts and stores them in the IM&P Forecast File.
- Calculates new minimum and maximum balances for planned items based on the forecast results and planning information in the IM&P Balance File.
- Prints the first Inventory Planning Exception Report to show substantial minimum and maximum balance changes.

NOTE: Use the Inventory Planning Exception Report to see the results of the first planning run and determine if changes are required. We suggest that you change one thing at a time to be able to see and understand the effect of your adjustments. The first month of using IM&P can become quite confusing if you don’t follow this suggestion. Keep It Simple!

At this point, you should follow the normal processing schedule of IM&P as described in the Users Guide section of the Inventory Management & Planning User Guide.

What To Do	Menu and Option
SYSTEM SPECIFIC OPTIONS	
☐ 1. Set up IM&P System Options (required)	IMFILE - Option 9
☐ 2.Set up IM&P Company Options (required)	IMFILE - Option 9
MODULE SPECIFIC OPTIONS	
☐ 3.Set up IM&P Variables (required)	N/A
☐ a.Service Level	IMFILE - Option 5

What To Do	Menu and Option
☐ b. Lead Time	IMFILE - Option 6
☐ c.Order Frequency	IMFILE - Option 7
☐ d.Order Level	IMFILE - Option 8
☐ 4. Start IM&P (required)	IMMAST - Option 10
☐ 5.Define Planning Models (required)	IMFILE - Option 2
☐ 6.Create Default Planning Information for your items (required)	IMMAST - Option 6
☐ 7. Run the IM&P Monthly Update (required)	IMMAST - Option 4

Setting up Mail Server

In order to begin using the Mail Server module you must also have configured the Mail Gateway Express. Refer to the Mail Gateway Express User Guide for more information.

1. **Set up Mail Server System Options (required)**

   Mail Server options are defined through Mail Server Options Maintenance (MENU MSFILE). Refer to the Mail Server User Guide for additional information.

   System options include, but are not limited to, specifying a job queue, the number of days to keep Mail Server requests, a FROM e-mail address, and whether the Mail Server Broker will be started with Distribution A+.

2. **Register A+ User IDs (optional)**

   E-mail address can be defined for all registered users authorized to use Mail Server. Refer to Register A+ User IDs (MENU XACFIG) for additional information.

3. **Update Customer Master File (optional)**

   If you want certain documents to e-mail to a customer automatically, you must specify e-mail defaults for that customer. These defaults include the type of documents to e-mail, e-mail addresses, and mailing instructions.

   Update the Customer Master File with this information through Customer/Ship to Master Maintenance (MENU ARFILE) and review that data through the Customer/Ship to Master Listing (MENU ARFILE 11).

4. **Update Shipping Address File (optional)**

   If you want certain documents to e-mail to a ship-to address automatically, you must specify e-mail defaults for that address. These defaults include the type of documents to e-mail, e-mail addresses, and mailing instructions.

   Update the Ship-to Master Address File with this information through Customer/Ship to Master Maintenance (MENU ARFILE) and review that data through Customer/Ship to Master Listing (MENU ARFILE).

5. **Update Vendor Master File (optional)**

   If you want certain documents to e-mail to a vendor automatically, you must specify e-mail defaults for that vendor. These defaults include the type of documents to e-mail, e-mail addresses, and mailing instructions.

   Update the Vendor Master File with this information through Vendor Master Maintenance (MENU POFILE) and review this data through the Vendor Master Listing (MENU POFILE).

6. **Update Warehouse Numbers File (optional)**

   If you want certain documents to e-mail to a warehouse automatically, you must specify e-mail defaults for that warehouse. These defaults include the type of documents to e-mail, e-mail addresses, and mailing instructions.

   Update the Warehouse Numbers File with this information through Warehouse Numbers Maintenance (MENU IAFILE) and review this data through the Warehouse Numbers Listing (MENU IAFILE).

7. **Define Customer Contacts (optional)**

   If you want to store contacts for customers and/or ship to addresses, and be able to look them up, you must define contacts and specify contact information for each. The contact information includes the e-mail address, contact name, telephone number and extension, fax number and extension, and mailing instructions.

   Set up customer contacts through Customer Contacts Maintenance (MENU MSFILE) and review the information through Customer Contacts Listing (MENU MSFILE).

8. **Assign Vendor Email Contacts (optional)**

   If you want to store contacts for vendors, and be able to look them up, you must define contacts and specify contact information for each. The contact information includes the e-mail address, contact name, telephone number and extension, fax number and extension, and mailing instructions.

   Set up vendor contacts through Vendor Email Contacts Maintenance (MENU MSFILE) and review the information through Vendor Email Contacts Listing (MENU MSFILE).

9. **Define User Email Contacts (optional)**

   If you want to store contacts for users, and be able to look them up, you must define contacts and specify contact information for each. The contact information includes the e-mail address, contact name, telephone number and extension, fax number and extension, and mailing instructions.

   Set up user contacts through User Email Contacts Maintenance (MENU MSFILE) and review the information through User Email Contacts Listing (MENU MSFILE).

10. **Define Distribution Groups (optional)**

    If you want to use distribution group codes to e-mail to multiple addresses, you must define distribution group codes.

    Set up distribution group codes through Distribution Groups Maintenance (MENU MSFILE) and view created codes through Distribution Groups Listing (MENU MSFILE).

11. **Define Distribution Group Assignments (optional)**

    If you have created distribution groups through Distribution Groups Maintenance (MENU MSFILE) and you want to use the codes, you must assign addresses to the code. E-mail will be sent to all the addresses assigned to a code when that code is keyed on the Email Options Screen.

    Set up distribution group assignments through Distribution Group Assignments Maintenance (MENU MISFILE) and view the assignments through Distribution Group Assignments Listing (MENU MISFILE).

What To Do	Menu and Option
SYSTEM SPECIFIC OPTIONS	
☐ 1. Define Mail Server System Options (required)	MSFILE - Option 6
MODULE SPECIFIC OPTIONS	
☐ 2. Update Register A+ User IDs (optional)	XACFIG - Option 4
☐ 3. Update Customer Master File (optional)	ARFILE - Option 1
☐ 4. Update Shipping Address File (optional)	ARFILE - Option 1
☐ 5. Update Vendor Master File (optional)	POFILE - Option 1
☐ 6. Update Warehouse Numbers File (optional)	IAFILE - Option 3
☐ 7. Set up Customer Contacts (optional)	MSFILE - Option 1
☐ 8. Set up Vendor Email Contacts (optional)	MSFILE - Option 2
☐ 9. Set up User Email Contacts (optional)	MSFILE - Option 3
☐ 10. Set up Distribution Groups (optional)	MSFILE - Option 4
☐ 11. Set up Distribution Group Assignments (optional)	MSFILE - Option 5

Setting up Order Entry

Before setting up O/E, verify that the following options have been set up:

- System Wide Options (MENU XAFILE)
- Company Options (MENU XAFILE)

In addition, you must have defined your items (MENU IAFILE) and customers (MENU ARFILE).

1. **Set Up Order Entry Options (required)**

   This option is used to set up system defaults and select optional features that enable you to tailor O/E to meet your needs. These defaults and features are defined through Order Entry Options Maintenance (MENU XAFILE), and have already been performed since MENU XAFILE was the first menu for which file maintenance was set up.

   Review the Order Entry Options Listing (MENU XAFILE) to verify that the correct responses were entered.

2. **Define Tax Body Codes (required)**

You must define at least one tax body code through Tax Body Maintenance (MENU OEFILE), for example, a Goods/Service Tax (GST) and/or a Provincial Sales Tax (PST) tax body. You must assign a tax body to customers through Customer/Ship to Master Maintenance (MENU ARFILE). You can also assign a tax body to vendors through Vendors Maintenance (MENU APFILE or MENU POFILE) or to a vendor and warehouse through Vendor/Warehouse Assignments Maintenance (MENU POFILE). The tax body assigned to a vendor or vendor/warehouse is used to calculate GST for purchases.

Tax body codes apply to all companies and determine the tax rate applied to an order or a purchase order.

3. **Define Special Charge Codes (optional)**

   Special charges are used to record non-product charges, such as freight and handling charges. Special charges, defined through Special Charge Definitions Maintenance (MENU OEFILE), are composed of two types: (1) Order Charges, and (2) Line Charges. Each type of charge can have up to 33 pre-defined descriptions (1 through 9 or A through Z). I and O are intentionally excluded as they could be misinterpreted as numbers. In the actual files, order charges begin with the character '/' and line charges begin with the character '&'.

   Similar to items, special charges can be identified as taxable or not, and special charge tax overrides are also available. Also, similar to items, these special charge tax overrides may be defined with or without specifying a warehouse.

4. **Define Payment Type Codes (required)**

   At least one payment type code must be defined through Payment Type Maintenance (MENU OEFILE), as it is required when setting up customers and entering orders.

   Payment type codes reflect the type of payment rendered (for example, cash, check, credit, etc.). They also determine whether or not the sale will be posted to Accounts Receivable, whether or not an amount tendered is required for a cash sale order, and whether or not a credit card number and expiration date are required on an order.

5. **Define Hold Codes (required)**

   Hold codes, defined through Order Hold Codes Maintenance (MENU OEFILE), are used to place orders on hold. When an order is held, the system will not allow a Pick List or Invoice to be printed for the order.

   During order entry, if one of the following hold codes is used and it has not been defined, Distribution A+ will automatically add it to the system for you:

   - CR - Credit Limit Exceeded
   - GM -Below Minimum Gross Margin
   - GX - Above Maximum Gross Margin
   - NC - New Customer
   - OH - Offline Order Entry
   - SP - Slow Pay

6. **Define Delete Reason Codes (required)**

   At least one delete reason code must be defined through Delete Reason Codes Maintenance (MENU OEFILE), as it is required when deleting orders (MENU OEMAIN). This code indicates the reason for deleting an order. If deleted orders are being saved, reports and inquires may be created to analyze lost sales.

7. **Define Order Messages (optional)**

Pre-defined messages may be used in Order Entry by inserting the associated message code defined through Order Messages Maintenance (MENU OEFILE). In addition, up to three universal messages for each company may be created and will appear at the bottom of all pick lists and invoices.

8. **Define Order Source Codes (optional)**

   Order source codes can be used for posting accounts from Order Entry to General Ledger, or you can use them to track information in order history. Use order source codes if information from an order is used to determine which accounts are updated.

   Order source codes are a two character code you assign to an order as it is created. They are defined through Order Source Code Maintenance (MENU OEFILE).

9. **Define Customer Service Comments (optional)**

   Comments may be defined for a given customer and/or customer's ship-to address. There are three types that you may define through Customer Comments Maintenance (MENU OEFILE):

   - Management
   - User
   - Order

   Order comments are automatically copied into each order for a given customer.

10. **Define Cross Reference Items (optional)**

    This option is used to define item numbers that can be cross referenced to customer item numbers. This will allow you to key in the customer's item number during Order Entry, without having to know your item number. Cross reference items are defined through Customer/Item Numbers Maintenance (MENU OEFILE).

11. **Define Replacement and Complement Items (optional)**

    This option is used to define replacement or alternate and upgrade complement items (MENU OEFILE). Replacement items may be displayed during Order Entry to replace an item ordered. Complement items may be displayed during Order Entry to suggest additional items that the customer may want to order.

12. **Define Customer Inventory Reservations (optional)**

    This option is used to define customer inventory reservations for a specific customer (MENU OEFILE). You will be able to set up customer inventory reservations for a company, customer, warehouse, and item. Customers assigned an A/R customer number for which reservations are set up will be able to access the quantity reserved for that A/R customer number.

13. **Define Output Queue Overrides (optional)**

    This option is used to define output queue overrides by warehouse and display ID for the printing of forms (i.e., pick lists and invoices); you designate the output queue for each type of form that you may print. This is useful if you have a specific form, such as an invoice, being directed to a specific output queue in a warehouse and want all invoices for a given warehouse directed to that output queue.

    Use Output Queue Overrides Maintenance (MENU OEFIL2 or MENU XAFILE).

14. **Define Shipping Warehouse Overrides (optional)**

    This option is used to define override shipping warehouses for Order Entry. During order entry, Distribution A+ uses Shipping Warehouse Overrides Maintenance (MENU OEFIL2) to determine if the item should be shipped from the given warehouse (referred to as the original warehouse) or an override warehouse (referred to as the shipping warehouse).

15. **Define Carrier Codes (optional)**

Carrier codes allow you to identify each carrier that delivers customer orders. When you enter an order for a customer through Enter, Change & Ship Orders (MENU OEMAIN), you can enter a carrier code to identify the carrier that will be shipping the order.

NOTE: If your company is located in a European Community member country and is required to submit a monthly Intrastat Report (MENU IAREPT), the carrier code includes transport mode information that is required on the report. You will not be able to produce an accurate copy of the report if you do not define and use carrier codes.

Define carrier codes through Carrier Codes Maintenance (MENU OEFIL2). You can also use this option to define any carrier specific delivery schedules. Once defined, these schedules will be checked when a requested ship date is keyed through Order Entry, to ensure the date reflects a defined delivery day of the week. Review the Carrier Codes Listing (MENU OEFIL2) to verify your carrier codes.

16. **Define Return Reason Codes (required)**

Use this option to define return reason codes for a company. Return reason codes allow you to identify the reason merchandise is being returned. When entering a return through Enter, Change & Ship Orders (MENU OEMAIN) or via automatic credit memo through Customer Order/Shipment Inquiry (MENU OEMAIN), a valid reason code must be entered.

Define return reason codes through Return Reason Codes Maintenance (MENU OEFIL2).

17. **Define Alternate Shipping Warehouses (optional)**

This option allows you to define alternate shipping warehouses for Order Entry. When entering an order through Enter, Change & Ship Orders (MENU OEMAIN), if an alternate ship code has been assigned to the customer, customer ship-to, and/or warehouse in which you are working with, the F2= WHs function key will display which provides you with access to the alternate shipping warehouse list. From this list, you may select a warehouse.

Define alternate shipping warehouses through Alternate Shipping Warehouses Maintenance (MENU OEFIL2).

NOTE: If the **Warehouse Search** feature is active [System Options Maintenance (MENU OEFIL2)], the Alternate Shipping Warehouse List Screen will automatically display if the item being ordered is not stocked in the order's warehouse.

18. **Define Product Restriction Codes (optional)**

This option allows you to define product restriction codes. Since you may have the need to restrict certain customers from ordering certain items, product restriction codes are provided. Use these codes to identify restricted products.

Define product restriction codes through Product Restriction Codes Maintenance (MENU OEFIL2).

19. **Define Customer Authorizations (optional)**

This option allows you to define customer authorization records. These records provide you with a means by which you may give or deny a customer the authority to purchase a restricted item [as defined through Item Master Maintenance (MENU IAFILE)].

Define customer authorization records through Customer Authorizations Maintenance (MENU OEFIL2).

20. **Define Customer Tax Classes (optional)**

Customer tax classes are used to group together a number of customers who are to receive tax exemption overrides for selected items. Customer tax classes are used in conjunction with individual items or item tax classes to create tax exemption overrides. Through Order Entry Options (MENU XAFILE), you determine if these tax overrides are allowed and which type of overrides are allowed.

Define customer tax classes through Customer Tax Classes Maintenance (MENU OEFIL2).

21. **Define Item Tax Classes (optional)**

Item tax classes are used to group together a number of items which, when ordered by selected customers, will result in a tax exemption override. Item tax classes are used in conjunction with individual customers or customer tax classes to create tax exemption overrides through Tax Overrides Maintenance (MENU OEFIL2). Through Order Entry Options (MENU XAFILE), you determine if tax overrides using item tax classes are allowed. The allowed tax overrides will be used during order entry in determining item taxation. Once an item tax class is defined, it is assigned to an item through Item Master Maintenance (MENU IAFILE), or to an item/warehouse through Item Balance Maintenance (MENU IAFILE). Item tax classes assigned at the Item Master level may be superseded when the item is ordered from a particular warehouse and an item tax class is defined for the item at the Item Balance level for that particular warehouse.

Define item tax classes through Item Tax Classes Maintenance (MENU OEFIL2).

22. **Define Tax Overrides (optional)**

Individual customers or customers in a customer tax class may be designated as having special tax exemption overrides for individual items or items in an item tax class. Tax overrides allow you to identify one or more customers who are to be tax exempt when ordering an identified item (or items).

These tax overrides are different from tax codes defined elsewhere in Distribution A+ in that specific relationships may be defined, as a constant, for the indicated customer(s)/item(s), regardless whether or not the customer has a tax code defined as Jobber (which would allow the tax for that customer to be based on an item’s re-use code).

Additionally, if warehouse level tax overrides are activated, via Warehouse Numbers Maintenance (MENU IAFILE), then you can use this option to create tax overrides at the Item Balance level (i.e., for an item in a particular warehouse). In this case, warehouse level tax overrides will be retrieved during order entry for the shipping warehouse for each line of the order.

Define tax overrides through Tax Overrides Maintenance (MENU OEFIL2).

23. **Define Customer EIC Groups (optional)**

NOTE: You can only use customer extended item comment (EIC) groups if you set the **Use Extend Item Cmnt** and **Use Cust EIC Groups** fields to Y through System Options Maintenance (MENU XAFILE).

Customer EIC groups allow you to assign a common EIC description across a group of customers with similar traits. You can assign customer EIC groups to customers using Customer/Ship-to Master Maintenance (MENU ARFILE).

Define customer EIC groups through Customer EIC Groups Maintenance (MENU OEFIL2).

24. **Define Item EIC Groups (optional)**

NOTE: You can only use item EIC groups if you set the Use Extend Item Cmnt and Use Item EIC Groups fields to Y through System Options Maintenance (MENU XAFILE).

Item EIC groups allow you to assign a common EIC description across a group of items with similar traits. You can assign item EIC groups to items using Item Master Maintenance (MENUIAFILE).

Define item EIC groups through Item EIC Groups Maintenance (MENU OEFIL2).

25. Define Physical Presence Table (optional)

NOTE: This option can only be utilized if Vertex Taxing software is installed on your system and you have selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE).

Use this option to define states in which you have a physical presence. For each state you add to the physical presence table, a corresponding GeoCode will be assigned in order to determine the correct taxes for customers and items.

Define states and Vertex GeoCodes through Physical Presence Table Maintenance (MENU OEFIL2).

26. Define Time Zone Codes (required)

Distribution A+ captures the date and time of a number of processes, such as the entry of an order. Use this option to define a code for each time zone in which you will have users working. Times on inquiries and reports will be shown in the user's default time zone.

Define time zone codes through Time Zone Codes Maintenance (MENU OEFIL3). Assign a default time zone code to each user through Register A+ User IDs (MENU XACFIG).

27. Define Packer/Picker/Driver IDs (optional)

You must define packer, picker, and/or driver IDs if you responded with a Y to one or more of the following prompts in Order Entry Options (MENU XAFILE):

- Packer ID Required
- Picker ID Required
- Driver ID Required

Define packer, picker, and driver IDs through Packer/Picker/Driver ID Maintenance (MENU OEFIL3).

28. Define State and Province Codes (required/optional)

This step is required if Validate State/Province is Y in Systems Options Maintenance (MENU XAFILE).

Use State/Province Codes Maintenance to define state and province codes which are keyed as part of each address you enter in Distribution A+.

29. Define FOB Codes (required/optional)

This step is required if either of the following is true:

- You have set the **Freight Charges Required to Ship Confirm Orders** field to Y in Order Entry Options Maintenance (MENU XAFILE). When there is a Y in that field, the **FOB Code** field is required when you enter an order through Enter, Change & Ship Orders (MENU OEMAIN), and you must define at least one FOB code.
- Your company is located in a European Community (EC) member country. Companies in EC member countries are required to submit a monthly Intrastat Report (MENU IAREPT) to their respective governments detailing shipments to and receipts from other EC member countries. The FOB code on each sales order or purchase order includes Intrastat delivery terms information required for that report.

FOB codes allow you to assign and track freight and cost liability on shipments and receipts. You can assign FOB codes to vendors, customers, and ship-to addresses.

Define FOB codes through FOB Codes Maintenance (MENU OEFIL3). Review the FOB Codes Listing (MENU OEFIL3) to verify your FOB codes.

This step also exists on the Purchasing Setup Checklist.

30. **Define Transport Modes (optional)**

The transport mode specifies the method of transportation used to deliver goods.

You must define transport modes if:

- You will be using carrier codes. The Transport Mode field is required whenever you define a carrier code through Carrier Codes Maintenance (MENU OEFIL2).
- Your company is located in a EC member country. Companies in EC member countries are required to submit a monthly Intrastat Report (MENU IAREPT) to their respective governments detailing shipments to and receipts from other EC member countries. The Transport Mode will be a required field whenever you add a requisition for a vendor in a different EC member country.

Define transport modes through Transport Mode Maintenance (MENU OEFIL3). Review the Transport Mode Listing (MENU OEFIL3) to verify your transport modes.

This step also exists on the Purchasing Setup Checklist.

31. **Define an Automated Day-End and/or Invoicing job (optional)**

You can schedule Day-End processing and Invoicing jobs to run automatically. Automated Day-End and Invoicing jobs are defined through Auto Day-End Invoicing Job Name Maintenance (MENU OEFIL3).

32. **Define Freight Rates (optional)**

You can define freight rates for use in web@work Advanced Edition. A freight rate is an estimated shipping charge based on an order's total weight, an order's total value, or an item's value. These values are set up for specific carrier codes and, if you are using International Currency, currencies. Define freight rates through Freight Rates Maintenance (MENU OEFIL3).

33. **Define Authorization for Returns & Releases (required)**

Authorized user IDs must be defined if you responded with a Y to the following authorization prompts in Application Action Authority (MENU XASCTY):

- User ID for Security
- Authorization Required for Returns
- Authorization Required for Credit Releases
- Authorization Required for Other releases
- Authorization Required for Future Order releases

Users may be authorized through Application Authority (MENU XASCTY) to enter returns and release orders on hold. Note that only the first user ID can be used for a user group.

NOTE: Refer to the User Security User Guide for further details.

34. **Set up Rebate Options (required)**

Use this option to indicate whether you want to activate rebate processing for a particular company and to set the options for processing rebates in a company. Define your rebate options through Rebate Options Maintenance (MENU OERFILE).

35. **Set up Vendor Rebate Options (optional)**

    Use this option to specify the options for processing rebates with specific vendors. Currently, options can be set for processing with Kimberly-Clark. Define your rebate options through Vendor Rebate Options Maintenance (MENU OERFILE).

36. **Define Filing Frequencies (required)**

    Filing frequency codes are assigned to rebates to indicate how often rebates need to be filed or applied for with the rebate reference vendor. Define filing frequencies through Filing Frequency Maintenance (MENU OERFILE).

37. **Define Rebates (optional)**

    A rebate represents a discount provided to you by the vendor. Rebates can be used to provide discounts to particular customers or to encourage the distributor to sell certain items. Individual customers or those in a customer rebate class may be designated as those who, when ordering selected items or an item in an item rebate class, will receive all or portions of the rebates that you, as a distributor, would normally receive. Rebates may be limited by dates and quantity limits. Define rebates through Rebate Master Maintenance (MENU OERFILE). If rebates will be applied for to the vendor, be sure to establish the required GL/AP expense accounts.

38. **Define Customer Rebate Classes (optional)**

    Customer rebate classes are used to group together a number of customers who are to receive all or a portion of the rebates that you, as the distributor, receive from your vendor. These rebates are established for selected items or a group of items included in an item rebate class.

    Define customer rebate classes through Customer Rebate Classes Maintenance (MENU OERFILE).

39. **Define Item Rebate Classes (optional)**

    Item rebate classes are used to group together a number of items for which customers, when ordering those items, will receive all or a portion of the rebates that you, as the distributor, receive from your vendor. These rebates are established for all customers, a selected few customers, or a group of customers included in a customer rebate class.

    Define item rebate classes through Item Rebate Classes Maintenance (MENU OERFILE).

40. **Assign G/L Account Numbers (required)**

    Account numbers must be defined through the G/L Interface (MENU GLXFER or G2XFER) or G/L (MENU GLFILE) for posting daily sales to General Ledger. (Refer to the General Ledger Interface User Guide for detailed information.)

NOTE: Separate accounts may be used for drop shipments, if desired.

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41. **Set Up O/E Pricing (optional)**

    a. Define item price class codes

       Item price classes are used to classify a group of items for pricing using the price matrix and are defined through Price Class Maintenance (MENU OEPRCE). These codes, combined with the customer's price discount code, determine the discount or markup percentage to be applied to an item's base price during Order Entry.

    b. Define contract prices

       Contracts may be set up through Contract Price Maintenance (MENU OEPRCE) for a combination of customer(s) and item(s). Contract prices are used to apply a discount or markup percentage to an order. They can also be used to redirect the selection of a list price or customer price discount code. A contract is used when an order specifies a contract number on the Order

Header Screen (MENU OEMAIN); or, may also be used for promotional pricing by not specifying a contract number or if a valid contract exists for the specific customer/item combination entered.

c. Define the price matrix

You may define discount, markup, or gross margin percentages in the price matrix (MENU OEPRCE) or redirect to a price list different from that defined in Item Master Maintenance (,MENU IAFILE). The price matrix, defined by company and item price class, defines the discount/markup percentages for up to 999 customer price discount codes. Discount codes are assigned to individual customers through Customer Master Maintenance (MENU ARFILE), but may be redirected using contract pricing.

d. Define quantity discounts

Up to ten quantity breaks for an item or group of items may be defined through Quantity Discounts (MENU IAFILE).

To define quantity breaks for a group of items, you must enter a quantity break class code in the Item Master Maintenance (MENUIAFILE). This code must be defined through Quantity Break Class Maintenance (MENU IAFILE) before the discounts can be entered.

e. Define trade discounts

Up to nine trade discounts can be set up for each company through Trade Discount Maintenance (MENU OEPRCE). Trade discount percentages are applied to the invoice sub-total when the order exceeds a minimum amount (defined within this option).

f. Define customer contract codes

Customer contract codes are used to classify a group of customers for contract pricing and are defined through Customer Contract Code Maintenance (MENU OEPRCE). These codes, when assigned to customers, are used to classify that customer for contract pricing functions. This code can then be used when creating a contract for a group of customers in Contract Prices Maintenance (MENU OEPRCE).

g. Define item contract codes

Item contract codes are used to classify a group of items for contract pricing and are defined through Item Contract Code Maintenance (MENU OEPRCE). These codes, combined with the customer contract code, determine the discount or markup percentage to be applied during Order Entry. This code can then be used when creating a contract for a group of items in Contract Prices Maintenance (MENU OEPRCE).

42. **Define a "New Customer" Number (required)**

To accept orders from customers who are not yet established in the Customer Master File, a "New Customer" number must be defined for each company. When an order is entered using the "New Customer" number, the system will automatically place the order on new customer hold (hold code NC).

What To Do	Menu and Option
SYSTEM SPECIFIC OPTIONS	
☐ 1. Set up Order Entry Options (required); this step already performed as part of the Cross Application Checklist	XAFILE - Option 5

What To Do	Menu and Option
MODULE SPECIFIC OPTIONS	
☐ 2. Define Tax Body Codes (required)	OEFILE - Option 1
☐ 3. Define Special Charge Codes (optional)	OEFILE - Option 2
☐ 4. Define Payment Type Codes (required)	OEFILE - Option 3
☐ 5. Define Hold Codes (required)	OEFILE - Option 4
☐ 6. Define Delete Reason Codes (required)	OEFILE - Option 5
☐ 7. Define Order Messages (optional)	OEFILE - Option 6
☐ 8. Define Order Source Codes (optional)	OEFILE - Option 7
☐ 9. Define Customer Service Comments (optional)	OEFILE - Option 8
☐ 10. Define Cross Reference Items (optional)	OEFILE - Option 9
☐ 11. Define Replacement and Complement Items (optional)	OEFILE - Option 10
☐ 12. Define Customer Inventory Reservations (optional)	OEFILE - Option 21
☐ 13. Define Output Queue Overrides (optional)	OEFIL2 - Option 1
☐ 14. Define Shipping Warehouse Overrides (optional)	OEFIL2 - Option 2
☐ 15. Define Carrier Codes (optional)	OEFIL2 - Option 3
☐ 16. Define Return Reason Codes (required)	OEFIL2 - Option 4
☐ 17. Define Alternate Shipping Warehouses (optional)	OEFIL2 - Option 5
☐ 18. Set up Product Restrictions (optional)	OEFIL2 - Option 6
☐ 19. Set up Customer Authorizations (optional)	OEFIL2 - Option 7
☐ 20. Set up Customer Tax Classes (optional)	OEFIL2 - Option 8
☐ 21. Set up Item Tax Classes (optional)	OEFIL2 - Option 9
☐ 22. Set up Tax Overrides (optional)	OEFIL2 - Option 10
☐ 23. Set up Customer EIC Groups (optional)	OEFIL2 - Option 21
☐ 24. Set up Item EIC Groups (optional)	OEFIL2 - Option 22
☐ 25. Set up Physical Presence Table (optional - Vertex must be installed)	OEFIL2 - Option 23

What To Do	**Menu and Option**
☐ 26. Define Time Zone Codes (required)	OEFIL3 - Option 1
☐ 27. Define Packer/Picker/Driver IDs (optional)	OEFIL3 - Option 2
☐ 28. Define State/Province Codes (required/optional)	OEFIL3 - Option 3
☐ 29. Define FOB Codes (optional)	OEFIL3 - Option 4
☐ 30. Define Transport Modes (optional)	OEFIL3 - Option 5
☐ 31. Define an automated Day-End and/or Invoicing job (optional)	OEFIL3 - Option 6
☐ 32. Define Freight Rates (optional for web@work Advanced Edition users)	OEFIL3 - Option 7
☐ 33. Set up Authorization for Returns and Releases (required)	XASCTY - Option 6
☐ 34. Set up Rebate Options (required)	OERFILE - Option 5
☐ 35. Set up Filing Frequencies (required)	OERFILE - Option 4
☐ 36. Set up Rebates (optional)	OERFILE - Option 1
☐ 37. Set up Customer Rebate classes (optional)	OERFILE - Option 2
☐ 38. Set up Item Rebate Classes (optional)	OERFILE - Option 3
☐ 39. Set up Account Numbers (required)	GLFILE - Option 1
☐ 40. Set up O/E Pricing	N/A
☐ a. Define item price class codes	OEPRCE - Option 5
☐ b. Define contract prices	OEPRCE - Option 4
☐ c. Define the price matrix	OEPRCE - Option 2
☐ d. Define quantity discounts	OEPRCE - Option 3
☐ e. Define trade discounts	OEPRCE - Option 6
☐ f. Define customer contract codes	OEPRCE - Option 7
☐ g. Define item contract codes	OEPRCE - Option 8
☐ 41. Set up A “New Customer” Number (required)	OEMAST - Option 4

Setting up Point of Sale

Refer to the Point of Sale User Guide for a complete description of this checklist.

Setting up Purchasing

Before setting up Purchasing, verify that the following options have been completed:

- System Wide Options (MENU XAFILE)
- Company Options (MENU XAFILE)
- Order Entry Options (MENU XAFILE)

In addition, you must have defined your items (MENU IAFILE), warehouses (MENU IAFILE), and Customers (MENU ARFILE).

1. **Set up Purchasing Options (required)**

   This step is used to set up system defaults and select optional features that enable you to tailor Purchasing to meet your needs. These options are defined through Purchasing Options (MENU XAFILE), and have already been performed since MENU XAFILE was the first menu for which file maintenance was set up.

   Review the Purchasing Options Listing (MENU XAFILE) to verify your Purchasing Options selections.

2. **Set up Vendors (required)**

   This option is used to define the vendors and vendor information used in Purchasing. Vendors are defined through Vendor Master Maintenance (MENU POFILE).

3. **Set up Vendor/Item Information (required)**

   This option is used to establish ordering information used in Purchasing. Unique ordering information is established for each vendor (and optional warehouse) from whom an item can be purchased. Items purchased from a vendor on a regular basis may be linked to that vendor (and optional warehouse) through Vendor/Item Information Maintenance (MENU POFILE).

   Distributors with multi-warehouse environments may need to store and maintain vendor prices (item costs) at the warehouse level. This option is used to establish any such unique information. If no unique prices per vendor/warehouse are required, a default record with no warehouse specified is created and used.

NOTE: Vendor/Item information may be automatically generated through Create Default Vendor/Item Information from Item Master/Item Balance (MENU POFILE) based on the primary vendor for each item defined through Item Balance Maintenance (MENU IAFILE).

4. **Define Standard Comments (optional)**

   Standard comments may be defined for vendors, items, or vendor/items (items specific to a vendor) through Standard Comments Maintenance (MENU POFILE). Vendor comments are automatically copied into each new requisition created for a single vendor. Item comments are automatically copied to a line comment when the specified item is added to any requisition. Vendor/item comments are copied to a line comment when the specified item is added to a requisition that has been created for the specified vendor.

5. **Define Special Charge Codes (optional)**

   Special charges are used to record non-product charges, such as freight and handling charges. Special charges, defined through Special Charge Definitions Maintenance (MENU POFILE), are composed of two types: (1) Order Charges, and (2) Line Charges. Each type of charge can have up to 33 pre-defined descriptions (1 through 9 or A through Z). I and O are intentionally excluded as they could be misinterpreted as numbers. In the actual files, order charges begin with the character '/' and line charges begin with the character '&'.

6. **Define Hold Codes (optional)**

   Hold codes, defined through Hold Codes Maintenance (MENU POFILE), are used to place a requisition on hold. When a requisition is held, the system will not allow for further processing until the hold code is removed.

7. **Define Landing Factors (optional)**

   Landing factors are used in the calculation of estimated landing costs at the item or group (PO, requisition or receiver) level. Landing costs are defined through Warehouse Numbers Maintenance (MENU IAFILE), with account information defined through G/L Transfer Definition (MENU GLXFER), and are assigned to an item for a vendor through Vendor/Item Information Maintenance (MENU POFILE).

8. **Define Buyers (optional)**

   Buyer codes, defined through Buyers Maintenance (MENU POFILE), may be defined for buyer validation. Once defined, a buyer code may be assigned at the vendor level (through), vendor/warehouse level (through), vendor/item level (through), and/or vendor/item/warehouse level (also through).

9. **Define Vendor/Warehouse Assignments (optional)**

   Through Vendor/Warehouse Assignments Maintenance (MENU POFILE), you can assign a buyer code, defined through Buyers Maintenance (MENU POFILE), and a tax body, defined through Tax Body Maintenance (MENU OEFILE) to a vendor and warehouse combination.

10. **Define Vendor User Fields (optional)**

    You may optionally set up vendor user fields to be used in PO. Six user fields may be defined to further categorize a vendor. For each vendor user field that you set up, you may create an unlimited number of vendor user field values. When setting up your vendors through Vendor Master Maintenance (MENU POFILE), the description of the vendor user fields defined will display on the Vendor Master Maintenance (2) Screen. Here you assign the specific vendor user field value to the vendor.

    Vendor user fields/field values are defined through Vendor User Fields Maintenance (MENU POFILE). Review the Vendor User Fields Listing (MENU POFILE) to verify the data.

11. **Define Event Codes (optional)**

    You may optionally define event codes to be used in PO. These event codes are assigned to descriptions of events that regularly occur while conducting business. You may then enter codes for recurring events in Purchasing, so that events can be quickly entered and transactions can be easily tracked.

    Event codes are defined through Event Codes Maintenance (MENU POFILE). Review the Event Codes Listing (MENU POFILE) to verify the data.

12. **Define Country Names (optional)**

This option is used to create country names for use throughout Distribution A+. Country names may be assigned to vendors, customers, and warehouses to ensure complete address information appears on applicable documents. Also use this option to define a date format for the country.

This option also allows you to designate a country as a European Community (EC) member. Companies in EC member countries are required to submit a monthly Intrastat Report (MENU IAREPT) to their respective governments detailing shipments to and receipts from other EC member countries. Distribution A+ uses the country code in the customer, vendor, or warehouse address to determine whether information for a shipment, receipt, or warehouse transfer should be included in the report.

NOTE: If your company is required to submit a monthly Intrastat Report, you will not be able to produce an accurate copy of the report unless you define and use country names.

Country names are defined through Country Names Maintenance (MENU POFILE). Review the Country Names Listing (MENU POFILE) to verify the data.

13. **Define Vendor Contracts (optional)**

After setting up vendor/item information, you can define vendor contracts for items that are offered at discounted prices. Once a vendor contract is defined, the discounted cost is applied when you enter purchase order requisitions that meet the terms of the contract.

Vendor contracts are defined through Vendor Contracts Maintenance (MENU POFIL2). Review the Vendor Contracts Listing (MENU POFIL2) to verify the data.

14. **Define Vendor Volume Discounts (optional)**

You can define vendor volume discounts to take advantage of PO level discounts offered by the vendor. Discounts can be based on one or more of the following PO amounts:

- Value
- Weight
- Cubic size
- Units

Vendor volume discounts are defined through Vendor Volume Discounts Maintenance (MENU POFIL2). Review the Vendor Volume Discounts Listing (MENU POFIL2) to verify the data.

15. **Define SA/PO Fiscal Calendar (required)**

This option is used to set up the sales analysis/purchase order fiscal calendar. In Purchasing, SA/PO Fiscal Calendar is used for setting up buyer budgets to capture buyer actual PO values.

Fiscal calendars are defined through SA/PO Fiscal Calendar Maintenance (MENU POFIL2). Review the SA/PO Fiscal Calendar Listing (MENU POFIL2) to verify the data.

16. **Define Buyer Item Class/Subclass (optional)**

This option allows you to set up buyer item classes and buyer item subclasses for your buyers. At least one buyer item class must be created; the use of buyer subclasses is optional. Buyer Item Classes/Subclasses are used for classifying items into categories for buyer budgets.

Buyer item classes and subclasses are defined through Buyer Item Class/Subclass Maintenance (MENU POFIL2). Review the Buyer Item Class/Subclass Listing (MENU POFIL2) to verify the data.

17. **Define Buyer Budgets (optional)**

This option allows you to set up buyer budgets for the company, buyer, and fiscal year you select. Each budget is based on the buyer budget level you assign to the buyer through Buyer's Maintenance (MENU POFILE).

Buyer budgets are defined through Buyer Budget Maintenance (MENU POFIL2). Review the Buyer Budgets Listing (MENU POFIL2) to verify the data.

18. **Define Approval Codes (required/optional)**

This step is required if the **Use Approval Code Authorization for Req/PO** is set to Y through Purchasing Company Options Maintenance (MENU XAFILE). If that field is set to Y only approval codes defined through Approval Codes Maintenance (MENU POFIL2) can be used to approve requisitions and Purchase Orders.

Approval codes allow you to limit the ability to approve requisitions and Purchase Orders based on a maximum approval amount for a specific user ID.

Define Approval Codes through Approval Codes Maintenance (MENU POFIL2). Review the Approval Codes Listing (MENU POFIL2) to verify your approval codes.

19. **Define FOB Codes (required/optional)**

This step is required if either of the following is true:

- You have set the **Freight Charges Required to Ship Confirm Orders** field to Y in Order Entry Options Maintenance (MENU XAFILE). When there is a Y in that field, the **FOB Code** field is required when you enter an order through Enter, Change & Ship Orders (MENU OEMAIN), and you must define at least one FOB code.
- Your company is located in a European Community (EC) member country. Companies in EC member countries are required to submit a monthly Intrastat Report (MENU IAREPT) to their respective governments detailing shipments to and receipts from other EC member countries. The FOB code on each sales order or purchase order includes Intrastat delivery terms information required for that report.

FOB codes allow you to assign and track freight and cost liability on shipments and receipts. You can assign FOB codes to vendors, customers, and ship-to addresses.

Define FOB codes through FOB Codes Maintenance (MENU POFIL2). Review the FOB Codes Listing (MENU POFIL2) to verify your FOB codes.

This step also exists on the Order Entry Setup Checklist.

20. **Define Transport Modes (optional)**

The transport mode specifies the method of transportation used to deliver goods. You must define transport modes if:

- You will be using carrier codes. The Transport Mode field is required whenever you define a carrier code through Carrier Codes Maintenance (MENU OEFIL2).
- Your company is located in a EC member country. Companies in EC member countries are required to submit a monthly Intrastat Report (MENU IAREPT) to their respective governments detailing shipments to and receipts from other EC member countries. The Transport Mode will be a required field whenever you add a requisition for a vendor in a different EC member country.

Define transport modes through Transport Mode Maintenance (MENU POFIL2). Review the Transport Mode Listing (MENU POFIL2) to verify your transport modes.

This step also exists on the Order Entry Setup Checklist.

21. **Define Default Shipping Locations (required)**

A default ship-to location must be defined for each company using Purchasing. A ship-to location is the address to which the vendor will ship ordered items. Each location contains a standard address, receiving warehouse, sales tax percentage, and other ordering information. This information is created through Enter or Change Requisitions (MENU POMAIN).

22. **Enter Open Purchase Orders (optional)**

Existing open purchase orders, those that have been previously created manually or through other software, must be entered into Purchasing through Enter or Change Requisitions (MENU POMAIN).

Use Requisition Edit List (MENU POMAIN) to edit the requisitions. When all errors have been corrected, use Purchase Orders (MENUPOMAIN) to print the orders and update the on-order quantity of the items on order.

23. **Run Reset On Order Quantity (required)**

This option is used to update the On Order Quantities in the Item Balance File, and the Received to Date field in the Purchasing Order Detail File. Run this option if you have previously installed Distribution A+ and entered on-order quantities through Inventory Transactions.

24. **Run Reset PO Receipt Groups (required)**

This option is used to remove empty members in the receipt work files and to synchronize the work files and the records in the PO Receipt Group Control File (PORCT). Run this option after restoring Purchasing files, or upon initial installation.

25. **Global Landing Code Update (optional)**

Once landing costs are created and defined (refer to the Define Landing Factors description, previously listed), you may use this option to globally associate those costs with certain vendor items. Such global application alleviates the need to individually assign each item the appropriate landing costs. Note that you are able to select specific items to be included in the global assignment, and landing cost overrides are still available [if so determined through Warehouse Numbers Maintenance (MENU IAFILE)].

What To Do	Menu and Option
SYSTEM SPECIFIC OPTIONS	
☐ 1. Set up Purchasing Options (required); this step is already performed as part of the Cross Application checklist.	
MODULE SPECIFIC OPTIONS	
☐ 2. Set up Vendors (required)	POFILE - Option 1
☐ 3. Set up Vendor/Item Information (required)	POFILE - Option 2
☐ 4. Define Standard Comments (optional)	POFILE - Option 3
☐ 5. Define Special Charge Codes (optional)	POFILE - Option 4
☐ 6. Define Hold Codes (optional)	POFILE - Option 5
☐ 7. Define Landing Factors (optional)	POFILE - Option 6

What To Do	Menu and Option
☐ 8. Define Buyers (optional)	POFILE - Option 7
☐ 9. Define Vendor/Warehouse Assignments (optional)	POFILE - Option 8
☐ 10. Define Vendor User Fields (optional)	POFILE - Option 9
☐ 11. Define Event Codes (optional)	POFILE - Option 10
☐ 12. Define Country Names (optional)	POFILE - Option 22
☐ 13. Set up Vendor Contracts (optional)	POFIL2 - Option 1
☐ 14. Set up Vendor Volume Discounts (optional)	POFIL2 - Option 2
☐ 15. Set up SA/PO fiscal Calendar (required)	POFIL2 - Option 1
☐ 16. Set up Buyer Item Class/Sub Class (optional)	POFIL2 - Option 2
☐ 17. Set up Buyer Budgets (optional)	POFIL2 - Option 1
☐ 18. Define Approval Codes (required/optional)	POFIL2 - Option 2
☐ 19. Define FOB Codes (required/optional)	POFIL2 - Option 1
☐ 20. Define Transport Modes (optional)	POFIL2 - Option 2
☐ 21. Define Default Shipping Locations (required)	POMAIN - Option 1
☐ 22. Enter Open Purchase Orders (optional)	POMAIN - Option 2
☐ 23. Run Reset On Order Quantity (required)	POMAST - Option 4
☐ 24. Run Reset PO Receipt Groups (required)	POMAST - Option 8
☐ 25. Global Landing Code Update (optional)	POMAST - Option 9

Setting up Radio Frequency

Because R/F is an add-on module to W/M, W/M must be installed prior to or in conjunction with R/F. Any unique W/M features which apply specifically to R/F will be described in this document.

Important

If you plan to use barcode vehicle labels, refer to the Appendix section of the Warehouse Management User Guide for important information.

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1. **Set up system level R/F Options (required)**

   R/F system-wide options are defined through Radio Frequency Options (MENU RFFILE) Refer to the Radio Frequency Options Selection Screen in the Radio Frequency User Guide for detailed information.

   The only system option selection that exists allows you to identify the transaction processor queue which is to be used specifically for R/F activities. This queue in no way affects the Transaction Processor queue utilized for other module's activities.

2. **Set up warehouse specific R/F options (required)**

   NOTE: You must set up warehouse options for all warehouses that you plan to use in R/F.

   R/F Warehouse options are specific to each warehouse. Before defining a warehouse through this option, the warehouse must have been created through Warehouse Numbers Maintenance (MENU IAFILE) and have its W/M warehouse options defined through Warehouse Management Options Maintenance (MENU WMFILE).

   You select options specific to each warehouse on the R/F Warehouse Options Screen and the R/F Warehouse Task Options Screen. Refer to the Radio Frequency User Guide for these screens and for a detailed explanation of each option.

3. **Set up system wide W/M options (optional)**

   Use this option to enter the following recommended values in the appropriate fields:

   - If you are using R/F to perform moves, select Y in the **Print Move Labels with Moves** field on the Warehouse Management Options Screen. Move labels are the source documents for recording move transactions through R/F.
   - If you are using R/F for put-away, select 1 or 3 in the **Post Receiver After Put-Away Print** field on the Warehouse Management Cycle Counting Options Screen. The stock will be immediately available as soon as it is stored in the warehouse.
   - Define the location where all damaged inventory will be stored by entering a location number in the **Damaged Location** field on the Warehouse Management Cycle Counting Options Screen. This unavailable location will be used to store inventory specified as damaged during the moving or picking processes.

4. **Define UPC Item/UOM Cross References (optional)**

   If you want to scan UPC numbers in Radio Frequency (instead of or in addition to item numbers, manufacturer's item numbers, or cross references), you must define UPC Item/UOM Cross References through UPC Item/UOM Cross Reference Maintenance (MENU IAFILE).

   Refer to the Inventory Accounting User Guide for an explanation of that option.

5. **Define Handler Types (optional)**

   Use this option to create handler types. A handler type is a category into which handlers (employees) are placed to allow for group-type processing and/or tracking.

NOTE: Handler types (e.g., manager, dock hand, driver, etc.) are user-defined through this option; each handler is created and assigned a handler type through Handlers Maintenance (MENU RFFILE).

Such classifications might be desired when, for example, you wish to display the currently signed on dock hands, or managers.

Defining handler types is explained in detail in Handler Types Maintenance (MENU RFFILE) as provided in the reference section of the Radio Frequency User Guide.

6. **Define Handlers (optional)**

   Use this option to define handlers. Handlers are employees (and valid users) who are given appropriate access to perform R/F tasks. Task performance, vehicle use, etc. is limited by handlers and productivity, time, etc. is tracked by handlers.

   Defining handlers is explained in detail in Handlers Maintenance (MENU RFFILE) as provided in the reference section of the Radio Frequency User Guide.

7. **Define User Tasks (optional)**

   Use this option to define user tasks. Handlers (and vehicles) are created with (or without) access to perform user-defined and system defined tasks throughout R/F. These tasks not only allow or prevent handlers from performing activities in certain warehouses, but are used in the tracking and performance analysis features of R/F.

NOTE: If an access allowance or denial record (called access record) for a handler and warehouse is not set up for a task, access is automatically defaulted to ALLOW. This prevents you from having to define access individually for every handler in every warehouse for every task.

Defining user tasks is explained in detail in User Tasks Maintenance (MENU RFFILE) as provided in the reference section of the Radio Frequency User Guide.

8. **Define Handler Tasks (optional)**

   Use this option to define handler tasks.

   This option is used to allow or prevent handlers from performing system and user-defined tasks in certain warehouses. Task access is provided or restricted based not only on the handler ID, but on the warehouse ID as well. This provides the ability to allow a handler to perform task A in warehouse 1 but not in warehouse 2.

   A task is an activity (or category of activities) generally performed periodically (i.e., on a daily, weekly, monthly, or yearly basis). Tasks are created to categorize activities to allow/restrict performance and to assist in the tracking of those activities. System-defined tasks to be used in each warehouse in R/F are determined via Radio Frequency Options Maintenance (MENU RFFILE); user-defined tasks to be used in a specific warehouse are created via User Tasks Maintenance (MENU RFFILE).

   Defining handler tasks is explained in detail in Handler Tasks Maintenance (MENU RFFILE) as provided in the reference section of the Radio Frequency User Guide.

9. **Define Vehicle Types (optional)**

   Use this option to create vehicle types. A vehicle type is a category into which vehicles are placed to allow for group-type processing and/or tracking.

NOTE: Vehicle types (e.g., forklift, backhoe, etc.) are user-defined through this option; each vehicle is created and assigned a vehicle type through Vehicles Maintenance (MENU RFFILE).

You can create vehicle types (types of activities) through this option before or after creating your vehicles. Note, however, if you create your vehicle types after your vehicles, you will have to return to Vehicles Maintenance (MENU RFFILE) if you want to associate each vehicle with a vehicle type.

Defining vehicle types is explained in detail in Vehicle Types Maintenance (MENU RFFILE) as provided in the reference section of the Radio Frequency User Guide.

10. **Define Vehicles (optional)**

Use this option to create vehicles. Vehicle identification is important for not only tracking purposes, but to limit vehicle use to certain tasks.

Defining vehicles is explained in detail in Vehicles Maintenance (MENU RFFILE) as provided in the reference section of the Radio Frequency User Guide.

11. **Define Vehicle Tasks (optional)**

Use this option to create vehicle tasks which will allow or prevent vehicles from being used in the performance of system and user-defined tasks in certain warehouses. Task access is provided or restricted based not only on the vehicle number, but on the warehouse ID as well. This provides the ability to allow a vehicle to be used to perform task A in warehouse 1 but not in warehouse 2.

NOTE: If an access allowance or denial record (called access record) for a vehicle and warehouse is not set up for a task, access is automatically defaulted to ALLOW. This prevents you from having to define access individually for every vehicle in every warehouse for every task.

A task is an activity (or category of activities) generally performed periodically (i.e., on a daily, weekly, monthly, or yearly basis). Tasks are created to categorize activities to allow/restrict performance and to assist in the tracking of those activities.

Defining vehicle tasks is explained in detail in Vehicle Tasks Maintenance (MENU RFFILE) as provided in the reference section of the Radio Frequency User Guide.

12. **Define Work Standards (optional)**

Use this option to create work standards against which handlers can be measured for comparison and reporting. Standards are created for warehouse specific tasks and optionally, handler type.

Defining work standards is explained in detail in Work Standards Maintenance (MENU RFFILE) as provided in the reference section of the Radio Frequency User Guide.

13. **Define Pick Queue View Settings (optional)**

Use this option to indicate the sequence that orders will be selected on the transaction manager terminal when RF handlers use directed picking. You may define the sequence of fields that display on the transaction manager; whether or not they are required, optional, or non-display; whether or not to clear fields when RF handler's are prompted; and whether or not to use automatic cursor positioning.

Defining pick queue view settings is explained in detail in Pick Queue View Maintenance (MENU RFFILE) in the reference section of the Radio Frequency User Guide.

14. **Define R/F Identifiers (optional)**

Use this option to define RF identifiers that Radio Frequency will recognize when scanning (or manually keying) PO numbers, item numbers, quantities, or lot/serial numbers during RF Moves, Counts, Receiving, Picking, and Inquiry.

The use of R/F identifiers in Radio Frequency is enabled through Radio Frequency Options Maintenance (MENU RFFILE).

What To Do	Menu and Option
SYSTEM SPECIFIC OPTIONS	
☐ 1. Set up system wide R/F options (required)	RFFILE - Option 8
☐ 2. Set up warehouse specific R/F options (required)	RFFILE - Option 8
☐ 3. Set up system wide W/M options (optional)	WMFILE - Option 6
☐ 4. Define UPC Item/UOM Cross References (optional)	IAFILE - Option 6
MODULE SPECIFIC OPTIONS	
☐ 5. Define Handler Types (optional)	RFFILE - Option 3
☐ 6. Define Handlers (required)	RFFILE - Option 1
☐ 7. Define User Tasks (optional)	RFFILE - Option 7
☐ 8. Define Handler Tasks (optional)	RFFILE - Option 2
☐ 9. Define Vehicle Types (optional)	RFFILE - Option 6
☐ 10. Define Vehicles (optional)	RFFILE - Option 4
☐ 11. Define Vehicle Tasks (optional)	RFFILE - Option 5
☐ 12. Establish Work Standards (optional)	RFFILE - Option 9
☐ 13. Pick Queue View Settings (optional)	RFFILE - Option 10
☐ 14. Define RF Identifiers (optional)	RFFILE - Option 21

Setting up Sales Analysis

1. **Set Up S/A Options (required)**

   Set up the options for each company that will be used in S/A. For each company, you must specify the following:

   - The number of fiscal periods (12 or 13) used by the company
   - The first fiscal month of the calendar year (for 12 period companies)
   - The current S/A period and fiscal year (it is CRITICAL that this is correct for the first Day-End Processing)
   - The three character abbreviation of each fiscal period (month) of the fiscal year
   - Determine if S/A will maintain detail history

- Specify whether to save sales data at the ship-to level for subsequent inquiries

These options are defined through Sales Analysis Options Maintenance (MENU XAFILE), and have already been performed since MENU XAFILE was the first menu for which file maintenance was set up.

Print the Sales Analysis Options Listing (MENU XAFILE) to verify your selections.

2. **Define Sales Representatives (required)**

You must define at least one sales representative that will be used in Distribution A+. Sales representatives must be assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE) and must be specified on an order created through Enter, Change & Ship Orders (MENU OEMAIN). For customers and orders, you must specify a primary sales representative, and may optionally specify a secondary and tertiary sales representative.

Sales representatives are defined through Sales Representatives Maintenance (MENU SAFILE). For each sales representative, you indicate the sales representative's name, commission percentage, and optional information in the User Area field.

Review the Sales Representatives Listing (MENU SAFILE) to verify your definitions.

3. **Define Sales Representative Budgets (optional)**

You may optionally set up sales representative budgets that may be used to compare the actual performance of a sales representative to the sales representative's budgeted expectations for a fiscal year. This comparison is performed through the Sales Representative Comparison (MENU SAMAIN). If you do not set up budgets, you may still use the Sales Representative Comparison Inquiry, without the budget feature.

Sales representative budgets are defined through Sales Representative Budgets Maintenance (MENU SAFILE) for a sales representative and fiscal year. Review the Sales Representative Budgets Listing (MENU SAFILE) to verify your definitions.

4. **Define Sales Territories (required)**

You must define at least one sales territory that will be used in Distribution A+. A territory must be assigned to each customer through Customer/Ship to Master Maintenance (MENU ARFILE).

Sales territories are defined through Territories Maintenance (MENU SAFILE).

Review the Territories Listing (MENU SAFILE) to verify your definitions.

5. **Define SA/PO Fiscal Calendar (required)**

Important

Before setting up the fiscal calendar, be absolutely sure you know and correctly identify the first month for which sales history will be created. When you run your first Day-End, the date used when setting up the fiscal calendar will be presented as the "Current S/A Period/Month" and you will not be able to change it.

You must define at least one fiscal calendar for each company that will be used in Distribution A+. Fiscal calendar definitions and modifications are made through SA/PO Fiscal Calendar Maintenance (MENU SAFILE). Closing dates for the calendar may also be recalculated through this option. These dates are generated for each company based on the beginning date and calendar type defined in IM&P System Options Maintenance (MENU IMFILE).

Review the SA/PO Fiscal Calendar Listing (MENU SAFILE) to verify your definitions.

6. **Define Corporate Groups (optional)**

   Use this option to define one or more corporate groups, or to change the description of a previously defined corporate group.

   Once a corporate group is defined here, you can assign it to one or more customers through Customer/Ship-to Master maintenance (MENU ARFILE - Option 1). As orders for each customer associated with the corporate group are processed, sales data is stored and made available for various sales analyses. These analyses are presented for both the corporate group and its customer members through the following options in MENU SAMAIN:

   - Customer Comparison
   - Customer/Item Analysis
   - Item/Customer Analysis

What To Do	Menu and Option
SYSTEM SPECIFIC OPTIONS	
☐ 1.Set up S/A Options (required); this step already performed as part of the Cross Applications Checklist	XAFILE - Option 7
MODULE SPECIFIC OPTIONS	
☐ 2. Define Sales Representatives (required)	SAFILE - Option 1
☐ 3. Define Sales Representative Budgets (optional)	SAFILE - Option 2
☐ 4. Define Sales Territories (required)	SAFILE - Option 3
☐ 5. Define SA/PO Fiscal Calendar (required)*	SAFILE - Option 4
☐ 6. Define Corporate Groups (optional)	SAFILE - Option 5

Setting up Warehouse Management

Important

If you plan to use barcode labels, refer to the Appendix section of the Warehouse Management User Guide for important information.

1. **Determine warehouse layout and location numbers**

   This step does not involve any interaction with the W/M software. The purpose is to plan, or to review the current plan, of your warehouse layout.

Warehouse Location Numbers

W/M will allow you to define warehouse location numbers that are up to 12 digits or characters long. The 12 characters can be sub-divided into as many as five segments. Each segment may be alphabetic or numeric.

NOTE: This is a system level decision and will be applied to all warehouses.

Example: Warehouse Location Numbers

If you identify warehouse locations by row, bins, and shelves, you can set up your warehouse location number to reflect this. Assume that rows are identified alphabetically, and bins and shelves are identified numerically. Additionally, you cannot have more than 999 shelves per row, or more than 999 bins per shelf. You can set up the format of your warehouse location number as follows:

Segment	Name	Length	Type	Heading
1	Row	2	Alpha	Rw
2	Shelf	3	Numeric	Shf
3	Bin	3	Numeric	Bin

After you define this format (and the data entry separator) in W/M, you will key location numbers in W/M in the format: Rw.Shf.Bin

NOTE: Because location numbers are stored in Distribution A+ files, once you define the location number format, it cannot be changed.

Warehouse Layout

In addition to defining the format of your warehouse locations, you should review a detailed design of your entire warehouse locations, and the special characteristics for each location. You will need to define these locations in W/M. When planning warehouse locations, consider the following characteristics for each location:

- Will more than one item be stored in the location at one time?
- Is the location of a specific type, or class, such as refrigerated, water-proof, etc.?
- How is the location rated: is it one of the best, average, or worst? (You can optionally use this information when performing cycle counts and put away. W/M can help you determine where to put your fastest and slowest moving items.)
- Is this a picking location or a bulk/overflow location?
- Will a single type of item be assigned to a picking location? If so, what are the minimum and maximum quantities of that item allowed in this location?

Warehouse Options

In addition to planning the warehouse layout and the specifications of each warehouse location, there are several functions offered in W/M that may or may not comply with your warehouse operations. Reviewing your current warehouse operation, and determining how you can use W/M to change it, is necessary before you can start using W/M.

Consider the following questions to determine which functions may be applicable for you at this time:

- Is it desirable to allow W/M to: automatically select and reserve the warehouse locations for regular items when a Pick List is printed; automatically select the lots containing the lot items to ship; automatically select the individual serial number item to ship?
- Should (or does) the warehouse have a staging area that is used exclusively for newly received backordered items, so they may be used to fill backorders quickly?
- Should (or does) the warehouse have an area used exclusively for returned items?
- Is it desirable to allow W/M to automatically select the warehouse locations where I should put away the items received in the warehouse? If so, how should locations be selected?
- In what sequence should the Pick Lists for multiple orders be printed? By order priority, to address the most important orders first? By carrier sequence, so orders will be ready when each carrier arrives? Or, by picking sections in the warehouse?
- Should a Summary Pick List be printed when a group of Pick Lists are printed? If so, for all locations, or for specific locations?
- Should Move Labels be printed when a Move List is printed?
- Is it desirable to allow W/M to select the boxes that are used to ship items? If so, how many days should box history be retained? Should the contents of each box be tracked? Can the shipment of individual boxes be confirmed? Should the order status be updated after shipment of the last box is confirmed? What is the minimum acceptable amount of empty space in a box?

These, and several other issues, must be addressed before using W/M, in a manner much more detailed than expressed here. This implementation strategy should be thoroughly planned, reviewed, and revised before you start using the software.

2. **Set up system W/M options (required)**

W/M system-wide options are defined through Warehouse Management Maintenance (MENU WMFILE). For details, refer to the Warehouse Management User Guide for the Warehouse Management Options Selection Screen, Location Definition Screen, and Miscellaneous Options Screen.

System options include defining the location number format, whether lot and serial numbers are used, hold code for missing lot and serial number, whether product dimensions are maintained and the corresponding units of measure, and the minimum dimensional weight per cube used for boxes.

3. **Set up warehouse specific W/M options (required)**

NOTE: You must set up warehouse options for all warehouses that you plan to use in W/M.

W/M Warehouse options are specific to each warehouse. Before defining a warehouse through this option, the warehouse must have been created through Warehouse Numbers Maintenance (MENU IAFILE).

You select options specific to each warehouse on the Warehouse Management Options Screen, Warehouse Management Put-Away Options Screen, Warehouse Management Pick List Options Screen, and Warehouse Management Boxing Options Screen. Refer to the Warehouse Management User Guide for these screens and for a detailed explanation of each option.

4. **Define edited segment values (if used)**

If, through Warehouse Management Maintenance (MENU WMFILE), you have defined a warehouse location number segment to be edited, you must specify what values are valid for the edited segment.

Key valid segment values through Segment Values Maintenance (MENU WMFILE).

5. **Define location classes (if used)**

   When planning and evaluating the layout of your warehouse, one of the considerations for warehouse locations is to determine which locations require specific types, or classes, of storage locations. These location classes are used to categorize types of storage conditions such as refrigerated, waterproof, fireproof, etc.

   When defining warehouse locations through Location Master Maintenance (MENU WMFILE), you can assign a location to a specific location class. You can also assign a location class to an individual item through Item Master Maintenance (MENU IAFILE).

   Location classes are used when storing items. A warning message will display if you attempt to store an item in a different location class. Also, if using auto put-away, a location having a location class different than the item's location class will never be selected to store the item.

   Key location classes through Location Class Maintenance (MENU WMFILE).

6. **Define picking sections (required)**

   At least one picking section must be defined for each warehouse that wishes to use RF Directed Picking. A picking section is a group of warehouse locations that are used in a similar manner. For example, if your warehouse consists of picking locations and bulk storage locations, you can define a picking section for each. If **Print Summary Pick Lists** is set to L in Warehouse Management Options (MENU WMFILE), for the picking locations section, you can specify that a Pick List be printed; for the bulk storage locations, you can specify that a Summary Pick List be printed.

   If you have Radio Frequency installed on your system, you now have the requirement of setting up and maintaining pick section control values for RF Directed Picking through Picking Sections Maintenance (MENU WMFILE). You have the ability to set how handlers are to retrieve orders by picking section, whether or not they are to use the user defined pick queue, and whether or not you wish to be prompted for Start and End locations for each picking section. Additionally, you must set maximum trip sizes for orders, containers, cubes, and weight.

   Refer to Picking Sections Maintenance (MENU WMFILE) in Warehouse Management for a detailed explanation of picking sections definition. The picking sections that you define in this step will be used when defining warehouse locations through Location Master Maintenance (MENU WMFILE), and when using RF Directed Picking.

7. **Define pallets (if used)**

   If you plan to use the W/M auto put-away function, and you have pallet items (items that are received on pallets), you will need to provide a definition of the different pallets that may be used in this step. For each pallet, you key a description and specify the pallet dimensions. These dimensions are used when auto put-away calculates the most appropriate warehouse location(s) to store the pallet of items.

   Pallets are defined through Pallet Master Maintenance (MENU WMFILE). Refer to the Warehouse Management User Guide for this option and for a detailed explanation of each pallet attribute to define. Pallets (represented by a pallet ID code) are assigned to items in a warehouse on the Balance File Maintenance Screen during Item Balance Maintenance (MENU IAFILE).

8. **Define pallet classes (if used)**

   If you plan to use the W/M auto put-away function, and you have pallet items (items that are received on pallets), it is necessary that you define pallet classes. A pallet class consists of several pallets, defined in the previous step. A pallet class is assigned to each warehouse location. If an item (that is being put away through auto put-away) is assigned to the same pallet as any pallet that is assigned to the location's pallet class, then the location is considered.

Pallet classes are used so any number of pallets (not just one pallet) may be designated to store in a warehouse location. If you have warehouse locations that accommodate only one type of pallet, you must still define the pallet class; when you define this pallet class, assign only the single pallet to it.

Pallet classes are defined through Pallet Classes Maintenance (MENU WMFILE). Pallet classes are assigned to warehouse locations through Location Master Maintenance (MENU WMFILE).

9. **Define warehouse locations (required)**

   In this step, you define the valid locations in your warehouse and any specific characteristics of each warehouse. The manner in which each location is used must be defined. Be certain to review the warehouse and location plan when defining locations.

   If you permanently assign an item to a warehouse location, a record will be created in the Warehouse Management Balance File (WMBAL), even if Warehouse Management has not been activated.

NOTE: A copy feature is provided to assist you in defining multiple locations that are similar. The individual attributes for each warehouse location are explained in detail in the Warehouse Management User Guide (see the Location Maintenance Screen).

10. **Define W/M information for items (required)**

    If you have previously been using Distribution A+ without W/M, in this step you must make specifications for each of the items that will be used in W/M. If you are newly installing Distribution A+ with W/M, be certain to complete item specifications.

    a. Define item master information (required)

       For each item that you stock, you define the item type, and optional location class through Item Master Maintenance (MENU IAFILE) on the Item File Maintenance Screen 2.

       If you have selected to Maintain Product Dimensions through Warehouse Management Options Maintenance (MENU WMFILE), you will specify item dimensions and other attributes on the Warehouse Management Information Screen.

       If you have not selected to maintain product dimensions, specify the item's cubic size for each unit of measure on the Item File Maintenance Screen 1 in the Size column. Refer to the Inventory Accounting User Guide for details.

    b. Define item balance information (required)

       For each item in your warehouse, you must specify different attributes depending on the warehouse options and type of item. These are defined through Item Balance Maintenance (MENU IAFILE). Refer to the Inventory Accounting User Guide for detailed information.

11. **Define boxes (if used)**

    If you have selected to Maintain Product Dimensions through System Options Maintenance (MENU WMFILE), and to use the W/M boxing function, you must define the boxes that you will use. Each shipping box that you may use is defined through Box Master Maintenance (MENU WMFILE).

    When a Pick List is printed for an order, W/M examines all of the boxes defined through this option to determine which is the most appropriate for the items that have been ordered.

    If a box is no longer available for use, suspend the box through Box Master Maintenance. This is necessary so that W/M will not select a box that is not available.

12. **Run Day-end Processing (required)**

    If you are installing W/M after you have been actively using Distribution A+ in any environment, you must run Day-End Processing (MENU XAMAST) before proceeding.

    If you are installing W/M with Distribution A+, and have not been actively using Distribution A+, you may skip this step.

    Before running Day-end Processing, be certain that all receiving processing performed in Purchasing is complete, and that items that have been shipped have also been invoiced. These steps are necessary to ensure that the physical inventory count (performed in the last step) is accurate.

13. **Activate W/M (required)**

    Use Activate Warehouse Management (MENU WMMAST) to begin utilizing the W/M module.

14. **Perform a physical inventory count (required)**

    Once W/M is active, the first thing that you must do is perform a complete physical inventory count of your warehouse. This is done using the W/M Physical Inventory Menu (MENU WMPHYS). Refer to the Warehouse Management User Guide for an explanation of this menu; and also the "Handling Inventory" section, which explains how to perform a physical inventory.

    When performing a physical inventory, do the following through MENU WMPHYS:

    - Print Count Sheets
    - Enter Inventory Count Sheets
    - Print the Count Sheet Status Report
    - Print the Item Variance Report
    - Update Inventory Counts

    If there have been any inventory transactions since Count Sheets have been printed and before counting began, an option is available to "refreeze" the inventory counts. Run Refreeze Physical Inventory Counts (MENU WMPHYS) before physical counting begins, if any such transactions have occurred.

    Once the physical inventory is complete, you are ready to being using W/M in your day-to-day operations.

What To Do	**Menu and Option**
SYSTEM SPECIFIC OPTIONS	
☐ 1. Determine warehouse layout and location numbers	N/A
☐ 2.Set up system wide W/M options (required)	WMFILE - Option 6
☐ 3.Set up warehouse specific W/M options (required)	WMFILE - Option 6
MODULE SPECIFIC OPTIONS	
☐ 4. Define edited segment values (if used)	WMFILE - Option 2
☐ 5. Define location classes (if used)	WMFILE - Option 3
☐ 6. Define picking sections (required)	WMFILE - Option 5

What To Do	Menu and Option
☐ 7. Define pallets (if used)	WMFILE - Option 7
☐ 8. Define pallet classes (if used)	WMFILE - Option 8
☐ 9. Define warehouse locations (required)	WMFILE - Option 1
☐ 10. Define W/M information for items (required)	N/A
☐ a. Define item master information (required)	IAFILE - Option 1
☐ b. Define item balance information (required)	IAFILE - Option 2
☐ 11. Define boxes (if used)	WMFILE - Option 4
☐ 12. Run Day-end Processing (required)	XAMAST - Option 2
☐ 12. Activate W/M (required)	WMMAST - Option 2
☐ 14. Perform a physical inventory count (required)	WMPHYS - Option all

Setting up Workflow Management

1. **Define a batch queue for use by the Workflow Alert Processor (optional)**

   When you set up the Workflow System Options (MENU MGFILE), you will be asked to specify the job queue where the Workflow Alert Processor will run. We recommend that you create a batch queue specifically for use by the Workflow Alert Processor

2. **Set up Workflow Management System Options (required)**

   Use Workflow Management Options Maintenance (MENU MGFILE) to set up the Workflow Management system options. The system options include, but are not limited to:

   - the user ID of the alert administrator
   - the batch queue that will be dedicated to alert processing
   - how often the Workflow Alert Processor should check for new alerts
   - whether to use query alerts
   - whether to use escalation processing
   - message delivery times
   - the next tracking number for alert requests, message requests, and sent messages
   - the number of days to keep alert requests and message requests

3. **Update registered users (required)**

   You must specify how alert messages will be delivered to each user who will be receiving them, the user ID of the person's manager, and the user ID for escalation. If someone will be away from the office and unable to respond to alert messages, you can also specify a temporary replacement user ID to whom alert messages should be sent in that person's absence.

Update registered users through Register User IDs (MENU XACFIG).

4. **Specify a Warehouse Manager User ID for each warehouse (optional)**

   Workflow Management uses the user ID in the Warehouse Manager User ID field of each warehouse to determine how to deliver and escalate messages with a Warehouse Manager recipient code. If you plan to use alerts that send messages to the warehouse manager, you must add the user ID to the definition of each warehouse.

   Specify the user ID of the warehouse manager for each warehouse through Warehouse Number Maintenance (MENU IAFILE).

5. **Specify an Alert User ID for each sales representative (optional)**

   Workflow Management uses the entry in the Alert User ID field for each sales representative to determine how to deliver and escalate messages with a Sales Rep recipient code. Additionally, Workflow Management uses the Alert User ID for the primary sales representative to determine how to deliver and escalate messages with a Sales Manager recipient code. If you plan to use alerts that send messages to the sales representative or sales manager, you must add an Alert User ID for each sales representative.

   Specify the user ID for each sales representative through Salesrep Maintenance (MENU SAFILE).

   Specify a Buyer User ID for each buyer (optional)

   Workflow Management uses the entry in the Buyer User ID field for each buyer to determine how to deliver and escalate messages with a Buyer or Purchasing Manager recipient code. If you plan to use alerts that send messages to the buyer or purchasing manager, you must add a Buyer User ID for each buyer.

   Specify the user ID for each buyer through Buyer Maintenance (MENU POFILE).

6. **Define A/R Call Reps and assign them to customers (optional)**

   Workflow Management uses the A/R Call Rep code for each customer to find the correct A/R Call Rep user ID. Workflow Management then uses the entry in the **User ID** field for the A/R Call Rep to determine how to deliver and escalate messages with a Credit Manager recipient code. If you plan to use alerts that send messages to the credit manager, you must define A/R Call Reps and assign one A/R Call Rep to each customer.

   Define A/R Call Reps through A/R Call Rep Maintenance (MENU ARFIL2). Assign A/R Call Reps to customers through Customer/Ship-To Master Maintenance (MENU ARFILE).

7. **Define Alert Classes (optional)**

   An alert class is a two-character code that you can use to group alerts with common properties. You can create alert classes through Alert Class Maintenance (MENU MGFILE), and assign them to alerts through Alert Tailoring (MENU MGFILE).

8. **Review and customize Alert Messages (required)**

   We provide one or more sample messages with each alert in an alert pack; however, you need to tailor those messages for your own company by replacing the sample text with specifics from your own business. You may also want to create additional messages for an alert.

   You can change the text of an alert message through Message Maintenance (MENU MGFILE). You can also change the message recipient, what information from the application will be included in the message, and whether the message will include a link to the application function that generated the alert.

   You can create a new message by copying an existing message and then modifying it.

9. **Activate Alerts (required)**

   When you first install Workflow Management, all of the alerts in the alert pack are turned off. You must activate each alert that you want to use through Alert Tailoring (MENU MGFILE).

10. **Review and customize Alert Detail (required)**

    We provide alerts for processing scenarios common to most businesses; however, you need to tailor those alerts for your own company by replacing the sample data with specifics from your own business.

    The Alert Detail for each alert contains the details of how that alert will function, including:

    - the alert class to which the alert is assigned
    - the messages assigned to the alert and the recipient, send interval, settings, and escalation for each message
    - the values for the alert and the filters for the alert messages

    You can modify the Alert Detail through Alert Tailoring (MENU MGFILE).

11. **Activate Alert Detail (required)**

    After you have activated an alert, you must activate each message you want that alert to send. To activate a message, key a Y in the **Active** field on the Alert Detail Screen in Alert Tailoring (MENU MGFILE).

What To Do	Menu and Option
SYSTEM SPECIFIC OPTIONS	
☐ 1.Define a batch queue for use by the Workflow Alert Processor (optional)	N/A
☐ 2.Set up Workflow Management Systems Options (required)	MGFILE - Option 1
MODULE SPECIFIC OPTIONS	
☐ 3. Update registered users	XACFIG - Option 4
☐ 4. Specify a Warehouse Manager User ID for each warehouse (optional)	IAFILE - Option 3
☐ 5. Specify an Alert User ID for each sales representative (optional)	SAFILE - Option 1
☐ 6. Specify a Buyer User ID for each buyer (optional)	POFILE - Option 7
☐ 7. Define A/R Call Reps and assign them to customers (optional)	ARFIL2 - Option 8 ARFILE - Option 1
☐ 8. Define Alert Classes (optional)	MGFILE - Option 5
☐ 9. Review and customize Alert Messages (required)	MGFILE - Option 2

What To Do	Menu and Option
☐ 10. Activate Alerts (required)	MGFILE - Option 3
☐ 11. Review and customize Alert Detail (required)	MGFILE - Option 3
☐ 12. Activate Alert Detail (required)	MGFILE - Option 3

Setting up Value Added Services

As a result of the installation of Value Added Services (work order processing), you should be aware of the changes that will occur in the Bill of Material module once you install Value Added Services on your system. To prepare for these changes, you will need to perform a few additional steps, as identified in the bullets below.

- Change: You will no longer be able to utilize or view the labor and setup data in your manufactured items, after you have defined the system options through Work Order Options Maintenance (MENU WOFILE - Option 7).
  - Step to prepare for change: Print a Bill of Material Listing of your manufactured items before installing Value Added Services.
  - Step to prepare for change: Use the Bill of Material Listing to transfer labor and setup information to the new work order routing steps.
- Change: You will no longer be able to utilize or view the order messages through comment entry in your manufactured items, after you have defined the system options through Work Order Options Maintenance (MENU WOFILE - Option 7).
  - Step to prepare for change: Print a Bill of Material Listing of your manufactured items before installing Value Added Services.
  - Step to prepare for change: Use the Bill of Material Listing to transfer order messages and comments to the new work order routing steps.
- Change: Due to data and file changes, options 1, 2, and 3 on MENU OBMAIN will no longer be valid for manufactured items.
  - Step to prepare for change: Create and post work order receipts.

1. **Define a new Work Order Vendor Number for use within Value Added Services (required)**

   Define a new vendor and vendor information to be used in Value Added Services. Once you have defined this vendor, you may then use this vendor number as your default work order vendor as determined through Step 4a.

   Define a new vendor through Vendor Maintenance (MENU POFILE).

2. **Define a new Vendor Number for Outside Service use within Value Added Services (required)**

   Define a new vendor and vendor information to be used in Value Added Services for outside services performed by a particular vendor. Once you have defined this vendor, you may then use this vendor number as your default outside service vendor as determined through Step 4b.

   Define a new vendor through Vendor Maintenance (MENU POFILE).

3. **Define a new Work Order Customer Number for use within Value Added Services (required)**

   Define a new customer and customer information to be used in Value Added Services. For each customer, you may specify one or more ship-to addresses. Once you have defined this customer, you may then use this customer number as your default work order customer as determined through Step 7.

   Define a new customer through Customer/Ship-to Master Maintenance (MENU ARFILE).

4. **Define Value Added Services System Options (required)**

   Define system-wide options to prepare Value Added Services for use. System-wide options include:

   - Defining your internal work order vendor number (one vendor number only must be defined for use in Value Added Services) - This is the new vendor number that you defined through Step 1
   - Defining your default outside service vendor number - This is the new vendor number that you defined through Step 2
   - Defining the labor cost to be used
   - Determining whether or not effective dates will be used in Value Added Services

   Define system-wide options through Work Order Options Maintenance (MENU WOFILE).

   a. Determine your Work Order Vendor Number (required)

      See Step 4 above.

   b. Determine your Default Outside Service Vendor Number (required)

      See Step 4 above.

5. **Define Warehouse Specific Value Added Services Options (required)**

   NOTE: You must set up warehouse options for all warehouses that you plan to use in Value Added Services.

   Value Added Services warehouse options are specific to each warehouse used in Value Added Services, and allow you to determine the following:

   - Whether or not work orders may be altered through Order Entry
   - The default work order status of “planned” or “production”
   - Whether or not certain documents will print by default, and the default output queue associated with each document
   - Whether or not inventory will be moved to the WIP (work in process) location after pick confirmation
   - Select the work in process location

   Define warehouse specific options through Work Order Options Maintenance (MENU WOFILE).

6. **Select when Update Demand will Occur (required)**

   Determine if you want to update demand for the components of manufactured items at the time of receipt of the parent item or at the time of sale for the parent item.

   Determine when update demand will occur through System Options Maintenance (MENU XAFILE).

7. **Define the Work Order Customer Number (required)**

   Define the work order customer number that will be used internally as your “work order” processing customer. (This is the new customer number that you defined through Step 3). This customer will be used as the default customer in Value Added Services when you enter a work order. This number is used for internal tracking purposes only and will not be visible when entering a work order.

Define your work order customer number through Company Name Maintenance (MENU XAFILE). You must define one work order customer number for each company used in Distribution A+.

NOTE: Once you enter the customer number, it cannot be changed.

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8. **Define Output Queue Overrides (optional)**

   Perform this step if you want to define output queue overrides by warehouse and display ID for each type of form/document that may be printed throughout Value Added Services.

   Define output queue overrides through Output Queue Overrides Maintenance (MENU XAFILE).

9. **Define Departments (required)**

   Define departments in support of routings for each specific warehouse used in Value Added Services. Department codes are used in Value Added Services to track work in progress within the routing process of a particular work order.

   Define departments through Departments Maintenance (MENU WOFILE).

   Review the Department Code Listing (MENU WOFILE) to verify your department codes.

10. **Define Work Centers (required)**

    Define work centers for use in Value Added Services. Work centers are individual locations in the routing of an item where assembly or customization of a component is performed. You may define one or several work centers in a routing. The work center code is used to track work in progress within the routing process.

    Define work centers through Work Centers Maintenance (MENU WOFILE).

    Review the Work Center Code File Listing (MENU WOFILE) to verify your work center codes.

11. **Define Operations (required)**

    Define operations for use in Value Added Services. Operations are used to describe a particular process or customization that occurs in a routing process (for example, paint, stamp, and so on). Value Added Services supports two types of operations: those performed in-house and those performed by an outside service vendor.

    Define operation codes through Operation Maintenance (MENU WOFILE).

    Review the Operation Code Listing (MENU WOFILE) to verify your operation codes.

12. **Define Employees (optional)**

    Perform this step if you have the need to track individual employees when reporting actual labor against a work order. By defining employees for use in Value Added Services, you will be able to perform employee inquiries and generate reports which contain specific employee information. You also will be able to see what tasks an employee performed, the amount of time it took that employee to perform a given task, and the rate that employee was paid.

    Define employees through Employees Maintenance (MENU WOFILE).

    Review the Employee Information Listing (MENU WOFILE) to verify your employee codes.

13. **Define Labor Rates (optional)**

    Perform this step to define labor rates that may be used in Value Added Services. You may use labor rates in the definition of a manufactured item, and for each labor rate code, you assign a description and hourly dollar amount.

Define labor rates through Labor Rates Maintenance (MENU WOFILE).

Review the Labor Rates Code Listing (MENU WOFILE) to verify your labor rate codes.

14. **Define Bill of Material Information (required)**

Define bill of material information for use in Value Added Services. For each bill of material that you define, you must specify the parent item number and the type of bill of material (manufactured item only for Value Added Services).

Define bill of material information through Bill of Material Maintenance (MENU WOFILE).

15. **Define Due Date Revision Codes (required)**

Define due date revision codes for use in Value Added Services when entering a work order. Due date revision codes indicate the nature of a revision for a particular work order due to various conditions. You will be able to track possible trouble spots and correct any foreseen problems.

Define due date revision codes through Due Date Revision Codes Maintenance (MENU WOFILE).

Review the Due Date Revision Code Listing (MENU WOFILE) to verify your due date revision codes.

16. **Define Work Order Hold Codes (optional)**

Define work order hold codes to be used in Value Added Services when placing a work order on hold. When you place a work order on hold, no processing can be performed against the work order until the hold has been removed.

Define hold codes through Work Order Hold Codes Maintenance (MENU WOFILE).

Review the Work Order Hold Codes Listing (MENU WOFILE) to verify your hold codes.

17. **Define G/L Account Numbers for Value Added Services (required)**

Account numbers must be added to the chart of accounts through G/L Accounts Maintenance (MENU GLFILE) before they may be used in Value Added Services.

Refer to G/L Accounts Maintenance (MENU GLFILE) for details on entering account information.

See step 18 for the list of new General Ledger accounts that you will need to create.

18. **Assign G/L Transfer Definitions (required)**

Enter the following Value Added Services accounts which are updated based on transfer values:

- Value Added Services Labor
- Value Added Services Labor Expense
- Value Added Services Special Charge
- Value Added Services Special Charge Expense
- Value Added Services Outside Service Charge
- Value Added Services Outside Service Charge Expense
- Value Added Services Scrap Expense
- Value Added Services Overhead

NOTE: Distribution accounts are excluded.

Define accounts through G/L Transfer Definition (MENU GLXFER).

What To Do	Menu and Option
☐ BEFORE performing the steps listed in this checklist, print the Bill of Material Listing for your manufactured items (required)	OBFILE - Option 11
GENERAL SETUP OPTIONS	
☐ 1. Define a new Vendor # for use within Value Added Services (required)	POFILE - Option 1
☐ 2. Define a new Vendor # for Outside Service use within Value Added Services (required)	POFILE - Option 1
☐ 3. Define a new Customer # for use within Value Added Services (required)	APFILE - Option 1
SYSTEM SPECIFIC OPTIONS	
☐ 4. Define System-Wide Value Added Services Options (required)	WOFILE - Option 7
☐ a. Determine your Work Order Vendor Number (required)	WOFILE - Option 7
☐ b. Determine your Default Outside Service Vendor Number (required)	WOFILE - Option 7
☐ 5. Define Warehouse Specific Value Added Services Options (required)	WOFILE - Option 7
MODULE SPECIFIC OPTIONS	
☐ 6. Select when Update Demand will Occur (required)	XAFILE - Option 1
☐ 7. Determine your Work Order Customer Number (required)	XAFILE - Option 2
☐ 8. Define Output Queue Overrides (optional)	XAFILE - Option 30
☐ 9. Define Departments (required)	WOFILE - Option 1
☐ 10. Define Work Centers (required)	WOFILE - Option 2
☐ 11. Define Operations (required)	WOFILE - Option 3
☐ 12. Define Employees (optional)	WOFILE - Option 4
☐ 13. Define Labor Rates (optional)	WOFILE - Option 5
☐ 14. Define Bill of Material Information (required)	WOFILE - Option 6
☐ 15. Define Due Date Revision Codes (required)	WOFILE - Option 8

What To Do	Menu and Option
☐ 16. Define Work Order Hold Codes (optional)	WOFILE - Option 9
☐ 17. Set up Account Numbers (required)	GLFILE - Option 1
☐ 18. Set up G/L Transfer Definitions (required)	GLXFER - Option 20-5

CHAPTER 3

Using the Documentation

3

Conventions Used in the Users Guide

Menu References

When reference is made to a menu, the name of the menu follows the description of the menu enclosed in parenthesis as follows:

Order Entry Main Menu (MENU OEMAIN)

Screen and Report References

The page number appears following the name of the screen or report when it is referenced in the text, as follows:

System Options Maintenance (p. 12-1)

If the screen or report being referenced is in the same book you are viewing, the reference is a link and can be executed when viewing the On-line Documentation Help version of the documentation.

File References

The name of a file appears enclosed in parenthesis following the description of the file. For example: Customer Master File (CUSMS).

Field References

The table formatting for field name and field data references on a screen or report are explained below. The field data references are used to denote the values that you will key in a field and also to describe informational data displayed to you on a screen.

The description of a field contains the following components:

- The name of the field. If the field name is displayed or printed on the screen or report, the name printed in the user guide is identical (this includes abbreviations, periods, etc.). If the field name is not displayed or printed on the screen or report, descriptive words are used as the field name and the actual field name used may be shown in parenthesis [i.e. (**Reference Number**)].
- The field type and size of the field.

  Field type may be A or N. The letter A indicates that the field is alphanumeric (i.e., contains both alphabetic and numeric characters). The letter N indicates that the field contains a numeric value (i.e., contains numeric values only).

  Field size indicates the number of characters in the field. For example, A 1 indicates a one character alphanumeric field and N 5,2 indicates a five character numeric field with two places to the right of the decimal point.

  The @ symbol is used if more than one field of the same field type and size are referenced. A "/" is used to separate different field types and sizes when more than one field with different attributes is referenced. For example, 2 @ N 2,0 indicates two numeric fields of the same type and size (such as a From/To range) and N 3,0 / N 3,0 / N 4,0 indicates three numeric fields of different lengths, such as an area code, telephone exchange and telephone number.

  When there is an expanded fields screen in addition to the original screen, the field sizes for both are presented as follows: (N 11,5) / (N 16,5 expanded), Required
- The attribute of the field, indicating the use of the field.

  Display indicates that the field is display only. You cannot change its value on the current screen. The field type and field size are not indicated for Display fields.

  Optional indicates that you may, but are not required to key a value in the field. If you do not key a value, either a default is assumed, or the field is left blank.

  Required indicates that you must key a value in the field. If you do not, an error message is displayed when you press ENTER.

Example of a Field Description:

Field/Function Key	Description
Search on Address 1	Use this field to specify whether or not you want address line 1 information included in the Customer Search File (CSRCH). Key Y to include address line 1 information. If address line 1 information is included, you will be able to search for customers using address information, such as a street name. Key N to exclude address line 1 information. (A 1) Required

Keyboard References

Function keys are described following the description of the fields. The function keys and button labels are formatted as F12=RETURN and ENTER.

Example of a Function Key Description:

Field/Function Key	Description
F4=Profile List	Press F4=PROFILE LIST to access the Authority Profile List Screen (Authority Profile Maintenance, MENU XASCTY), which displays existing public profiles. Personal profiles will not be shown on the Authority Profile List Screen.
F4=Job Template List	Press the F4=JOB TEMPLATE LIST function key to display the Job Template List Screen (p. 22-8), where you can review a list of existing job templates.
Enter	Press ENTER to confirm your selections. The System Options Maintenance Screen 1 (p. 12-2) will appear.

Example of an Instruction Set

Instruction Sets will be used for installation and upgrade guides and for products with PC interfaces.

For example: Select START > RUN. On the Begin Installation Screen, click NEXT.

Example of Command Line Text

Command Line text is also used in installation and upgrade guides as well as selected instances within the user guides.

For example: Key: `lodrun dev(opt01)` ENTER

URL Link References

To identify a URL link and set it apart from common paragraph body text, the font is changed.

http://www.inforxtreme.com/allogin/allogin.aspx

CHAPTER 4 Using Infor Distribution A+

4

Application Features

The following features help increase user productivity and help with the management of all areas of the business.

- Date Formats
- Default User Information
- Default Output Queues
- Field Exit Change
- From and To Ranges
- Messaging Feature
- Online Documentation Help Text
- Pop Up Menus
- Question Mark Feature
- Quick Keys
- Report Options Screen
- Searches
- Telephone and Fax Number Delimiters
- Tailoring Distribution A+
- Commonly Used Function Keys

Date Formats

The format for a date can be yy/mm/dd, mm/dd/yy, or dd/mm/yy, where yy is the year, mm is the month, and dd is the day. Julian dates are not permitted.

Date fields that are display only on screens will always show the date in the user’s **Default Date Format** defined through Register A+ User IDs (MENU XACFIG). If that field is blank, then dates will be displayed on screens in the system's **Default Date Format** defined through System Options Maintenance (MENU XAFILE).

Date fields that are operator-enterable on screens must always be entered in the user's **Default Date Format** defined through Register A+ User IDs (MENU XACFIG). If that field is blank, then dates must be entered on screens in the system's **Default Date Format** defined through System Options Maintenance (MENU XAFILE).

Except for the customer and vendor correspondence discussed below, all dates that are printed on reports and listings will print in the user's **Default Date Format** defined through Register A+ User IDs (MENU XACFIG). If that field is blank, then dates will print in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

A date format of yy/mm/dd, mm/dd/yy, or dd/mm/yy can also be assigned to each country. The country **Date Format** is specified through Country Name Maintenance (MENU ARFIL2). For the following customer correspondence printed from Distribution A+, dates will print in the **Date Format** specified for the customer's country through Country Name Maintenance (MENU ARFIL2). If that field is blank, dates will print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

- A/R Statements
- Acknowledgements
- Invoices (including invoices with split terms, and consolidated invoices)
- Credit Memos
- Pack Lists
- Return Goods Authorization Slips
- Delinquent Letters
- Customer Quotes

For the following vendor correspondence printed from Distribution A+, dates will print in the **Date Format** specified for the vendor's country through Country Name Maintenance (MENU ARFIL2). If that field is blank, dates will print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

- Purchase Orders
- Return Requisition Pick/Pack Lists
- Checks
- Vendor Requests For Quote

Default User Information

To enhance the use of multi-company and multi-warehouse installations, a default company number and default warehouse have been added to user security. These defaults are used to determine which company and warehouse will initially show on inquiries and reports. The values may be changed based on the user's security specified in Authority Profile Maintenance (MENU XASCTY). Refer to the User Security User Guide for more information.

Default Output Queues

To further enhance the printing of documents in the appropriate places, default output queues are available for some of the documents printed in Order Entry, Purchasing, and Warehouse Management. First, define whether the output queues will be assigned by display device or user ID through System Options Maintenance (MENU XAFILE) and then select Output Queue Overrides (MENU XAFILE/ MENU OEFILE) to define specific output queues for special forms and select automatically generated reports.

Job Templates Maintenance (MENU XAFILE) also provides the ability to specify output queue overrides at different levels for specific print jobs. Refer to CHAPTER 22: *Job Templates Maintenance/ Listing* for more information on setting up job templates.

Some output queues are defined by the modules tailoring options. Order Entry Options Maintenance (MENU XAFILE) has a default output queue for the following forms: RGA Slip, Acknowledgements, Pick Lists, and Invoices. Warehouse Management Options Maintenance (MENU WMFILE) has a default output queue for the following: Move Labels, Move Lists, Summary Pick Lists, Case/Ship Labels, Put-away Labels, Put-away Lists, and Item Labels. Lastly, Production Control has a default output queue for the Work Order Pick List, the Work Order Traveler, O/S Service Purchase Order, and the O/S Receiving List.

All other reports will have their default output queue determined by the set up of their User Profile on the System i. Generally, the Output Queue is determined when the OUTQ parameter of the person running the report is passed to the Report Options Screen (p. A-2) where it can be overridden as necessary.

Reports that are printed from jobs that are submitted through the Transaction Processor will be determined in the same method; except that the report will be found for the User Profile APLUSCTLbb (where bb id the Base ID) that is used for all Transaction Processor jobs.

The hierarchy of all these options will be as follows:

- Job Template Maintenance (MENU XAFILE)
- Output Queue Overrides (MENU XAFILE/MENU OEFILE) by Warehouse and Display ID/ User ID
- Output Queue Overrides (MENU XAFILE/MENU OEFILE) - by Warehouse only
- Module Specific Overrides
    - Order Entry Options (MENU XAFILE) - by Company
    - Warehouse Management Options (MENU WMFILE- by Warehouse)
    - Work Order Processing Options (MENU WOFILE) - by Warehouse
- User or Transaction Processor Output Queue

Field Exit Change

For numeric fields, Distribution A+ enables you to simply enter the number(s) in the appropriate fields and then press ENTER. Distribution A+ will right justify numeric fields automatically for you as opposed to you having to press FIELD EXIT every time you enter a numeric field.

NOTE: This only applies if the field is currently blank. If there is any other value in the field, then FIELD EXIT must be pressed.

From and To Ranges

Distribution A+ uses ranges to indicate a set of data to select for inclusion in a report or particular process. Ranges are indicated in one of the following ways:

- by the words FROM and TO. For example:

  Company: From ___ To ____

- by the word TO, only. For example:

  Warehouse: ___ to ____

In either case, the documentation will refer to the first field in the range as the FROM field.

Use the FROM and TO fields to limit the selection to data specified in the range as follows:

- If the FROM and TO fields are left blank, all data is selected.
- If the TO field is left blank, only data specified in the FROM field is selected. This data is validated by Distribution A+. If you want to select data that is an exact match with one value, enter that value in the FROM field and leave the TO field blank.
- If the FROM field is left blank, all data up to and including the data specified in the TO field is selected. This data is not validated by Distribution A+.
- If both the FROM and TO fields contain data, all data, including the data keyed, is selected. This data is not validated by Distribution A+.

NOTE: Any exception to the from and to logic listed above is noted within the appropriate place (or field) within the applicable User Guide. For example, from and to ranges work differently for **Delinquent Days** and therefore the logic is explained at the **Delinquent Days** field level.

Messaging Feature

Distribution A+ includes an internal messaging feature, Application Mail, that allows messages to be sent to and received by users defined through Register A+ User IDs (MENU XACFIG). For a complete overview of all the features of Application Mail and an explanation of its screens, refer to the Mail Server User Guide appendix chapter for Application Mail.

Online Documentation Help Text

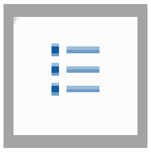
As of Version 10.03.00, Online Documentation Help is formatted HTML5 web pages of the actual user guides for each of the modules. When F1=HELP is pressed within a menu option, that page will launch and display an HTML5 version of the actual module user guide. In the unlikely case that the page fails to launch, the original green screen help pop-up window will display with the program and screen name.

This new format provides frameless pages that provide intuitive navigation and enhances searching. Features include:

- enhanced breadcrumbs to link pages within a chapter
- enhanced linking between chapters
- TOC positioning as chapter links are clicked
- Go to Top button
- improved search functionality

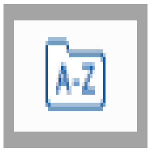
Using the Table of Contents, Index, Glossary and Search features (on the left side of the web page that was launched), the Online Documentation Help pages can be used for all chapters, including those that are not specifically linked to the screen and report samples.

Table of Contents



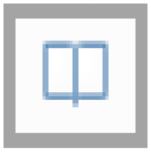
- Drill down from book, to chapter, to page, to a section on a page.

Index



- Scroll through the list of indexed references. Click on a specific reference and the area in the user guide that talks about the indicated reference will be launched.

Glossary



- Scroll through the list of indexed references. Click on a specific reference and the area in the user guide that talks about the indexed reference will be launched.

Search

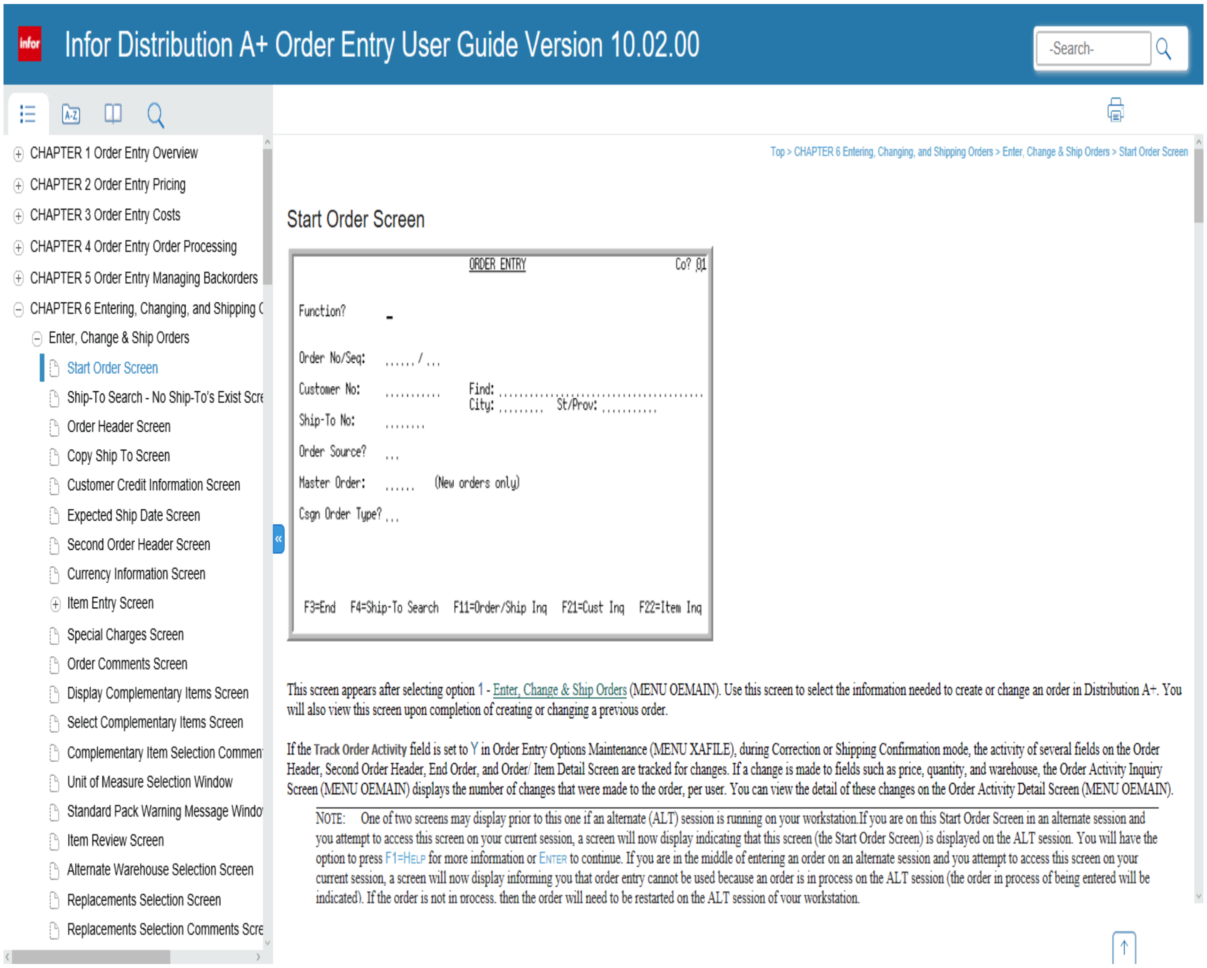
- Type in a keyword to find and press ENTER and the page titles will appear.
- Click a specific reference and the area in the user guide that talks about the indicated reference will be launched.

Print

- Press the printer button to print a copy of the selected page. The specific printer prompt screen for the computer being used will open to the user.

Example of Online Documentation Page

When F1=HELP is pressed within a menu option, the page that corresponds to the screen you are on will be launched and display a web page version of the actual module user guide. For example, if you are on the Start Order Screen in Enter, Change, and Ship Orders (MENU OEMAIN), and press F1=HELP, the following Online Documentation page will be launched:



Start Order Screen

```
                         ORDER ENTRY                               Co? 01

Function?       _

Order No/Seq:   ....../...

Customer No:    ..........     Find: .......................................
                               City: ........  St/Prov: ..........
Ship-To No:     .......

Order Source?   ...

Master Order:   ......    (New orders only)

Csgn Order Type? ...



 F3=End   F4=Ship-To Search   F11=Order/Ship Inq   F21=Cust Inq   F22=Item Inq
```

This screen appears after selecting option 1 - Enter, Change & Ship Orders (MENU OEMAIN). Use this screen to select the information needed to create or change an order in Distribution A+. You will also view this screen upon completion of creating or changing a previous order.

If the **Track Order Activity** field is set to Y in Order Entry Options Maintenance (MENU XAFILE), during Correction or Shipping Confirmation mode, the activity of several fields on the Order Header, Second Order Header, End Order, and Order/ Item Detail Screen are tracked for changes. If a change is made to fields such as price, quantity, and warehouse, the Order Activity Inquiry Screen (MENU OEMAIN) displays the number of changes that were made to the order, per user. You can view the detail of these changes on the Order Activity Detail Screen (MENU OEMAIN).

NOTE: One of two screens may display prior to this one if an alternate (ALT) session is running on your workstation.If you are on this Start Order Screen in an alternate session and you attempt to access this screen on your current session, a screen will now display indicating that this screen (the Start Order Screen) is displayed on the ALT session. You will have the option to press F1=HELP for more information or ENTER to continue. If you are in the middle of entering an order on an alternate session and you attempt to access this screen on your current session, a screen will now display informing you that order entry cannot be used because an order is in process on the ALT session (the order in process of being entered will be indicated). If the order is not in process, then the order will need to be restarted on the ALT session of your workstation.

Accessing the Documentation Projects

The Online Documentation projects can be accessed manually by keying:

//iSeriesIPAddress/root/APLUS/HLP1002/aaM/HTML5/index.htm or

//ServerIPAddress/APLUS/HLP1002/aaM/HTML5/index.htm

The HLP1002 parameter will be the version of Distribution A+ installed (i.e., 1002 would be Version 10.02.xx) and aaM is the module (i.e., OEM would be used for Order Entry).

Complete instructions for accessing the Online Documentation are provided in the Online Documentation Installation chapter of the Distribution A+ Installation and Software Update Guide.

System Options Maintenance (MENU XAFILE) also includes tailoring options for displaying the HTML help text (at Version 8.03.00 this field is set to Y and cannot be changed) and for the HTML Help Server IP Address. This field is used to indicate where the HTML Help folders/documents will be located.

Troubleshooting

If you are having difficulty with the display of the Online Documentation Help, try these common steps before calling Customer Support.

1. Verify that your pop-up blocker is not preventing you from seeing the page that is trying to be displayed.
2. Verify that you have a current version of Java. You can download the current version from www.java.com. You can also run a Java test from this page to see if you have other problems with your Java install.
3. Verify that the HTTP server is started. See Configure the HTTP Server File in the Distribution A+ Installation and Software Update Guide for more information.

Help text for menus

Menu level and Menu Option level help text currently still launches the legacy Distribution A+ screen help. For example, if you are on MENU ARFILE, and press F1=HELP, legacy screen help describing the menu's use will be launched. If you are on MENU ARFILE, and key 1 on the command line and press F1=HELP, the legacy screen help describing what Customer Master Maintenance is will be launched.

In addition to the help text describing what the menu's use is, it also lists, explains, and provides instructions for accessing other menus available through the original menu.

Since the Online Documentation Help is created from the user guides, more detailed information is available online and can be easily accessed by clicking the chapter link in the table of contents to begin at page 1 of that chapter.

User created help

For each module, you have the option to customize your own online documentation. To accommodate this feature, a RELATED TOPICS link was added for each screen. When you click on the RELATED TOPICS link while viewing Online Documentation, the Custom_Documentation.html file is launched. This file is not specific to a screen but rather applies to the entire user guide for the specific module. Therefore, when using this file keep in mind to use bookmarks/hyperlinks to define your information.

When keying your custom documentation, you can use any HTML editor or text editor, like Notepad, that can save files as HTML. If you used Word, you could create links and save the pages as web pages. If you know how to code HTML5, then an HTML5 editor or text editor would not be needed. You also have the option to create documentation in any source you want, and then when you receive the Custom_Documentation.htm file we send for each user guide, replace it with a file of the same name.

Complete instructions are located in the Custom Documentation chapter of the Distribution A+ Installation and Software Update Guide.

WARNING!

Custom documentation that you enter will NOT be saved when a software update occurs. It will be your responsibility to backup your Custom_Documentation.htm files before loading the new version of the Online Documentation help.

Pop Up Menus

For users who prefer the look and feel of windows, pop up menus can be activated through Register A+ User IDs (MENU XACFIG). On pop up menus, options appear in a list. Each option is numbered and includes a line for keying option numbers.

To select a menu option in Pop-Up Menu mode, you can either:

- use arrow keys to position the cursor on the appropriate line and press ENTER
- or, on any line, key the number of the option you wish to select. The selected option is highlighted and then automatically chosen.

Although pop up menus do not contain a command line, one can be displayed by pressing F10=CMD ENTRY. Press F14=CHG MENU to display a prompt for a new menu name if the option to **Allow Menu Changes** is set to Y in Register A+ User IDs (MENU XACFIG). Use F15=MSG to access Application Mail.

If a user is not setup to use pop up menus, you can display one for a particular menu by keying

APGO [menu name] ENTER

replacing the menu name with the name of the menu to be displayed (e.g., APGO OEMAIN). When the pop up menu is exited, a normal IBM i menu appears.

NOTE: The Pop-Up Menus feature cannot be used if A+ WEB is installed and being used.

Defining Window Borders

To define window borders for pop up menus and help text, use System Options Maintenance (MENU XAFILE). Choose to display window borders with the following characteristics:

- high intensity
- reverse image
- a pattern (characters to appear in the pattern are user specified)

Question Mark Feature

Throughout Distribution A+, question mark fields appear on the screen with a question mark (?) at the end of the field instead of a colon (:). These fields have a built-in look-up or search capability to help you find the correct entry.

There are several variations of question mark fields all based on the same type of logic. Three will be reviewed here for explanation of features; others are explained in their respective user guides:

- valid value lookup fields
- search fields
- unit of measure fields

What happens when you key a ? in each of these types of fields is slightly different.

Valid Value Lookup Fields

Most of the question mark fields in Distribution A+ fall into this category. When you key a ? in the field and press ENTER, you will see a list of valid values for the field. For some fields, the list will appear in a pop-up window, for others it will appear on a new screen. The pop-up window or new screen will list all of the valid values for the field, with a description of each value. There will be a selection number to the left of each value in the list.

Pop-Up Window

If the list of valid values appears in a pop-up window, key the selection number for the value you want to select in the **Sel** field. As soon as you key a number in the **Sel** field, you will be returned to the screen where you keyed the ?, and the field will be filled in with the value you selected.

```
  Co # Company Name
1    1 A & C Office Supply
2    2 B & B Office Supply
3    3 The Office Connection
4   99 Warehouse Transfer Company



                                       Last
Sel: _      Company: .......     F12=Return
```

At the bottom of some pop-up windows, one or more fields may be available to enter a value (e.g., **Company**, **U/M**, **Code**) to reposition the list of valid values to the value entered. Key part or all of the value and press ENTER. The first value in the list that begins with the characters you entered will appear at the top of the list.

As soon as you key a number or letter in the **Sel** field, you will be returned to the screen where you keyed the ?, and the field will be filled in with the value you selected.

The standard question mark window pop-up for the unit of measure field also displays the **Stock** field which indicates whether this unit of measure may be used as one of the stocking units of measure for the item in Item Master Maintenance (MENU IAFILE).

New Screen

If the list of valid values appears in a new screen, key the selection number for the value you want to select in the **Select** field and press ENTER. You will be returned to the screen where you keyed the ?, and the field will be filled in with the value you selected. Each of those screens will be individually explained with the module in which they appear.

Search Fields

For a small group of fields, keying a ? and pressing ENTER displays a search screen instead of a list of valid values. These fields and the search screen that displays for each one are:

- **Vendor Number** field - Vendor Search Screen
- **Headquarter Number** field - Customer/Ship-To Search - Customer Search Screen
- **Customer Number** field - Customer/Ship-To Search - Customer Search Screen

Each of the search screens is described in detail in the specific maintenance option in the module's User Guide.

Quick Keys

Quick Keys allows you to key an abbreviation associated with a menu/option and access the associated option without returning to (or going to) a menu to select it. From the Tasks Selection Screen (accessed by pressing the ESC key), key the abbreviation and press ENTER to go to the associated option. If you do not know the quick key abbreviation, use the question mark window to display a list of quick keys from which you can make a selection. For a complete list of the quick key abbreviations, refer to the Quick Key appendix in the Cross Applications User Guide.

Report Options Screen

The final screen that appears when you print reports or listings is the Report Options Screen. For an explanation of this screen, refer to the Report Options Screen (p. A-2).

Searches

Searches are used extensively throughout Distribution A+. Searches help find vendors, customers, and items without knowing their specific number. The search will allow utilization of a series of characters to represent a search word for vendors, items and customers.

When searching on multiple words, up to 40 characters may be keyed (with a space between each word), with each search word not exceeding the 10 (customers) or 15 (items) character limit.

NOTE: When providing values to represent a description, a vendor, a customer, or an item in maintenance, keep in mind that searching on that description, name or item may be done later so make it as unique as possible.

Rules

Remember these rules to minimize the system's search time:

- Key the most unique word from the description, name, or item as the first word (keyword) to be searched.
- Make the keyword as long as possible.
- Use additional words to limit the number of vendors, customers, or items displayed by the search, if using the keyword alone displays too many possibilities.

By changing any of the search words, the search will start over. After keying the search word(s), press ENTER. A list matching the search request is displayed for vendors, customers, or items on the Vendor Search Screen, Customer Search Screen, Customer Ship-To Search Screen, or Item Description Search Screen, respectively. Refer to each specific maintenance option for an explanation of the search screens.

Customer Search Fields

On Customer Search Screen, you can use the **Find**, **City**, and **St/Prov** fields to search for a customer by name, phone number, city, state/province, and zip/postal code. On Ship-To Search Screen, you can use the **City**, and **St/Prov** fields to search for a customer ship-to location by city, state/province, or warehouse assignment.

Do not use words/abbreviations from the list below as they are not contained in the search files:

- words such as "the," "and," or "of"
- abbreviations such as "Inc.," "Co.," or "Div."

NOTE: When searching on a customer's phone number, do not include the country code or delimiters, such as - ( ) . /

Additional search-able data is determined by the field selections included through System Options (MENU XAFILE). The included field selections are changeable but require the Customer Search File

(ASCHX) to be rebuilt through Rebuild the Customer Search File (MENU XAMAST). Distribution A+ must be stopped to perform the rebuild function.

- Additional Customer / Ship-to Search Options
  - Search on Address 1
  - Search on Address 2
  - Search on Address 3
  - Search on Address 4
  - Search on Zip Code
  - Search on Contact Name
  - Include Ship-to Information in Customer Search

Find

Use this field (up to 40 characters) either alone or with the **City** and **St/Prov** fields to search for the customer by name, phone number, and zip/postal code.

Key one or more of the following, separated by one blank space:

- up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order.
- up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters
- up to 5 characters (the first 5) of the customer's zip/postal code

City

Use this field (up to 20 characters) either alone or with the **Find** and **St/Prov** fields to search for a customer in a particular city.

Enter up to 8 characters (the first 8, including spaces) of the customer's city.

St/Prov

Use this field (up to 10 characters) with one or both of the **Find** and **City** fields to search for a customer in a particular state or province.

Key up to 10 characters (the first 10) of the state or province code.

Item Search Fields

On item search selection screens, you can use the **Find**, **Item No**, and **Class** fields to search for an item by the item description, the item number and the item class/subclass.

The Item Search File (ISCHX) gets updated as items are added or updated through Item Master Maintenance (MENU IAFILE) or Offline Item Maintenance (MENU IAMAST). The item search files can be recreated by using the option to Rebuild the Item Search File (MENU XAMAST). Distribution A+ must be stopped to perform this function.

Find

This search is based on the Item Master File (ITMST) item description 1 and description 2 fields beginning with the first position of the words. The space between the words in the description fields indicates a new search word. The actual search words are stored in the Item Search File (ISCHX). Key the search words to represent the words in the description of the item. All items whose description 1 and description 2 fields contain the characters keyed will display. For example, to display items that contain an item description with the words FILE FOLDERS, you would key FIL FOL in the **Find** field. If you keyed only FIL and you also had file cabinets in your item list, the search would include all file cabinets and file folders in the Item Master File (ITMST).

Example: Item with description ITEM ONE

Results will be returned with a list of item for the following:

I, IT, ITE, ITEM, T, TE, TEM, E, EM, M and/or O, ON, ONE, N, NE, E

Manufacturer’s Item Number Search

With the Item Search, you have the ability to search for and display only items that contain a manufacturer’s item number as defined in the Vendor/Item File (VNITM) [Vendor/Item Information Maintenance (MENU POFILE)], with the use of M/. The actual search words are stored in the Item Search File (ISCHX) beginning with M/. The system will create a search word for each manufacturer’s item number beginning with the first character up to 13 characters or the first space (whichever comes first) and will prefix it with M/. For example, to display all items that contain a manufacturer’s item number that begins with DRT, you would key M/DRT in the **Find** field. You may also utilize the F6=SHOW MFG NO / F6=HIDE MFG NO function key (where it is available) to show or hide manufacturer’s item number on the Item Description Search Screen.

Example: Vendor/Item Number of DA-8J8

Results will be returned with a list of item numbers matching the following:

M/D, M/DA, M/DA-, M/DA-8, M/DA-8J, and M/DA-8J8

Customer/Item Number Search

To search for customer/item numbers [as defined through Customer/Item Numbers Maintenance (MENU OEFILE)], prefix the criteria you enter with C/. The actual search words are stored in the Item Search File (ISCHX) beginning with C/. This search is based on the Customer Cross Reference File (IAXRF) beginning with the first character up to 13 characters or the first space (whichever comes first) and will prefix it with C/. For example, to display items that contain a customer/item numbers that begins with 10A1, you would key C/10A1 in the **Find** field.

Note that customer item numbers are not limited to a specific customer if accessed from within Order Entry or Point of Sale. All customer numbers that match the selection criteria will display.

Example: Customer/Item Number of 10A120

Results will be returned with a list of items for the following:

C/1, C/10, C/C10A, C/10A1, C/10A12, and C/10A120

UPC Item/UOM Cross Reference Search

This search is based on the Universal Product Code File (ITUPC) as defined through UPC Item/UOM Cross Reference Maintenance (MENU IAFILE). The actual search words are stored in the Item Search File (ISCHX) beginning with U/ and followed by the first character up to 13 characters. To search for UPC cross references, prefix the criteria you enter with U/.

Example: UPC Code of UPC ONE

Results will be returned with a list of items for the following:

U/UPC ONE

Global Trade Item Number (GTIN) Search

This search is based on the Global Trade Item Number File (ITGTIN) as defined through UPC & GTIN Item/UOM Cross Reference Maintenance (MENU IAFILE). The actual search words are stored in the Item Search File (ISCHX) beginning with G/ and followed by the first character up to 13 characters. To search for GTIN cross references, prefix the criteria you enter with G/.

Example: GTIN of 10020030

Results will be returned with a list of items for the following:

G/10020030

Item Wild Card Search Fields (Advanced Item Search)

The wild card search is available for the **Find** and **Item No** fields. To perform a wild card search, prefix the criteria you enter with ? or ?! (? indicates that the wild card search contains these words; ?! indicates that the wild card search excludes these words). For example, if you enter ?FAX, the system will search for all items with FAX in the Item Master wild card search fields. If you enter !?FAX, the system will search for all items which do *not* contain FAX in the Item Master wild card search fields. If you want to search for an exact phrase, you also have the option to enter quotes around the phrase you are trying to locate. For example, ?"FAX PAPER" will search for all items with FAX PAPER in the Item Master wild card search fields. ?!"FAX PAPER" will search for all items which do not contain FAX PAPER in the Item Master wild card search fields. Note that you can also perform a wild card search via the F13=ADV SRCH function key.

The Advanced Search Engine Screen displays from the F13=ADV SRCH function key and provides 4 fields to select from:

- Contains these words (represented above by keying a ?)
- Contains this phrase (represented above by keying a ?!)
- Excludes these words (represented above by keying a ?")
- Excludes this phrase (represented above by keying a ?!").

Using the Advanced Search Engine Screen allows you to key just the search words and not the wild card search criteria.

With the item wild card search, additional search fields (i.e. user codes, user fields) have been made available through Application Action Authority (MENU XASCTY). This search is a dynamic SQL search over the Item Master File (ITMST) so there is no rebuild of the item search files needed.

Refer to the table below for a list of fields that can be included in the advanced item search. Refer to the User Security User Guide for information on how to activate the fields you choose to use in the Advanced Search Field Definition File (SRFLD).

Item Search Options Table

File Name	Field Name	Field Description
ITMSTITNO	IMITNO	Item Number
ITMST	IMITD1	Item Description 1
ITMST	IMITD2	Item Description 2
ITMST	IMITCL	Item Class
ITMST	IMITSC	Item Subclass
ITMST	IMMFNO	Manufacturers Item Number
ITMST	IMMC01	Miscellaneous Code 1
ITMST	IMMC02	Miscellaneous Code 1
ITMST	IMMC03	Miscellaneous Code 1
ITMST	IMUS5A	User Field 1

Item Search Options Table

File Name	Field Name	Field Description
ITMST	IMUS5B	User Field 2
ITMST	IMUS5C	User Field 3
ITMST	IMUS5D	User Field 4
ITMST	IMUS5E	User Field 5
ITMST	IMUS5F	User Field 6
ITMST	IAEIC	Extended Item Comments
IAESD	ISEISD	Extended Item Search Description

Item No

The item number field may be used in addition to or in place of entering search criteria in the **Find** field to further limit the items to display.

Key a partial item number. All items whose number contains the characters keyed will display. This is helpful if you recall part of an item number, but not the entire item number.

Class

The item class and subclass fields may be used in addition to (not in place of) the **Find** and **Item No** fields to further limit the number of items that will display, based on their item class. To use, key the appropriate item class/sub-class. Only items that have been assigned the item class that is keyed in this field will display.

When you key a ? in the **Class** field, two pop-up windows will be displayed consecutively. The first window is for the item class. When the item class is selected, the pop-up window for the item subclass automatically displays. If there are no item subclasses defined for the item class selected, the pop-up windows will be blank. Notice the field name prompt in the window footer.

Vendor Search

On vendor selection screens, you can use the **Find** and **City** fields to search for a vendor by name or city. The screen shown next is one example of where vendor search fields appear. The vendor search files can be recreated by using the option to Rebuild Vendor Search File (MENU POMAST). Distribution A+ must be stopped to perform this function.

Find

Use this field either alone or with the **City** field to search for the vendor by name.

Key up to 10 characters (the first 10) of one or more words in the vendor’s name. Key the words in any order and separate each word with one blank space.

Do not use words/abbreviations from the list below as they are not contained in the search files:

- words such as “and” or “of”
- abbreviations such as “Inc.,” “Co.,” or “Div.”

City

Use this field together with the **Find** field to search for a vendor in a particular city.

Key up to 8 characters (the first 8) of the vendor’s city.

Second Level Error Messages

Most error messages that are defined in Distribution A+ have extended explanations. When an error message is encountered, the error message is presented at the bottom of the screen and is preceded by a message identification code (MIC); the brief error text presented may be self explanatory, but if more explanation is desired, move the cursor to the error message and press F1=HELP. An extended description of the error message will then be displayed.

Telephone and Fax Number Delimiters

When keying telephone and fax numbers, you can use the following symbols to separate the country code, area code, and any other part of the number:

-
(
)
.
/

You can also use a blank space as a delimiter if **Allow Blank Phone Delimiters** is Y in Systems Options Maintenance (MENU XAFILE).

NOTE: When searching on a customer’s phone number, do not include the country code or delimiters.

Tailoring Distribution A+

Once the software is installed, you need to set up and tailor Distribution A+ before it functions properly.

Refer to the Configuration Menu (MENU XACFIG) and Cross Application - Master Menu (MENU XAMAST) for information on how to setup and tailor Distribution A+ correctly. A checklist of the options which should be set up to run Distribution A+ is provided in CHAPTER 2: *Cross Application and Distribution A+ Modules Setup* of this user guide.

Certain functions cannot be changed after initial setup. Be sure to resolve any questions before proceeding.

Commonly Used Function Keys

There are various function keys standard throughout Distribution A+. The following list provides a description for the most widely used function keys.

Commonly Used Function Keys

Field/Function Key	Description
F1=Help	The F1=HELP function key serves 2 purposes. The F1=HELP function key is used to launch the On-Line Documentation and display the specific page needed based on the program and screen name the user is working on. If the launch fails, the pop-up Field Help Windows appears. The F1=HELP function key can also be used to display second level MIC message help to present more information regarding a specific message presented to the user.
F2=Desc Left/Desc Right/Item & Desc	This function key appears only if the **Show 2nd Desc Line** is set to N in System Options Maintenance (MENU XAFILE) or as selected with the F24=DOUBLE LINE / F24=SINGLE LINE hidden function key. This key is used as follows: F2=DESC LEFT Currently, both the item number and description display on the screen. Press to display the item description only, starting at the left-most character. F2=DESC RIGHT The item description only displays on the screen. Press to display the item description only, starting at the right-most character. F2=ITEM & DESC The original item displays on the screen. Press to display the item number and description.
F3=Exit or F3=Cancel	This function key will exit (or cancel) a program and display the calling menu. It is available only when F3=EXIT or F3=CANCEL appears at the bottom of the screen.

Commonly Used Function Keys

Field/Function Key	Description
F7=Roll Up / F8=Roll Down	These function keys are interchangeable with the SHIFT-ROLL-FWD and SHIFT-ROLL-BACK keys and are available on most screens that use the roll function. (In special instances, the functionality of the F7=Roll Up or F8=Roll Down function keys may be disabled in order to use either or both keys for a special function.)
F10=End	You may press F10=End from detail screens when you are finished entering detailed transactions. The End Screen or End Transaction Screen will display. This function is available only when displayed at the bottom of the screen.
F12=Return or Previous	This function key will return you to the previous screen without updating any information that was keyed. It is available only when F12=RETURN or F12=PREVIOUS displays at the bottom of the screen.
F15=Msg	Use the F15=Msg function key to access Application Mail from pop-up menus. For additional ways to access Application Mail, refer to the Mail Server User Guide appendix chapter for Application Mail.
F13-F20=List selection	This function key allows you to select a line from a list of items, comments, transactions, etc., for detailed review or modification. F13 selects the first item, F14 selects the second item, and so on. To quickly find the correct function key to press for changing items: If the function keys on your keyboard are arranged in two rows where F1 through F12 are on the top row and F13 through F24 are on the bottom row: 1. Use the bottom row to find the correct reference number. For example, if you wish to select the item with reference number 8, locate the F8 function key on the bottom row. Look only, do not press any keys in this row. 2. Move from the function key on the bottom row to the function key directly above it in the top row. For example, move from the F8 key to the F20 key. Press the function key in the top row. If the function keys on your keyboard are arranged in a single row where only F1 through F12 exist: 1. Locate the correct reference number in the row of keys. For example, if you wish to select the item with reference number 8, locate the F8 function key in the row. Do not press this key yet. 2. Press the shift key and hold it while you press the selected function key found in step 1 above. For example, hold the shift key down and press the F8 key.

Commonly Used Function Keys

Field/Function Key	Description
F24=Delete	Use this function key to delete data, such as a customer, item, or order. It is available only when F24=DELETE displays at the bottom of the screen. To confirm deletion, you must press F24=DELETE twice. NOTE: In some instances, on screens that show the item number and description, this key is used to change the display of a single or double line per item.
F24=Double Line / Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.

CHAPTER 5 Periodic Processing for Modules 5

This chapter provides a summary of the scheduled operations that need to be performed when using Distribution A+ modules. The operations in the modules are grouped according to the frequency with which they have to be performed. A master checklist of the operations, sorted by how often they are performed and from which menu they are executed, is also provided. For details about these functions, refer to the associated module's User Guide.

Cross Application

Daily Processing

Day-End Processing

Day-End Processing (MENU XAMAST) should be run after all activity for the current day is complete. If you want Day-End to run automatically, you can define an automated Day-End and/or Invoicing job through Auto Day-End Invoicing Job Name Maintenance (MENU OEFIL3). For further details, see CHAPTER 32: *Day-End Processing*.

Monthly Processing

Purging Files

History files will retain historical data for any number of months. You determine when to purge data in the history files. This is often done or reviewed as part of the monthly processing procedures. Use Reorganize A+ History Files (MENU XAMAST) to reorganize the Distribution A+ History files.

The file size of each history file and how fast the file will grow depends on the volume of customer orders you process and how you have set up the system and company options. Therefore, you may want to purge some history files more frequently than once a month. For more information, refer to "Reorganize History Files Selection Screen" on page 37-6.

NOTE: If your company is located in a European Community member country and is required to submit a monthly Intrastat Report, print that report and verify it before you purge the history files for that month. If you purge the files before you run the Intrastat Report option (MENU IAREPT), there will not be any data for the report.

Accounts Receivable

Daily Processing

Enter Payments and Adjustments

Use Cash & Adjustment Entry/Edit (MENU ARMAIN) to enter and edit customer payments, miscellaneous cash, and make adjustments. These are entered in groups, called A/R groups. You can create these groups throughout the day. These groups should also be posted daily.

Post Payments and Adjustments

For each A/R group that has been created throughout the day, use Cash & Adjustment Post (MENU ARMAIN) to post each group. This will update A/R and your general ledger with the appropriate payment information. You can post A/R groups throughout the day.

NOTE: If the **Order Entry to A/R** interface option has been defined as Y through Company Name Maintenance (MENU XAFILE), invoiced orders will be posted to Accounts Receivable during Day-End Processing (MENU XAMAST).

Monthly Processing

Month-End Processing

Execute Month-End Processing (MENU ARMAST) at the end of each month. After selecting this menu option, you select the A/R month-end closing date, G/L posting date, message to print on A/R Statements, and the companies for which the A/R month-end will be processed.

The A/R month-end closing date* is compared to invoice dates of those invoices in A/R; therefore, month-end processing may be run at any time. Invoiced orders, however, are not posted to A/R until the Day-end Processing is run. It is not dependent on Day-End Processing (MENU XAMAST) or Sales Analysis Period End Processing (MENU SAMAST). However, you must complete day-end for the last day of the month in which you want invoices to appear on the statements. Also, do not post payment transactions for the next month through Cash & Adjustment Post (MENU ARMAIN) before using Month-End Processing.

NOTE: Invoices will still print on A/R Statements beyond the month-end closing date, however, they will not be included in the totals. Only invoices up to the month-end closing date will be included in the totals.

A/R Month-End Processing does the following:

- **Posts Fully Paid Invoices to A/R History:** Those open invoices that have been paid for in full are copied from the current A/R for a customer to A/R history. A/R history retains the payment record of your customers and may be reviewed using A/R reports and the Customer Inquiry.

  This step applies only for customers that are defined as open item customers through Customer/Ship to Master Maintenance (MENU ARFILE) in the **Bf/Opn Item** field. In this field you specify if the customer is an open item (O) or balance forward (F) customer (see “Purges Invoices for Balance Forward Customers”).

  A/R history may also be updated on demand using the A/R History Update (MENU ARMAST).

- **Calculates Finance Charges:** For delinquent receivables (not including finance charge invoices), finance charges are calculated based on the payment terms and aging codes that have been assigned to each customer through Customer/Ship to Master Maintenance (MENU ARFILE).

  Payment terms are defined through A/R Terms Codes Maintenance (MENU ARFILE); aging codes are defined through A/R Aging Codes Maintenance (MENU ARFILE).

- **Prints A/R Statements:** A/R Statements are printed for your customers. The customers for whom A/R Statements are printed is determined by the customers’ payment terms, aging code, and **Print Statements** field defined through Customer/Ship to Master Maintenance (MENU ARFILE).

  A/R Statements may also be printed on demand through Demand A/R Statements (MENU ARREPT).

- **Purges Invoices for Balance Forward Customers:** To define a customer as a balance forward customer, you must have selected to use balance forward customers for a company [as determined by the **Any Bal. Fwd Cust.** field through Accounts Receivable Options Maintenance (MENU XAFILE)]. A balance forward customer is one for whom individual invoices are combined for each aging period. Therefore, A/R history is not retained for individual invoices; only the total amount due for each aging period is maintained.

  Individual customers are defined as balance forward customers through Customer/Ship to Master Maintenance (MENU ARFILE) in the **Bf/Opn Item** field. In this field you specify if the customer is an open item (O) or balance forward (B) customer.

  In this step of Month-End Processing, individual invoices for balance forward customers are purged. In the next step, balance forward aging summary invoices are created.

- **Creates Balance Forward Aging Summary Invoices:** This step applies only to customers that are defined as balance forward customers (see previous bullet).

  The amounts of each open invoice in the aging periods (prior to the current period) are combined into one invoice amount. This amount is assigned an invoice number equal to the number of the aging period. That is, the combined open invoice amount of the open invoices in your first aging period is assigned invoice number 1; the combined open invoice amount for your second aging period is assigned invoice number 2; etc. The individual invoices that are assigned to each aging period are called balance forward aging summary invoices

  EXAMPLE (Balance Forward Customer):

Assume that you are performing Month-End Processing for the month-ending date of September 30. For customer ABC, the following aging periods are used:

- **Current aging period:** 1-15 days
- **1st aging period:** 16-30 days
- **2nd aging period:** 31-45 days
- **3rd aging period:** 46-60 days
- **4th aging period:** 60 days and over

The open invoices for customer ABC, before performing Month-End Processing for September 30, are the following:

Invoice	Date	Amount	# of Days Open
150	September 29	250	1
100	September 14	150	16
*1	August 31	100	30
*2	August 16	200	45
*3	July 31	300	60
*4	July 16	400	75

*These are balance forward aging summary invoices created when Month-End Processing was performed for the previous month (on August 31).

These invoice amounts are aged as follows:

- **Current aging period (1-15 days):** $250.00
- **1st aging period (16-30 days):** $150.00
- **2nd aging period (31-45 days):** $100.00
- **3rd aging period (46-60 days):** $200.00
- **4th aging period: (60 days and over):** $700.00

After performing continued Month-End Processing, this aging is used to create new balance forward aging invoices. Invoices in the current aging period remain as follows:

Invoice	Date	Amount
150	September 29	250
1	September 14	150

Invoice	Date	Amount
2	August 31	100
3	August 16	200
4	July 31	700

When entering payments for customer ABC through Cash & Adjustment Entry/Edit (MENU ARMAIN), invoices 1, 2, 3, and 4 contain the total invoice amount open for the aging periods 1, 2, 3, and 4, respectively.

Paid Invoice Purge

After performing Month-End Processing, you should execute the Paid Invoice Purge (MENU ARMAST). This option removes fully paid invoices from A/R open invoice files and posts them to A/R history. This can be executed at any time during the month.

If you want the payments made during the current month to print on A/R Statements printed through Month-End Processing, do not select this option before performing Month-End Processing (MENU ARMAST).

The paid invoice purge applies only for customers that are defined as open item customers through Customer/Ship to Master Maintenance (MENU ARFILE) in the **Bf/Opn Item** field. Open invoices for balance forward customers are automatically purged through Month-End Processing.

NOTE: The Paid Invoice Purge (MENU ARMAST) differs from the A/R History Update (MENU ARMAST) in that it removes fully paid invoices from the open invoice files, and moves them to A/R history; whereas, the A/R History Update copies fully paid invoices from the open invoice files to A/R history.

Overdue Notices

Print Overdue Notices (MENU ARFILE) for customers with open invoices that are past due.

Processing to Perform as Needed

Mark Disputed Invoices

When the payment of an invoice is disputed, mark the invoice as a disputed invoice. An invoice is marked as being disputed through Mark Disputed Invoices (MENU ARMAIN). The dispute codes used to mark an invoice in dispute are defined through Dispute Code Maintenance (MENU ARFILE).

The dispute codes assigned to disputed invoices are printed on A/R reports, and displayed in A/R inquiries. Additionally, disputed invoices are not paid when using the auto-apply feature of A/R.

A/R History Update

For open invoice customers, use A/R History Update (MENU ARMAST) to copy fully paid invoices from the current A/R detail files to the A/R history files. Unlike the Paid Invoice Purge (MENU ARMAST), this option does not delete open invoices from the current A/R detail files. Therefore, detail customer payments that are made will be included on A/R Statements that are printed during Month-End Processing (MENU ARMAST), or on demand through Demand A/R Statements (MENU ARREPT).

Perform this function when you would like the Payment History Screen displayed during the Customer A/R Inquiry (MENU ARMAIN) to show payments received.

Aged Trial Balance

Print the Aged Trial Balance (MENU ARREPT) for your customers having open invoices.

Reorganizing Your Files

Reorganizing your A/R files helps to improve performance by making the space available for use again. Deleted records remain in your files (consuming disk space) until the files are reorganized. You may reorganize your files at any time, since it will not adversely affect your data.

To reorganize your files, use the Remove Deleted Records from Files option (MENU XAMAST). This option will reorganize all your files.

Electronic Data Interchange (EDI)

Daily/Weekly Processing

Clear Outgoing User Files

If you have EDI installed and you are not using the unattended interface, you must periodically clear the outgoing user files for each document type to avoid sending duplicates of documents you transmitted earlier. To use the unattended interface, you must be using Inovis as your third-party EDI software and have keyed a 1 (Automatic) in the **Unattended Interface Type** field through EDI System Options Maintenance (MENU EIMAIN).

Before clearing the outgoing user files, you should verify that the documents have been transmitted successfully. To clear the user files, select Clear Outgoing User Files (MENU EIMAIN) and select the files you want to clear from the list presented.

Remove Pending Outgoing Product Activity Data (852)

If you are using the outgoing Product Activity Data (852) (PAD) document, at Day-End, the document for a vendor will be created if any of the quantities (e.g., on-hand, backordered) of any item and unit of measure for which that vendor is the primary vendor have changed. When the outgoing PAD document is sent, the system does a second check to see if the quantity for an item that has changed is one of the quantities that the vendor has asked to be notified about. If not, the PAD document is not sent. The unsent PAD document will appear on the Pending Outgoing Product Activity Data Screen in Outgoing Documents (MENU EIMAIN) with a zero in the Items column and ERR in the Sts (Status) column. You must then select to remove the document.

Inventory Accounting

Monthly Processing

If your company is located in an EC member country and is required to submit a monthly Intrastat Report, use the Intrastat Report option (MENU IAREPT) to print the report at the end of each month. Be sure to print and verify the report before you do any month-end file purges.

Inventory Management & Planning

Daily Processing

Run Reports

Run the Expedite Report (MENU IMREPT) to identify items already below minimum stocking levels, and the Suggested Orders Report (MENU POREPT) to review suggested purchase orders.

Monthly Processing

IM&P Monthly Update

Run the IM&P Monthly Update (MENU IMMAST) at the beginning of each new month. This should be done after all companies have been closed through Sales Analysis Period End Processing (MENU SAMAST).

The IM&P Monthly Update performs the following:

- Prints the Usage Exception Report to show items with actual sales that varied significantly from forecast sales.
- Creates new forecast quantities for each sales period in the next year.
- Calculates the minimum balance and maximum balance for each planned item and prints the Inventory Planning Exception Report to show items with significant changes.
- Runs the Safety Stock Audit Report, which shows the value of safety stock based on current service levels.

Processing to Perform as Needed

You should perform any of the following functions when applicable:

- Use IM&P and Purchasing inquiries to review information needed to make inventory planning decisions.
- Print any of the IM&P management reports to determine when to adjust IM&P variables and models to refine the inventory planning results.
- Use IM&P file maintenance (MENU IMFILE) to adjust IM&P variables, models, and options.
- Reorganize IM&P files to remove outdated information.

Reorganizing Your Files

Reorganizing your IM&P files helps to improve performance by making the space available for use again. Deleted records remain in the file (consuming disk space) until the file is reorganized. You may reorganize your files at any time, since it will not adversely affect your data.

To reorganize your files, use the Remove Deleted Records from Files option (MENU XAMAST). This option will reorganize all your files.

Purging Files

IM&P history files will retain historical data for any number of months. You determine when to purge data in the history files. This is often done or reviewed as part of the monthly processing procedures. Use Reorganize A+ History Files (MENU XAMAST) to reorganize and purge the IM&P History files.

General Ledger

Daily Processing

There are no required steps to perform on a daily or weekly basis. Typically, general journal entries are keyed through Transaction Entry (MENU GLMAIN) and posted through Post Transactions (MENU GLMAIN) daily. Reports and inquiries may be run at any time.

Monthly Processing

Close Periods

G/L does not require any routine monthly processing. You should, however, close periods to ensure that transactions are no longer posted to a period. Use Period Status Maintenance (MENU GLMAST) to permanently or temporarily close periods in G/L.

Yearly Processing

Year-End Processing

At the end of each fiscal year, you must perform Year-End Processing (which includes year-end adjusting entries) to update your retained earnings and set beginning balances for expense accounts.

Complete the following 4 steps when performing Year-End Processing:

1. Select Year-End Processing (MENU GLMAST). This informs you of the retained earnings/owners equity adjustment for the fiscal year.
2. Make year-end adjusting entries and post entries through Transaction Entry (MENU GLMAIN) and Post Transactions (MENU GLMAIN); these include:

- Debit/credit to an expense or income summary account (E or I)
- Post profit or loss to Retained Earnings/Owners Equity (Q)

NOTE: Classify this entry as type Y in Transaction Entry (MENU GLMAIN) to signify a year-end closing entry.

3. Permanently close all periods for the fiscal year.
4. Run Year-End Processing (MENU GLMAST) and process (by pressing F13). This will post current retained earnings and set beginning balances for the new fiscal year.

Order Entry

Daily Processing

Order Processing, Shipping and Invoicing

Customer service reps will use Enter, Change & Ship Orders (MENU OEMAIN) to enter customer sales orders. Pick Lists can be individually printed from the *End Order Screen* within Enter, Change & Ship Orders (MENU OEMAIN) or can be printed in groups using Print Pick Lists (MENU OEMAIN). Once the warehouse team has picked and shipped the orders, ship confirmation and invoice printing an individual order can be completed through Enter, Change & Ship Orders (MENU OEMAIN).

Additionally, a group of orders can be ship confirmed through Ship Confirm Multiple Orders (MENU OEMAIN) and invoices can then be printed through Print Invoices (MENU OEMAIN).

Processing to Perform as Needed

Reorganizing Your Files

Reorganizing your Order Entry files helps to improve performance by making the space available for use again. Deleted records remain in your files (consuming disk space) until the files are reorganized. You may reorganize your files at any time, since it will not adversely affect your data.

To reorganize your files, use the Remove Deleted Records from Files option (MENU XAMAST). This option will reorganize all your files.

Purging Files

Order History files will retain historical data for any number of months. You determine when to purge data in the history files. This is often done or reviewed as part of the monthly processing procedures. Use Reorganize A+ History Files (MENU XAMAST) to reorganize the Order History files.

NOTE: If your company is located in an EC member country, and you are required to submit a monthly Intrastat Report, be sure to run and verify the report for a month before you purge the history files for that month.

Purchasing

Daily and Weekly Processing

There are no required steps to perform on a daily or weekly basis. Normally, requisitions are entered, posted, and printed each day. It is recommended that each buyer run the Suggested Orders Report (MENU POREPT) and Work With Special Orders (MENU POMAIN) just prior to ordering from a particular vendor. This will help to ensure that all requested purchase orders are considered.

Monthly Processing

There is no month-end processing in Purchasing. All data is updated when you run Sales Analysis Period End Processing (MENU SAMAST).

Yearly Processing

Reset YTD fields

Prior to posting receipts for the new year, run Zero out YTD fields in Vendor Performance file (MENU POMAST - Option 2). This will zero out the YTD fields in the Purchasing Vendor Performance File.

Processing to Perform as Needed

Reorganizing Your Files

Reorganizing your Purchasing files helps to improve performance by making the space available for use again. Deleted records remain in your files (consuming disk space) until the files are reorganized. You may reorganize your files at any time, since it will not adversely affect your data.

To reorganize your files, use the Remove Deleted Records from Files option (MENU XAMAST). This option will reorganize all your files.

Purging Files

Purchasing History files will retain historical data for any number of months. You determine when to purge data in the history files. This is often done or reviewed as part of the monthly processing procedures. Use Reorganize A+ History Files (MENU XAMAST) to reorganize the Purchasing History files.

NOTE: If your company is located in an EC member country, and you are required to submit a monthly Intrastat Report, be sure to run and verify the report for a month before you purge the history files for that month.

Sales Analysis

Daily Processing

Day-End Processing

In order to update the master files used in Sales Analysis, you will need to run Day-End Processing (MENU XAMAST). Be certain, however, that the **Order Entry to S/A** interface option has been defined as Y through Company Name Maintenance (MENU XAFILE).

The master files that are updated contain the year-to-date and month-to-date information that is used in S/A reports and inquiries. Therefore, in order to ensure up to date accuracy, it is suggested that you run Day-End Processing (MENU XAMAST) daily.

Monthly Processing

Period-End Processing

You need to indicate when one fiscal period (or month) is ending, and when another is beginning for each company using S/A. This is done through Period End Processing (MENU SAMAST).

This option closes a company's current sales analysis period. Upon completion of this option, any sales that are recorded through Day-End Processing (MENU XAMAST) are processed for the new sales analysis. Therefore, be certain that you perform Period End Processing prior to performing the first Day-End Processing of a new sales analysis period.

If IM&P is installed, be certain that you close the period for all companies before performing the IM&P Monthly Update (MENU IMMAST). Since IM&P calculations are based on sales history, it is very important that you do this.

Yearly Processing

Year-End Close Procedure

A year-end close procedure, which zeroes out the year-to-date sales information after moving it to last year's sales information, is performed automatically when you perform Period End Processing (MENU SAMAST) for the last sales analysis period of the year. Therefore, there are no additional steps for S/A at the end of your fiscal year.

Processing to Perform as Needed

You should perform any of the following functions at any time:

- Use S/A inquiries and reports to perform a general or specific sales analysis for an individual or combination of sales reps, customers, and items.
- Use S/A file maintenance to maintain the sales reps, sales rep budgets, territories, or fiscal calendars used throughout Distribution A+.

Purge S/A history files if sales analysis information consumes too much disk space.

Purge History Files

S/A history files retain historical data for any number of months. You determine when to purge data in the history files. Use Reorganize A+ History Files (MENU XAMAST) to reorganize and purge the following S/A files:

- Sales rep Sales Analysis File (REPSA)
- Customer Sales Analysis File (CUSSA)
- Customer Corporate Group Sales Analysis File (CCGSA)
- Customer Ship-to Sales Analysis File (CSHSA)
- Item Sales Analysis File (ITMSA)
- Detail Item Sales Analysis File (DETSA)
- Detail Corporate Group Analysis File (DCGSA)
- Detail Ship-to Analysis File (DSHSA)

When purging S/A history files, consider the following:

- The 8 sales history files are reorganized using a FROM/TO range for company and fiscal year. These files may be saved to the backup media (off-line storage) of your choice. To maintain the integrity of the sales analysis data in use, the following 2 rules apply:

1. Sales history files for the current fiscal year cannot be purged.
2. A sales rep, customer, or item in a master file cannot be deleted if any sales history exists for that sales rep, customer, or item in the appropriate Sales History file.
3. Purging the Customer Sales Analysis File (CUSSA) automatically purges the Customer Corporate Group Sales Analysis File (CCGSA) and the Customer Ship-to Sales Analysis File (CSHSA). Similarly, purging the Detail Item Sales Analysis File automatically purges the Detail Corporate Group Analysis File (DCGSA) and the Detail Ship-to Analysis File (DSHSA).

For fiscal years that are purged from the Sales rep Sales History File, the corresponding fiscal years are also purged from the Sales rep Budgets File. You can, however, save the Sales rep Budgets File and the Sales rep Sales History File to backup media. The Sales rep Budgets File may be maintained for a sales rep and a fiscal year through Sales reps Budgets Maintenance (MENU SAFILE).

Periodic Processing Checklist

The following table summarizes periodic processing requirements.

What To Do	Menu and Option
DAILY functions to perform, if applicable	
☐ Run Day-End Processing *	XAMAST - 2

What To Do	Menu and Option
☐ Perform a Daily Backup	
☐ Clear EDI Outgoing User Files	EIMAIN - 10
☐ Remove Pending Outgoing Product Activity Data (852) Documents	EIMAIN - 2
MONTHLY functions to perform, if applicable	
☐ Print the Intrastat Report	IAREPT - 15
☐ Purge Files	XAMAST - 18
☐ Run Month-End Processing	ARMAST - 21
☐ Run Period-End Processing	SAMAST - 3
☐ Run IM&P Monthly Update	IMMAST - 4
☐ Close Periods	GLMAST - 12
YEARLY functions to perform, if applicable	
☐ Year-End Close (performed automatically through SAMAST - 3)	SAMAST - 3
☐ Run Year-End Processing	GLMAST - 21
☐ Reset YTD Fields	POMAST - 5
☐ AP 1099 Processing	APMAST 14-16

* Day-End can be performed automatically if you define an automated Day-End job through Auto Day-End Invoicing Job Name Maintenance (MENU OEFIL3).

CHAPTER 6

Setup the Transaction Processor

6

You must have the authority to run the CRTSBSD, CRTUSRPRF, ADDAJE, CRTJOBQ, ADDRTGE, CRTJOBQ and CRTJOBD commands in order to execute this option. Additionally, use this option only if you are a system administrator and understand the implication of running this option.

This option allows you to initially set up the Transaction Processor for use in Distribution A+. The Transaction Processor is a System i subsystem (APTPSCTL) that controls processing and master file update functions to ensure that the system can be restarted.

If Mobile Order Entry, sales@work, and/or EDI are installed, two additional subsystems may exist: ONSITECTL and/or APEDICTL. These subsystems are defined as single-thread subsystems, meaning that only one updating procedure will be allowed to run at a time. From these subsystems, jobs (OSTRANP and/or EDITRANP, if applicable) will be run and all the correct routing data will be created.

NOTES:

- You should run this menu option only once.
- When you run this option, all processing jobs will be routed and queued correctly.
- This menu option should process for approximately five minutes. If processing takes longer than five minutes, check for error messages.

When you select this option (Setup Transaction Processor) from the Configuration Menu (MENU XACFIG), the following procedures automatically occur:

1. **Procedure CRTSBSD is invoked to set up a description for the Transaction Processor subsystem, Sync Transaction Processor subsystem (if Mobile Order Entry or sales@work is installed), and the EDI Transaction Processor subsystem (if EDI is installed).**
2. **Procedure CRTUSRPRF is invoked to create user profiles for user APLUSCTL, ONSITECTL (if Mobile Order Entry or sales@work is installed), and/or EDICTL (if EDI is installed).**

NOTE: Do not delete these profiles.

3. **Procedure ADDAJE is invoked to create an autostart job entry, so that when the processor(s) (APTPSCTL, ONSITECTL, if Mobile Order Entry or sales@work is installed, and/or APEDICTL, if EDI is installed) are started, it will know the job name to be used.**
4. **Procedure CRTJOBQ is invoked to create the Transaction Processor.**

5. **Procedure ADDRTGE is invoked to specify the name of the program to be run when the routing data matches the compare value.**
6. **Procedure CRTJOBD is invoked to create the job description object that contains a specific set of job attributes.**

CHAPTER 7 Create an Environment

7

This option allows you to create one or more file environments to run under Distribution A+ and/or to initialize a file environment copied from another file environment. Each environment created is basically a library containing a number of data files. Generally, two separate libraries are created:

- a test or training file environment containing practice data, and
- a live file environment containing real data.

Since up to 99 different companies can be set up in each file environment, the need for multiple file environments is almost non-existent.

NOTE: Establishing a new environment requires procedures similar to those identified in CHAPTER 2: *Cross Application and Distribution A+ Modules Setup* of this User Guide. Particularly, you will need the software media used during the initial installation of Distribution A+. From this media, you will copy the blank file library necessary for each of your new environments.

Environments are defined and/or identified through Create an Environment on the Configuration Menu (MENU XACFIG).

Important

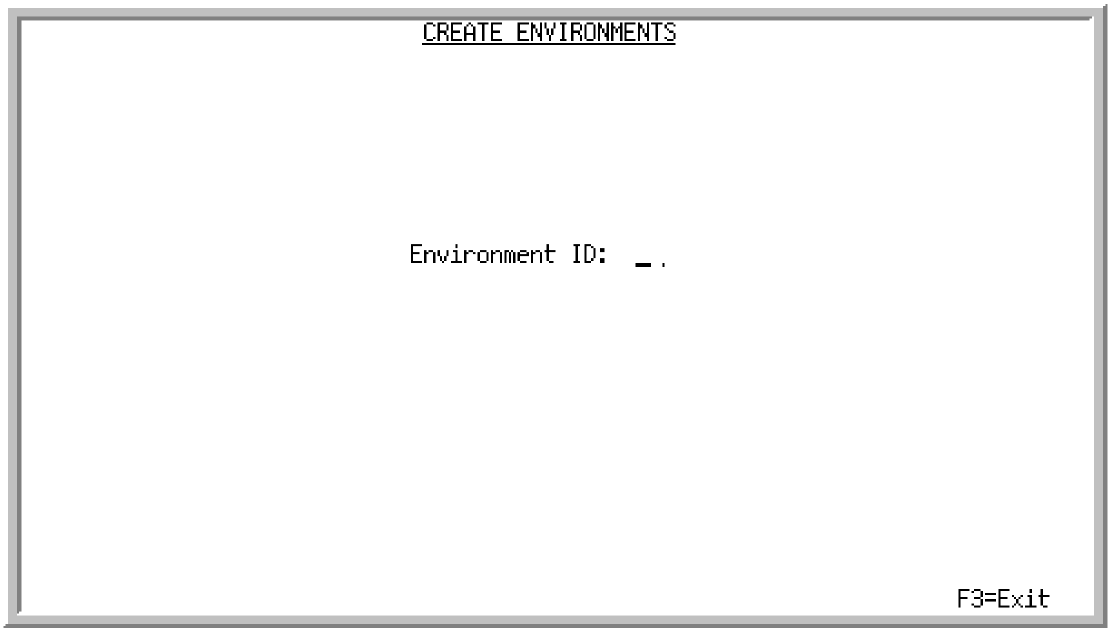
After an empty file environment has been created through this option, be sure to run a file update so that the security files are populated and the file library is up-to-date. For further details about creating an empty file environment via MENU XACFIG and running a file update, refer to the Installations Instructions chapter in the Infor Distribution A+ Installation and Software Update Guide.

Create an Environment

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Create Environments Selection Screen	Use to add a new environment in Distribution A+ or modify a description of existing environment.
Create Environments Maintenance Screen	Use to select an environment name for the environment you are adding, or to change an existing environment's name.
Create A New Environment Screen	Use to select a valid System i media device to which the new environment file library will be loaded. A file library must be built or already exist for the environment you are adding.

Create Environments Selection Screen



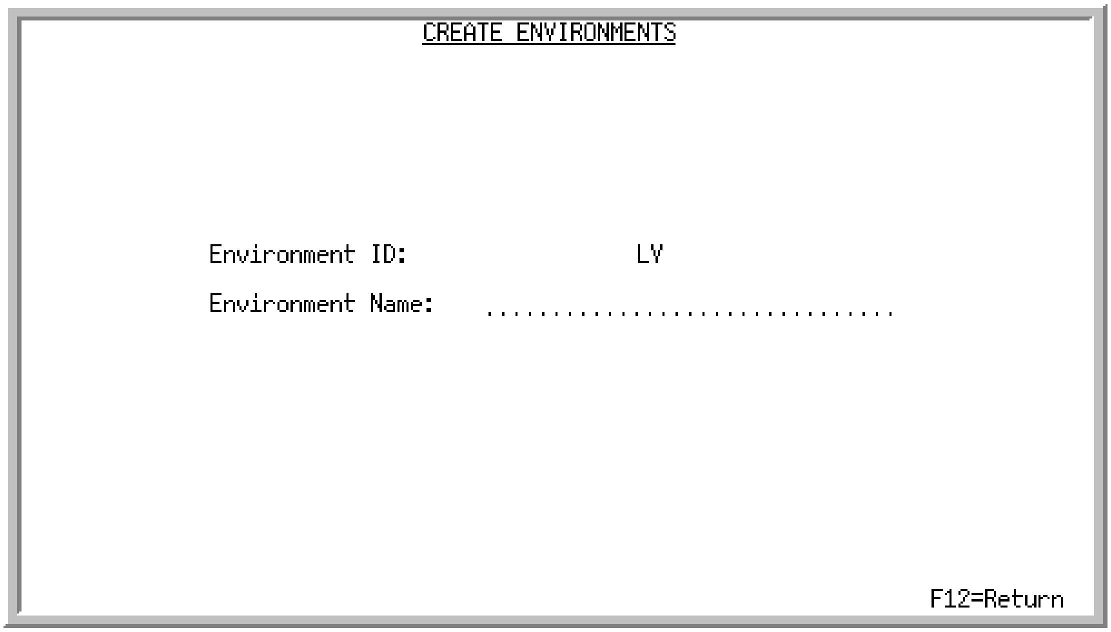
```
                              CREATE ENVIRONMENTS



                         Environment ID:  _ .



                                                          F3=Exit
```

This screen displays after selecting option 2 - Create an Environment from MENU XACFIG. Use this screen to add a new environment or modify a description of existing environment.

Create Environments Selection Screen Fields and Function Keys

Field/Function Key	Description
Environment ID	This field represents the unique two character identifier of the environment you are adding or whose description you are modifying. Files are distinct and separate for each unique environment. Key the environment to add or the environment for which the description will be modified. (A 2) Required
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.
Enter	Press ENTER to confirm your selection. The Create Environments Maintenance Screen (p. 7-4) will display.

Create Environments Maintenance Screen



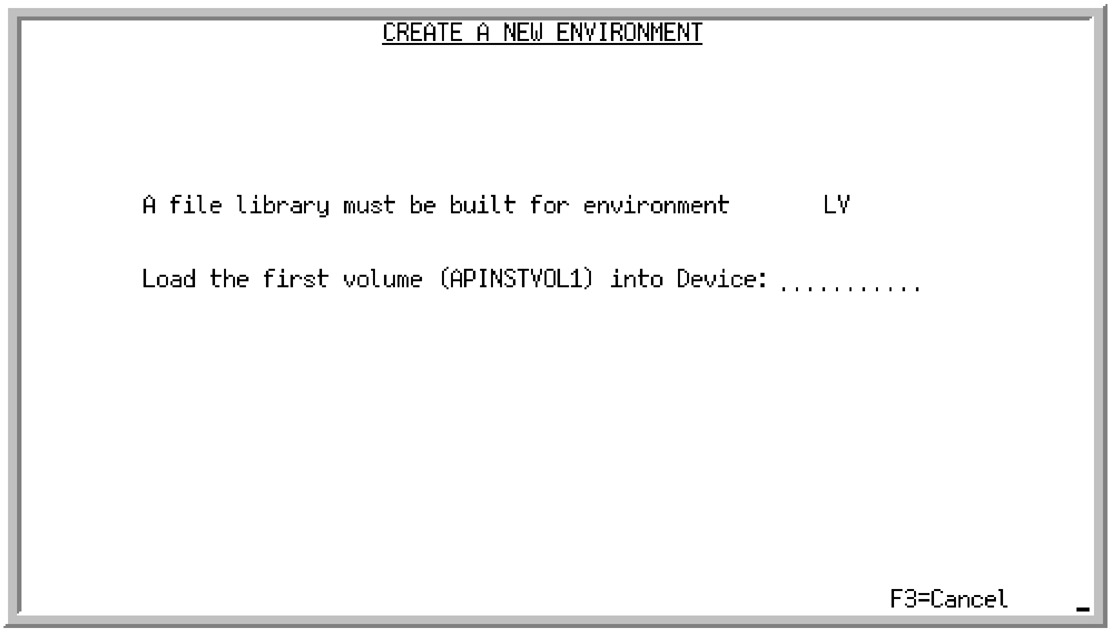
```
                              CREATE ENVIRONMENTS

         Environment ID:                LV
         Environment Name:    ..............................

                                                            F12=Return
```

This screen displays after entering an **Environment ID** and pressing ENTER on the Create Environments Selection Screen (p. 7-3). Use this screen to select an environment name for the environment you are adding, or to change an existing environment's name.

Create Environments Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Environment Name	If you selected an environment previously created, this field displays the name defined for the environment ID. If you are adding a new environment, this is the name of the environment you are adding. Key the name of this environment, or modifying the existing name (if one is displayed). (A 30) Required/Display
F12=Return	Press the F12=RETURN function key to return to the previous screen without updating this screen.
Enter	Press ENTER to confirm your selection. The Create A New Environment Screen (p. 7-5) will display if you are adding an environment (i.e., file library APLUSbbRee, where bb is the base ID and ee is the environment name, does NOT exist on your system.) Otherwise, MENU XACFIG will display.

Create A New Environment Screen



CREATE A NEW ENVIRONMENT

A file library must be built for environment   LV

Load the first volume (APINSTVOL1) into Device: ....

F3=Cancel

If you are adding a new environment, this screen displays after pressing ENTER on the Create Environments Maintenance Screen (p. 7-4). This screen does not display if you are changing an existing environment (i.e., file library APLUSbbRee, where bb is the base ID and ee is the environment name, exists on your system). Use this screen to select a valid System i media device to which the new environment file library will be loaded. A file library must be built for the environment you are adding.

Create A New Environment Screen Fields and Function Keys

Field/Function Key	Description
Load the first media into Device	This field represents the name of the device into which your software media has been placed. If you do not know the device name, key **WRKDEVD *TAP** (for tape devices) or **WRKDEVD *OPT** (for optical devices) on any command line and press ENTER. This will display the devices on your system. Key the device name. *Valid Values:* The software media device name used during installation and setup (see CHAPTER 2: *Cross Application and Distribution A+ Modules Setup*) (A 10) Required
F3=Cancel	Press the F3=CANCEL function key to return to the Create Environments Selection Screen (p. 7-3).
Enter	Press ENTER to confirm your selection. The library will be copied from the media to your new environment. When the copy is done, the Create Environments Selection Screen (p. 7-3) displays.

CHAPTER 8 Define Environment Library Lists

8

Use this option to define the default library list for each new environment you are setting up. You may also run this option when you want to alter a current default library list that already exists. Up to 25 different libraries can exist on the list, with a maximum of 10 user-defined libraries either above or below the installed Distribution A+ libraries.

Important

- If you plan to install and use FAX and are using Quadrant's FastFax software, you must include a FastFax library as a secondary library in your environment library list to accommodate Quadrant's requirements.
- If Warehouse Management is installed and you want to print bar-coded labels through Warehouse Management and/or Radio Frequency, you MUST have T.L Ashford Barcode software installed and should add the library TLABARCODE to your primary or secondary library list. Refer to the Appendix section of the Warehouse Management User Guide for important information regarding bar-coded labels.

When you exit from this option, the "Begin an A+ Session" program (APLUS6P) runs and automatically adds the proper libraries to your library list. The menu selected for you based on Register A+ User IDs (MENU XACFIG) will then display.

Example: Library Lists

Assume you have already established a library list identifying three libraries named Library1, Library2, and Library3, located above the Distribution A+ required libraries. The top of your library list might look like this:

Library1
Library2
Library3
APLUSbbFee (where bb is the base ID and ee is the environment name)
APLUSbbMee
APLUSbbM
APLUSbbU
APLUSbbC
APLUSbb
etc.

Now assume that you want to test a new version of a program that normally exists in Library1. Simply make the new version in Library3 and modify your library list as follows:

Library3
Library1
Library2
APLUSbbFee (where bb is the base ID and ee is the environment name)
APLUSbbMee
APLUSbbM
APLUSbbU
APLUSbbC
APLUSbb
etc.

Because Library3 (containing your new version of the program) is higher in the library list than Library1, containing the old version of the program, the hierarchy would use Library3 and its programs.

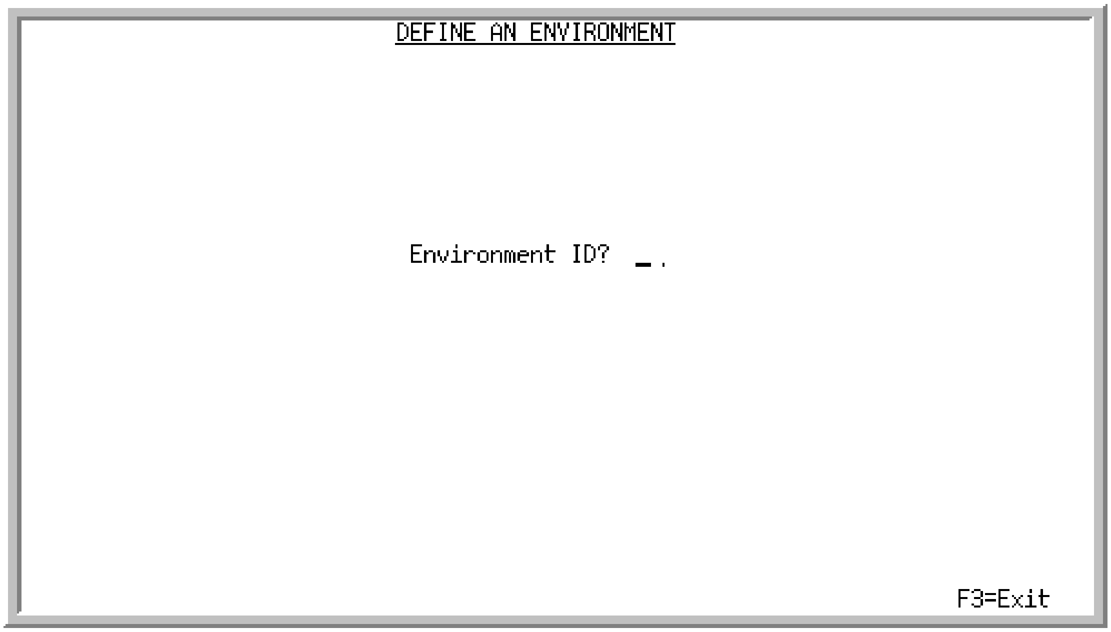
Environment library lists are defined through Define Environment Library Lists on the Configuration Menu (MENU XACFIG).

Define Environment Library Lists

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Define An Environment Selection Screen	Use to select the environment for which you are adding a default library list or the environment for which the current library list is being altered.
Define An Environment Screen	Use to select the libraries needed to define this environment’s library list.

Define An Environment Selection Screen



DEFINE AN ENVIRONMENT

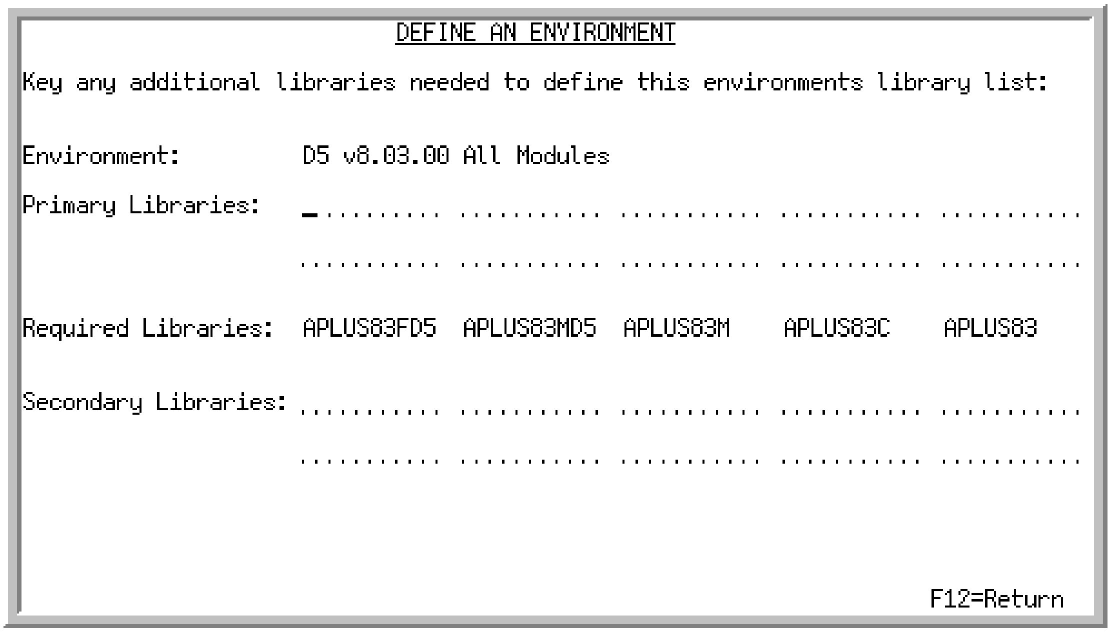
Environment ID? _ .

This screen displays after selecting option 3 - Define Environment Library Lists from MENU XACFIG. Use this screen to select the environment for which you are adding a default library list or the environment for which the current library list is being altered.

Define An Environment Selection Screen Fields and Function Keys

Field/Function Key	Description
Environment ID	This field represents the unique two character identifier of the environment for which you are adding a default library list or for which the current library list is being altered. Key the two character identifier of the environment. Files are distinct and separate for each environment. (A 2) Required
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.
Enter	Press ENTER to confirm your selection. The Define An Environment Screen (p. 8-5) will display.

Define An Environment Screen



```
                              DEFINE AN ENVIRONMENT
Key any additional libraries needed to define this environments library list:

Environment:         D5 v8.03.00 All Modules

Primary Libraries:   _......... .......... .......... .......... ..........
                     .......... .......... .......... .......... ..........

Required Libraries:  APLUS83FD5  APLUS83MD5  APLUS83M    APLUS83C    APLUS83

Secondary Libraries: .......... .......... .......... .......... ..........
                     .......... .......... .......... .......... ..........



                                                              F12=Return
```

This screen displays after pressing ENTER on the Define An Environment Selection Screen (p. 8-4). Use this screen to select the libraries needed to define this environment's library list.

Define An Environment Screen Fields and Function Keys

Field/Function Key	Description
Primary Libraries	Use these fields to select the names of the system libraries that will be placed higher in your library list than the required libraries. Key the appropriate library names; up to 10 may be keyed. (10 @ A 10) Optional

Define An Environment Screen Fields and Function Keys

Field/Function Key	Description
Required Libraries	The libraries that are displayed in these fields are required to run Distribution A+ on your system and cannot be changed. • APLUSbbFee - a file environment library in this base that contains all of the files used by the software for a single environment. If you are using multiple environments, you will have one data file library for each environment. The source for these files will be found in the APLUSbb library. • APLUSbbMee - the program modification library specifically related to the file environment library for this base • APLUSbbM - the program modification library specifically related to the base library • APLUSbbU - the program library that will exist only if the Service Interface (SI) Update Pack has been installed for this base library • APLUSbbC - the patch update program library contains the programs changed in the patch update specifically related to the base library • APLUSbb - the program library contains the base Distribution A+ version/release programs that run over the data file for the base library • APLUS - the APLUS control library Display
Secondary Libraries	Use these fields to select the names of system libraries that will be placed lower in your library list than the required libraries. Key the appropriate library names; up to 10 may be keyed. (10 @ A 10) Optional
F12=Return	Press the F12=RETURN function key to return to the Define An Environment Selection Screen (p. 8-4).
Enter	Press ENTER to confirm your selections. The Start an A+ Session program is called. Depending on the specific user setup, either the Begin an A+ Session - Get Base Screen (p. 10-2) or the Begin an A+ Session - Get Environment Screen (p. 10-4) will display.

CHAPTER 9

Register A+ User IDs

9

This option allows you to register valid IBM i User IDs. A user may be added, changed, or deleted from having the authority to access Distribution A+. Only those users registered as a Distribution A+ User will be allowed to start a session through the Start an A+ Session (MENU XACFIG).

Through this option, you can access and print a list of registered users IDs and identify the ION IFS User ID. IBM i User IDs are registered through Register A+ User IDs on the A+ Configuration Menu (MENU XACFIG).

If you are copying user security settings from an existing user through User Maintenance (MENU XASCTY), an initial registration record will be automatically created when the system detects that one did not already exist for the new user you are adding.

When deleting a User ID through this menu option, the User ID will be removed from all user security files in addition to the user configuration files.

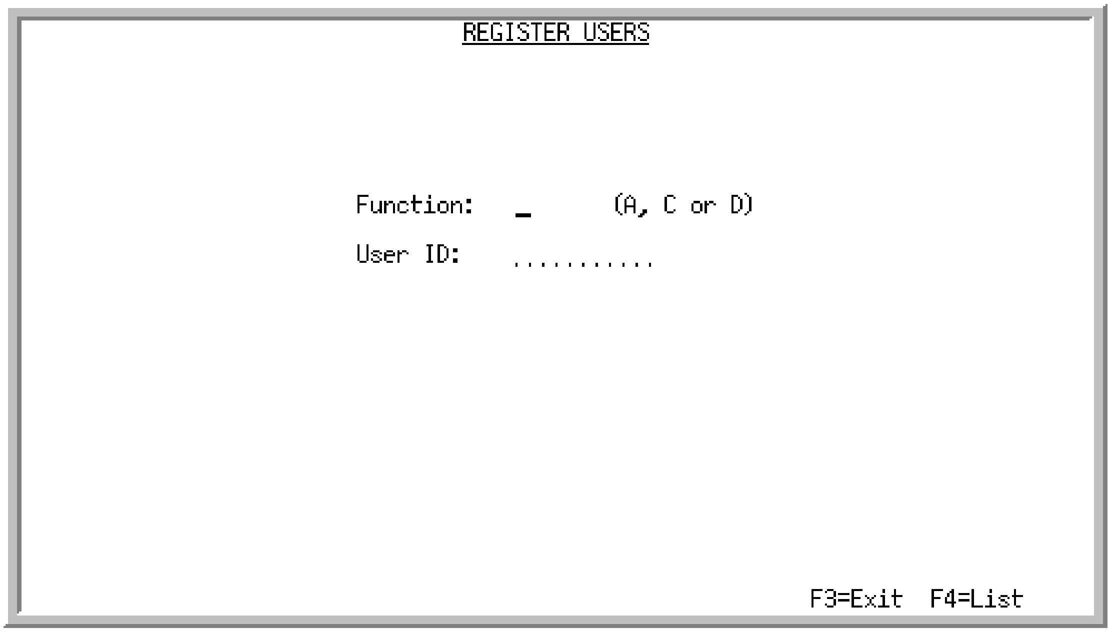
Register A+ User IDs

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	**Purpose**
Register Users Screen	Used to register an Distribution A+ user, change an existing registered user, or delete an existing registered user.
User Selection Screen	Use to print a list of registered users and select a user to change or delete.
Registered Users Listing	Use to print a listing of the information specified for the Distribution A+ users on the Register Users Maintenance Screen (p. 9-8).

Title	Purpose
Register Users Maintenance Screen	Use to specify sign-on options for the selected user.
User Workflow Options Screen	Use to maintain user Workflow Management information.
IFS User Listing Screen	Use to review the users that have been registered as Infor ION users.
sales@work User Registration Screen	Use to specify a sales@work user ID and password for this user. The sales@work user ID and password for this user must be the same as the user ID and password that will be set up for the user on the client through sync@work.
Change/Update Dates for Mobile Order Entry Screen	Use to change/update the synchronization date fields.
Assign Salesrep Numbers to s@w Users Screen	Use to assign company, territory, and sales rep security to this user. These assignments control what level of information the sales@work user can access from the host.
sales@work Users Screen	Use to review the users that have been registered as sales@work users. This screen displays the sales@work user number, sales@work user ID, IBM i user ID, and the user name.
Mobile Order Entry User List Screen	Use to register and define options for Mobile Order Entry (MOE) users.
Change/Update Dates for Mobile Order Entry Screen	Use to change/update the synchronization date fields.
Mobile Order Entry User List Screen	Use when you do not recall the user’s ID.
Assign Salesrep Numbers to M.O.E. User Screen	For an explanation of this screen, refer to the field descriptions for the Assign Salesrep Numbers to s@w Users Screen (p. 9-25).

Register Users Screen



```
                          REGISTER USERS




            Function:  _      (A, C or D)

            User ID:   ..........










                                              F3=Exit  F4=List
```

This screen displays after selecting option 4 - Register A+ User IDs from MENU XACFIG.

Use this screen to register a user, change an existing registered user, or delete an existing registered user.

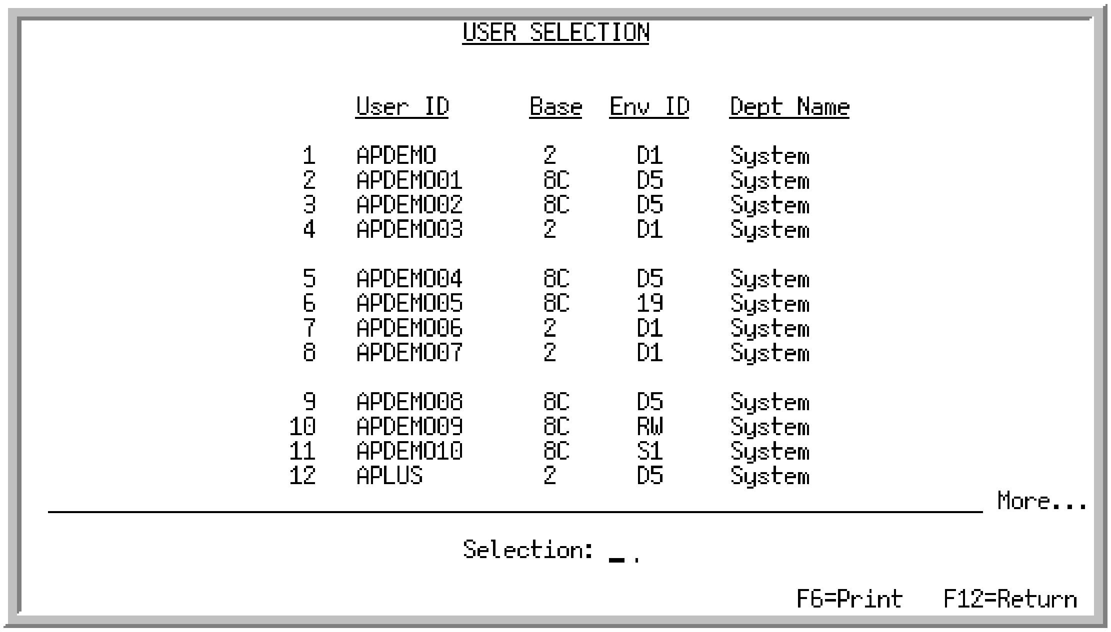
Register Users Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new user. Key C to change the information of an existing user. Key D to delete an existing user. (A 1) Required
User ID	This is the user ID which you would like to register into Distribution A+. Key the ID of the user that you want to register, or the ID of the user to be changed or deleted. *Valid Values:* Any valid user ID (user profile) defined on the IBM i (A 10) Required
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.
F4=List	Press the F4=LIST function key to display a list of registered users. The User Selection Screen (p. 9-5) will appear.

Register Users Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Register Users Maintenance Screen (p. 9-8) will display.

User Selection Screen



```
                         USER SELECTION

                  User ID      Base  Env ID   Dept Name

              1   APDEMO        2      D1     System
              2   APDEMO01      8C     D5     System
              3   APDEMO02      8C     D5     System
              4   APDEMO03      2      D1     System

              5   APDEMO04      8C     D5     System
              6   APDEMO05      8C     19     System
              7   APDEMO06      2      D1     System
              8   APDEMO07      2      D1     System

              9   APDEMO08      8C     D5     System
             10   APDEMO09      8C     RW     System
             11   APDEMO10      8C     S1     System
             12   APLUS         2      D5     System
 ________________________________________________________________ More...

                         Selection: _ .

                                               F6=Print   F12=Return
```

This screen appears after you press F4=LIST on the Register Users Screen (p. 9-3). This screen displays a list of registered user IDs and the environment ID and the department name associated with the user ID.

Use this screen to:

- print a list of registered users
- select a user to change or delete

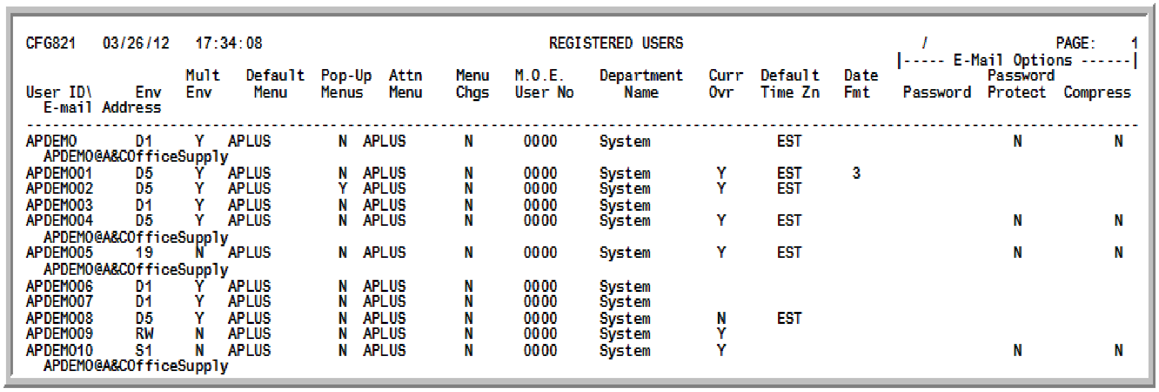
User Selection Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	Use the number in this field to select a user ID to change or delete. Key the number that corresponds to the user ID you want to select in the Selection field. Display
Selection	Use this field to select a user ID. Key the Reference Number that corresponds to the user ID you want to select in this field. (N 2,0) Optional
F6=Print	Press the F6=PRINT function key to print the Registered Users Listing (p. 9-7). The “Report Options Screen” on page A-2 will appear.

User Selection Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN function key to return to the Register Users Screen (p. 9-3) without making a selection.
Enter	Press ENTER to confirm your selection. The Register Users Screen (p. 9-3) will appear and the user ID you selected will display in the **User ID** field.

Registered Users Listing

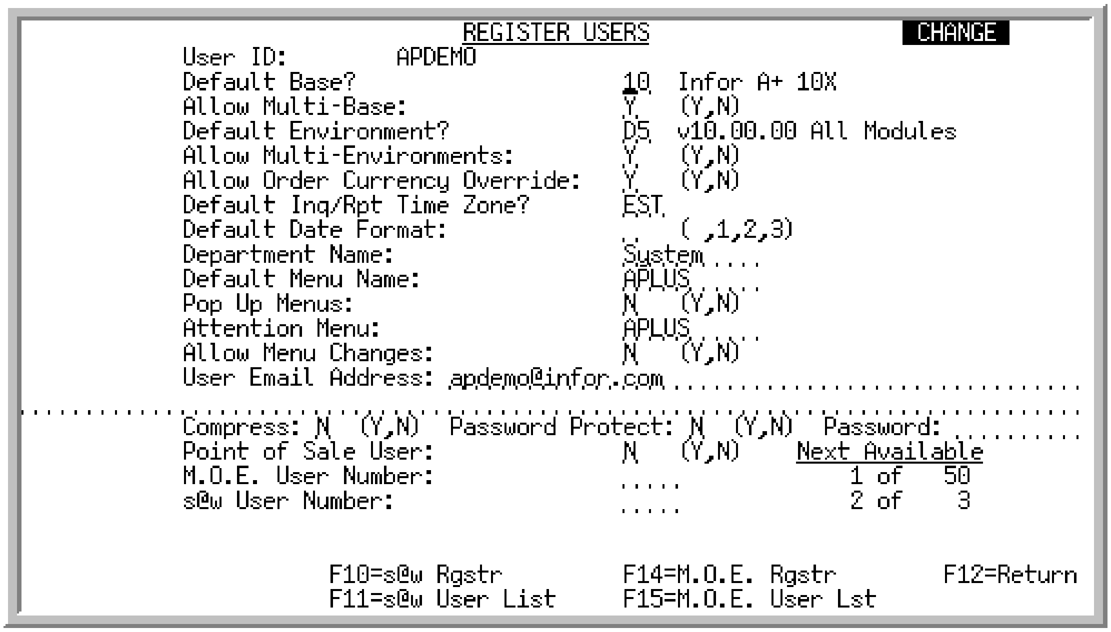


```
CFG821   03/26/12   17:34:08                                  REGISTERED USERS                             /              PAGE:    1
                                                                                                        |----- E-Mail Options ------|
                   Mult   Default  Pop-Up  Attn    Menu   M.O.E.    Department   Curr  Default  Date             Password
User ID\     Env   Env     Menu    Menus   Menu    Chgs   User No      Name      Ovr   Time Zn  Fmt    Password  Protect  Compress
  E-mail Address
------------------------------------------------------------------------------------------------------------------------------------
APDEMO       D1     Y   APLUS        N  APLUS       N      0000     System               EST                         N           N
  APDEMO@A&COfficeSupply
APDEMO001    D5     Y   APLUS        N  APLUS       N      0000     System        Y      EST      3
APDEMO002    D5     Y   APLUS        Y  APLUS       N      0000     System        Y      EST
APDEMO003    D1     Y   APLUS        N  APLUS       N      0000     System
APDEMO004    D5     Y   APLUS        N  APLUS       N      0000     System        Y      EST                         N           N
  APDEMO@A&COfficeSupply
APDEMO005    19     N   APLUS        N  APLUS       N      0000     System        Y      EST                         N           N
  APDEMO@A&COfficeSupply
APDEMO006    D1     Y   APLUS        N  APLUS       N      0000     System
APDEMO007    D1     Y   APLUS        N  APLUS       N      0000     System
APDEMO008    D5     Y   APLUS        N  APLUS       N      0000     System        N      EST
APDEMO009    RW     N   APLUS        N  APLUS       N      0000     System        Y
APDEMO010    S1     N   APLUS        N  APLUS       N      0000     System        Y                                  N           N
  APDEMO@A&COfficeSupply
```

This listing prints after you press F6=PRINT on the User Selection Screen (p. 9-5) and then ENTER on the Report Options Screen (p. A-2).

This listing prints the information specified for the users on the Register Users Screen (p. 9-3). For more information about the fields that print on this listing, refer to those field descriptions.

Register Users Maintenance Screen



```
                              REGISTER USERS                          CHANGE
            User ID:        APDEMO
            Default Base?                     10  Infor A+ 10X
            Allow Multi-Base:                 Y   (Y,N)
            Default Environment?              D5  v10.00.00 All Modules
            Allow Multi-Environments:         Y   (Y,N)
            Allow Order Currency Override:    Y   (Y,N)
            Default Inq/Rpt Time Zone?        EST
            Default Date Format:              ..  ( ,1,2,3)
            Department Name:                  System ....
            Default Menu Name:                APLUS .....
            Pop Up Menus:                     N   (Y,N)
            Attention Menu:                   APLUS .....
            Allow Menu Changes:               N   (Y,N)
            User Email Address: apdemo@infor.com ............................
.............................................................................
            Compress: N  (Y,N)  Password Protect: N  (Y,N)  Password: .........
            Point of Sale User:               N   (Y,N)    Next Available
            M.O.E. User Number:               .....            1 of   50
            s@w User Number:                  .....            2 of    3


                      F10=s@w Rgstr         F14=M.O.E. Rgstr        F12=Return
                      F11=s@w User List     F15=M.O.E. User Lst
```

This screen displays after pressing ENTER on the Register Users Screen (p. 9-3). Use this screen to specify sign-on options for the selected user.

Register Users Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Default Base	Use this field to specify the default base ID for this user. Users will be prompted to specify a base ID when they sign into Distribution A+ if the **Allow Multi Base** field is set to Y. This ensures that they are accessing the correct program and file libraries, which are assigned to base IDs. If the **Allow Multi-Base** field is set to Y, this user can override the default base ID and access other bases. If the **Allow Multi-Base** field is set to N, this user will not be prompted for the base ID. (A 2) Required
Allow Multi Base	Use this field to specify whether or not this user can override the default base ID specified in the **Default Base** field when he/she signs into Distribution A+. This allows the user to access multiple bases. Key Y in this field if this user is allowed to access multiple bases. Key N in this field if this user is not allowed to access multiple bases. (A 1) Required

Register Users Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Default Environment	This is the environment that will be used as the default when the selected user signs onto Distribution A+. The description of the environment displays for convenience. Key the desired environment. The user will have the ability to change this environment if **Allow Multi-Environments** is set to Y. (A 2) Required
Allow Multi-Environments	This field determines if the user will be allowed to access multiple environments. Key Y to allow the user to access different file libraries. If this user is allowed to use multiple environments, the Begin an A+ Session - Get Environment Screen (p. 10-4) will display each time APLUS is keyed on any command line within Distribution A+ or when Start an A+ Session (MENU XACFIG) is selected. Key N to bring the user into a specific environment (the default environment defined) each time the user signs onto Distribution A+. The environment keyed in the **Default Environment** field will be used and the Begin an A+ Session - Get Environment Screen (p. 10-4) will not be displayed. (A 1) Required
Allow Order Currency Override	This field displays only if International Currency is installed. This field applies only if the **Allow Order Currency Overrides** system option is set to Y in International Currency Options (MENU ICFILE). Use this field to specify whether the selected user can override an order's currency with a currency other than the customer's currency or alternate currency specified through Customer/Ship to Master Maintenance (MENU ARFILE). Key Y to allow the user to enter orders in any currency. Key N to prevent the user from entering orders in a currency other than the 2 currencies defined for the customer. (A 1) Required

Register Users Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Default Inq/Rpt Time Zone	Use this field to specify the time zone that will be used as the default when the selected user signs onto Distribution A+. Inquiries and reports that include time and date information will show the time in the user's default time zone. Key the code for the default time zone. If the time zone code you key is not defined in Distribution A+, when you complete your entries on this screen and press ENTER, you will be given the opportunity to add the new time zone code. For more information, see the description of the ENTER key. *Valid Values:* A time zone defined through Time Zone Codes Maintenance (MENU OEFIL3). (A 3) Required
Default Date Format	Use this field to designate the default date format for this user. Key 1 to use yy/mm/dd as this user's default date format. Key 2 to use mm/dd/yy as this user's default date format. Key 3 to use dd/mm/yy as this user's default date format. Leave this field blank to use the system **Default Date Format** as this user's default date format. The system **Default Date Format** is defined through System Options Maintenance (MENU XAFILE). Refer to Date Formats (p. 4-1) for further information about dates. (N 1,0) Optional
Department Name	This optional field may be used to help distinguish this user. Key the department name in which this user works. This name is not validated and is for informational purposes only. (A 10) Optional
Default Menu Name	This field reflects the menu that will display when the user signs onto Distribution A+. The default menu is APLUS, the Main Menu. Key the default name of the menu that will be displayed each time the user initially signs onto Distribution A+. (A 6) Optional
Pop Up Menus	Use this field to specify if pop up windows will appear in place of IBM i menus for this user throughout Distribution A+. Key Y to allow this user to use pop up windows. Key N if pop up windows will not display for this user. (A 1) Required

Register Users Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Attention Menu	Use this field to specify the Distribution A+ menu that will display when the user presses F5 to start a new task on the Task Selection Screen (p. C-6). (A 6) Optional
Allow Menu Changes	Key Y to allow this user to change menus when pop up menus are being used. If Y is selected, the function key F14=MENU CHANGES will appear for this user. Key N if this user will not be allowed to change menus when pop up menus are being used. (A 1) Required
User Email Address	This field displays only if Mail Server is installed. Use this field to assign an e-mail address to the user. The **TO Address** field on the Email Options Screen will be automatically defaulted to the user's email address (that you key in this field, if any) that is running the listing or report, if the **Default TO Address to User Address for Listings & Reports** field is Y in Mail Server Options Maintenance (MENU MSFILE). When you search for an e-mail address from the Email Options Screen, the address keyed here will also be included in a listing of internal e-mail addresses on the Internal Email Address Selection Screen. Refer to the Mail Server User Guide for information about searching for addresses and the Internal Email Address Selection Screen. If this field is left blank, the sent from e-mail address will be defaulted to a value keyed in a **FROM Address** on the Mail Server System Options Maintenance Screen. Key the user's e-mail address. NOTE: The address keyed here may be overridden on the Email Options Screen. Refer to this screen as explained in the Appendix B of the Mail Server User Guide. (A 128) Optional

Register Users Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Compress	This field displays only if Mail Server is installed. Use this field to specify whether documents sent as e-mail attachments to the address in the **User Email Address** field will be compressed. Key Y to compress attachments sent to this user. You must key Y in this field if you want to key Y in the **Password Protect** field to password protect attachments. If you key Y to compress document attachments, the user must have standard data compression software or be using an e-mail client that supports compression in order to open the attachment. Key N to leave attachments sent to this user uncompressed. NOTE: The value keyed here may be overridden on the Email Options Screen. Refer to the Appendix chapters of the Mail Server User Guide for information about that screen. *Default Value:* N (A 1) Required
Password Protect	Use this field to specify whether documents sent as e-mail attachments to the address in the **User Email Address** field will be password protected. If you select to password protect documents, the user will not be able to open the attachment without the password. Key Y to password protect attachments sent to this user. If you key Y to password protect document attachments, then you must also key Y in the **Compress** field. Key N to send attachments sent to this user without password protection. NOTE: The value keyed here may be overridden on the Email Options Screen. Refer to the Appendix chapters of the Mail Server User Guide for information about that screen. *Default Value:* N (A 1) Required
Password	This field is required if you keyed Y in the **Password Protect** field. If you keyed N in the **Password Protect** field, then you must leave this field blank. Key a password. The user must know the password and key it in order to open the attachment. NOTE: The password keyed here may be overridden on the Email Options Screen. Refer to the Appendix chapters of the Mail Server User Guide for information about that screen. (A 10) Required/Blank

Register Users Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Point of Sale User	Use this field to identify that this user will only be a Point of Sale user which will provide access directly to Point of Sale Entry (Menu PSMAIN). The Point of Sale type users are counted separately for security purposes and will be counted in the POS User Count and not against the Distribution A+ user count. Key Y for the user if the only menu option they can access is Point of Sale Entry (MENU PSMAIN). Key N if the user has access to other menus and options within Distribution A+. (A 1) Required
M.O.E. User Number	This field displays only if Mobile Order Entry is installed on your system. Use this field to assign a MOE user number to this user. Assign a number only if the user will be performing Mobile Order Entry functions Key the next available MOE User Number, as depicted to the right of this field under the **Next Available** field heading. To register the user as a MOE user, press the F14=M.O.E. RGSTR function key. NOTE: If **None Available** appears under the **Next Available** field heading, the maximum number of Mobile Order Entry users that you are licensed to use has been reached. NOTE: If you assign a MOE User Number that is currently assigned to an existing user, the existing user will no longer be able to use Mobile Order Entry. (N 4,0) Optional

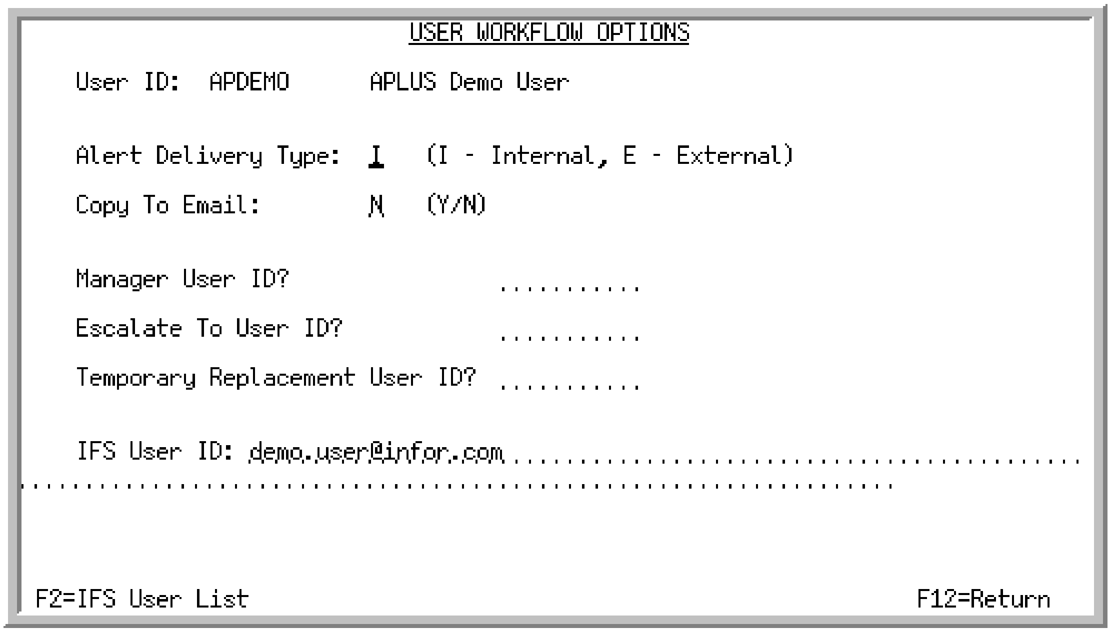
Register Users Maintenance Screen Fields and Function Keys

Field/Function Key	Description
s@w User Number	This field appears only if the sales@work module is installed. Use this field to specify the sales@work user number for this user. You should only assign a number to this user if you want this user to be authorized to use sales@work. Key the next available sales@work user number, shown in the **Next Available** field. Press F10=S@W RGSTR to register this user as a sales@work user. NOTE: If there are no sales@work numbers available, **None Available** will display under the **Next Available** heading. If **None Available** displays, the maximum number of sales@work users that you are licensed to use has been reached. Do not enter a number larger than the number of authorized users for which you are licensed. If you do, **Number exceeds number of authorized copies** will appear. NOTE: If you use an existing sales@work user number for a new user, the sales@work user number will be re-assigned to belong to the new user and the existing user will no longer be able to use sales@work. *Default Value:* 1, if you are maintaining the user ID specified as the sales@work server user through sales@work System Options Maintenance (MENU SWFILE). User number 1 is automatically assigned to the sales@work server user during sales@work System Options Maintenance (MENU SWFILE). *Valid Values:* A number greater than 0 and equal to or less than the number of users specified in the **Number of Authorized Users** field in sales@work System Options Maintenance (MENU SWFILE). The next available user number and the total available appear under the **Next Available** heading. User number 1 is reserved for the sales@work server user. (N 4,0) Optional
F4=Time Zone Maint	The F4=TIME ZONE MAINT displays only if you press ENTER and the time zone code you keyed in the **Default Inq/Rpt Time Zone** field is not defined as a valid time zone code in Distribution A+. Pressing the F4=TIME ZONE MAINT function key displays the first screen of the Time Zone Code Maintenance option (MENU OEFIL3). You can then add the new time zone code to the system immediately, as part of the user registration process. When you have finished adding the time zone code, you will be returned to the Register Users Maintenance Screen (p. 9-8) to complete the user registration.

Register Users Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F10=s@w Rgstr	F10=S@W RGSTR appears only if the sales@work module is installed. Press the F10=S@W RGSTR function key to register this user as a sales@work user or to change the registration information for a previous registered user. The sales@work User Registration Screen (p. 9-21) appears.
F11=s@w User List	F11=S@W USER LIST appears only if the sales@work module is installed. Press the F11=S@W USER LIST function key to display a list of registered sales@work users. The sales@work Users Screen (p. 9-28) will appear.
F12=Return	Press the F12=RETURN function key to return to the Register Users Screen (p. 9-3) without updating this screen.
F14=M.O.E. Rgstr	F14=M.O.E. RGSTR displays only if Mobile Order Entry is installed on your system. Press the F14=M.O.E. RGSTR function key to register the user as a MOE user. The Mobile Order Entry User Registration Screen (p. 9-30) will appear.
F15=M.O.E. User Lst	F15=M.O.E. USER LST displays only if Mobile Order Entry is installed on your system. Press the F15=M.O.E. USER LST function key to view a list of current MOE users. The Mobile Order Entry User List Screen will appear. For an explanation of this screen, refer to Customer Call Inquiry (MENU OSMAIN) in the Mobile Order Entry Server section of the Mobile Order Entry User Guide.
Enter	Press ENTER to confirm your selections. If Workflow Management is installed, the User Workflow Options Screen (p. 9-16) will appear. If Workflow Management is not installed, the Register Users Screen (p. 9-3) will appear. If the time zone code you entered in the **Default Inq/Rpt Time Zone** field is not defined as a valid time zone code in Distribution A+, when you press ENTER you will see the message: “**Time Zone Code does not Exist - Press F4 to add.**”

User Workflow Options Screen



```
                    USER WORKFLOW OPTIONS

   User ID:  APDEMO      APLUS Demo User

   Alert Delivery Type:  I   (I - Internal, E - External)

   Copy To Email:        N   (Y/N)

   Manager User ID?                ..........

   Escalate To User ID?            ..........

   Temporary Replacement User ID?  ..........

   IFS User ID: demo.user@infor.com.........................................
.................................................................


 F2=IFS User List                                        F12=Return
```

This screen appears only if Workflow Management is installed. This screen appears after pressing ENTER on the Register Users Maintenance Screen (p. 9-8).

Use this screen to maintain user Workflow Management information.

User Workflow Options Screen Fields and Function Keys

Field/Function Key	Description
Alert Delivery Type	This field appears only if you have the Mail Server module installed. Use this field to specify how alert messages will be delivered to this user. You can deliver alert messages via Distribution A+ Application Mail or e-mail. Alert messages delivered via e-mail cannot be escalated. If you want to deliver messages via e-mail but also track them for escalation, key an I in this field and a Y in the **Copy to Email** field. For more information, refer to the description of the **Copy to Email** field. Key I to send alert messages to this user via Application Mail. Key E to send alert messages to this user via e-mail. If you key an E in this field, you must also key an e-mail address in the **User Email Address** field on the Register Users Maintenance Screen (p. 9-8). *Default Value:* I *Valid Values:* If this user is the Workflow Management administrator, this field must be I. (A 1) Required

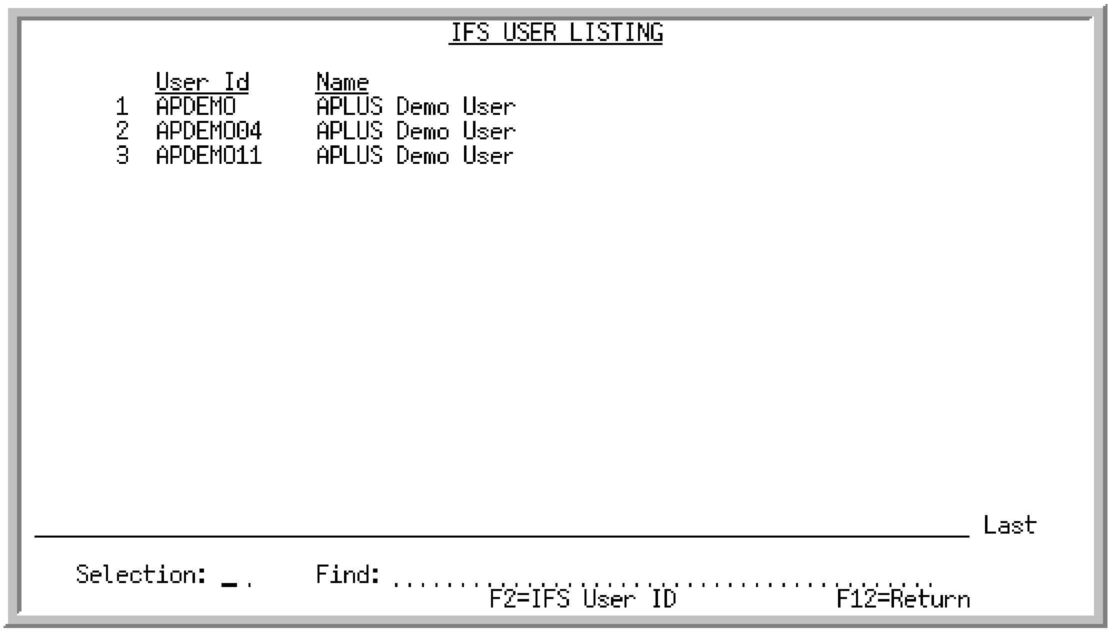
User Workflow Options Screen Fields and Function Keys

Field/Function Key	Description
Manager User ID	Key the user ID of this person's manager. If the user being maintained is assigned as an A/R Call Rep through A/R Call Reps Maintenance (MENU ARFIL2), this Manager User ID field by association becomes the Workflow Management Credit Manager recipient. If the user being maintained is assigned to a sales rep as an **Alert User ID** through Salesreps Maintenance (MENU SAFILE), this Manager User ID field by association becomes the Workflow Management Sales Manager recipient. If the user being maintained is assigned to a buyer as an **Buyer User ID** through Buyers Maintenance (MENU POFILE), this Manager User ID field by association becomes the Workflow Management Purchase Manager recipient. *Valid Values:* A user ID defined through Register A+ User IDs (MENU XACFIG) that is not the ID of the user whose Workflow Management options you are maintaining. (A 10) Optional
Escalate to User ID	Use this field to specify whom alert messages to this user should be escalated to. Messages can only be escalated for users with an **I** in the **Alert Delivery Type** field. If the user whose Workflow Management options you are maintaining does not acknowledge an alert message received through Application Mail in the time specified in the **Escalation Interval** field on the Alert Detail Screen through Alert Tailoring (MENU MGFILE), the message will be forwarded to the user ID in this field. If a message is sent to an e-mail address, escalation will cease. Key the user ID. *Valid Values:* A user ID defined through Register A+ User IDs (MENU XACFIG) that is not the ID of the user whose Workflow Management options you are maintaining. (A 10) Optional
Temporary Replacement User ID	Use this field to specify who should receive alert messages addressed to the user you are maintaining when the user is unavailable (e.g., away on vacation). If you key a user ID in this field, all alert messages addressed to the user you are maintaining will be sent to the Temporary Replacement User ID until you return to this screen and blank out this field. Key the user ID. *Valid Values:* A user ID defined through Register A+ User IDs (MENU XACFIG) that is not the ID of the user whose Workflow Management options you are maintaining. (A 10) Optional

User Workflow Options Screen Fields and Function Keys

Field/Function Key	Description
IFS User ID	Each Infor A+ User that will be accessing Infor Ming.le needs to have an IFS User ID created and designed for their specific roles (functions) within the company. To be able to receive tasks, notifications, and alerts from Infor Ming.le to Infor A+, each Infor ION User needs to be mapped to an Infor A+ User ID. After creating the IFS User ID in security within Infor ION, assign the IFS User ID to an Infor A+ User ID. Each Infor ION User can have only one corresponding Infor A+ User ID. This field must be an exact mapping to the **Person ID** field that displays through Infor ION Desk> Desk Permissions which is loaded from your network domain email system. Key the Infor ION ID that represents the role for this Infor A+ user. (A 10) Optional
F2=IFS User List	Press the F2=IFS USER LIST function key to displays a list of Infor A+ Users that have been assigned Infor ION IDs. The IFS User Listing Screen (p. 9-19) appears.
F12=Return	Press the F12=RETURN function key to return to the previous screen without saving your entries.
Enter	Press ENTER to save your entries. The Register Users Screen (p. 9-3) will appear.

IFS User Listing Screen



```
                            IFS USER LISTING

     User Id     Name
  1  APDEMO      APLUS Demo User
  2  APDEMO04    APLUS Demo User
  3  APDEMO11    APLUS Demo User

                                                              Last
 Selection: _ .    Find: ........................................
                                F2=IFS User ID          F12=Return
```

This screen appears when you press F2=IFS USER LIST on the User Workflow Options Screen (p. 9-16). Use this screen to review and select an Infor ION IFS User ID from those that have previously been created through this option.

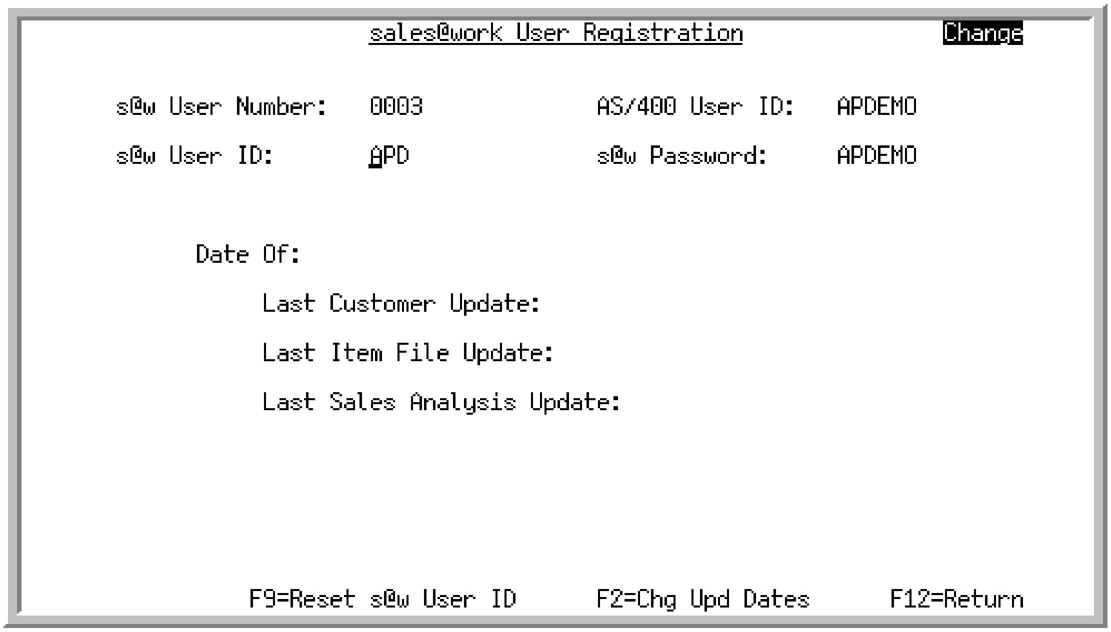
IFS User Listing Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	Use the number in this field to select a user ID to change or delete. Key the number that corresponds to the user ID you want to select in the Selection field. Display
User ID / Name	The top of the screen will present a rolling list of the Distribution A+ users that have been assigned an Infor ION User ID through this option. • **User ID**: is the Distribution A+ User ID • **Name / IFS User ID**: this field will toggle with the F2=IFS USER ID / F2=USER ID NAME to display the Distribution A+ User ID or the Infor ION User ID. The Infor ION ID is the role that has been assigned to the Distribution A+ User ID. Display
Selection	Use this field to select an Infor ION User ID. Key the reference number that corresponds to the user you want to select. (N 2,0) Optional

IFS User Listing Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field to search for a user based on the Distribution A+ user name. To effectively use this search, you should position the screen to view the Distribution A+ user name information (F2=IFS USER ID will be displayed). Key all or part of the user name and press ENTER to reposition the list to the first user that matches your entry. (A 40) Optional
F2=IFS User ID / F2=User ID Name	Press the F2=IFS USER ID / F2=USER ID NAME function key to change the display of the column on this screen to display either the Distribution A+ User Name or the Infor ION User ID field.
F12=Return	Press the F12=RETURN function key to return to the User Workflow Options Screen (p. 9-16) without making a selection.
Enter	Press ENTER to select the Infor ION User ID and update that field to the Distribution A+ User that you are currently maintaining.

sales@work User Registration Screen



```
                    sales@work User Registration                   Change

     s@w User Number:   0003            AS/400 User ID:   APDEMO

     s@w User ID:       APD             s@w Password:     APDEMO


           Date Of:

                Last Customer Update:

                Last Item File Update:

                Last Sales Analysis Update:




                F9=Reset s@w User ID      F2=Chg Upd Dates      F12=Return
```

This screen appears after you press F10=S@W RGSTR on the Register Users Maintenance Screen (p. 9-8).

Use this screen to specify a sales@work user ID and password for this user. The sales@work user ID and password for this user must be the same as the user ID and password that will be set up for the user on the client through sync@work. This screen also displays the date of the last file updates for this user.

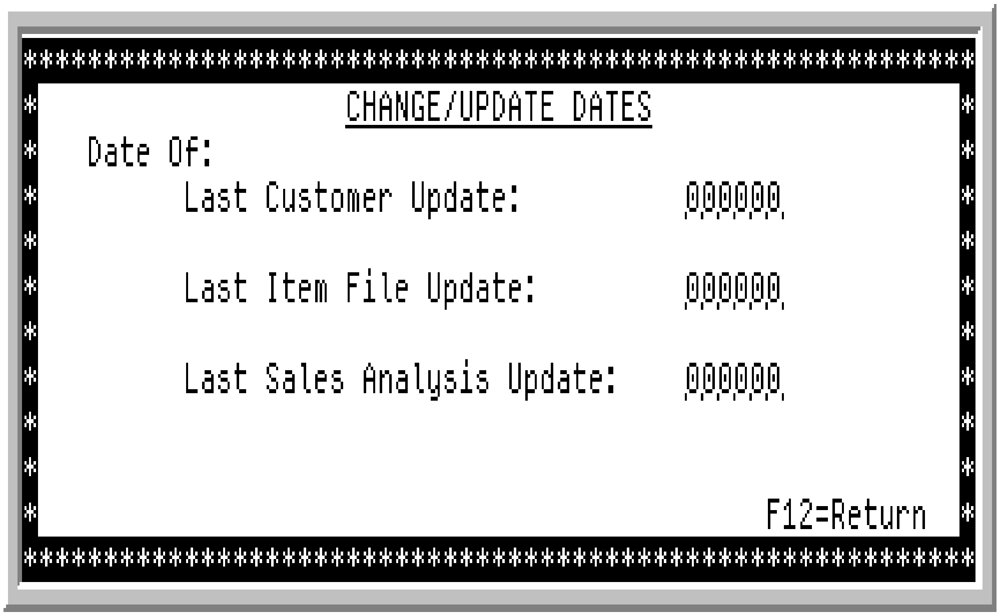
sales@work User Registration Screen Fields and Function Keys

Field/Function Key	Description
s@w User ID	If you are maintaining the sales@work server user, you cannot change the value in this field. Key the sales@work User ID that you want assigned to this user. This user will use this ID to log on to sales@work. *Default Value:* ZZZ, if you are maintaining the sales@work server user (s@w User Number 1) (A 3) Required
s@w Password	Key the sales@work password for this user. The user will use this password to log on to sales@work. *Default Value:* If you are maintaining the sales@work server user (s@w User Number 1), the password specified in the **s@w Server User Password** field in sales@work System Options Maintenance (MENU SWFILE). (A 10) Required

sales@work User Registration Screen Fields and Function Keys

Field/Function Key	Description
Last Customer Update	This field displays the date that this user last received customer changes from the host. Typically, this date is automatically updated by sales@work; however, you can override this date by pressing F2=CHG UPDATE DATES. Display
Last Item File Update	This field displays the date that this user last received all item changes from the host. Typically, this date is automatically updated by sales@work; however, you can override this date by pressing F2=CHG UPDATE DATES. Display
Last Sales Analysis Update	This field displays the date that this user last received sales analysis changes from the host. Typically, this date is automatically updated by sales@work; however, you can override this date by pressing F2=CHG UPDATE DATES. Display
F2=Chg Upd Dates	Press the F2=CHG UPD DATES function key to change the date fields on this screen. The Change/Update Dates for sales@work Screen (p. 9-23) will appear.
F9=Reset s@w User IDs	For speed and efficiency, the sales@work synchronization process does not receive data last updated by the user that is synchronizing on a remote client. However, in some instances, such as a change in company and/or territory security through Register A+ User IDs (MENU XACFIG) or the actual loss of the remote client database, it is necessary for all data to be received by the remote client user during synchronization. Press the F9=RESET S@W USER IDS function key to reset the sales@work tables and allow all data to be updated to a remote client during the next synchronization.
F12=Return	Press the F12=RETURN function key to return to the Register Users Maintenance Screen (p. 9-8) without saving your entries.
Enter	Press ENTER to confirm your entries. The Assign Salesrep Numbers to s@w Users Screen (p. 9-25) will appear.

Change/Update Dates for sales@work Screen



```
****************************************************
*                CHANGE/UPDATE DATES               *
*   Date Of:                                       *
*        Last Customer Update:          000000     *
*                                                  *
*        Last Item File Update:         000000     *
*                                                  *
*        Last Sales Analysis Update:    000000     *
*                                                  *
*                                                  *
*                                      F12=Return  *
****************************************************
```

This screen appears after you press F2=CHG UPD DATES on the sales@work User Registration Screen (p. 9-21).

Use this screen to change/update the date fields. Because the synchronization extract gathers only the data that has changed since the last synchronization, changing the date will affect what data is extracted for the user during the next synchronization with the host. If there had been a technical failure with that synchronization, you could reset the date here and synchronize again to ensure that the client received the most current data. Under normal circumstances, the dates on this screen should not need to be changed.

You must key dates in the date format specified in the **Default Date Format** field on the Register Users Maintenance Screen (p. 9-8) for the user logged on to Distribution A+. If that field is blank, use the date format specified in the **Default Date Format** field on System Options Maintenance Screen 1 in System Options Maintenance (MENU XAFILE).

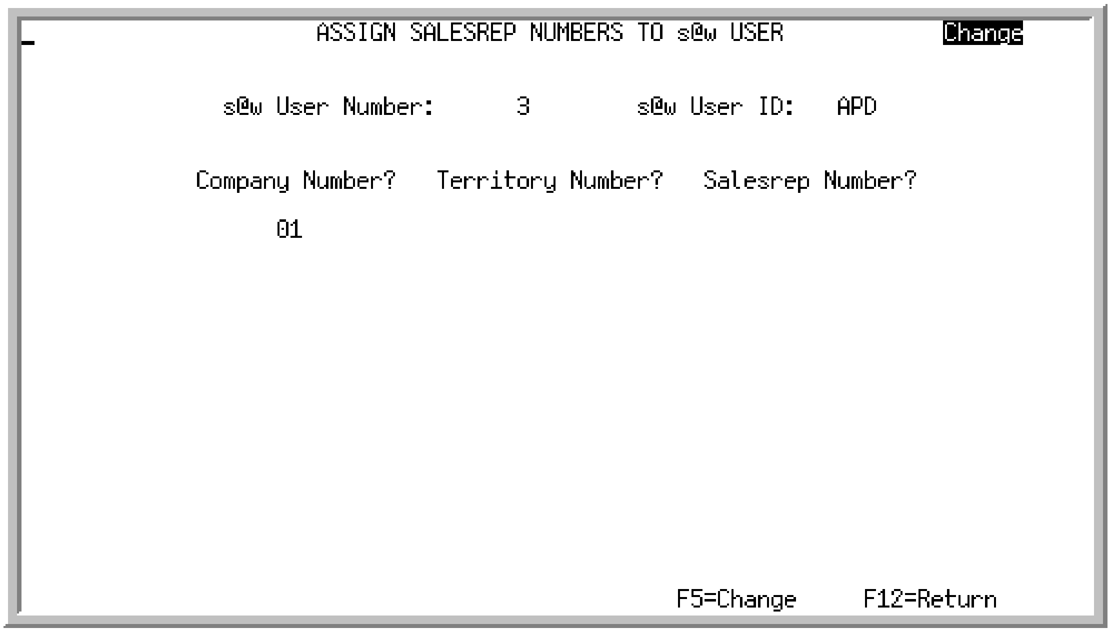
Change/Update Dates Screen Fields and Function Keys

Field/Function Key	Description
Last Customer Update	Key the last customer update date, if needed. If you clear the field, all information will be sent during the next send request. From that point on, only changes to the information will be sent. (N 6.0) Optional

Change/Update Dates Screen Fields and Function Keys

Field/Function Key	Description
Last Item File Update	Key the last item file update date, if needed. If you clear the field, all information will be sent during the next send request. From that point on, only changes to the information will be sent. (N 6.0) Optional
Last Sales Analysis Update	Key the last sales analysis update date, if needed. If you clear the field, all information will be sent during the next send request. From that point on, only changes to the information will be sent. (N 6.0) Optional
F12=Return	Press the F12=RETURN function key to return to the sales@work User Registration Screen (p. 9-21), without saving your entries.
Enter	Press ENTER to confirm your entries and return to the sales@work User Registration Screen (p. 9-21).

Assign Salesrep Numbers to s@w Users Screen



```
_                    ASSIGN SALESREP NUMBERS TO s@w USER           Change

              s@w User Number:      3        s@w User ID:   APD

            Company Number?   Territory Number?   Salesrep Number?

                  01




                                                  F5=Change     F12=Return
```

This screen appears after you press ENTER on the sales@work User Registration Screen (p. 9-21).

Use this screen to assign company, territory, and sales rep security to this user. These assignments control what level of information the sales@work user can access from the host.

You can define up to 10 levels of security. Security can be based on any of the following:

- company only
- company and territory
- company and sales rep

You must assign a company to a user.

Example: To assign security to a user for company 01 and territory NE

Company Number	Territory Number	Salesrep Number
01	NE	

Example: To assign security to a user for company 01 and sales rep numbers 1, 2, and 3

Company Number	Territory Number	Salesrep Number
01		1

Example: To assign security to a user for company 01 and sales rep numbers 1, 2, and 3	
01	2
01	3

Customer information and other secure information associated with company 01, territory NE, and sales reps 1, 2, and 3 would be available to this user from sales@work. Information for all other companies, territories, and sales reps would not be retrieved during synchronization.

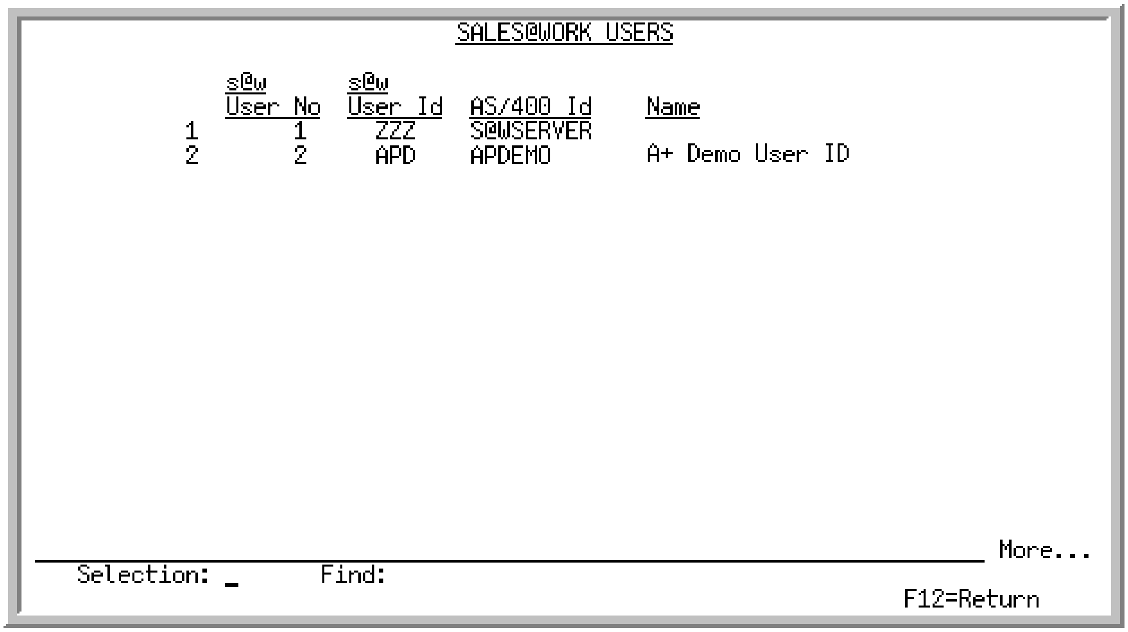
Assign Salesrep Numbers to s@w Users Screen Fields and Function Keys

Field/Function Key	Description
Company Number	Use this field to specify the company number of the company whose information you want to be available to this sales@work user. You can further limit the company information this user can access by specifying a territory number or a sales rep number. Key the company number. *Valid Values:* A company number defined through Company Name Maintenance (MENU XAFILE). (10 @ A 2) Required
Territory Number	Use this field to specify the territory number of the territory whose information you want to be available to this sales@work user. Key the territory number. *Valid Values:* A territory number defined through Territory Maintenance (MENU SAFILE) for the company specified in the **Company Number** field. You cannot key a territory number on the same line as a sales rep number. (10 @ A 3) Optional
Salesrep Number	Use this field to specify the number of the sales representative whose information you want to be available to this sales@work user. Key the sales representative number. *Valid Values:* A sales rep number defined through Salesrep Maintenance (MENU SAFILE) for the company specified in the **Company Number** field. You cannot key a sales rep number on the same line as a territory number. (10 @ N 5,0) Optional
F5=Change	F5=CHANGE appears only if you are maintaining a previously defined user. Press the F5=CHANGE function key to make the fields on this screen available for maintenance.
F12=Return	Press the F12=RETURN function key to return to the sales@work User Registration Screen (p. 9-21) without saving your entries.

Assign Salesrep Numbers to s@w Users Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to save your entries. If you have Workflow Management installed, the User Workflow Options Screen (p. 9-16) will appear; otherwise, the Register Users Screen (p. 9-3) will appear.

sales@work Users Screen



```
                              SALES@WORK USERS

                 s@w      s@w
                 User No  User Id  AS/400 Id    Name
         1           1      ZZZ    S@WSERVER
         2           2      APD    APDEMO       A+ Demo User ID















                                                                More...
    Selection: _       Find:
                                                          F12=Return
```

This screen appears after you press F11=S@W USER LIST on the Register Users Maintenance Screen (p. 9-8).

This screen lists the users that have been registered as sales@work users. This screen displays the

- sales@work user number
- sales@work user ID
- IBM i User ID
- user name

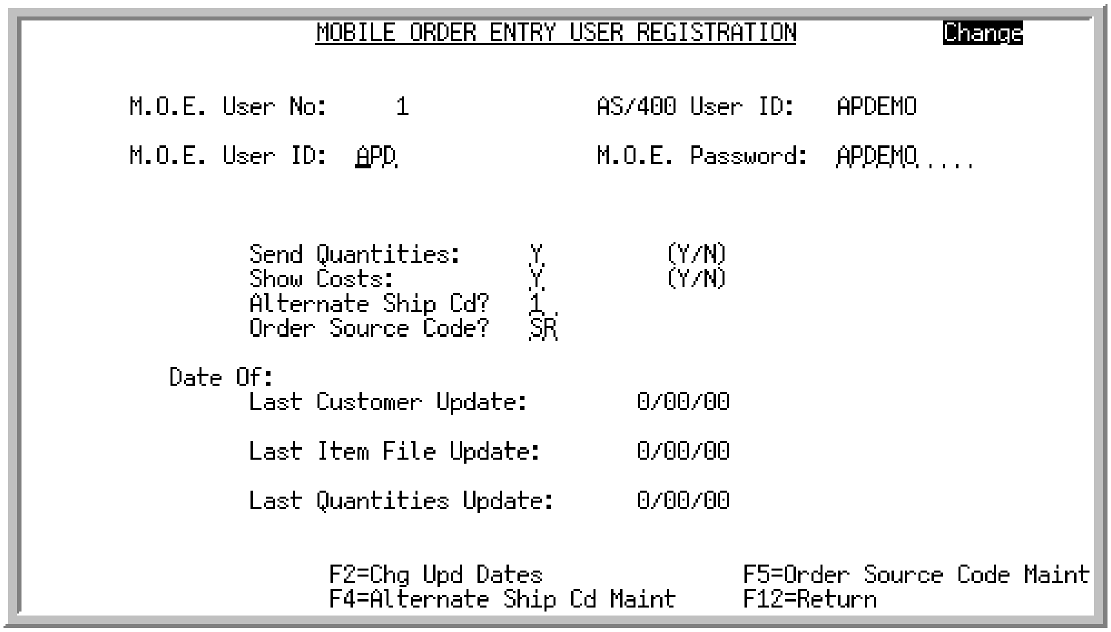
sales@work Users Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This column displays a reference number for every sales@work user in the list. Key this number in the **Selection** field and press ENTER to select a user. Display
Selection	Use this field to select a sales@work user. Key the **Reference Number** that corresponds to the user you want to select. (N 2,0) Optional
Find	Use this field to search for a user in the list by user name. Key all or part of the first characters of a user name and press ENTER to reposition the list to the first user that matches your entry. (A 40) Optional

sales@work Users Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN function key to return to the Register Users Maintenance Screen (p. 9-8) without making a selection.
Enter	Press ENTER to • initiate the search process, if you keyed criteria in the **Find** field. The list of users will be repositioned to the first user that matches the search criteria. • select a user, if you keyed a reference number in the **Selection** field. The sales@work User Registration Screen (p. 9-21) will appear with the user number you selected in the **s@w User Number** field.

Mobile Order Entry User Registration Screen



```
                    MOBILE ORDER ENTRY USER REGISTRATION          Change

      M.O.E. User No:     1            AS/400 User ID:    APDEMO

      M.O.E. User ID:  APD             M.O.E. Password:  APDEMO....


               Send Quantities:    Y         (Y/N)
               Show Costs:         Y         (Y/N)
               Alternate Ship Cd?  1 .
               Order Source Code?  SR

         Date Of:
               Last Customer Update:       0/00/00

               Last Item File Update:      0/00/00

               Last Quantities Update:     0/00/00


                     F2=Chg Upd Dates              F5=Order Source Code Maint
                     F4=Alternate Ship Cd Maint    F12=Return
```

This screen displays after pressing F14=M.O.E.RGSTR on the Register Users Maintenance Screen (p. 9-8). Use this screen to register and define options for Mobile Order Entry (MOE) users.

NOTE: The options defined here for Mobile Order Entry users will override the system options defined through M.O.E. Option Maintenance (MENU OSMAIN).

Mobile Order Entry User Registration Screen Fields and Function Keys

Field/Function Key	Description
M.O.E. ID	Key the Mobile Order Entry user ID that you want assigned to this user. This user will use this ID to log on to the Mobile Order Entry remote client. NOTE: The user ID ZZZ is reserved for the sales@work server user and should not be used as a Mobile Order Entry user ID. *Valid Values:* A - Z; 0 - 9 (A 3) Required
M.O.E. Password	Key the password to be entered by this user when signing on to the Mobile Order Entry system from their remote PC. You will be keying this password in the **Mobile OE Password** field on the Mobile Order Entry Options Window when you set up the CLIENT for this user. NOTE: This password is not related to the user's IBM i password. It is strongly recommended that this password be different from the user's IBM i password. (A 10) Required

Mobile Order Entry User Registration Screen Fields and Function Keys

Field/Function Key	Description
Send Quantities	NOTE: If this field is N, cost-based pricing will not be available for the remote MOE user. Key Y to allow this user to view item quantities from their remote PC. MOE users can view quantities only if the **Track Quantity Available** field is Y in M.O.E. Option Maintenance (MENU OSMAIN). Key N to prevent this user from viewing item quantities. *Default Value:* The value defined in the **Track Quantity Available** field in M.O.E. Option Maintenance. *Valid Values:* N if the **Track Quantity Available** field is N in M.O.E. Option Maintenance. (A 1) Required
Show Costs	Key Y to display costs for this user. The Mobile Order Entry Warehouse List Screen (or Form, as referred to on the remote Mobile Order Entry PC) will show the item's cost. Key N to prevent costs from being displayed for this user. *Default Value:* The value defined in the Show Costs field through M.O.E. Option Maintenance (MENU OSMAIN). *Valid Values:* N if any of the following fields is N • **Track Quantity Available** field in M.O.E. Option Maintenance • **Show Costs** field in M.O.E. Option Maintenance • **Send Quantities** field on this screen (A 1) Required

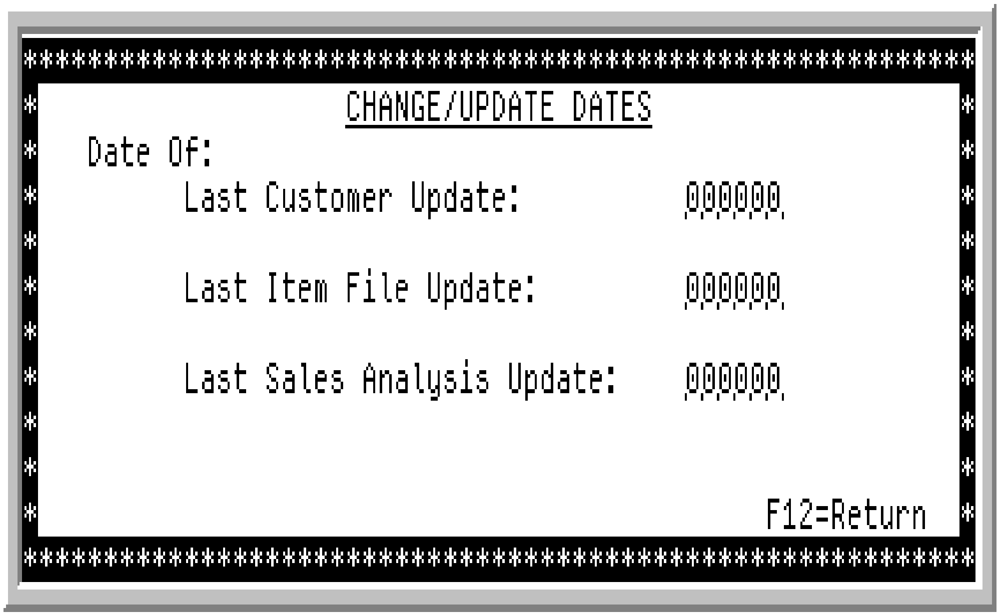
Mobile Order Entry User Registration Screen Fields and Function Keys

Field/Function Key	Description
Alternate Ship Cd	NOTE: This field is required if the **Send Quantities** field is Y. Use this field to specify the warehouse list for which this user will receive quantities (that is, for which quantities are distributed to the remote Mobile Order Entry systems.) The warehouse list, which is defined through Alternate Shipping Warehouses (MENU OEFIL2) can contain up to fifty warehouses. It is recommended that you create an alternate ship code for use exclusively with Mobile Order Entry. MOE users will utilize this as a warehouse list requiring your main shipping warehouse at the top of the list. Key the desired alternate ship code for this user. Each MOE user may be assigned a different alternate ship code. NOTE: Press F4=ALTERNATE SHIP CD MAINT to access the Alternate Shipping Warehouse Maintenance Screen [for an explanation of this screen and other screens that it may call, refer to Alternate Shipping Warehouses Maintenance (MENU OEFIL2) in the Order Entry User Guide.] *Default Value:* The value defined in the Alternate Ship Cd field in M.O.E. Option Maintenance (MENU OSMAIN). *Valid Values:* An alternate ship code defined through Alternate Shipping Warehouses Maintenance (MENU OEFIL2). (A 2) Required
Order Source Code	Key the order source code that will identify this MOE user's orders. *Valid Values:* An order source code defined through Order Source Codes Maintenance (MENU OEFILE). (A 2) Required
Update Dates	You can change/update these dates by using the F2=CHG UPD DATES. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (3 @ N 6,0) Optional
F2=Chg Upd Dates	Press the F2=CHG UPD DATES function key to change the date fields on this screen. The Change/Update Dates for Mobile Order Entry Screen (p. 9-34) will appear.
F4=Alternate Ship Cd Maint	Press the F4=ALTERNATE SHIP CD MAINT function key to display the Alternate Shipping Warehouse Maintenance Screen. Refer to Alternate Shipping Warehouses Maintenance (MENU OEFIL2) in the Order Entry User Guide for an explanation of this screen.

Mobile Order Entry User Registration Screen Fields and Function Keys

Field/Function Key	Description
F5=Order Source Code Maint	Press the F5=ORDER SOURCE CODE MAINT function key to display the Order Source Code Maintenance Screen. Refer to Order Source Codes Maintenance (MENU OEFILE) in the Order Entry User Guide for an explanation of this screen.
F12=Return	Press the F12=RETURN function key to return to the Register Users Maintenance Screen (p. 9-8) without saving your changes.
Enter	Press ENTER to save your changes. The Assign Salesrep Numbers to M.O.E. User Screen (p. 9-38) appears.

Change/Update Dates for Mobile Order Entry Screen



```
*********************************************************
*                   CHANGE/UPDATE DATES                 *
*   Date Of:                                            *
*         Last Customer Update:          000000         *
*                                                       *
*         Last Item File Update:         000000         *
*                                                       *
*         Last Sales Analysis Update:    000000         *
*                                                       *
*                                                       *
*                                           F12=Return  *
*********************************************************
```

This screen appears after you press F2=CHG UPD DATES on the Mobile Order Entry User Registration Screen (p. 9-30).

Use this screen to change/update the date fields. Because the synchronization extract gathers only the data that has changed since the last synchronization, changing the date will affect what data is extracted for the user during the next synchronization with the host. If there had been a technical failure with that synchronization, you could reset the date here and synchronize again to ensure that the client received the most current data. Under normal circumstances, the dates on this screen should not need to be changed.

You must key dates in the date format specified in the **Default Date Format** field on the Register Users Maintenance Screen (p. 9-8) for the user logged on to Distribution A+. If that field is blank, use the date format specified in the **Default Date Format** field on System Options Maintenance Screen 1 in System Options Maintenance (MENU XAFILE).

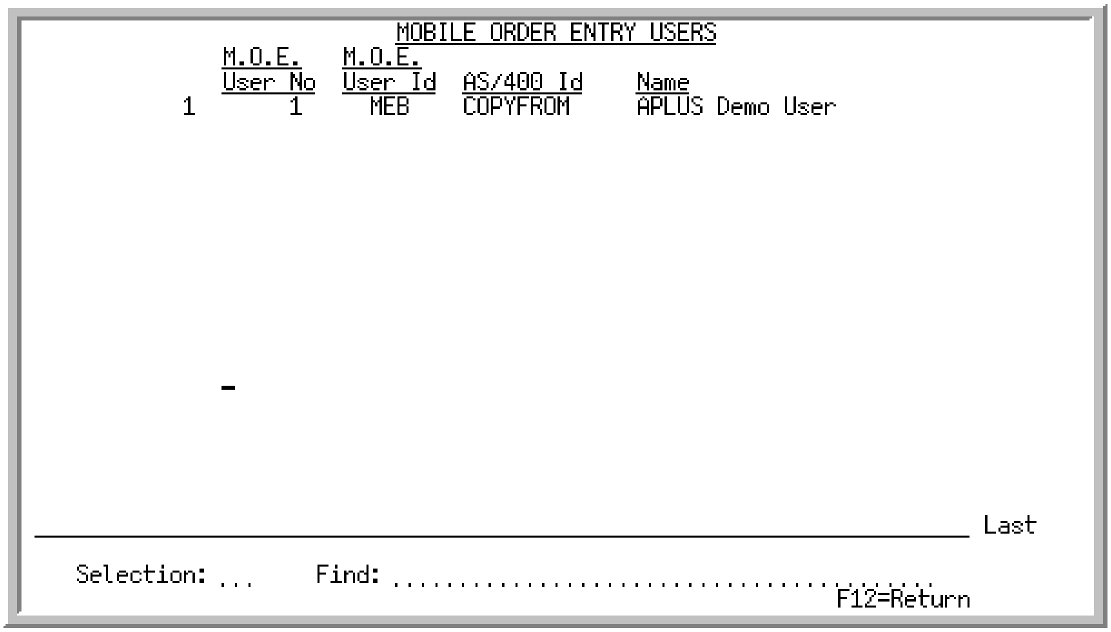
Change/Update Dates Screen Fields and Function Keys

Field/Function Key	Description
Last Customer Update	Key the last customer update date, if needed. If you clear the field, all information will be sent during the next send request. From that point on, only changes to the information will be sent. (N 6.0) Optional

Change/Update Dates Screen Fields and Function Keys

Field/Function Key	Description
Last Item File Update	Key the last item file update date, if needed. If you clear the field, all information will be sent during the next send request. From that point on, only changes to the information will be sent. (N 6.0) Optional
Last Sales Analysis Update	Key the last sales analysis update date, if needed. If you clear the field, all information will be sent during the next send request. From that point on, only changes to the information will be sent. (N 6.0) Optional
F12=Return	Press the F12=RETURN function key to return to the Mobile Order Entry User Registration Screen (p. 9-30), without saving your entries.
Enter	Press ENTER to confirm your entries and return to the Mobile Order Entry User Registration Screen (p. 9-30).

Mobile Order Entry User List Screen



```
                        MOBILE ORDER ENTRY USERS
             M.O.E.   M.O.E.
             User No  User Id  AS/400 Id    Name
     1          1       MEB    COPYFROM     APLUS Demo User










             -




____________________________________________________________ Last

  Selection: ...    Find: .......................................
                                                        F12=Return
```

This screen displays after pressing F15=M.O.E.USER LST on the Register Users Maintenance Screen (p. 9-8). This screen displays (in alphabetical sequence by user ID) Mobile Order Entry users defined through Register A+ User IDs (MENU XACFIG).

Use this screen when you do not recall the user's ID. After selecting the desired ID, press ENTER to return to the previous screen. You may also reposition the display to a desired record containing the find string entered.

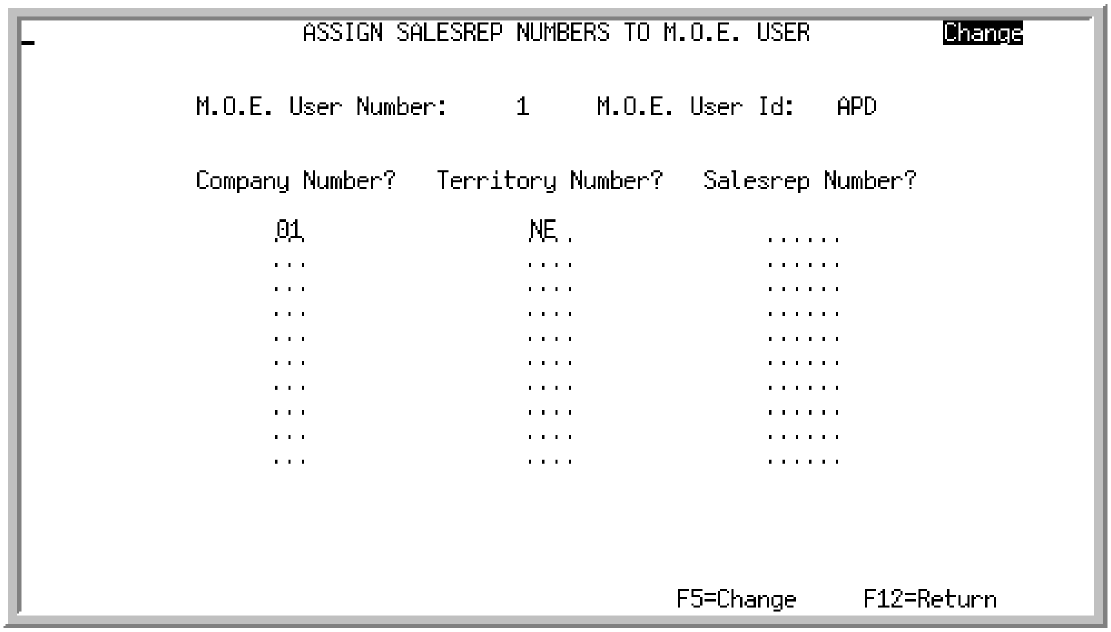
Mobile Order Entry User List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number associated with the Mobile Order Entry user. Key this number in the **Selection** field to select the user for which detailed information will display. Display
User No	The number of the MOE user defined through Register A+ User IDs(MENU XACFIG). Display
User ID	The user ID defined through Register A+ User IDs (MENU XACFIG). Display
AS/400 ID	The IBM i user profile of the MOE user defined through User Maintenance (MENU XASCTY). Display

Mobile Order Entry User List Screen Fields and Function Keys

Field/Function Key	Description
Name	The name of the IBM i user defined through User Maintenance (MENU XASCTY). Display
Selection	Key the reference number of the user you want to select, and press ENTER. (N 2,0) Optional
Find	Use this field to search for and display (on the first line) the name that matches the characters entered in this field. The screen will be positioned to the record containing the find string and any user numbers defined after the record found will sequentially display. (A 40) Optional
F12=Return	Press F12=RETURN to return to the Register Users Maintenance Screen (p. 9-8) without selecting a user.
Enter	Press ENTER after keying the reference number of the user you want to select. The Register Users Maintenance Screen (p. 9-8) will appear.

Assign Salesrep Numbers to M.O.E. User Screen



```
                  ASSIGN SALESREP NUMBERS TO M.O.E. USER         Change

            M.O.E. User Number:     1     M.O.E. User Id:   APD

            Company Number?   Territory Number?   Salesrep Number?

                 01                NE .              ......
                 ...               ....              ......
                 ...               ....              ......
                 ...               ....              ......
                 ...               ....              ......
                 ...               ....              ......
                 ...               ....              ......
                 ...               ....              ......
                 ...               ....              ......
                 ...               ....              ......

                                             F5=Change     F12=Return
```

This screen appears when you press ENTER on the Mobile Order Entry User Registration Screen (p. 9-30).

Assign Salesrep Numbers to M.O.E. Users Screen Fields and Function Keys

Field/Function Key	Description
Company Number	Use this field to specify the company number of the company whose information you want to be available to this MOE user. You can further limit the company information this user can access by specifying a territory number or a sales rep number. Key the company number. *Valid Values:* A company number defined through Company Name Maintenance (MENU XAFILE). (10 @ A 2) Required
Territory Number	Use this field to specify the territory number of the territory whose information you want to be available to this MOE user. Key the territory number. *Valid Values:* A territory number defined through Territory Maintenance (MENU SAFILE) for the company specified in the **Company Number** field. You cannot key a territory number on the same line as a sales rep number. (10 @ A 3) Optional

Assign Salesrep Numbers to M.O.E. Users Screen Fields and Function Keys

Field/Function Key	Description
Salesrep Number	Use this field to specify the number of the sales representative whose information you want to be available to this MOE user. Key the sales representative number. *Valid Values:* A sales rep number defined through Salesrep Maintenance (MENU SAFILE) for the company specified in the **Company Number** field. You cannot key a sales rep number on the same line as a territory number. (10 @ N 5,0) Optional
F5=Change	F5=CHANGE appears only if you are maintaining a previously defined user. Press the F5=CHANGE function key to make the fields on this screen available for maintenance.
F12=Return	Press the F12=RETURN function key to return to the sales@work User Registration Screen (p. 9-21) without saving your entries.
Enter	Press ENTER to save your entries. If you have Workflow Management installed, the User Workflow Options Screen (p. 9-16) will appear; otherwise, the Register Users Screen (p. 9-3) will appear.

CHAPTER 10 Start an A+ Session

10

Use this option to begin a session. From the Begin an A+ Session - Get Base Screen, you will be allowed to select the base environment you wish to use, if you are allowed to access multiple base environments [**Allow Multi-Base** has been defined as Y through Register A+ User IDs (MENU XACFIG)]. If you are not allowed to access multiple base environments, you will not be able to select the base environment you wish to be in; instead, the default base environment defined for you through Register A+ User IDs (MENU XACFIG) will be used and the Begin an A+ Session - Get Environment Screen (p. 10-4) will not display.

Begin a session through Start an A+ Session on the A+ Configuration Menu (MENU XACFIG).

Start an A+ Session

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Begin an A+ Session - Get Base Screen	Use to confirm the default base ID, change the selected base ID, or cancel the option.
Begin an A+ Session - Get Environment Screen	Use to confirm the selected file environment, change the selected file environment, or cancel the option.
Begin an A+ Session - Error Message Screens	This screen displays when the IBM i User ID entered has not yet been identified as a registered Distribution A+ User.
Start an A+ Session - Command Not Allowed	This page describes the series of error message screens that may appear and the recommended action for those specific screens.

Begin an A+ Session - Get Base Screen

BEGIN AN A+ SESSION

Press ENTER to confirm this Base,
change the Base, or press F3 to Cancel.

Base? 2 . v08.03.02 A+ Demo Masters

This screen displays after selecting option 5 - Start an A+ Session from MENU XACFIG if you are allowed to access multiple base environments; otherwise, this screen will not display. Instead, either the Begin an A+ Session - Get Environment Screen (p. 10-4) will display if you are allowed to access multiple file environments or the default menu selected through Register A+ User IDss (MENU XACFIG) will display.

Use this screen to confirm the selected environment, change the selected environment, or cancel the option.

NOTE: If multiple environments are allowed, you also may display this screen by keying **APLUS** on any command line within Distribution A+.

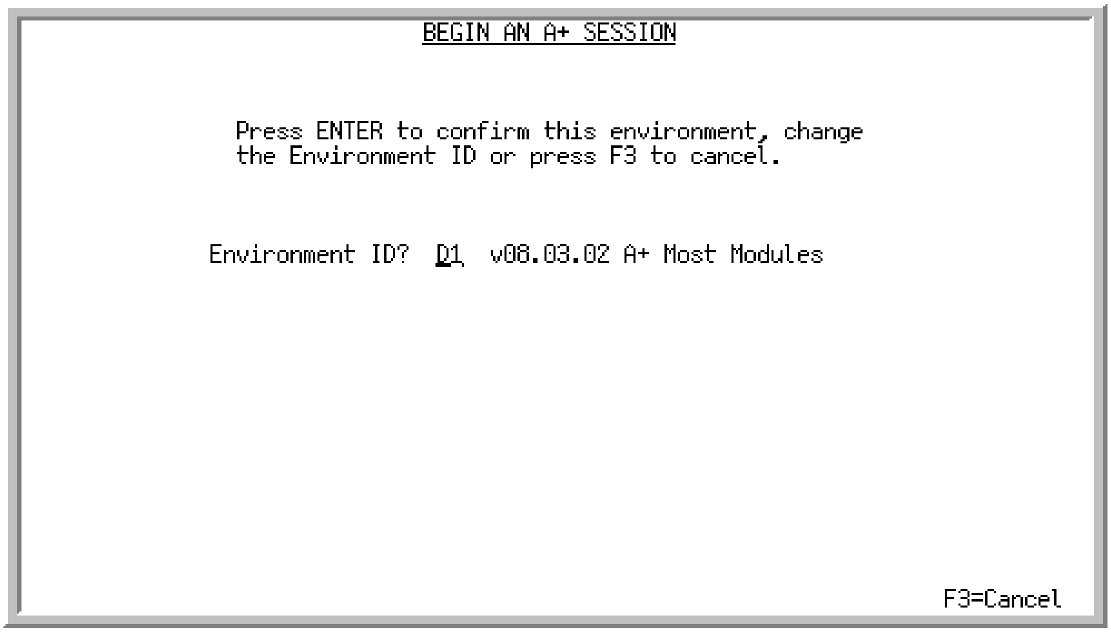
Begin an A+ Session - Get Base Screen Fields and Function Keys

Field/Function Key	Description
Base	A base ID represents a set of installed programs and files the user will use when signed onto Distribution A+. Press ENTER to confirm the default base ID, or key a different base ID. *Default Value:* The default **Base ID** assigned to the user on the Register Users Maintenance Screen (p. 9-8) (A 2) Optional
F3=Cancel	Press the F3=CANCEL function key to exit this screen and return to the menu.

Begin an A+ Session - Get Base Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm the selected environment. If you are allowed to access multiple file environments the Begin an A+ Session - Get Environment Screen (p. 10-4) will display; otherwise the default menu selected through Register A+ User IDs (MENU XACFIG) will display.

Begin an A+ Session - Get Environment Screen



```
                         BEGIN AN A+ SESSION


        Press ENTER to confirm this environment, change
        the Environment ID or press F3 to cancel.


      Environment ID?  D1  v08.03.02 A+ Most Modules













                                                   F3=Cancel
```

This screen displays after selecting:

- option 5 - Start an A+ Session from MENU XACFIG if you are allowed to access multiple file environments but not allowed to access multiple base ID’s
- after pressing ENTER on the Begin an A+ Session - Get Base Screen (p. 10-2) if you are allowed to access multiple file environments.

Important

If this screen displays with a Warning message:

```
WARNING: This Environment has not been initialized by
         option 2 on menu XACFIG. Data corruption may
         occur in this environment unless option 2 on
         menu XACFIG is run before any other option.
```

Contact the Infor Distribution A+ System Administrator for further assistance before completing any tasks to prevent data corruption.

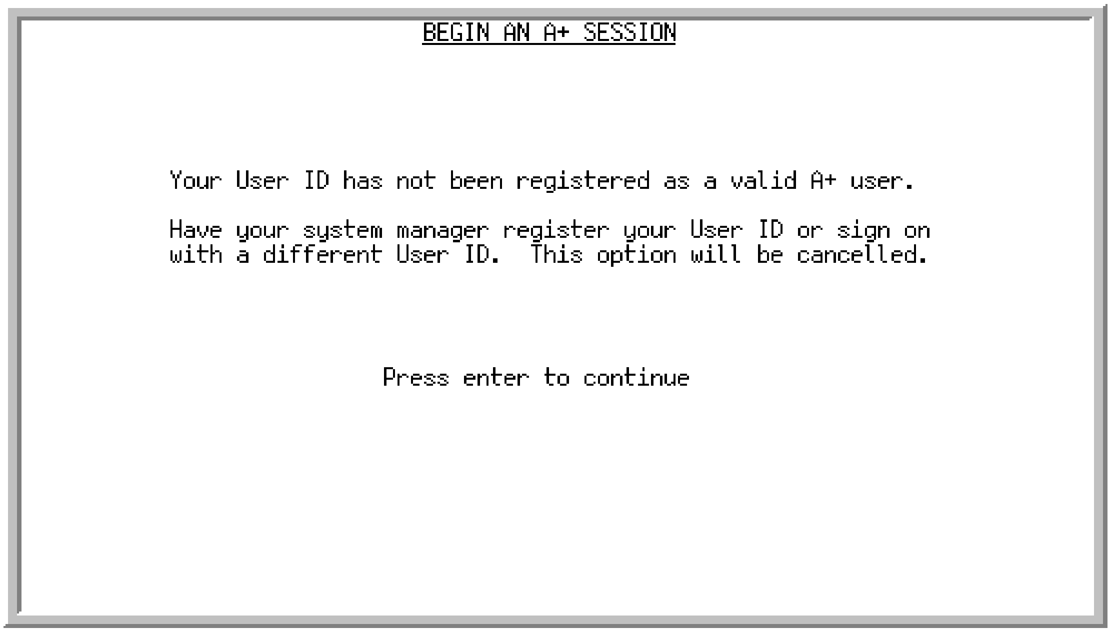
Use this screen to confirm the selected file environment, change the selected file environment, or cancel the option.

NOTE: If multiple environments are allowed, you also may display this screen by keying **APLUS** on any command line within Distribution A+.

Begin an A+ Session - Get Environment Screen Fields and Function Keys

Field/Function Key	Description
Environment ID	An environment represents a set of files the user will use when signed onto Distribution A+. Press ENTER to confirm the environment, or key a different environment ID. *Default Value:* The default environment assigned to the user on the Register Users Maintenance Screen (p. 9-8) (A 2) Optional
F3=Cancel	Press the F3=CANCEL function key to exit this screen and return to the menu.
Enter	Press ENTER to confirm the selected environment. The the default menu selected through Register A+ User IDs (MENU XACFIG) will display.

Begin an A+ Session - Error Message Screens



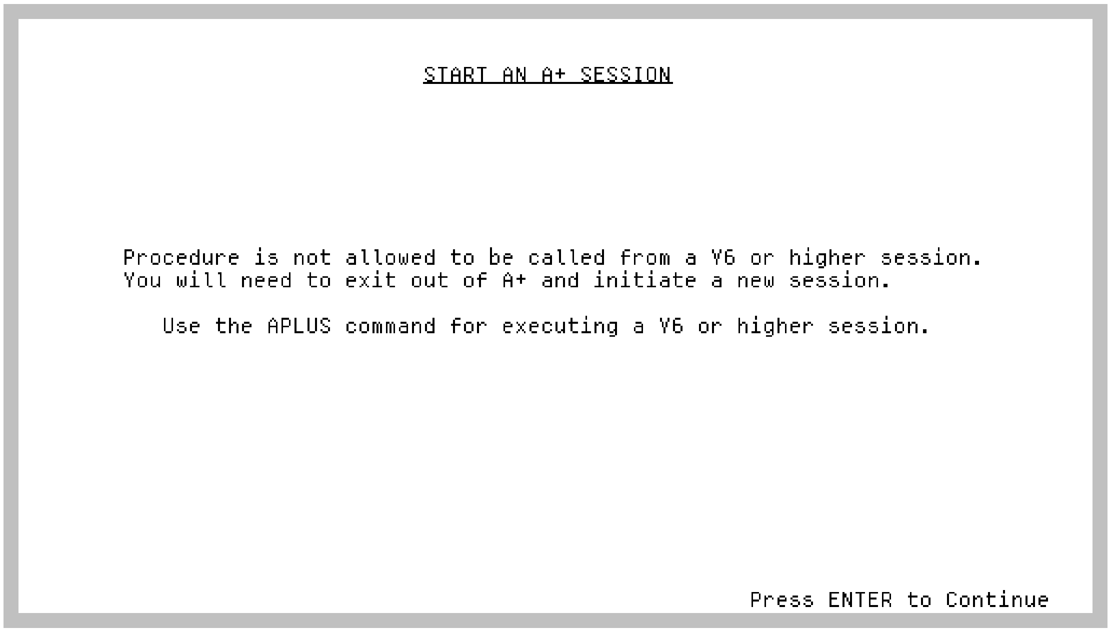
```
                              BEGIN AN A+ SESSION



          Your User ID has not been registered as a valid A+ user.

          Have your system manager register your User ID or sign on
          with a different User ID.  This option will be cancelled.



                          Press enter to continue
```

This message displays when the IBM i User ID the being used has not yet been identified as a registered Distribution A+ User ID. Contact your Infor Distribution A+ System Administrator for further assistance.

Begin an A+ Session - Error Message Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to close this message screen and return to the menu. Contact your Infor Distribution A+ System Administrator for further assistance.

Start an A+ Session - Command Not Allowed



```
                         START AN A+ SESSION




        Procedure is not allowed to be called from a V6 or higher session.
        You will need to exit out of A+ and initiate a new session.

           Use the APLUS command for executing a V6 or higher session.







                                                   Press ENTER to Continue
```

This screen displays after keying the **APLUS2** command from within an Distribution A+ environment that has been updated to Version 6 or greater. In this environment, the **APLUS2** command is no longer valid. Use the **APLUS** command instead. To switch between versions, you should sign out of Distribution A+ and sign back in again.

There are several screens that display when an error condition or control condition exists and you cannot continue.

Initial Menu

You are not on the initial menu for your User ID and based on System i security, you can only change menu’s from your initial menu. Return to your initial menu and then select your task again.

Maximum A+ Users

The maximum number of authorized Infor Distribution A+users has been reached and you cannot sign on at this time. Contact your Infor Distribution A+ System Administrator for further assistance.

Command APLUS Not Allowed

You keyed the **APLUS** command from within an Distribution A+ environment that has been at Version 5 or lower. In this environment, the **APLUS** command does not exist. Use the **APLUS2** command instead.To switch between versions, you should sign out of Distribution A+ and sign back in again.

Attention Menu Active

This screen displays when you attempt to switch bases or environments after the activation of the Attention Menu. Use the F12=RETURN function key to back out of the Attention Menu functionality and retry your command.

Missing RF or POS Security String

You are attempting to log directly in to Point of Sale Entry (MENU PSMAIN) or the Radio Frequency Transaction Manager (MENU RFMAIN) and the security string for that modules has not been entered. Contact your Infor Distribution A+ System Administrator for further assistance.

Maximum A+ Radio Frequency Users

The maximum number of authorized Infor Distribution A+Radio Frequency Transaction Manager (MENU RFMAIN) users has been reached and you cannot sign on at this time. Contact your Infor Distribution A+ System Administrator for further assistance.

Maximum A+ Point of Sale Users

The maximum number of authorized Infor Distribution A+ Point of Sale Entry (MENU PSMAIN) users has been reached and you cannot sign on at this time. Contact your Infor Distribution A+ System Administrator for further assistance.

CHAPTER 11

Transaction Processor Configuration

11

Use the Transaction Processor Configuration option on the Cross Applications Configuration Menu (MENU XACFIG) to configure the Transaction Processor (TP). There are three tasks associated with this option:

1. Adding and maintaining customer jobs.

   If you have a custom job that requires processing through the Transaction Processor, use this option to add the job to Distribution A+. When a job is added through this option, the Transaction Processor Server will recognize the job as valid and will allow the processing of the job in one of the available Transaction Processors. You also may use this option to change a previously added custom Transaction Processor job.

   In order for a custom job to run in one or all of the available Transaction Processors, you must assign a Transaction Processor to the job through Transaction Processor Assignments. You will be able to maintain a custom job Transaction Processor assignment through Transaction Processor Assignments only after you have added the job through this option.
2. Making Transaction Processor Assignments.

   This option also allows you to assign standard Application Open Systems jobs to the four available Transaction Processors and to set the default run priority for each job type. All job assignment screens will display through this option, regardless if you have the associated module installed on your system.
3. Maintaining the run priorities of each available Transaction Processor.

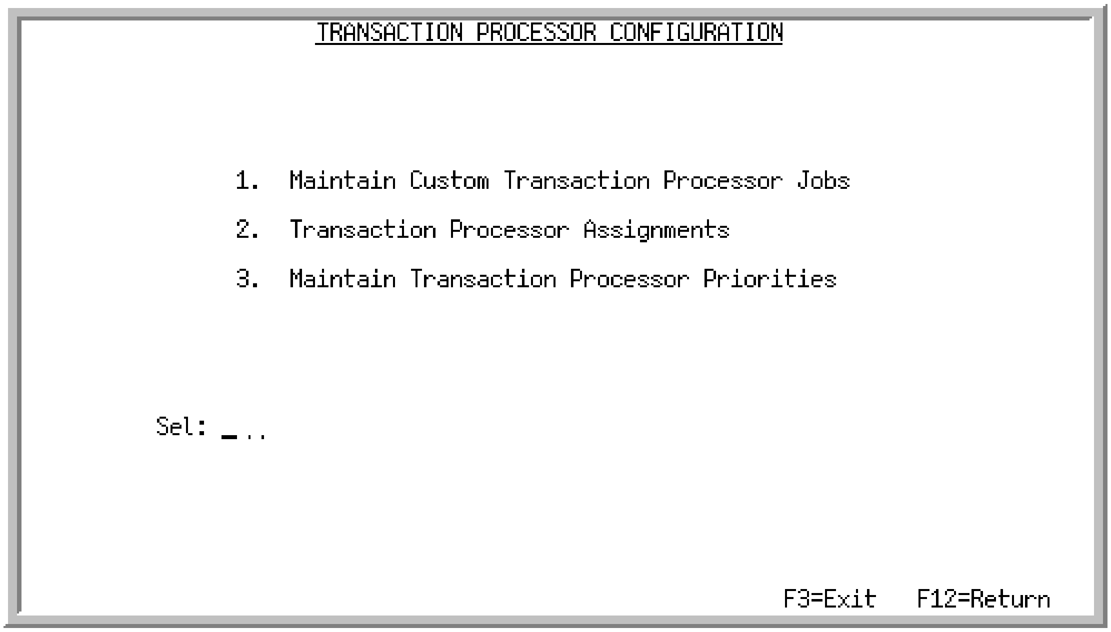
Transaction Processor Configuration

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Transaction Processor Configuration Selection Screen	Use to specify the configuration task you want to perform.

Title	Purpose
Maintain Custom Transaction Processor Jobs Selection Screen	Use to specify the application and program for a customer job.
Maintain Custom Transaction Processor Jobs Maintenance Screen	Use to provide a description for the custom job.
Transaction Processor Assignments Selection Screen	Use to specify the environment ID for TP assignments.
Transaction Processor Assignments Maintenance Screen	Use to specify the availability of a TP to the environment.
Transaction Processor Assignments Screen	Use to specify the default availability of a TP to a job and the default run priority for the job.
Maintain Transaction Processor Run Priorities Selection Screen	Use to specify the run priorities of each TP.

Transaction Processor Configuration Selection Screen



```
                    TRANSACTION PROCESSOR CONFIGURATION



               1.  Maintain Custom Transaction Processor Jobs

               2.  Transaction Processor Assignments

               3.  Maintain Transaction Processor Priorities




          Sel: _ ..




                                                  F3=Exit   F12=Return
```

This screen appears after you select option 6 - Transaction Processor Configuration option from the Cross Applications Configuration Menu (MENU XACFIG). Use this screen to maintain custom transaction processor jobs, maintain transaction processor assignments, or maintain transaction processor run priorities.

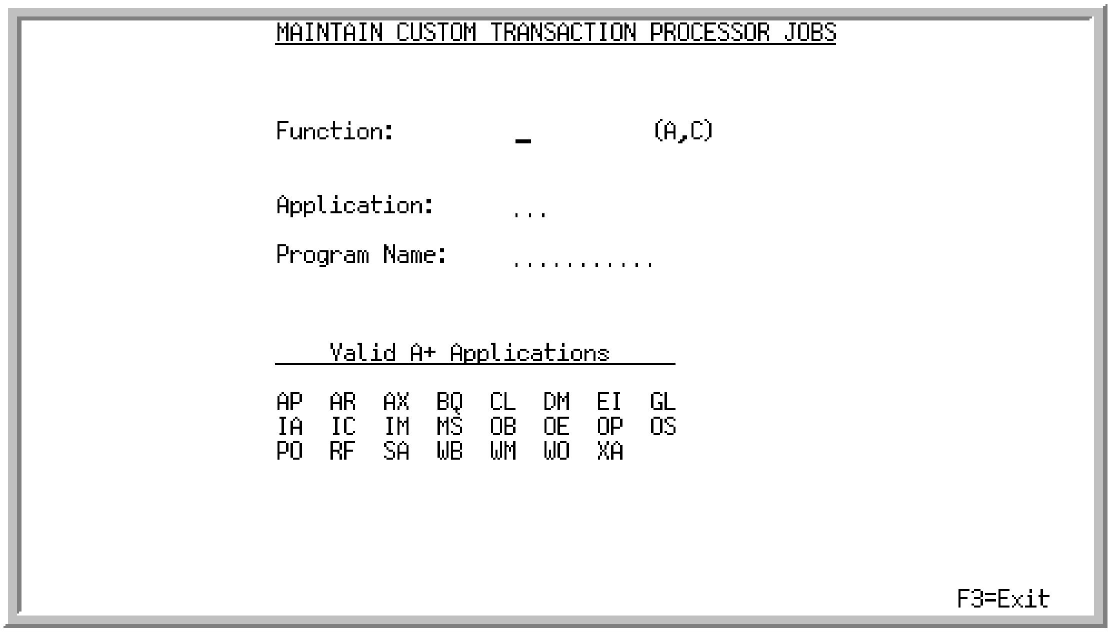
Transaction Processor Configuration Selection Screen Fields and Function Keys

Field/Function Key	Description
Sel	Use this field to specify the task that you want to perform. Key 1 in this field if you if you have a custom job that requires processing through the Transaction Processor. Key 2 in this field to assign environments, standard Distribution A+ and/or custom jobs, and default run priorities for each job to the four available Transaction Processors. Key 3 in this field to maintain the run priorities of your Transaction Processors. (N 3,0) Required
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.
F12=Return	Press the F12=RETURN function key to return to the menu.

Transaction Processor Configuration Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press Enter to confirm your selection and continue. If you keyed 1 in the **Sel** field, the Maintain Custom Transaction Processor Jobs Selection Screen (p. 11-5) will appear. If you keyed 2 in the **Sel** field, the Transaction Processor Assignments Selection Screen (p. 11-8) will appear. If you keyed 3 in the **Sel** field, the Maintain Transaction Processor Run Priorities Selection Screen (p. 11-12) will appear.

Maintain Custom Transaction Processor Jobs Selection Screen



```
                    MAINTAIN CUSTOM TRANSACTION PROCESSOR JOBS


                    Function:            _         (A,C)

                    Application:         ...

                    Program Name:        ..........


                        Valid A+ Applications

                    AP   AR   AX   BQ   CL   DM   EI   GL
                    IA   IC   IM   MS   OB   OE   OP   OS
                    PO   RF   SA   WB   WM   WO   XA



                                                                  F3=Exit
```

This screen appears after you key 1 in the **Sel** field and press ENTER on the Transaction Processor Configuration Selection Screen (p. 11-3). Use this window to add or change custom jobs to run in the transaction processor. A custom job will not run in the transaction processor until it is added through this option and then transaction processor assignments are maintained for it through this option as well.

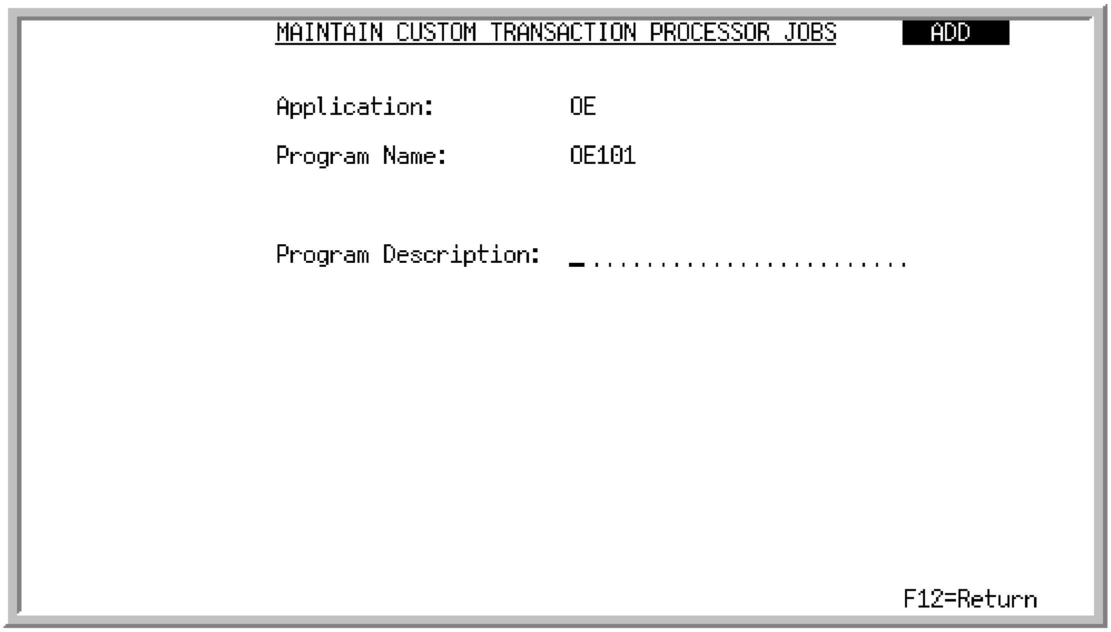
Maintain Custom Transaction Processor Jobs Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A in this field to add a custom job to run in the Transaction Processor. Key C in this field to change the program description of a previously added custom job. (A 1) Required
Application	Use this field to specify the Application ID of the module for which you are adding/changing a custom job to run in the Transaction Processor. Key a valid Distribution A+ application from the list below into this field. The ID keyed in this field determines the screen where the custom job will be displayed when maintaining Transaction Processor assignments through this option. (A 2) Required

Maintain Custom Transaction Processor Jobs Selection Screen Fields and Function Keys

Field/Function Key	Description
Program Name	In order for a custom job to run in the Transaction Processor, you must specify the program that will be used to submit the job to the transaction processor. Key the program name of the job that will be run as a custom job in the transaction processor. This will be the same as the first parameter you specify on the **CALL SUBMITP** command when the job is submitted to the Transaction Processor. (A 10) Required
F3=Exit	Press the F3=EXIT function key to return to the Transaction Processor Configuration Selection Screen (p. 11-3).
Enter	Press the ENTER key to confirm your entries and continue. The Maintain Custom Transaction Processor Jobs Maintenance Screen (p. 11-7) will appear.

Maintain Custom Transaction Processor Jobs Maintenance Screen



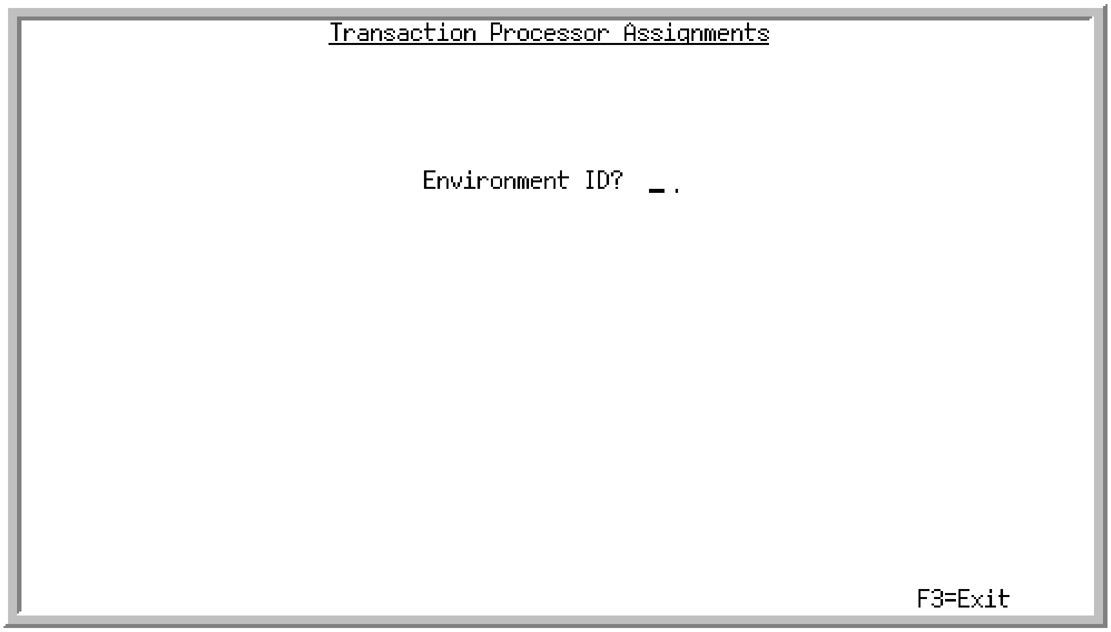
```
MAINTAIN CUSTOM TRANSACTION PROCESSOR JOBS        ADD

Application:          OE
Program Name:         OE101

Program Description:  _........................

                                                F12=Return
```

This window appears after you press ENTER on the Maintain Custom Transaction Processor Jobs Selection Screen (p. 11-5). Use this screen to view the selected application/program name and to add or change the program description.

Maintain Custom Transaction Processor Jobs Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Program Description	If you are changing a previously defined custom Transaction Processor program, this field displays a description of the program that will be run in the transaction processor. If you are adding a new custom Transaction Processor program, key the program's description in this field. The description should be reflective of the program to be used, and will be displayed when maintaining Transaction Processor assignments through this option. (A 25) Required
F12=Return	Press the F12=RETURN function key to return to the Maintain Custom Transaction Processor Jobs Selection Screen (p. 11-5) without saving your changes.
Enter	Press the ENTER key to confirm your entries and continue. The Maintain Custom Transaction Processor Jobs Selection Screen (p. 11-5) will appear.

Transaction Processor Assignments Selection Screen



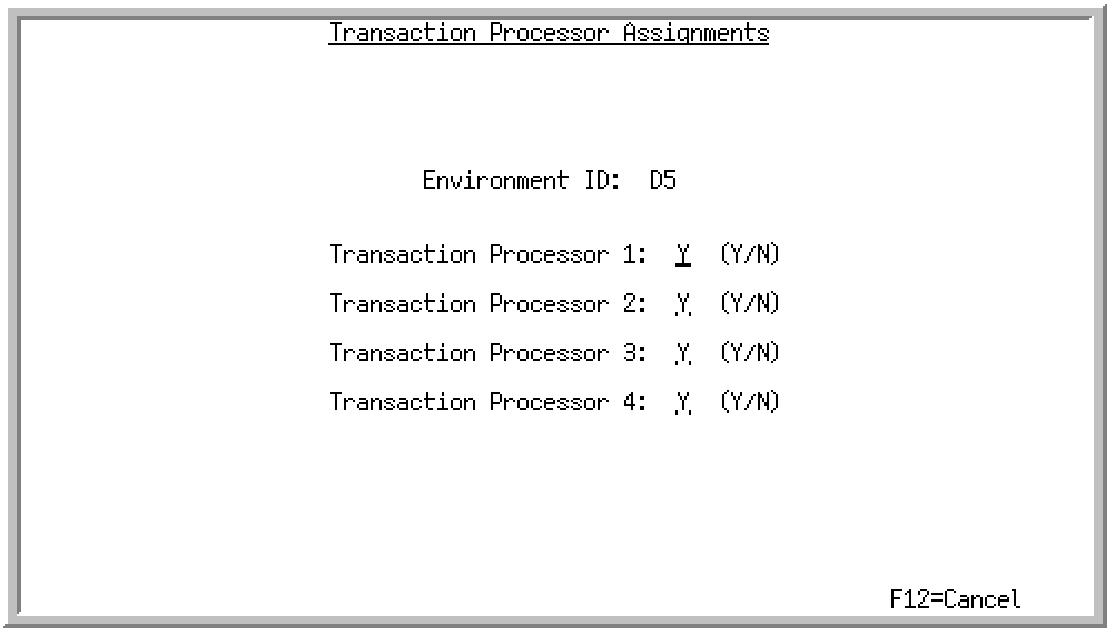
```
                    Transaction Processor Assignments



                        Environment ID? _ .






                                                          F3=Exit
```

This screen appears after you keying 2 in the **Sel** field and press ENTER on the Transaction Processor Configuration Selection Screen (p. 11-3). Use this window to select the environment in which you wish to maintain the transaction processor assignments.

Transaction Processor Assignments Selection Screen Fields and Function Keys

Field/Function Key	Description
Environment ID	Key the ID of the environment in which you want to assign jobs to the available Transaction Processors. (A 2) Required
F3=Exit	Press the F3=EXIT function key to return to the Transaction Processor Assignments Selection Screen (p. 11-8) without saving your entry.
Enter	Press the ENTER key to confirm your entry and continue. The Transaction Processor Assignments Maintenance Screen (p. 11-9) will appear.

Transaction Processor Assignments Maintenance Screen



Transaction Processor Assignments

Environment ID: D5

Transaction Processor 1: Y (Y/N)

Transaction Processor 2: Y (Y/N)

Transaction Processor 3: Y (Y/N)

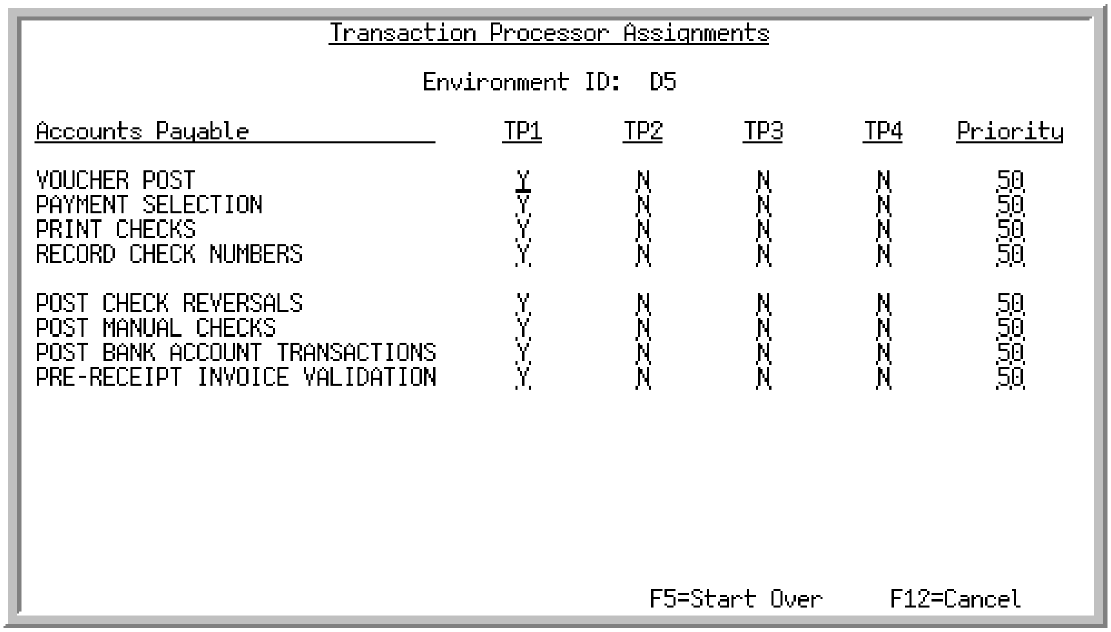
Transaction Processor 4: Y (Y/N)

This screen appears after you key an **Environment ID** and press ENTER on the Transaction Processor Assignments Selection Screen (p. 11-8). Use this screen to assign transaction processors to the selected environment.

Transaction Processor Assignments Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Transaction Processor 1 - 4	Use these fields to select, for each Transaction Processor, whether or not you want the Transaction Processor to be used for this environment. Key Y if you want to use a Transaction Processor for processing jobs. Key N if you do not want to use a Transaction Processor for processing jobs. (4 @ A 1) Required
F12=Return	Press the F12=RETURN function key to return to Transaction Processor Assignments Selection Screen (p. 11-8) without saving your entries.
Enter	Press the ENTER key to confirm your entries and continue. The Transaction Processor Assignments Selection Screen (p. 11-8) will appear.

Transaction Processor Assignments Screen



```
                     Transaction Processor Assignments

                            Environment ID:  D5

Accounts Payable                 TP1      TP2      TP3      TP4     Priority

VOUCHER POST                      Y        N        N        N         50
PAYMENT SELECTION                 Y        N        N        N         50
PRINT CHECKS                      Y        N        N        N         50
RECORD CHECK NUMBERS              Y        N        N        N         50

POST CHECK REVERSALS              Y        N        N        N         50
POST MANUAL CHECKS                Y        N        N        N         50
POST BANK ACCOUNT TRANSACTIONS    Y        N        N        N         50
PRE-RECEIPT INVOICE VALIDATION    Y        N        N        N         50







                                              F5=Start Over     F12=Cancel
```

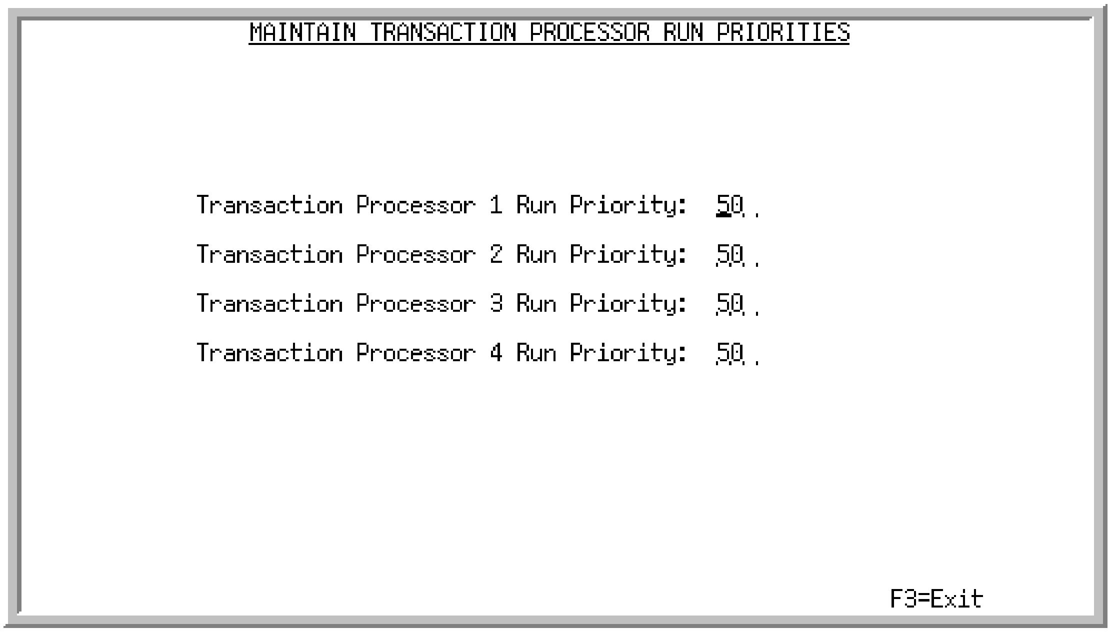
This screen appears after you press ENTER on the Transaction Processor Assignments Maintenance Screen (p. 11-9). This screen displays all of the Transaction Processor jobs for each application and the Transaction Processors selected on the previous screen. This allows you to assign up to four transaction processors as the default setting for a particular job.

NOTE: In the example shown here, the Accounts Payable Transaction Processor jobs are displayed. Each time you press ENTER on this screen, the next module's Transaction Processor jobs will be shown. The data entry fields will be the same as the ones explained here.

Transaction Processor Assignments Screen Fields and Function Keys

Field/Function Key	Description
TP1 - TP 4	The **TP** fields on this screen appear only if you keyed Y in the corresponding **Transaction Processor** field on the Transaction Processor Assignments Maintenance Screen (p. 11-9). Use these fields to designate which processors can be used in this environment to process each job displayed. It is possible to run a job in all of the Transaction Processors. When a job is processed, the Transaction Processor Server will verify that the available Transaction Processors can be used and select the one that will actually process the job by using the options you define through this menu option, as well as its own internal tables. These settings can be overridden in the Transaction Processor before the job begins to run. Key Y in the **TP** fields to select the Transaction Processor for a particular Transaction Processor job. At least one of the Transaction Processors displayed must be selected. Key N in the **TP** fields for the Transaction Processors that you do not want to be available to process a particular Transaction Processor job. (A 1) Required
Priority	Use this field to specify the default run priority for the job type. The system uses this priority to determine the order in which to process pending jobs. Jobs with a higher priority are selected for processing before jobs with a lower priority. If there are multiple jobs with the same priority, they are processed using the “first in, first out” (FIFO) rule. Key the job priority value. This setting can be overridden in the Transaction Processor before the job begins to run. *Default Value:* 50 *Valid Values:* 01-99, where 01 is the highest priority and 99 the lowest. (N 2,0) Required
F5=Start Over	Press the F5=START OVER function key to return to the Transaction Processor Assignments Selection Screen (p. 11-8) without updating this screen.
F12=Cancel	Press the F12=CANCEL function key to return to the Transaction Processor Assignments Maintenance Screen (p. 11-9) without saving your entries.
Enter	Press ENTER to confirm your entries and continue. This screen will refresh with a new list of jobs specific to the next module.

Maintain Transaction Processor Run Priorities Selection Screen



```
                    MAINTAIN TRANSACTION PROCESSOR RUN PRIORITIES




           Transaction Processor 1 Run Priority:  50

           Transaction Processor 2 Run Priority:  50

           Transaction Processor 3 Run Priority:  50

           Transaction Processor 4 Run Priority:  50






                                                          F3=Exit
```

This screen appears after you key 3 in the **Sel** field and press ENTER on the Transaction Processor Configuration Selection Screen (p. 11-3). Use this screen to maintain the run priorities of your Transaction Processors.

Maintain Transaction Processor Run Priorities Selection Screen Field and Function Keys

Field/Function Key	Description
Transaction Processor X Run Priority	Key the run priority at which you would like each Transaction Processor to run on your System i. Priority of running is a value ranging from 1 (highest priority) through 99 (lowest priority) that represents the importance of the job when it competes with other jobs for machine resources. (N 2,0) Required
F3=Exit	Press the F3=EXIT function key to return to the Transaction Processor Configuration Selection Screen (p. 11-3) without saving your entries.
Enter	Press ENTER to save your entries and continue. You will be prompted to press this key a second time and the Transaction Processor Configuration Selection Screen (p. 11-3) will appear.

CHAPTER 12

System Options Maintenance

12

This option, which must be performed during the initial setup of Distribution A+, is used to enter overall information and general system values that apply to all companies within this environment. Entries made through this option are used to tailor Distribution A+, affecting how Distribution A+ is used for your business. You may change these entries at a later time, if desired.

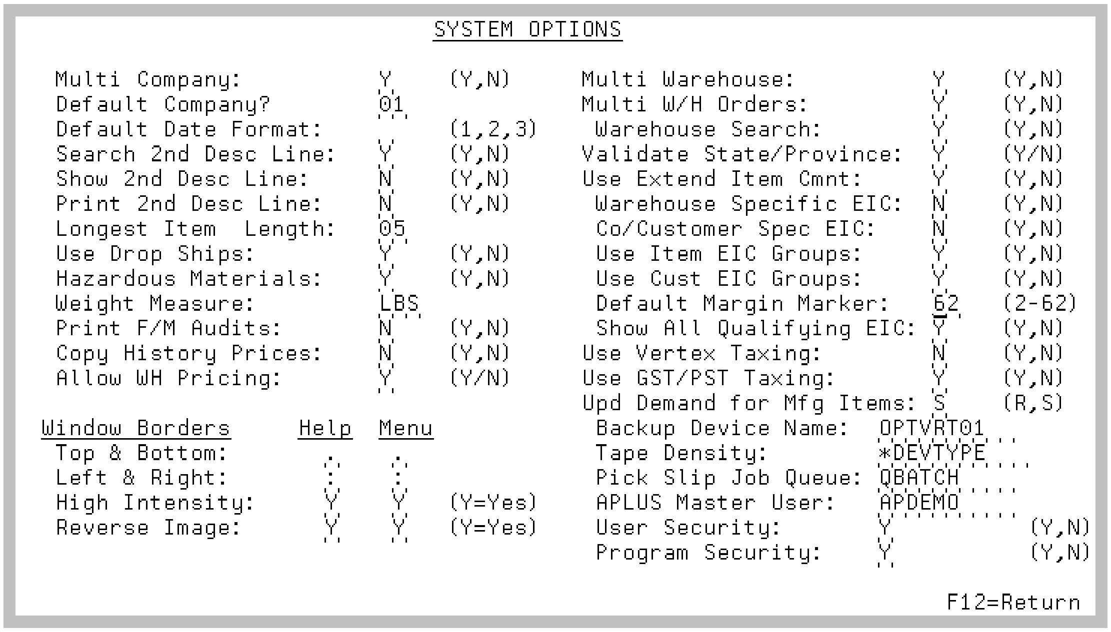
System options are defined through System Options Maintenance on the Cross Application - File Maintenance Menu (MENU XAFILE).

System Options Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
System Options Maintenance Screen 1	Use to add or change system options.
System Options Maintenance Screen 2	Use to specify additional system options.
System Options Maintenance Screen 3	Use to specify the settings for the customer search.

System Options Maintenance Screen 1



```
                              SYSTEM OPTIONS

  Multi Company:         Y    (Y,N)     Multi Warehouse:         Y    (Y,N)
  Default Company?       01             Multi W/H Orders:        Y    (Y,N)
  Default Date Format:        (1,2,3)    Warehouse Search:       Y    (Y,N)
  Search 2nd Desc Line:  Y    (Y,N)     Validate State/Province: Y    (Y/N)
  Show 2nd Desc Line:    N    (Y,N)     Use Extend Item Cmnt:    Y    (Y,N)
  Print 2nd Desc Line:   N    (Y,N)      Warehouse Specific EIC: N    (Y,N)
  Longest Item  Length:  05              Co/Customer Spec EIC:   N    (Y,N)
  Use Drop Ships:        Y    (Y,N)      Use Item EIC Groups:    Y    (Y,N)
  Hazardous Materials:   Y    (Y,N)      Use Cust EIC Groups:    Y    (Y,N)
  Weight Measure:        LBS             Default Margin Marker:  62   (2-62)
  Print F/M Audits:      N    (Y,N)      Show All Qualifying EIC: Y   (Y,N)
  Copy History Prices:   N    (Y,N)     Use Vertex Taxing:       N    (Y,N)
  Allow WH Pricing:      Y    (Y/N)     Use GST/PST Taxing:      Y    (Y,N)
                                        Upd Demand for Mfg Items: S   (R,S)
 Window Borders     Help  Menu           Backup Device Name:   OPTVRT01
  Top & Bottom:       .     .            Tape Density:         *DEVTYPE
  Left & Right:       :     :            Pick Slip Job Queue:  QBATCH
  High Intensity:     Y     Y   (Y=Yes)  APLUS Master User:    APDEMO
  Reverse Image:      Y     Y   (Y=Yes)  User Security:        Y          (Y,N)
                                         Program Security:     Y          (Y,N)

                                                                 F12=Return
```

This screen displays after selecting option 1 - System Options Maintenance from MENU XAFILE. Use this screen to add or change System Options.

System Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Multi Company	Use this field to designate whether or not you will be using multiple companies. Key Y if you will be using more than one company. The company number field will appear on most screens throughout the modules if multiple companies are being used. Key N if you will be using only one company. The company number field will appear as display-only on screens throughout the modules and the company number assumed will be 01 (see **Default Company**). *Default Value:* Y (A 1) Required

System Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Default Company	Use this field to select the default company to be used throughout the modules of the software. If using one company only (**Multi Company** is N), the default company entered in this field must be 01. This is the company number that will be assumed since the company number field does not display if these options are not tailored to use multiple companies. If using more than one company (**Multi Company** is Y), key the default company to be used throughout the modules. This number will appear in the company number field on most screens and you will have the option to accept or override the default company number selected, if security is not being used. If security is being used, that default company will override this one. *Valid Values:* 01 through 99 (N 2,0) Required
Default Date Format	Use this field to designate the default date format for the system, meaning for all companies within this environment. Key 1 to use yy/mm/dd as the system default date format. Key 2 to use mm/dd/yy as the system default date format. Key 3 to use dd/mm/yy as the system default date format. Leave this field blank to use mm/dd/yy as the system default date format. *Valid Values:* This system default date format can be overridden by the user's **Default Date Format** defined through Register A+ User IDs (MENU XACFIG) or the country's **Date Format** defined through Country Name Maintenance (MENU ARFIL2). (N 1,0) Optional
Search 2nd Desc Line	When searching for items, this field determines if the second line of an item's description will be included in the search. Key Y to include the second line of an item's description in the search. Key N to exclude the second line of an item's description when searching for an item. NOTE: If you select N and later want to change it to Y, be sure to Rebuild the Item Search File (MENU XAMAST) after changing this option. (A 1) Required

System Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Show 2nd Desc Line	This field determines if the second line of an item's description will display on rolling screens where the item description is shown. Key Y to include the second line of an item's description. This will cause each item to take up two lines on the screen. Key N to exclude the second line of an item's description on rolling screens. NOTE: All roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on your response in this field. Also, regardless of your response here, you will be able to change the display of a single or double line per item by pressing F24=DOUBLE LINE / F24=SINGLE LINE from a roll screen (A 1) Required
Print 2nd Desc Line	This field determines if the second line of an item's description will print on reports where the item's primary description prints. Key Y if you want the second line of an item's description to print on various reports, where applicable. This will cause each item to take up two lines on the report. Key N to exclude the second line of an item's description from printing on the applicable reports. NOTE: Regardless of your response in this field, if you key a second line of an item's description it will always print on HAZMAT documents for hazardous materials. (A 1) Required

System Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Longest Item Length	Use this field to select the number of characters to be allotted for item numbers that display on inquiry screens throughout the modules. Both the item number and the item description are displayed on the same line during inquiries. Usually, there is not enough space on one line to show all 27 characters of the item number and the entire item description. If the average item length is less than 27 characters, enter that number in this field. More of the item description will be displayed during inquiries because less space is required for the item number. If the average item number length is 27 characters (and you need to view all 27 characters during inquiries), enter 27 in this field. Fewer characters of the item description will be displayed because more space is required for the item number. NOTE: This field is used for “displaying” item numbers only. You may key item numbers up to 27 characters, regardless of the number entered in this field. There is also a function key available to view the entire item number, when desired. *Valid Values:* 01 through 27 (N 2,0) Required
Use Drop Ships	Drop shipped items are those shipped directly from your vendor to your customer. Drop shipped items do not affect inventory allocations or on-hand quantities. Key Y if you want drop shipped orders to be allowed during order entry. Key N if drop shipped orders will not be allowed during order entry. The field will not display on most screens. (A 1) Required

System Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Hazardous Materials	If hazardous materials will be distributed, specific screens will allow for the entry of hazardous material information. It will also create and print two documents based on the hazardous material information entered into the system. These documents are referred to as the HAZMAT Shipping Papers and the HAZMAT Carrier Summary. Use this field to specify whether or not you will be distributing hazardous materials. Key Y if hazardous materials will be distributed. This activates this feature and appropriate programs will set up, check, and produce hazardous material information. Key N if hazardous materials will not be distributed. All hazardous material checks will be bypassed. For additional information, refer to the following areas: • Item Master Maintenance (MENU IAFILE) of the Inventory Accounting User Guide, where hazardous information may be defined for an item if this field is Y and **DOT Regulated** is also set to Y. • Warehouse Numbers Maintenance (MENU IAFILE) of the Inventory Accounting User Guide, which requires the entry of hazardous information if this field is Y. • Hazardous Material Message Codes Maintenance (MENU IAFIL2) of the Inventory Accounting User Guide, where hazardous message codes are defined for hazardous material items. • Hazard CAS# Maintenance (MENU IAFIL2) of the Inventory Accounting User Guide, where Chemical Abstract Service Numbers are defined so that hazardous chemicals/ingredients may be identified. • Hazard Class Code (MENU IAFIL2) of the Inventory Accounting User Guide, where class codes are defined so that you may assign hazardous items to a certain class (e.g., marine hazard). • Carrier Order Inquiry (MENU OEMAIN) of the Order Entry User Guide, where the HAZMAT Shipping Papers and the HAZMAT Carrier Summary are shown and explained. (A 1) Required
Weight Measure	Use this field to define the system wide weight measure used for defining weight for all items. Key the weight measure. *Default Value:* LBS (A 3) Optional

System Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Print F/M Audits	This field determines if an audit list will print after file maintenance has been performed for a customer or a ship to address. Key Y if you want an audit list printed after file maintenance has been performed. This list displays the contents of the Customer Master File before and after changes were made. It will print each time you perform Customer/ Ship to Master Maintenance (MENU ARFILE). Key N if you do not want an audit list to print after performing Customer/ Ship to Master Maintenance. *Default Value:* Y (A 1) Required
Copy History Prices	Key Y to allow the following feature: When entering an Invoice Only order (I type), if you are using order history to select items for the order, instead of using current cost and pricing, the price and cost will be copied in from history. This will allow you to do an "adjustment" billing easily. Key N if you do not want to use this copy history prices feature. Adding positive quantity lines and negative quantity lines will both use current cost and price information. *Default Value:* N (A 1) Required

System Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Allow WH Pricing	Order Entry allows for pricing at the item level or at the warehouse level. Pricing at the warehouse level is useful if you would like to price an item based on the location of the warehouse (e.g., ITEM 100 in WH 1 might be more expensive than ITEM 100 in WH 2). Use this field to determine at which level items will be priced. Key Y to allow items to be priced at the warehouse level.Order Entry will use prices at both the item (Item Balance record) and warehouse (Warehouse Balance record) level. Key N if you do not want items to be priced at the warehouse level. Order Entry will price an item based on the item (Item Master record) level only. NOTE: In order to use the Price Maintenance module for updating prices at the warehouse level, this field must be Y. **Important** If you define this field as Y and then enter prices for a warehouse through the Item Balance File, you will NOT be allowed to change this field to N. (A 1) Required
Top & Bottom	Use this field to select the character to display in the top and bottom borders of the corresponding help and menu windows. Key the desired character in the **Help** field that will display in the top and bottom borders for help windows. Key the desired character in the **Menu** field that will display in the top and bottom borders for menu windows. Leave either or both fields blank if you would like the top and bottom window borders for help/menu windows to be solid. *Valid Values:* Any character on your keyboard (A 1) Optional

System Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Left & Right	Use this field to select the character to display in the left and right borders of the corresponding help and menu windows. Key the desired character in the **Help** field that will display in the left and right borders for help windows. Key the desired character in the **Menu** field that will display in the left and right borders for menu windows. Leave either or both fields blank if you would like the left and right window borders for help/menu windows to be solid. *Valid Values:* Any character on your keyboard (A 1) Optional
High Intensity	Use this field to designate if you would like the help and menu window borders to display in high intensity. Key Y in the **Help** field if you would like help window borders to display in high intensity. Key Y in the **Menu** field if you would like menu window borders to display in high intensity. Leave either or both fields blank if you do not want help/menu window borders to display in high intensity. *Default Value:* Y *Valid Values:* Y or blank (A 1) Optional
Reverse Image	Use this field to designate if you would like the help and menu windows to display in reverse image. Key Y in the **Help** field if you would like help windows to display in reverse image. Key Y in the **Menu** field if you would like menu windows to display in reverse image. Leave either or both fields blank if you do not want help/menu windows to display in reverse image. *Default Value:* Y *Valid Values:* Y or blank (A 1) Optional
Multi Warehouse	Use this field to designate whether or not you will be using multiple warehouses. Key Y if you will be using more than one warehouse. Key N if you will be using one warehouse only. (A 1) Required

System Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Multi W/H Orders	This field allows orders to be taken that will ultimately be shipped from more than one warehouse. If multiple warehouses are used for an order, the order will be split into a multiple order at end order time and multiple Pick Lists will be created; each will be confirmed and invoiced individually. *Valid Values:* This field must be N if Multi Warehouse is N. (A 1) Required
Warehouse Search	If using multiple warehouse orders, this field enables the following if a Y is selected: • If you have items that are not stocked in all of your warehouses, you will be able to pick a different warehouse for the item(s) entered on an order that are not stocked in the order's warehouse. [Not stocked meaning no Item Balance record exists in that warehouse for the item; the Item Balance record is maintained through Item Balance Maintenance (MENU IAFILE)]. • An Alternate Warehouse List will be presented. This will allow the user entering the order to pick from any of the warehouses where the item is stocked from which this customer is allowed to have items shipped. This depends on the alternate warehouse sequence code in the customer record (MENU ARFILE), or for the warehouse (MENU IAFILE). This field must be N if multiple warehouse orders are not being used. If multiple warehouse orders are being used and you do not want items that are not stocked in the order's warehouse to be shipped from an alternate warehouse, select N. *Valid Values:* This field must be N if Multi W/H Orders is N. (A 1) Required
Validate State/Province	Key Y to specify that entries in all **State/Province** fields (except those in **State/Province** search fields) will be validated against codes defined through State/Province Codes Maintenance (MENU OEFIL3). Key N to allow users to enter any text in **State/Province** fields throughout the modules. (A 1) Required

System Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Use Extend Item Cmnt	This field designates whether or not you will use extended item comments (EICs). EICs allow you to enter up to 9,999 lines (62 characters per line) of additional information about an item, such as warranty information, picking/packing instructions, or promotional information. Once defined, these EICs can not only be reviewed during order entry processing, but based on user selections, may be presented on various order entry documents (e.g., Pick Lists, Invoices, etc.). EIC related selections made on this screen determine if EICs will be created for a specific item or item EIC group, and can be limited to specific customers or customer EIC groups. Additionally, EICs can be created for a specific warehouse or can be across all warehouses (i.e., across all those warehouses defined as not using warehouse-specific EICs). Refer to the **Warehouse Specific EIC** field description for details. All comments are created with "begin" and "end" dates (defaults of 00/00/00 and 99/99/99 respectively will ensure a comment is not limited by date) and dated comments may exist "nested" within other dated comments. Refer to Item Master Maintenance (MENU IAFILE) or Customer/Ship-to Master Maintenance (MENU ARFILE) for details about defining EICs. The entry in the **Show All Qualifying EIC** field determines whether only the one EIC determined to be most applicable for the item and order will display and print, or whether more than one EIC can be used. For more information, refer to the description of the **Show All Qualifying EIC** field. Key Y to use EICs. Key N to not use EICs. NOTE: If you key N in this field, you must also key an N in the following fields: **Warehouse Specific EIC**, **Co/Cust Spec EIC**, **Use Item EIC Groups**, **Use Cust EIC Groups**, and **Show All Qualifying EIC**. *Default Value:* N (A 1) Required

System Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Warehouse Specific EIC	Use this field to identify whether you will use warehouse-specific EICs. Warehouse-level comments are those created with the specification of a particular warehouse and apply only to order line items created for that warehouse. System-level comments are those created without specification for any particular warehouse and apply to all order line items created for any warehouse that is set up not to use warehouse-level comments. NOTE: The determination as to which warehouses will use warehouse-level comments versus system-level comments is made at the warehouse level. Refer to Warehouse Numbers Maintenance (MENU IAFILE) for details. Key Y allow warehouse-level EIC to be brought into order entry. Key N to not allow warehouse-level EIC to be brought into order entry. This prevents the option to use warehouse-level comments from displaying at the individual warehouse level. Only comments created without the specification of a warehouse will be included, for any warehouse, in order entry. *Default Value:* N *Valid Values:* This field must be N if **Use Extend Item Cmnt** is N. (A 1) Required
Co/Customer Spec EIC	Use this field to identify whether company/customer specific comments will exist. Key Y to allow the entry of company/customer specific EICs. Key N to not allow the entry of company/customer specific EICs. *Default Value:* N *Valid Values:* This field must be N if **Use Extend Item Cmnt** is N. (A 1) Required
Use Item EIC Groups	Use this field to identify whether or not item EIC group comments will exist. Note that item EIC groups are created through Item EIC Groups Maintenance (MENU OEFIL2) and assigned to items through Item Master Maintenance (MENU IAFILE). Key Y to allow the entry of item EIC group comments. Key N to not allow the entry of item EIC group comments. *Default Value:* N *Valid Values:* This field must be N if **Use Extend Item Cmnt** is N. (A 1) Required

System Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Use Cust EIC Groups	Use this field to identify whether or not customer EIC group comments will exist. Note that customer EIC groups are created through Customer EIC Groups Maintenance (MENU OEFIL2) and assigned to customers through Customer/Ship-to Master Maintenance (MENU ARFILE). Key Y to allow the entry of customer EIC group comments. Key N to not allow the entry of customer EIC group comments. *Default Value:* N *Valid Values:* This field must be N if **Use Extend Item Cmnt** is N. (A 1) Required
Default Margin Marker	Use this field to identify the default column length, indicated with a highlighted marker, to be used as a typing aid when creating EICs through Item Master Maintenance (MENU IAFILE) or Customer/Ship-to Master Maintenance (MENU ARFILE). The default margin marker is a marker that appears on the Extended Item Comment Maintenance Screen that assists you when keying comments so that a desired column length might not be exceeded. Note that this marker is a typing aid only and does not prevent comments from extending beyond this length. Also note that the default identified here may be overridden during EIC maintenance. *Default Value:* 62 *Valid Values:* 2 - 62 (A 1) Required

System Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Show All Qualifying EIC	If the **Use Extend Item Cmnt** field is set to N, you must key N in this field. Use this field to specify the type of extended item comments that will display and print for an item and order. If dated EICs exist, they will also display and print based on the value specified in this field. Key Y if you want all qualifying extended item comments, regardless of the comment type, to display on inquiries and print on reports. All applicable dated and non-dated EICs will display and print for all types of EICs. Key N if you want the most specific type of extended item comments, based on the decision hierarchy, to display in inquiries and print on reports. All applicable dated and non-dated EICs will display and print only for the most unique type of EIC. The following decision hierarchy is used to determine which EIC applies: • Are there any comments for the item number and the company/customer? • Are there any comments for the item EIC group and company/customer? • Are there any comments for the item number and the customer EIC group? • Are there any comments for the item EIC group and the customer EIC group? • Are there any comments for the item number? • Are there any comments for the item EIC group? These rules apply regardless of whether specific warehouses use EICs. If a warehouse is using warehouse specific comments, the searches will be implemented with a warehouse ID as part of the search. *Default Value:* N (A 1) Required

System Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Use Vertex Taxing	NOTE: If you select to use the Vertex Sales Tax interface feature and key Y in this field, your response of Y will not be activated until you follow the guidelines listed in APPENDIX H: *Vertex Interface Guidelines*. Use this field to determine whether you will use Vertex Taxing with Distribution A+. Key Y in this field to indicate that Distribution A+ will interface with the Vertex Taxing system only if you installed Vertex software onto your system. Key N in this field to indicate that Distribution A+ will not run with the Vertex taxing software and that you will use Distribution A+ taxing tools. *Default Value:* N *Valid Values:* If you do not have the Vertex taxing software installed on your system, this field must be N. (A 1) Required
Use GST/PST Taxing	Use this field to indicate whether you want to use Goods/Services Taxing and/or Provincial Sales Taxing with Order Entry. This field controls whether the GST/PST Taxing fields will display when you maintain tax bodies through Tax Body Maintenance (MENU OEFILE or MENU ARFILE) and whether the ability to calculate GST for purchases can be made available for Voucher Entry through AP Options Maintenance (MENU APFIL2). NOTE: If you define one or more tax bodies that use GST/PST taxing, then change this field to Y (you will not be able to use those tax bodies in Order Entry). Key Y to indicate that Order Entry will use GST/PST Taxing. Key N to indicate that Order Entry will not use GST/PST Taxing. *Default Value:* N (A 1) Required

System Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Upd Demand for Mfg Items	Use this field to determine if you want to update demand for the components of manufactured items at the time of receipt of the parent item or at the time of sale of the parent item. Regardless of which option is chosen, the list of components for which demand will be updated will include all levels on multi-level bills of material. Key R if you wish demand to be updated at the time of receipt. This method of updating demand will use the exact list of components that was used to create and receive the manufactured parent item in Receipt Post (MENU WOMAIN) if you have Value Added Services installed, or in Process Transactions (MENU OBMAIN) if you do not have Value Added Services installed. This option would best suit an environment in which bills of material for manufactured parent items are usually modified and the desire exists to track the true demand. This field must be set to R If Value Added Services is installed and your component warehouse is different from your finished goods warehouse. Key S if you wish demand to be updated at the time of sale. Since the time of sale can be long after the manufactured parent item was created and received into your system, this method of updating demand will use the list of components defined in Bill of Material Maintenance (MENU OBFILE) for the generic or customer-unique bill of material. If you have Value Added Services installed, demand will be updated using the latest revisions and/or effective dates of the bill of material. This option always updates demand for a customer-unique bill of material ahead of a generic bill of material. **Important** The update demand system option impacts forecasting and minimum and maximum stocking levels. Therefore, be sure to review forecasting methodologies before determining how you want demand adjusted. Refer to the Inventory Management & Planning User Guide for details. (A 1) Required
Backup Device Name	Use this field to indicate the type of media that will be used when performing backups. Key the name of the backup device that will be used for backups. *Valid Values:* A valid backup device name defined on your system (A 10) Required

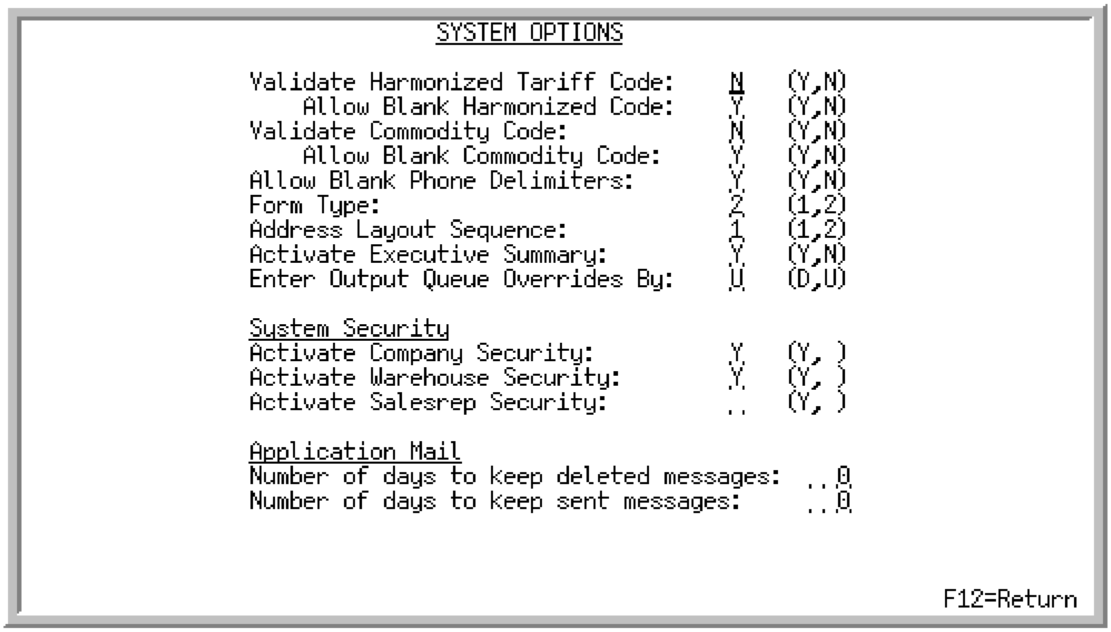
System Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Tape Density	Key the tape density that will be used in the initialization of a tape for backup of files. *Default Value:* *DEVTYPE *Valid Values:* • *DEVTYPE • 1600 • *FMT3480 • 3200 • *FMT349OE • 6250 • *QIC120 • 10000 • *QIC525 • 16000 • *QIC1000 • 38000 • 43200 (A 11) Required
Pick Slip Job Queue	Key the job queue to which Pick Lists will be processed after pressing F5=P/F PCK on the End Order Screen during Enter, Change, & Ship Orders (MENU OEMAIN) or when submitting pick list prints from Print Pick Lists (MENU OEMAIN). For additional information, refer to APPENDIX G: *Pick List Job Queues*. *Default Value:* QINTER *Valid Values:* A valid job queue defined on your system (A 10) Required
APLUS Master User	NOTE: This field will only display the first time accessing this option, or if you are signed on as the software master-user (as defined in this field the first time through this option). The APLUS master user is authorized to maintain all options on this menu. This is the user who will be allowed to create and define initial security options using the Distribution A+ Security Menu (MENU XASCTY). Key the user ID of the user who will be allowed access to all options and responsible for defining the initial program security. (A 6) Required

System Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
User Security	This field displays only if you have access to System Options Maintenance (MENU XAFILE). Only the master user, defined in the **APLUS Master User** field on this screen, will be allowed to change this field. Use this field to specify if you want user security activated. Key Y to require all users to be registered as a valid user through User Master Maintenance (MENU XASCTY) before they can use any menu options in the system. Key N if you do not want to require all users to be registered as a valid user. All System i users will be allowed access to any menu options in the system. **Important** If you key an N in this field, the **Program Security** field will be ignored. (A 1) Optional
Program Security	This field displays only if you have access to System Options Maintenance (MENU XAFILE).. Only the master user, defined in the **APLUS Master User** field on this screen, will be allowed to change this field. Use this field to specify if you want access limited to a menu option by user ID. Key Y to limit access by user ID. You will be allowed to maintain program security through the Distribution A+ Security Menu (MENU XASCTY). Key N if you do not want access to a menu option limited by user ID. You will not be allowed to maintain program security. (A 1) Required
F12=Return	Press F12=RETURN to return to the menu without updating this screen.
Enter	Press ENTER to confirm your selections. The System Options Maintenance Screen 2 (p. 12-19) will appear.

System Options Maintenance Screen 2



```
                              SYSTEM OPTIONS

           Validate Harmonized Tariff Code:    N   (Y,N)
               Allow Blank Harmonized Code:    Y   (Y,N)
           Validate Commodity Code:            N   (Y,N)
               Allow Blank Commodity Code:     Y   (Y,N)
           Allow Blank Phone Delimiters:       Y   (Y,N)
           Form Type:                          2   (1,2)
           Address Layout Sequence:            1   (1,2)
           Activate Executive Summary:         Y   (Y,N)
           Enter Output Queue Overrides By:    U   (D,U)

           System Security
           Activate Company Security:          Y   (Y, )
           Activate Warehouse Security:        Y   (Y, )
           Activate Salesrep Security:         _   (Y, )

           Application Mail
           Number of days to keep deleted messages:  __0
           Number of days to keep sent messages:     __0



                                                          F12=Return
```

This screen appears after you press ENTER on System Options Maintenance Screen 1 (p. 12-2). Use this screen to specify additional system options.

System Options Maintenance Screen 2 Fields and Function Keys

Field/Function	Description
Validate Harmonized Tariff Code	Key Y to specify that entries in all **Harmonized Tariff Code** fields must be defined through Harmonized Tariff Codes Maintenance (MENU IAFIL2). Key N to allow users to enter any numerical code in the **Harmonized Tariff Code** fields throughout Distribution A+. For more information on Harmonized Tariff Codes, refer to Harmonized Tariff Codes Maintenance (MENU IAFIL2). (A 1) Required
Allow Blank Harmonized Code	Key Y to allow users to leave the **Harmonized Tariff Code** fields blank throughout Distribution A+. Key N to require an entry in all **Harmonized Tariff Code** fields. (A 1) Required

System Options Maintenance Screen 2 Fields and Function Keys

Field/Function	Description
Validate Commodity Code	Key Y to specify that entries in all **Commodity Code** fields must be defined through Commodity Codes Maintenance (MENU IAFIL2). Key N to allow users to enter any numerical code in the **Commodity Code** fields throughout Distribution A+. NOTE: If you are located in country that is a member of the European Community and you are required to submit a monthly Intrastat Report, commodity code information is required on the report. For more information on Commodity Codes, refer to Commodity Codes Maintenance (MENU IAFIL2). (A 1) Required
Allow Blank Commodity Code	Key Y to allow users to leave the **Commodity Code** fields blank throughout Distribution A+. Key N to require an entry in all **Commodity Code** fields. (A 1) Required
Allow Blank Phone Delimiters	Key Y to allow blank spaces between groups of numbers, such as country code and area code, when users key telephone and fax numbers in the **Phone** and **Fax** fields throughout Distribution A+. Key N to prohibit the use of blank spaces as delimiters when users key telephone and fax numbers. For a list of valid symbol delimiters, refer to Telephone and Fax Number Delimiters (p. 4-18) **EXAMPLE:** Assume you are entering a phone number with an area code of 781 and an exchange code of 555. If this field is Y, you can key the number as follows: • Using symbols as delimiters: (781)555-1212 • Using blank spaces as delimiters: 781 555 1212 • Using blank spaces & symbols as delimiters: 781 555-1212 • Without delimiters: 7815551212 If this field is N, you must key the number using symbols as delimiters or key the number without delimiters: • Using symbols as delimiters: (781)555-1212 • Without delimiters: 7815551212 (A 1) Required

System Options Maintenance Screen 2 Fields and Function Keys

Field/Function	Description
Form Type	Use this field to specify which form type to use when printing or faxing the following documents: • Acknowledgments (MENU OEMAIN) • Checks (MENU APCHCK) • Customer Quotes (MENU BQMAIN) • Demand A/R Statements (MENU ARREPT) • HAZMAT Shipping Papers (MENU OEMAIN) • Invoices (MENU OEMAIN) • Overdue Notices (MENU ARREPT) • Pack List (MENU OEMAIN) • Pick List (MENU OEMAIN) • Purchase Orders (MENU POMAIN) • Return Req Pick/Pack (MENU POMAIN) • RGA Slips (MENU OEMAIN) • Summary Pick Lists (MENU OEMAIN) • Vendor RFQs (MENU BQMAIN) **Form Type** 1 is a form type printed on 8.5 x 11 paper. This form will include only the first 2 characters of the **State/Province** field. The **Addr 4** and **Country** fields will not print on this form. **Form Type** 2 allows you to choose a paper size (8.5 x 11 or 8.25 x 11.75) for each company. This form includes the full 30 characters of the **State/Province** field and the **Addr 4** and **Country** fields will print. This form also accommodates the printing of order currency and benchmark totals, if International Currency is installed and activated through Activate International Currency (MENU ICMAST). Key 1 to select form type 1. Key 2 to select form type 2. If you select form type 2, you can select a paper size through Company Name Maintenance (MENU XAFILE). *Default Value:* 1 (A 1) Required

System Options Maintenance Screen 2 Fields and Function Keys

Field/Function	Description
Address Layout Sequence	The **Address Layout Sequence** establishes the print sequence of the **City**, **State/Province**, and **Zip/Postal Code** fields for customer and vendor addresses. Sequence 2 is only available when the **Form Type** field is set to 2. This field may be further defined for a specific **Country Code** within Country Names Maintenance (MENU ARFIL2). Key 1 to use the following format when printing customer and vendor documents: Addr line 1 Addr line 2 Addr line 3 Addr line 4 City, State/Province, Zip/Postal Code Country Key 2 to use the following format when printing customer and vendor documents: Addr line 1 Addr line 2 Addr line 3 Addr line 4 Zip/Postal Code, City, State/Province Country (N 1,0) Required

System Options Maintenance Screen 2 Fields and Function Keys

Field/Function	Description
Activate Executive Summary	Use this field to determine if you want access to the Executive Summary Inquiry (MENU XAESUM). When you access the Executive Summary option, the system will verify the value in this field to determine if you will be allowed to inquire into various business information. Key Y to activate the Executive Summary Inquiry, allowing you to review (in one centralized location) executive information in six key business areas of your company. You will be able to review summary information for a particular company and date pertaining to Order Entry, Accounts Receivable, Sales Analysis, Accounts Payable, Inventory Accounting/Purchasing, and General Ledger. If you want more detailed information, you will be able to drill down into each of these business areas based on limiting criteria. You will also be able to gain direct access into other key inquiries and reports throughout Distribution A+ to assist you in your assessment of the business. NOTE: If you key Y, the Executive Summary Update will be included during Day-End Processing (MENU XAMAST). Key N if you do not want to activate the Executive Summary Inquiry. You will be able to gain access into the menu option, but as soon as you attempt to review information pertaining to a company or date, you will be returned to the Main Menu. NOTE: If you key N, the Executive Summary Update will be skipped during Day-End Processing (MENU XAMAST). (A 1) Required
Enter Output Queue Overrides By	Use this field to determine if output queue overrides will be set up by display device ID or by user id.The screen default values for Output Queue Overrides Maintenance (MENU XAFIILE) will be displayed based on this system option. NOTE: When using A+WEB, each user is automatically assigned the next available AANYWnnnn Device ID. When determining how to create and assign your output queues, consider using User ID if you wish to direct output to specific printers with an A+WEB deployment. Key D to have the output queue default values determined by the display device ID. Key U to have the output queue default values determined by user ID. *Default Value:* D (A 1) Optional

System Options Maintenance Screen 2 Fields and Function Keys

Field/Function	Description
Activate Company Security	Use this field to determine if you want security for application functions based on company. If you select to activate security for a company, the system will perform a security check and see if you are allowed to perform the function for the indicated company. Key Y to activate company security. By default, all users, user groups and application functions (menu options) will be subject to company authority verification. If you do not want a particular user, user group, or application function subject to company authority verification, you can select to exclude that user, user group or application function at the users' authority profile level through Authority Profile (MENU XASCTY) or function application level through Company/Warehouse/Salesrep Authority Maintenance (MENU XASCTY). Leave this field blank if you do not want to activate company security. The system will not perform a company authority verification check. NOTE: Regardless of this field, if a user is a "Master" user they will always have access to all functions for all companies, warehouses, and sales reps. (A 1) Optional
Activate Warehouse Security	Use this field to determine if you want security for application functions based on warehouse. If you select to activate security for a warehouse, the system will perform a security check and see if you are allowed to perform the function for the indicated warehouse. Key Y to activate warehouse security. By default, all users, user groups and application functions (menu options) will be subject to warehouse authority verification. If you do not want a particular user, user group, or application function subject to warehouse authority verification, you can select to exclude that user, user group or application function at the users' authority profile level through Authority Profile (MENU XASCTY) or function application level through Company/Warehouse/Salesrep Authority Maintenance (MENU XASCTY). Leave this field blank if you do not want to activate warehouse security. The system will not perform a warehouse authority verification check. NOTE: Regardless of this field, if a user is a "Master" user they will always have access to all functions for all companies, warehouses, and sales reps. (A 1) Optional

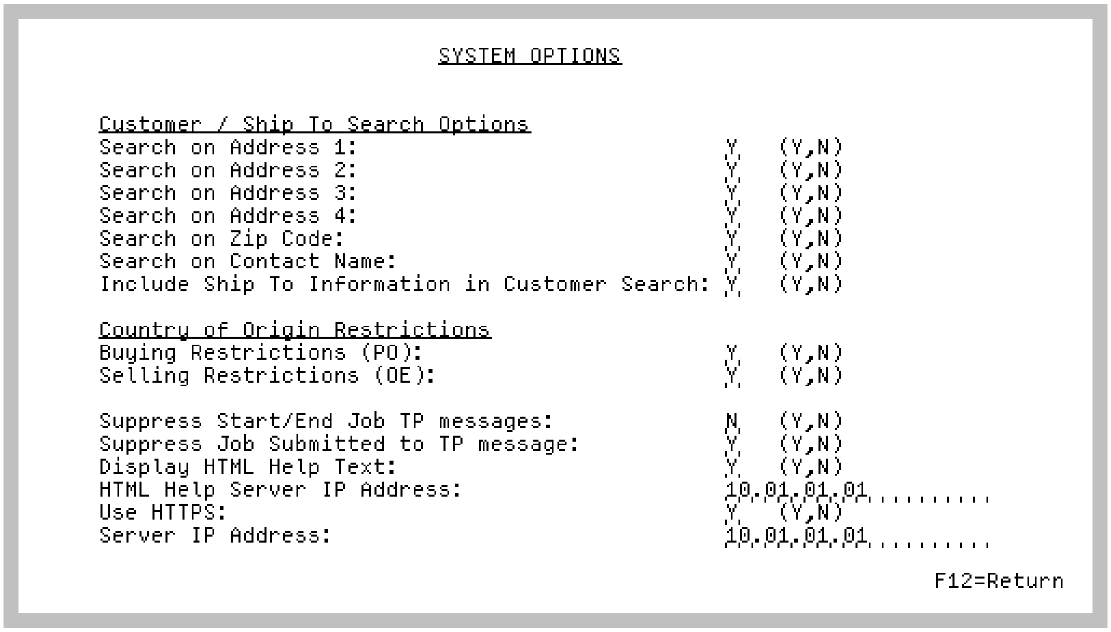
System Options Maintenance Screen 2 Fields and Function Keys

Field/Function	Description
Activate Sales Rep Security	Use this field to determine if you want security for application functions based on sales rep. If you select to activate security for a sales rep, the system will perform a security check and see if you are allowed to perform the function for the indicated sales rep. Key Y to activate sales rep security. By default, all users, user groups and application functions (menu options) will be subject to sales rep authority verification. If you do not want a particular user, user group, or application function subject to sales rep authority verification, you can select to exclude that user, user group or application function at the users' authority profile level through Authority Profile (MENU XASCTY) or function application level through Company/Warehouse/Salesrep Authority Maintenance (MENU XASCTY). Leave this field blank if you do not want to activate sales rep security. The system will not perform a sales rep authority verification check. NOTE: Regardless of this field, if a user is a "Master" user they will always have access to all functions for all companies, warehouses, and sales reps. (A 1) Optional
Number of days to keep deleted messages	Use this field to specify the number of days that you want to keep deleted Application Mail messages. The number of days can also be specified for each user on the Application Mail - User Settings Screen in Application Mail. Deleted messages older than the number of days specified here will be purged for users that have not specified user values. Refer to the Mail Server User Guide appendix chapter on Application Mail for more information. Key the number of days to keep deleted messages. When you delete a message from Application Mail, the message status will be changed to DEL (deleted) and it can be reviewed through Application Mail until it is purged by the system, based on the number of days specified here. Key 0 if you do not want to save deleted messages. When you delete a message from Application Mail, it will be removed from the system and will no longer be available. (N 3,0) Required

System Options Maintenance Screen 2 Fields and Function Keys

Field/Function	Description
Number of days to keep sent messages	Use this field to specify the number of days that you want to keep messages sent via Application Mail. The number of days can also be specified for each user on the Application Mail - User Settings Screen in Application Mail. Messages older than the number of days specified here will be purged for users that have not specified user values. Refer to the Mail Server User Guide appendix chapter on Application Mail for more information. Key the number of days to keep sent messages. Messages that you send can be reviewed through Application Mail until they are purged by the system, based on the number of days specified here. Key 0 if you do not want sent messages to be saved. Messages that you send will be removed from the system as soon as they are sent. (N 3,0) Required
F12=Return	Press F12=RETURN to return to System Options Maintenance Screen 1 (p. 12-2) without saving your entries.
Enter	Press ENTER to save your entries and return to MENU XAFILE.

System Options Maintenance Screen 3



```
                              SYSTEM OPTIONS

   Customer / Ship To Search Options
   Search on Address 1:                                Y   (Y,N)
   Search on Address 2:                                Y   (Y,N)
   Search on Address 3:                                Y   (Y,N)
   Search on Address 4:                                Y   (Y,N)
   Search on Zip Code:                                 Y   (Y,N)
   Search on Contact Name:                             Y   (Y,N)
   Include Ship To Information in Customer Search:     Y   (Y,N)

   Country of Origin Restrictions
   Buying Restrictions (PO):                           Y   (Y,N)
   Selling Restrictions (OE):                          Y   (Y,N)

   Suppress Start/End Job TP messages:                 N   (Y,N)
   Suppress Job Submitted to TP message:               Y   (Y,N)
   Display HTML Help Text:                             Y   (Y,N)
   HTML Help Server IP Address:                        10.01.01.01.........
   Use HTTPS:                                          Y   (Y,N)
   Server IP Address:                                  10.01.01.01.........

                                                                  F12=Return
```

This screen appears after you press ENTER on the System Options Maintenance Screen 2 (p. 12-19). Use this screen to specify customer search settings and country of origin restriction settings.

NOTE: When specifying customer search settings, keep in mind that the more information you select to include in the search, the larger your search file will become.

Important

If you change any of the customer search values on this screen, you must rebuild the customer search file to include your changes in the search. To rebuild the customer search file, refer to CHAPTER 35: *Rebuild the Customer Search File*.

System Options Maintenance Screen 3 Fields and Function Keys

Field/Function Key	Description
Search on Address 1	Use this field to specify whether or not you want address line 1 information included in the customer search file. Key Y to include address line 1 information. If address line 1 information is included, you will be able to search for customers using address information, such as a street name. Key N to exclude address line 1 information. (A 1) Required
Search on Address 2	Use this field to specify whether or not you want address line 2 information included in the customer search file. Key Y to include address line 2 information. If address line 2 information is included, you will be able to search for customers using address information, such as a street name. Key N to exclude address line 2 information. (A 1) Required
Search on Address 3	Use this field to specify whether or not you want address line 3 information included in the customer search file. Key Y to include address line 3 information. If address line 3 information is included, you will be able to search for customers using address information, such as a street name. Key N to exclude address line 3 information. (A 1) Required
Search on Address 4	Use this field to specify whether or not you want address line 4 information included in the customer search file. Key Y to include address line 4 information. If address line 4 information is included, you will be able to search for customers using address information, such as a street name. Key N to exclude address line 4 information. (A 1) Required
Search on Zip Code	Use this field to specify whether or not you want zip codes included in the customer search file. Key Y to include zip code information. If you include zip codes, you will be able to search for customers by zip code. Key N to exclude zip code information. (A 1) Required

System Options Maintenance Screen 3 Fields and Function Keys

Field/Function Key	Description
Search on Contact Name	Use this field to specify whether or not you want customer contact names to be included in the customer search file. For customers, the AP and PO contact name for the customer will be included. For ship to addresses, the PO contact for the ship to will be included. Key Y to include contact names. If you include contact names, you will be able to search for customer using a contact name. Key N to exclude contact names. (A 1) Required
Include Ship To Information in Customer Search	Use this field to specify whether or not you want customer ship to information included in the customer search file. If you select to include ship to information, the settings for all other fields will also apply to the ship to setting. For example, if you key Y, in this field to include ship to information and you key Y to **Search on Address 1** field, address line 1 information for the customer *and* all ship to addresses will be included in the search file. Key Y to include ship to information. If ship to information is included, you will able to search for customers using ship to names. Key N to exclude ship to information. (A 1) Required

System Options Maintenance Screen 3 Fields and Function Keys

Field/Function Key	Description
Buying Restrictions (PO)	This field displays only if Warehouse Management is activated, as determined through Activate Warehouse Management (MENU WMMAST). Use this field to specify whether or not you want country of origin restrictions to be checked as items are brought into your warehouse via any of the methods listed below; for example, through Receive Manufactured Parts into Inventory (MENU OBMAIN), Enter/Update Transactions (MENU IAMAIN), etc. Key Y to have country of origin restrictions checked. If this option is Y and products from a certain country of origin are not allowed into your warehouse, if restrictions exist, you will be notified at the time of purchase or receiving for those items that are set up to track country of origin. Refer to Country Names Maintenance (MENU ARFIL2/MENU POFILE) where restrictions are maintained. If you select Y, the following menu options will consider country of origin buying restrictions: **Bill of Material** • Receive Manufactured Parts into Inventory (MENU OBMAIN) **Inventory Accounting** • Enter/Update Transactions (MENU IAMAIN) **Order Entry** • Enter, Change & Ship Orders (MENU OEMAIN) **Purchasing** • Enter or Change Requisitions (MENU POMAIN) • Enter or Change Receivers or PO Receipts (MENU POMAIN) • Suggested Orders Report and Maintenance (MENU POREPT) **Radio Frequency** • Transaction Manager (Receiving) (MENU RFMAIN) **Warehouse Management** • Warehouse Management (MENU WMMAIN) - for Miscellaneous Receipts Entry

System Options Maintenance Screen 3 Fields and Function Keys

Field/Function Key	Description
Buying Restrictions (PO) Continued	If you select Y, the system will perform or verify the following prior to restriction checks occurring as expected: • update the country of origin fields in the Item Balance File for all applicable items • verify that warehouses are assigned a valid country ID • verify that customers are assigned a valid country ID • verify that vendors are assigned a valid country ID • verify that any default shipping locations set up in Purchasing are assigned a valid country ID • verify that vendor/item/warehouse records are assigned a default country of origin, where applicable • verify that countries with country of origin restrictions are maintained on a regular basis Key N to exclude country of origin restriction checking for buying functions. (A 1) Required

System Options Maintenance Screen 3 Fields and Function Keys

Field/Function Key	Description
Selling Restrictions (OE)	This field displays only if Warehouse Management is activated, as determined through Activate Warehouse Management (MENU WMMAST). Use this field to specify whether or not you want country of origin restrictions to be checked. Key Y to have country of origin restrictions checked for selling functions in Order Entry. If this option is Y and a certain country of origin is not allowed to be shipped to a country, inventory for the restricted items will be prohibited from being sold to that customer. Refer to Country Names Maintenance (MENU ARFIL2/MENU POFILE) where restrictions are maintained. If you select Y, the following menu options will consider country of origin selling restrictions: **Cross Applications** • During available calculations for an item **Purchasing** • Enter or Change Requisitions (MENU POMAIN) - for special order items • Enter or Change Receivers or PO Receipts (MENU POMAIN) - for special order items • Return to Vendor Processing (MENU POMAIN) - during automatic location reservation process (a warning will be issued) **Radio Frequency** • Transaction Manager (MENU RFMAIN) - during receiving for special order items **Warehouse Management** • During the location selection process • During the automatic reservations process

System Options Maintenance Screen 3 Fields and Function Keys

Field/Function Key	Description
Selling Restrictions (OE) Continued	If you select Y, the system will perform or verify the following prior to restriction checks occurring as expected: • update the country of origin fields in the Item Balance File for all applicable items • verify that warehouses are assigned a valid country ID • verify that customers are assigned a valid country ID • verify that vendors are assigned a valid country ID • verify that any default shipping locations set up in Purchasing are assigned a valid country ID • verify that vendor/item/warehouse records are assigned a default country of origin, where applicable • verify that countries with country of origin restrictions are maintained on a regular basis Key N to exclude country of origin restriction checking for selling functions. (A 1) Required
Suppress Start/End Job TP Messages	Use this field to specify whether you want the system to notify users when a job is started and ended in the Transaction Processor (TP). This setting does not apply to jobs for the EDI processor or restart messages for the TP. Those messages will display regardless of the setting in this field. Key Y to suppress the Start/End Job TP Messages when a job is started and ended in the TP (i.e., the “description” of the job started on and ended on the “current date” at the “current time” will not be sent as messages when a job is started and ended in the TP). Key N to not suppress the Start/End Job TP Messages. Users will always receive the messages when a job is started and ended in the TP. Not suppressing the messages for TP jobs allows users to know when a job is started and when a job is finished running in the TP. *Default Value:* N (A 1) Required

System Options Maintenance Screen 3 Fields and Function Keys

Field/Function Key	Description
Suppress Job Submitted to TP Message	Use this field to specify whether you want the system to notify users when a job is submitted to the Transaction Processor (TP). This setting does not apply to jobs for the EDI processor or restart messages for the TP. Those messages will display regardless of the setting in this field. Key Y to suppress the message “Job Submitted to TP” when a job is submitted. Suppressing the message for TP jobs will save keystrokes, since users will not have to acknowledge the message by pressing ENTER. Key N to not suppress the message “Job Submitted to TP” when a job is submitted. A new screen will always display with the message “Job Submitted to TP” when a job is submitted. Users must then acknowledge the message by pressing ENTER. *Default Value:* N (A 1) Required
Display HTML Help Text	Beginning with Version 8.03 of Distribution A+, all help text will be delivered with the On-Line Documentation. When the user presses the F1=HELP function key within a menu option, that page will launch and display an HTML version of the actual module user guide. If the page fails to launch, the original format green screen help pop-up window will display with the program and screen name. Launching a browser to display HTML help text from a PC, will provide you with a help system that is: • Easy to copy and paste • Easy to modify • Easy to navigate; clicking on links to go to other areas of information This field is set to Y to display HTML help text and is protected. Display
HTML Help Server IP Address	Use this field to key the system name of the System i, the IP Address of the System i or a network server that will host the directory to be used for the display of the On-Line Documentation pages. The system will use this IP Address instead of assuming the System i system name/IP address when opening the HTML documents. If you are not using the assumed port 80, key the value of the IP address followed by a colon and the port number to be used. If this field is left blank, the help program will attempt to use the **Server IP Address** first. If unsuccessful, it will determine the system name of the System i to be filled in to the URL for the launch of the On-Line Documentation pages. (A 1) Required

System Options Maintenance Screen 3 Fields and Function Keys

Field/Function Key	Description
Use HTTPS	Use this field to determine if the URL used to sign into A+WEB will be prompted with HTTPS or HTTP. During the installation of A+ WEB, the ability to provide secure connections is available. Use this prompt to support the secure launch of A+ WEB. Key Y to launch the A+ WEB URL beginning with HTTPS. Key N launch the A+ WEB URL beginning with HTTP. (A 1) Required
Server IP Address	Use this field to key the IP Address of your System i. Processes such as Advanced Mobile Exports, Catalog Interface programs, Launch Offline General Ledger Spreadsheet, Launch Offline Item Spreadsheet, Launch Offline Rebate Spreadsheet, and SOA BOD transactions will use this IP address in their data passing. (A 1) Required
F12=Return	Press F12=RETURN to return to the System Options Maintenance Screen 2 (p. 12-19) without saving your changes.
Enter	Press ENTER to confirm your entries.

CHAPTER 13

Company Name Maintenance

13

This option, which must be performed during the initial setup of Distribution A+, is used to set up your companies and the options that are specific to each company you are defining. In order to use this option to add/modify company data, you must be an authorized user as previously defined when this option was first accessed. You may change these options at any time.

NOTE: Company Name Maintenance may also be accessed from MENU APFIL2, MENU G2XFER, MENU GLFIL2, or MENU GLXFER. Any changes made to the Company File may be accomplished through any of these options; the same file will be updated.

Important

After adding a company through this option, you must set up the options for:

- Accounts Receivable (MENU XAFILE)
- Order Entry (MENU XAFILE)
- Inventory Accounting (MENU XAFILE)
- Sales Analysis (MENU XAFILE)
- Fiscal Calendar (MENU SAFILE)
- G/L Transfer Options (MENU GLXFER)

Also, if using other modules, you must set up those options as well.

Company name options are defined through Company Name Maintenance on the Cross Application - File Maintenance Menu (MENU XAFILE).

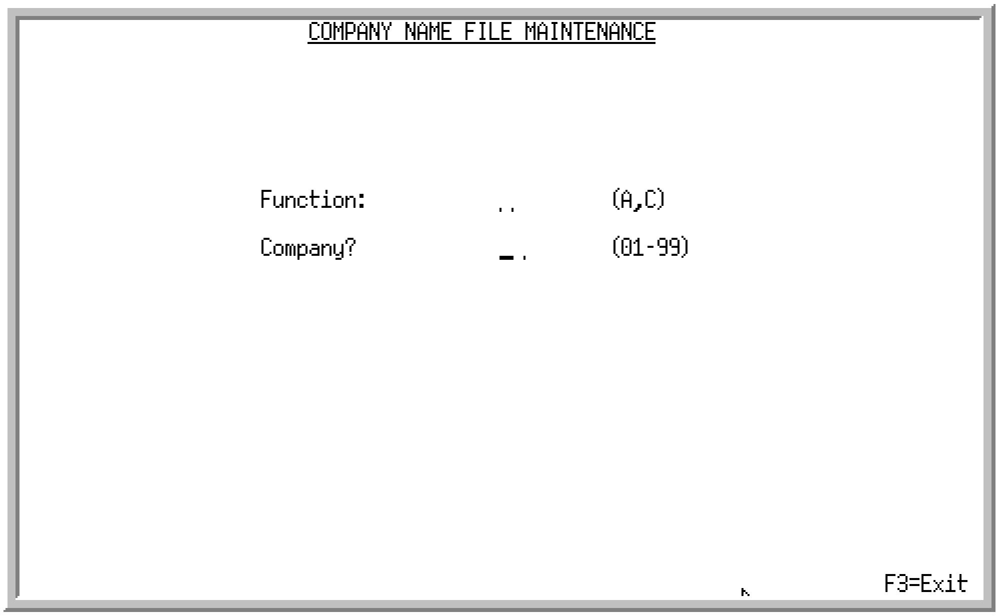
NOTE: The company address information will be used to populate the Business Information Service (BIS), if there is no warehouse information available for MyDay. Therefore, if you also have MyDay, you will need to complete the company address information on the Company Name File Maintenance 2 Screen (p. 13-18).

Company Name Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Company Name File Maintenance Selection Screen	Use to add a new company or change an existing company's options.
Company Name File Maintenance Screen	Use to add or change company options.
Company Name File Maintenance 2 Screen	Use to complete the address, telephone and email information for the company.

Company Name File Maintenance Selection Screen



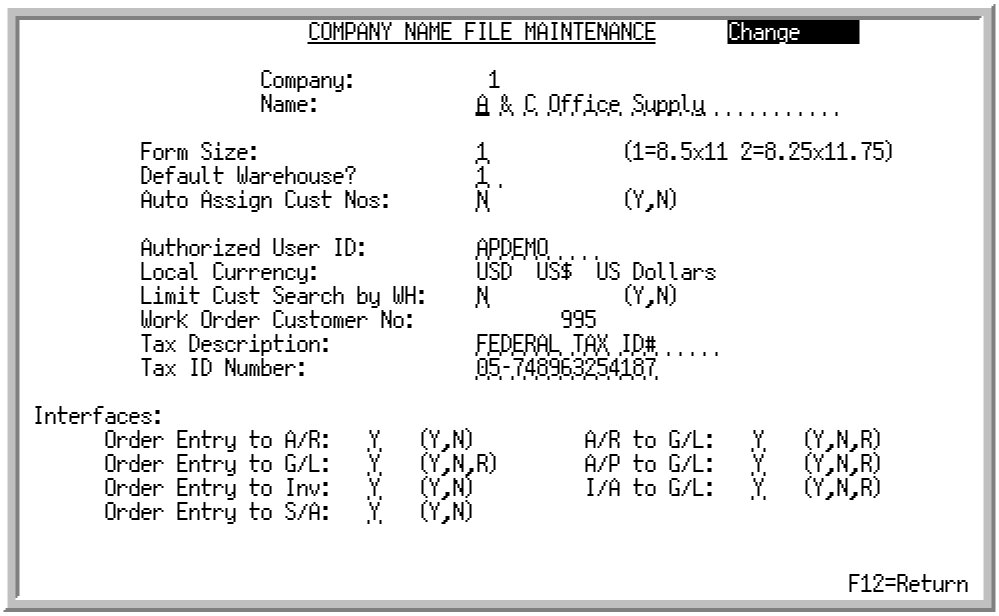
```
COMPANY NAME FILE MAINTENANCE

Function:          ..        (A,C)
Company?           _.        (01-99)

                                         F3=Exit
```

This screen displays after selecting option 2 - Company Name Maintenance from MENU XAFILE. Use this screen to add a new company or change an existing company's options.

Company Name File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new company. Key C to change an existing company's options. (A 1) Required
Company	Use this field to select the company you are adding or the company whose options you are changing. Key the desired company number. (N 2,0) Required
F3=Exit	Press F3=Exit to cancel this option and return to the menu.
Enter	Press Enter to confirm your selections. The Company Name File Maintenance Screen (p. 13-4) will display.

Company Name File Maintenance Screen



```
                     COMPANY NAME FILE MAINTENANCE      Change

                  Company:          1
                  Name:            A & C Office Supply...........

         Form Size:                1           (1=8.5x11 2=8.25x11.75)
         Default Warehouse?        1 .
         Auto Assign Cust Nos:     N           (Y,N)

         Authorized User ID:       APDEMO....
         Local Currency:           USD  US$  US Dollars
         Limit Cust Search by WH:  N           (Y,N)
         Work Order Customer No:         995
         Tax Description:          FEDERAL TAX ID#.....
         Tax ID Number:            05-748963254187

 Interfaces:
      Order Entry to A/R:   Y   (Y,N)          A/R to G/L:   Y   (Y,N,R)
      Order Entry to G/L:   Y   (Y,N,R)        A/P to G/L:   Y   (Y,N,R)
      Order Entry to Inv:   Y   (Y,N)          I/A to G/L:   Y   (Y,N,R)
      Order Entry to S/A:   Y   (Y,N)


                                                            F12=Return
```

This screen displays after pressing ENTER on the Company Name File Maintenance Selection Screen (p. 13-3). Use this screen to add or change company options.

Company Name File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company	The company selected on the previous screen that you are adding or changing. Display
Name	Use this field to enter (or change) the name of the company. Up to 30 characters may be keyed for the company name. This name will appear on reports and inquiries throughout the modules. (A 30) Required
Form Size	This field will display only if the **Form Type** field is set to 2 through System Options Maintenance (MENU XAFILE). Use this field to select a paper size for printing documents. Key 1 to print documents on 8.5 x 11 paper. Key 2 to print documents on 8.25 x 11.75 (A4) paper. *Default Value:* 1 (A 1) Required

Company Name File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Default Warehouse	Use this field to select the default warehouse for this company. Key the warehouse that will be most commonly used for this company. This warehouse (based on user security) will be the default on prompt screens for item and sales analysis inquiries for this company. It will not, however, be used as the default on the Order Entry Header Screen for new orders. Instead, the default warehouse set up for a customer will be used. On the Customer/Ship-To Search - Customer Search Screen and the Customer/Ship-To Search - Ship-To Search Screen, this warehouse will be used as the default for limiting searches if security is not active, or if the user's default company differs from the company displayed on the search screen. *Valid Values:* A warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) (A 2) Optional

Company Name File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Auto Assign Cust Nos	When adding new customers, this field determines if the customer number will be required or if the system will automatically assign the next available number. Allowing the system to automatically assign customer numbers is useful since you do not have to determine the number when adding customers. Customer numbers are often not required since: • Customer searches throughout Distribution A+ enable you to find customers by name without knowing their number. • Reports throughout Distribution A+ are printed in **Sort Word** order instead of customer order. The **Sort Word** is a 10 character field unique to each customer. For example, the **Sort Word** for the ABC Company may be “ABC.” It will print with other “A” companies on reports regardless of its customer number. You should manually assign customer numbers if you print reports for ranges of customer numbers. For example, you may want to print the Aged Trial Balance (depicted in the Accounts Receivable User Guide) for only those customers in the range of 1000 through 1999. Remember, it may not be necessary to use customer number ranges on reports because other ranges (such as customer class and sub-class) will be available. Key Y to have the system automatically assign customer numbers when adding new customers. Key N if you want to manually assign customer numbers when adding new customers. NOTE: When manually assigning customer numbers, be sure never to use 9999999999 as it is reserved for use by Distribution A+. *Default Value:* Y *Valid Values:* Y, N (A 1) Required

Company Name File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Authorized User ID	Use this field to indicate the authorized user ID for this company. The value that you enter here can be a single user or a user group. This user/group is the only one allowed to access this option (from this point forward) for this company. All other users will be denied access. NOTE: If you enter a user group, the user group must contain a valid System i user ID. Any user ID in the group will be able to maintain this company through this option, if the user is given security access to Company Name Maintenance through Application Authority Maintenance (MENU XASCTY). *Default Value:* The Master User defined through System Options Maintenance (MENU XAFILE) *Valid Values:* Any System i user profile OR a user group that has a System i profile (A 10) Required
Local Currency	This field will only appear if International Currency is installed and live. This field indicates the type of currency used for this company’s financial records, as specified in International Currency Options Maintenance (MENU ICFILE). The currency code is the local currency for this company and is accompanied by the currency symbol and description. Display

Company Name File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Limit Cust Search by WH	Use this field to specify whether or not you want customer searches to be limited to the user's default warehouse. Accept the default of N if you want customer searches to display all customers for the selected company. Key Y if you want customer searches limited to only those customers who were assigned the default warehouse number through Customer/Ship-to Master Maintenance (MENU ARFILE). If user security is active, the system will look at the company you are working with and determine if this is the same company as the user's default company [defined through User Maintenance (MENU XASCTY)]. If the company matches the user's default company, the user's default warehouse (also defined through User Maintenance) will be used. If a match is not found, the **Default Warehouse** for the company, as defined on this screen, will be used. If user security is NOT active, the **Default Warehouse** for the company, as defined on this screen, will be used. All customers/ship-to's assigned the selected warehouse through Customer/Ship-to Master Maintenance (MENU ARFILE) will be displayed in the search. You will have the option to change the warehouse, if desired, to show customers/ship-to's defined with a different warehouse. *Default Value:* N (A 1) Required

Company Name File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Work Order Customer No	This field displays only if the Value Added Services module is installed on your system. NOTE: The customer number you key in this field is the customer number you are selecting to be used internally as your “work order” processing customer. This customer number cannot have any activity associated with it, and once keyed in this field you will not be able to change this number (when you enter a work order, it automatically uses the customer number you define in this field). Therefore, be sure that the customer you key in this field is the one that you want used for your work orders. To avoid any confusion, it is suggested that you create a work order specific customer in the Customer Master File and use this customer solely for the purpose of work order processing. NOTE: Additionally, one work order customer number must be defined for each company used in Distribution A+. The customer that you key in this field will be used as the default customer in Value Added Services when entering a work order. This customer is used for internal tracking purposes only and will not be visible when entering a work order. Key the appropriate work order customer number. You will not be able to enter a work order until a work order customer number has been setup in this field. *Valid Values:* A valid customer number defined in the Customer Master File that does not have any open sales orders or invoices, or any sales orders or invoices in history (i.e., no activity can exist for this customer number). (N 10,0) Required
Tax Description	This field appears only if the **Use GST/PST Taxing** field is set to Y through System Options Maintenance (MENU XAFILE). Key the description of the tax ID number for this company. This description will print on all invoices for orders with a GST or PST tax body. (A 20) Required
Tax ID Number	This field appears only if the **Use GST/PST Taxing** field is set to Y through System Options Maintenance (MENU XAFILE). Key the tax ID number for this company. This ID number will print on all invoices for orders with a GST or PST tax body. (A 15) Required

Company Name File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Order Entry to A/R	This field is used to specify if invoices from Order Entry will be passed to Accounts Receivable during Day-End Processing (MENU XAMAST). Key Y if you want invoiced orders for this company posted to Accounts Receivable during Day-End Processing. Key N to prevent the posting of any invoiced orders to Accounts Receivable during Day-End Processing. NOTE: The Payment Type must be set up with **Update A/R** as Y in order for an invoice with that payment type to post to Accounts Receivable. See Payment Types Maintenance (MENU OEFILE). *Default Value:* Y (A 1) Required
Order Entry to G/L	Use this field to specify if sales journal (SJ) type transactions will update General Ledger for invoices that are posted during Day-End Processing (MENU XAMAST). Refer to the **A/R to G/L** field description for details about sales journal type transactions updating General Ledger due to invoices that are posted through Invoice Post (MENU ARMAIN). Based on your selection in this field, two reports may be generated for invoices posted through Day-End Processing: • G/L Transaction Post Journal • G/L Transaction Report (OE685Z) Refer to Day-End Processing for a description of a these reports. Key Y if you want G/L to be updated when invoices are posted through Day-End Processing. A G/L Transaction Post Journal will print if all transactions are successfully posted. If debits and credits are not equal for the transactions, an out-of-balance group will be created and a G/L Transaction Post Report will print indicating the group ID. Key N if you do not want G/L to be updated when invoices are posted through Day-End Processing. A G/L Transaction Post Journal will not print for order entry transactions, however, a G/L Transaction Post Journal may still print during Day-End Processing for inventory transactions. A G/L Transaction Post Report will not print. Key R if you do not want to update G/L when invoices are posted through Day-End Processing, but you do want the G/L Transaction Post Report to print for invoices posted during Day-End Processing. You can use the data on the report to manually enter and post the transactions. *Default Value:* Y (A 1) Required

Company Name File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Order Entry to Inv	This field is used to specify if Inventory Accounting is to be updated during Day-End Processing (MENU XAMAST). Key Y to allocate and reduce inventory from invoices. Drop-shipped items and non-inventory items will not be affected. Key N to prevent the update of on-hand quantities during Day-End Processing. *Default Value:* Y *Valid Values:* Y, N (A 1) Required
Order Entry to S/A	This field allows you to specify if Sales Analysis is to be updated during Day-End Processing (MENU XAMAST). Key Y if during Day-End Processing you want sales data updated for all invoiced orders pertaining to this company. This is required if you are using the Inventory Management & Planning module. Key N to prevent the update of Sales Analysis during Day-End Processing. Data will not be available for sales analysis inquiries and reports. *Default Value:* Y *Valid Values:* Y, N (A 1) Required

Company Name File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
A/R to G/L	Use this field to determine if G/L will be updated when any of the following are posted through Accounts Receivable: • Cash receipts through Cash & Adjustment Post (MENU ARMAIN). • Invoices through Invoice Post (MENU ARMAIN). NOTE: For invoices posted through Day-End Processing (MENU XAMAST), refer to the **Order Entry to G/L** field. • Bank transactions (withdrawals, deposits, transfers) through Post Bank Acct Trn (MENU ARMAIN or MENU APMAIN). NOTE: If this **A/R to G/L** interface is not activated but the **A/P to G/L** interface is activated, bank transactions will still be posted and G/L still updated whether you use MENU ARMAIN or MENU APMAIN. Key Y if you want to update G/L when: • Posting cash receipt journal type transactions through Cash & Adjustment Post (MENU ARMAIN). • Posting sales journal type transactions through Invoice Post (MENU ARMAIN). • Posting bank transactions (miscellaneous cash transactions) through Post Bank Acct Trn (MENU ARMAIN or MENU APMAIN). NOTE: If either one of the **A/P to G/L** or **A/R to G/L** interface fields is Y, postings and report generation will occur regardless of what is keyed in the other field. For each activity, a G/L Transaction Post Journal will print upon the completion of the post job. The journal will indicate either cash receipt journal type transactions (CR), sales journal type transactions (SJ), or miscellaneous cash transactions (CJ), depending on the posting option. Refer to this journal as explained in Day-End Processing (MENU XAMAST). If debits and credits are not equal for the transactions, an out-of-balance group will be created and a G/L Transaction Post Report will print indicating the group ID. Refer to the posting option for a description of the report specific to the option.

Company Name File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
A/R to G/L Continued	Key N if you do not want to update G/L for the following options. Neither a G/L Transaction Post Journal nor a G/L Transaction Post Report will print. • Posting cash receipt journal type transactions through Cash & Adjustment Post (MENU ARMAIN). • Posting sales journal type transactions through Invoice Post (MENU ARMAIN). NOTE: If either one of the **A/P to G/L** or **A/R to G/L** interface fields is Y, postings and report generation for bank transactions (miscellaneous cash journal type transactions) will occur when posting through Post Bank Acct Trn (MENU ARMAIN or MENU APMAIN), regardless of what is keyed in the other field. Also note, even if this field is N and the **A/P to G/L** interface field is N, posting these transactions will always result in a G/L Transaction Post Journal (the G/L updates will not occur; just the journal will be generated). Key R if you do not want to update G/L for the following activities, but you do want the G/L Transaction Post Report to print. You can use the data on the report to manually enter and post the transactions. • Posting cash receipt journal type transactions (CR) through Cash & Adjustment Post (MENU ARMAIN). • Posting sales journal type transactions (SJ) through Invoice Post (MENU ARMAIN). • Posting bank transactions (miscellaneous cash transactions) through Post Bank Acct Trn (MENU ARMAIN or MENU APMAIN). NOTE: If either one of the **A/P to G/L** or **A/R to G/L** interface fields is Y, postings and report generation will occur regardless of what is keyed in the other field. Also, if an N or an R is keyed in either one of these fields, a G/L Transaction Post Report indicating miscellaneous cash journal type transactions (CJ) will print when posting bank transactions through Post Bank Acct Trn (MENU ARMAIN or MENU APMAIN). G/L will not be updated; only the report will print. *Default Value:* Y (A 1) Required

Company Name File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
A/P to G/L	Use this field to determine if G/L will be updated when any of the following postings occur in A/P: • Vouchers through Post Vouchers (MENU APMAIN). NOTE: All Vouchers create purchase journal (PJ) type transactions; additionally, pre-paid invoices result in cash disbursement (CD) journal type transactions. • Checks (record) through Record Check Numbers (MENU APCHCK). • Manual checks through Post Manual Checks (MENU APCHCK). • Check reversals are posted through Post Check Reversals (MENU APCHCK). • Bank transactions (withdrawals, deposits, transfers) through Post Bank Acct Trn (MENU ARMAIN or MENU APMAIN). NOTE: If this **A/P to G/L** interface is not activated but the **A/R to G/L** interface is activated, bank transactions will still be posted and G/L still updated whether you use MENU ARMAIN or MENU APMAIN. Key Y to update G/L when: • Posting purchase journal type transactions (for vouchers) and cash disbursement type transactions (for vouchers with pre-paid invoices) through Post Vouchers (MENU APMAIN). • Posting cash disbursement type transactions through Record Check Numbers (MENU APCHCK), Post Manual Checks (MENU APCHCK), and Post Check Reversals (MENU APCHCK). • Posting bank transactions (miscellaneous cash type transactions) through Post Bank Acct Trn (MENU ARMAIN or MENU APMAIN).

Company Name File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
A/P to G/L Continued	NOTE: If either one of the **A/P to G/L** or **A/R to G/L** interface fields is Y, postings and report generation will occur regardless of what is keyed in the other field. For each activity, a G/L Transaction Post Journal will print upon the completion of the post job. The journal will indicate either purchase journal type transactions (PJ), cash disbursement journal type transactions (CD), or miscellaneous cash transactions (CJ), depending on the posting option. Refer to this journal as explained in Day-End Processing (MENU XAMAST). If debits and credits are not equal for the transactions, an out-of-balance group will be created and a G/L Transaction Post Report will print indicating the group ID for transactions created through: • Post Vouchers (MENU APMAIN) • Post Bank Acct Trn (MENU ARMAIN or MENU APMAIN) Refer to the posting option for a description of the report specific to the option. Key N if you do not want to update G/L for the following activities. Neither a G/L Transaction Post Journal nor a G/L Transaction Post Report will print. • Posting purchase journal type transactions (for vouchers without pre-paid invoices) and cash disbursement type transactions (for vouchers with pre-paid invoices) through Post Vouchers (MENU APMAIN). • Posting cash disbursement type transactions through Record Check Numbers (MENU APCHCK), Post Manual Checks (MENU APCHCK), and Post Check Reversals (MENU APCHCK). NOTE: If either one of the **A/R to G/L** or **A/P to G/L** interface fields is Y, postings and report generation for bank transactions (miscellaneous cash journal type transactions) will occur when posting through Post Bank Acct Trn (MENU ARMAIN or MENU APMAIN), regardless of what is keyed in the other field. Also note, even if this field is N and the **A/R to G/L** interface field is N, posting these transactions will always result in a G/L Transaction Post Journal (the G/L updates will not occur; just the journal will be generated).

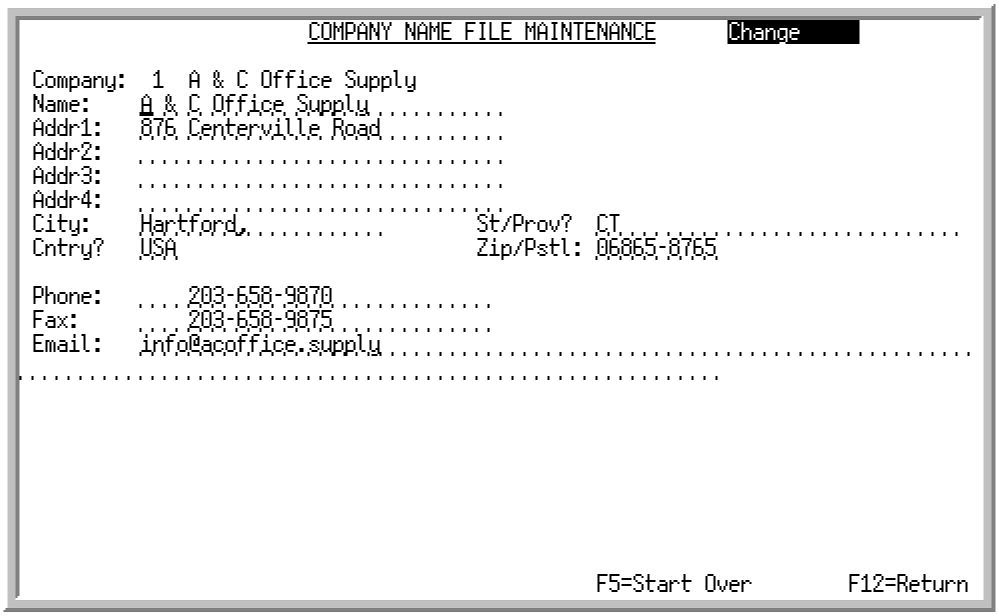
Company Name File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
A/P to G/L Continued	Key R if you do not want to update G/L for the following activities, but you do want the G/L Transaction Post Report to print. You can use the data on the report to manually enter/post the transactions. • Posting cash receipt journal type transactions (CR) through Cash & Adjustment Post (MENU ARMAIN). • Posting sales journal type transactions (SJ) through Invoice Post (MENU ARMAIN). • Posting bank transactions (miscellaneous cash transactions) through Post Bank Acct Trn (MENU ARMAIN or MENU APMAIN). NOTE: If either one of the **A/R to G/L** or **A/P to G/L** interface fields is Y, postings and report generation will occur regardless of what is keyed in the other field. Also, if an N or an R is keyed in either one of these fields, a G/L Transaction Post Report indicating miscellaneous cash journal type transactions (CJ) will print when posting bank transactions through Post Bank Acct Trn (MENU ARMAIN or MENU APMAIN). G/L will not be updated; only the report will print. *Default Value:* Y (A 1) Required

Company Name File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
I/A to G/L	Use this field to determine if G/L will be updated with inventory journal type postings during Day-End Processing (MENU XAMAST), or on demand through Post IA Transactions to G/L (MENU IAMAST). The inventory postings will be stored, until either one of these options is run, in a work file each time a posting occurs which affects inventory (except sales). For example, inventory transactions through Process Transactions (MENU IAMAIN), or inventory receipts through PO Receipts Register (MENU POMAIN) or Warehouse Management (MENU WMMAIN). Depending on your entry in this field, two reports may be generated: • G/L Transaction Post Journal (p. 32-42). • G/L Transaction Post Report (IA685Z) (Refer to Post I/A Transactions to G/L (MENU IAMAST) for a description of this report.) Key Y to update G/L for inventory transactions. A G/L Transaction Post Journal will print, indicating all the inventory journal type transactions posted successfully. If debits and credits are not equal for the transactions, an out-of-balance group will be created and a G/L Transaction Post Report will print indicating the group ID. Key N to prevent the updating of G/L for inventory transactions. The G/L Transaction Post Journal will not print for inventory transactions, however, a G/L Transaction Post Journal may still print at Day-End Processing for order entry transactions. A G/L Transaction Post Report will not print. Key R if you do not want to update G/L for inventory transactions, but you do want the G/L Transaction Post Report to print for inventory transactions posted during Day-End Processing (MENU XAMAST) or Post I/A Transactions to G/L (MENU IAMAST). You can use the data on the report to manually enter and post the transactions. *Default Value:* Y (A 1) Required
F12=Return	Press F12=RETURN to return to the Company Name File Maintenance Selection Screen (p. 13-3) without saving any changes.
Enter	Press ENTER to confirm your selections. The Company Name File Maintenance 2 Screen (p. 13-18) will display.

Company Name File Maintenance 2 Screen



```
                         COMPANY NAME FILE MAINTENANCE      Change

 Company:  1  A & C Office Supply
 Name:     A & C Office Supply..........
 Addr1:    876 Centerville Road.........
 Addr2:    .............................
 Addr3:    .............................
 Addr4:    .............................
 City:     Hartford,...........       St/Prov?  CT..........................
 Cntry?    USA                        Zip/Pstl: 06865-8765

 Phone:    ....203-658-9870............
 Fax:      ....203-658-9875............
 Email:    info@acoffice.supply.............................................
.......................................................








                                              F5=Start Over        F12=Return
```

This screen displays after pressing ENTER on the Company Name File Maintenance Screen (p. 13-4). Use this screen to add or maintain company address and telephone information.

The company address information will be used to populate the Business Information Service (BIS), if there is no warehouse information available for MyDay. Therefore, if you also have MyDay, you will need to complete the company address information.

Company Name File Maintenance 2 Screen Fields and Function Keys

Field/Function Key	Description
Company	The company number and name selected on the previous screen that you are adding or changing. This original company name field will be used internally throughout Distribution A+. Display
Name	Use this field to enter the company name you may want to use for your customer facing documents or the Accounting Entity used in MyDay. Key the company name or accept the default. *Default Value:* The company name you entered on the Company Name File Maintenance Screen (p. 13-4). (A 30) Required

Company Name File Maintenance 2 Screen Fields and Function Keys

Field/Function Key	Description
Addr1 - 4	Use these fields to enter the address lines of the company’s address. Key the company’s street address, post office box number, or other address information except for the city, state/province, country, and zip/postal code which are specified in fields below. (4 @ A 30) Optional
City	Use this field to enter the city of the company. Key the company’s city. (A 20 / A 2 / A 10) Required
St/Prov	Use this field to enter the state or province of the company. Key the company’s state or province. *Valid Values:* A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if **Validate State/Province** is Y in Systems Options Maintenance (MENU XAFILE). (A 30) Optional
Cntry	Use this field to enter the country code of the company. Key the country code for the company address. *Valid Values:* A country code defined through Country Names Maintenance (MENU ARFIL2). (A 3) Optional
Zip/Pstl	Use this field to enter the zip or postal code of the company. Key the company’s zip or postal code. (A 10) Optional
Phone	Use this field to enter the telephone number of the company. Key the company’s telephone number. (N 10,0) Optional
Phone	Use this field to enter the telephone number of the company. Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is Y in Systems Options Maintenance (MENU XAFILE). The phone number includes a 3-character country access code followed by the area code and telephone number. For example: 011 (781) 555-1212 For more information, refer to Phone and Fax Number Delimiters in the Cross Applications User Guide. In the **Ext** field, key the telephone extension of the contact person. Key the company’s telephone number. *Valid Values:* Numerals and the following symbols: - ( ) . / (N 3,0 / N 20,0 / N 4,0) Optional

Company Name File Maintenance 2 Screen Fields and Function Keys

Field/Function Key	Description
Fax	Use this field to enter the fax telephone number of the company. Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is Y in Systems Options Maintenance (MENU XAFILE). The fax telephone number includes a 3-character country access code followed by the area code and telephone number. For example: 011 (781) 555-1212 For more information, refer to Phone and Fax Number Delimiters in the Cross Applications User Guide. In the **Ext** field, key the telephone extension of the contact person. Key the company's fax telephone number. *Valid Values:* Numerals and the following symbols: - ( ) . / (N 3,0 / N 20,0 / N 4,0) Optional
Email	Use this field to provide a default e-mail address for this company. Key an e-mail address or a distribution group code. *Valid Values:* Any operational e-mail address or any distribution group code defined through Distribution Groups Maintenance (MENU MSFILE) and assigned e-mail addresses through Distribution Group Assignments Maintenance (MENU MSFILE). (A 128) Required/Blank
F5=Start Over	Press F5=START OVER to cancel the addition / changes. The Company Name File Maintenance Selection Screen (p. 13-3) will display.
F12=Return	Press F12=RETURN to return to the previous screen. The Company Name File Maintenance Screen (p. 13-4) will display.
Enter	Press ENTER to confirm your selections. The Company Name File Maintenance Selection Screen (p. 13-3) will display.

CHAPTER 14

Accounts Receivable Options Maintenance/Listing

14

Use this option to set up defaults and select optional features for the Accounts Receivable module. You must run this option during the initial setup of our product and after adding a new company through Company Name Maintenance (MENU XAFILE).

Additionally, you may use this option to establish bank accounts for use within Accounts Receivable and/or Accounts Payable.

NOTE: Depending on the modules you have installed, you may define and maintain bank accounts using other options.

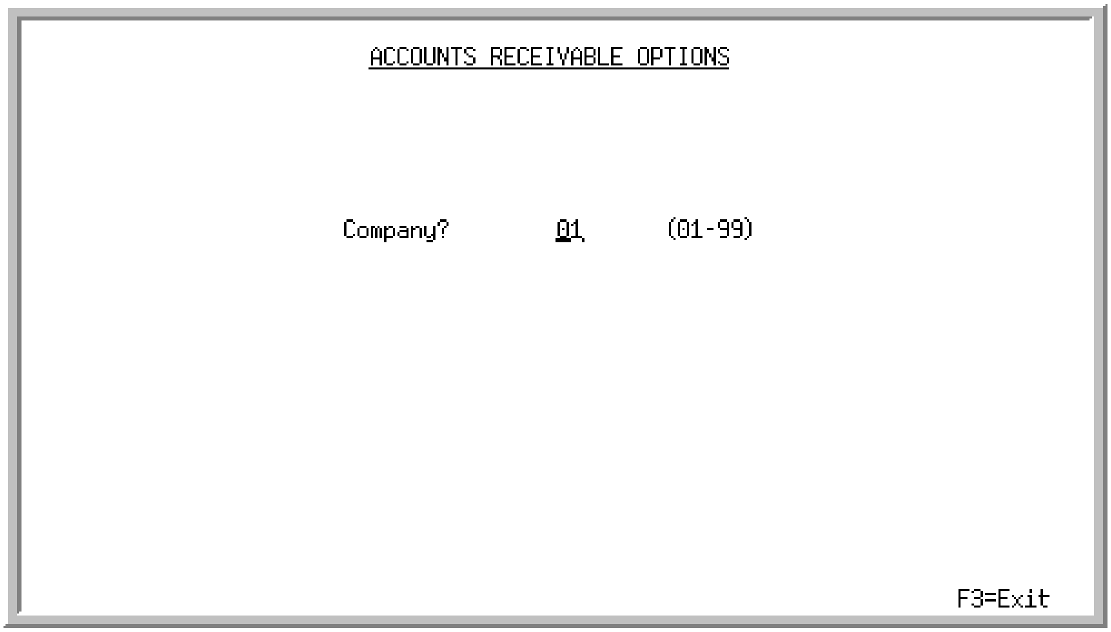
Accounts Receivable options are defined through Accounts Receivable Options Maintenance on the Cross Application - File Maintenance Menu (MENU XAFILE).

Accounts Receivable Options Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	**Purpose**
Accounts Receivable Options Company Selection Screen	Use to add A/R options for a new company, or change A/R options for an existing company.
Accounts Receivable Options Screen	Use to add or change A/R options for this company and to add or maintain bank accounts for use within the applications.

Accounts Receivable Options Company Selection Screen



ACCOUNTS RECEIVABLE OPTIONS

Company? 01 (01-99)

F3=Exit

This screen displays after selecting option 4 - Accounts Receivable Options Maintenance from MENU XAFILE. Use this screen to add A/R options for a new company, or change A/R options for an existing company.

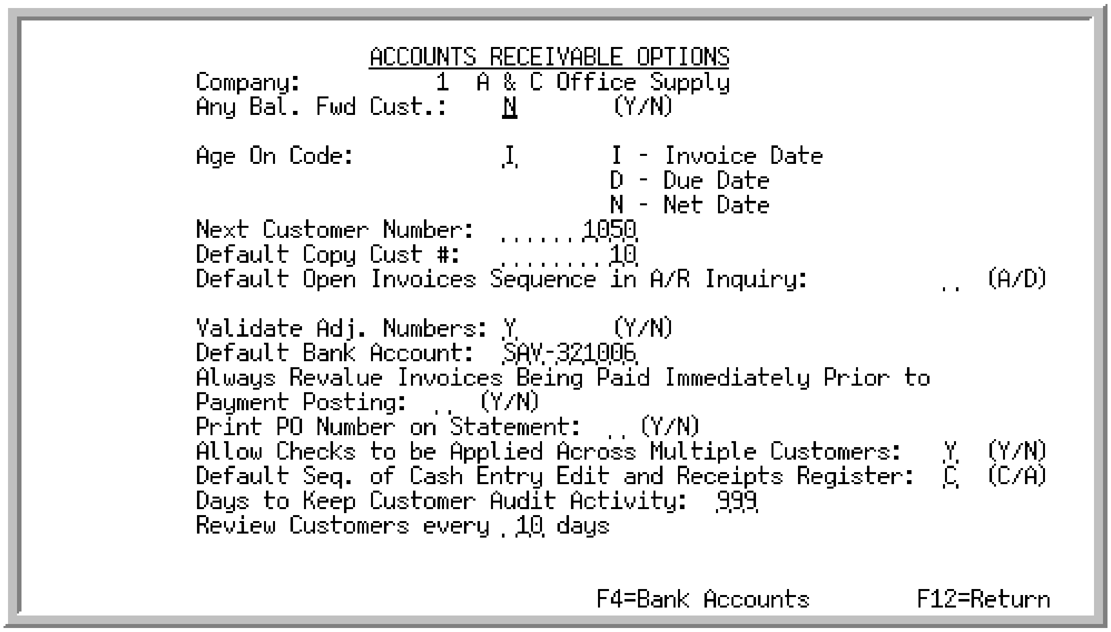
Accounts Receivable Options Company Selection Screen Fields and Function Keys

Field/Function Keys	Description
Company	Use this field to select the company number for which A/R options will be added or changed. Key the number of the company whose A/R options you want to add or change. NOTE: If in System Options Maintenance (MENU XAFILE) you selected N for **Multiple Companies**, company 01 will display in this field. If you selected Y, the default value that you defined will display. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

Accounts Receivable Options Company Selection Screen Fields and Function Keys

Field/Function Keys	Description
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selection. The Accounts Receivable Options Screen (p. 14-4) will display.

Accounts Receivable Options Screen



```
                 ACCOUNTS RECEIVABLE OPTIONS
Company:          1  A & C Office Supply
Any Bal. Fwd Cust.:    N       (Y/N)

Age On Code:           I       I - Invoice Date
                               D - Due Date
                               N - Net Date
Next Customer Number:  ......1050
Default Copy Cust #:   ........10
Default Open Invoices Sequence in A/R Inquiry:         ..  (A/D)

Validate Adj. Numbers: Y       (Y/N)
Default Bank Account:  SAV-321006
Always Revalue Invoices Being Paid Immediately Prior to
Payment Posting:  ..  (Y/N)
Print PO Number on Statement:  ..  (Y/N)
Allow Checks to be Applied Across Multiple Customers:   Y  (Y/N)
Default Seq. of Cash Entry Edit and Receipts Register:  C  (C/A)
Days to Keep Customer Audit Activity:  999
Review Customers every .10 days

                              F4=Bank Accounts       F12=Return
```

This screen appears after you press ENTER on the Accounts Receivable Options Company Selection Screen (p. 14-2). Use this screen to add or change A/R options for this company and to add or maintain bank accounts for use within the applications.

Accounts Receivable Options Screen Fields and Function Keys

Field/Function Keys	Description
Company	The company number for which A/R options will be added or changed that was selected on the Accounts Receivable Options Company Selection Screen (p. 14-2). Display

Accounts Receivable Options Screen Fields and Function Keys

Field/Function Keys	Description
Any Bal. Fwd Cust.	Use this field to specify if there are any balance forward customers. Aging of open invoices for a customer may be performed in two different ways depending on if the customer is defined as a balance forward customer or open item customer. A balance forward customer will not keep invoice detail after Month End Processing (MENU SAMAST) has been run. The month end will summarize invoice balances on 4 detail records - one for each aging period. Payments are then applied against the invoice for the aging period instead of the invoice number sent to the customer. An open item customer will keep invoice detail in each of the four aging periods. Key Y if you have balance forward customers. Key N if you do not have any balance forward customers. The system will not allow an entry of B in the **Bf/Opn Itm** field (which defines the customer as a balance forward or open item customer) on the Customer Maintenance Screen 1 during Customer/Ship to Master Maintenance (MENU ARFILE). *Default Value:* N (A 1) Required
Age On Code	This field reflects how the daily aging program will age outstanding invoices. The following options are available: • I - Invoice Date: The invoice will be aged based on the date the invoice was processed (this date may be overridden during order entry). • D - Due Date: The invoice will be aged based on the cash discount date established in the Terms Code. For example, if an invoice is processed on September 15 and the terms are 2% 10 days net 30, the Aging program will use the aging date of September 25. • N - Net Date: The invoice will be aged based on the Terms Code net date. For example, if the invoice is processed on September 15 and the Terms Code are 2% 10 days net 30, the Aging program will use the aging date of October 15. NOTE: This option can be changed at any time during the month, but it will not change any aging that has already occurred through Day-End Processing (MENU XAMAST). Also, this option can be overridden by setting **Age on Prox EOM Date** set to Y on A/R Terms Codes (MENU ARFILE) for any terms code that uses Prox terms. This will cause the Prox EOM date to be used as the aging date. *Default Value:* I *Valid Values:* I, D or N (A 1) Required

Accounts Receivable Options Screen Fields and Function Keys

Field/Function Keys	Description
Next Customer Number	This field appears only if the **Auto Assign Cust Nos** field is set to Y for the company in Company Name Maintenance (MENU XAFILE). Use this field to specify the next number the system should use when automatically assigning customer numbers. To determine the next customer number to assign, the system will use the number you specify and increment it by one. If that number already exists, the system will continue incrementing to find the next available customer number. If you leave this field blank, the system will use the largest customer number and increment it by one to determine the next customer number. *Default Value:* 0 (A 10) Optional
Default Copy Cust #	Use this field to select the default copy customer number to be used when adding a new customer through Customer/Ship to Master Maintenance (MENU ARFILE). When you access Customer/Ship to Master Maintenance, the customer number you enter in this field will display in the **Copy Customer No** field for this company. All fields will be copied from this customer to the customer you are currently adding with the exception of contact names, phone extensions, customer sort word, and tax ID certificate number. Key the default customer to be used during Customer/Ship to Master Maintenance for this company. Leave this field zero (0) if you do not wish to use this feature. *Default Value:* 0 *Valid Values:* A valid customer number (N 10,0) Optional
Default Open Invoices Sequence in A/R Inquiry	Use this field to determine the default sequence that open invoices will display in when shown during the Customer A/R Inquiry (MENU ARMAIN). Key A if you want the default open invoices sequence in the A/R inquiry to be by ascending invoice numbers. Key D if you want the default open invoices sequence in the A/R inquiry to be by descending invoice dates. *Default Value:* A, if you are adding an A/R company options record *Valid Values:* A, D (A 1) Required

Accounts Receivable Options Screen Fields and Function Keys

Field/Function Keys	Description
Validate Adj. Numbers	Use this field to specify if you want adjustment numbers [entered during Cash & Adjustment Entry/Edit (MENU ARMAIN)] validated. Key Y to have adjustment numbers validated. If Y, only those adjustment numbers set up through Adjustment Numbers Maintenance (MENU ARFIL2) will be allowed, and if a G/L account has been set up for it in the G/L Transfer Definition (MENU GLXFER), it will also be included. Key N if you do not want adjustment numbers validated. If N, any value may be keyed in the **Adjustment Number** field. *Default Value:* N (A 1) Required
Default Bank Account	This field represents the bank account that will be used as the default when performing bank account selection throughout Distribution A+; refer to the Bank Accounts List Screen in Bank Account Maintenance (MENU APFIL2). Key the desired bank account for this company. You are not required to enter a default bank account if you are not using bank accounts in Accounts Receivable. Press F4=BANK ACCOUNTS to display a list of existing bank accounts from which you may select an account to be used as the default. NOTE: In addition to entering a default bank account in this field, you may also enter one in A/P Options Maintenance (MENU APFIL2). The default entered may be different. When performing A/R bank account selection, the default entered in this field will be used. When performing A/P bank account selection, the default entered in A/P Options Maintenance will be used. Therefore, you may set up two different defaults per company. *Valid Values:* An existing bank account previously defined through Bank Account Maintenance (MENU ARFIL2/MENU APFIL2). Bank Account Maintenance can additionally be accessed through this option or A/P Options Maintenance (MENU APFIL2), if Accounts Payable is installed. (A 10) Optional

Accounts Receivable Options Screen Fields and Function Keys

Field/Function Keys	Description
Always Revalue Invoices Being Paid Immediately Prior to Payment Posting	This field only displays when International Currency is installed. Use this field to indicate whether the system will revalue invoices in a payment group when you post the group through Cash and Adjustment Post (MENU ARMAIN). Invoices being paid will be revalued when the current exchange rate is different than the exchange rate for the invoices. The current exchange rate will be used to revalue the open receivables. Invoices revalued during the payment posting process will be shown in the Customer A/R Inquiry (MENU ARMAIN) with a ****PYRV**** adjustment number. Key Y to revalue invoices being paid before posting payments against the invoices. Invoices with an override rate will not be revalued. Key N to post invoice payments without revaluing the invoices being paid. The way you set this revaluation option may have a great impact on how your invoice payments are processed. To understand how this option affects the processing of your customers' invoices, consider the following example: Assume that you have an invoice for 1040 AUD, worth 520.00 USD at the last revaluation, and that the exchange rate has changed since the last revaluation from .5 AUD = 1 USD to .4 AUD = 1 USD. If you set this field to N, when you enter a payment from your customer for the 520.00 USD and you do not run the Revalue Open Receivables option (MENU ICRVAL), the payment will post for 520.00 USD, reducing the local balance to zero. Because the local balance is zero, the system will automatically zero out the trading balance, and the invoice will then be considered paid in full. However, if you set this field set to Y, the invoice will automatically be revalued using the new rate and then the payment will be applied, just as if you had manually run the Revalue Open Receivables option (MENU ICRVAL) before posting the payment. In this example, the valuation of the 1040 AUD invoice changes from 520.00 USD (its equivalent at the .5 rate) to 416.00 USD (its equivalent at today's rate of .4), so that when the 520.00 USD payment is applied, a negative invoice balance of 104.00 USD / 260 AUD (an overpayment) remains. Conversely, if the rate had changed from .5 to .6, then the invoice would have been revalued from 520.00 USD to 624.00 USD before the payment was be applied, resulting in an positive balance of 104.00 USD / 173.33 AUD. In either case, a balance (positive or negative) remains on the invoice. (A 1) Required

Accounts Receivable Options Screen Fields and Function Keys

Field/Function Keys	Description
Print PO Number on Statement	Use to print the customer purchase order number on the statement as a second detail line for each invoice. If no purchase order number exists (i.e. the field is blank), the line will be skipped. The purchase order number is preceeded by the heading text **Cust PO #** . NOTE: For headquarter customers, the control to print or not is based on the value established for the customer number designated as the headquarters account. Values at the subsidiary accounts will be ignored. Key Y to always print the customer purchase order number for all customers. Key N to determine at the customer level if the customer purchase order number will be printed on the statements. *Default Value:* N (A 2) Required
Allow Checks to be Applied Across Multiple Customers	This field determines whether or not editing will be performed, within a single cash application group, to see if duplicate check numbers are being used. This edit will allow the user to optionally apply a single check against more than one customer’s open account receivables. Internal control numbers will be used to link application transactions to specific checks. The editing to be performed is as follows: • If the check number has already been used in the cash application group, and the check amount is exactly the same as was identified for that previous check/transaction, the system will assume that the same check is being used to apply the balance (or portion of the balance) to another customer’s account. Note however, that the user has the opportunity to change the assigned internal control number of an application transaction to “unlink” that transaction from a specific check. • If the check number has already been used in the cash application group, and the check amount is different than what was identified for that previous check/transaction, the user will be prompted to determine if the same check or a different check is being used for this other customer’s account. A Y in this field indicates that this duplicate check number editing within a single cash application group is to occur. An N in this field indicates that this duplicate check number editing within a single cash application group is not to occur. *Default Value:* N (A 1) Required

Accounts Receivable Options Screen Fields and Function Keys

Field/Function Keys	Description
Default Seq. of Cash Entry Edit and Receipts Register	This field determines the default order in which data on the Cash Entry Edit Report and the Cash Receipts Posting Register will print during performing cash entry processes. The default may be overridden by the user at the A/R group level on the End Group Screen. Refer to Cash & Adjustment Entry/ Edit (MENU ARMAIN) as described in the Accounts Receivable User Guide for details. A C in this field indicates that the desired default is for the data to be sequenced by check number. For each check number, data will then be sequenced by customer account number. An A in this field indicates that the desired default is for the data to be sequenced by customer account number. For each account, data will then be sequenced by check number. *Default Value:* C *Valid Values:* C, A (A 1) Required
Days to Keep Customer Audit Activity	Use this field to specify the number of days to retain activity related to customer and ship to information maintained through Customer/Ship to Master Maintenance (MENU ARFILE). Customer/Ship to activity information will be available through the Customer Audit Activity Inquiry (MENU ARMAST) for the number of days specified. Customer/Ship to activity information will be purged during Day-End Processing (MENU XAMAST) if: • this field is left blank • the value keyed in this field is 0 • the customer/ship to activity information has been retained longer than the number of days specified in this field. Key the number of days to keep the customer audit activity. (N 3,0) Optional

Accounts Receivable Options Screen Fields and Function Keys

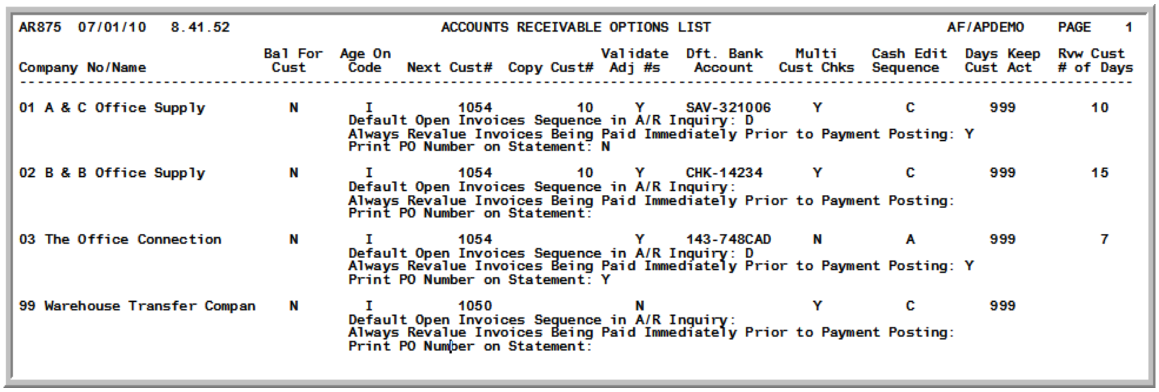
Field/Function Keys	Description
Review Customer every _ days	Use this field to set the number of days after each contact date you wish to review each customer. This field will allow call representatives to view all customers by pre-set review dates through Customer Collections Inquiry (MENU ARMAIN). The net review date for all customers is calculated by the default you set in this field. CALCULATION: Net Review Date = Last Contact Date + Review Customer every ___ days Key the number of days to review each customer by from their last review date. NOTE: This is the system default field and can be overridden for individual customers through Customer Master Maintenance (MENU ARFILE). (N 3,0) Optional
F4=Bank Accounts	Press F4=BANK ACCOUNTS to display a list of existing bank accounts. The Bank Accounts List Screen explained in Bank Accounts Maintenance (MENU APFIL2) will display. If no bank accounts have been defined yet, use the Bank Accounts List Screen to add bank accounts. If bank accounts have already been defined, use the Bank Accounts List Screen to select a bank account to be used as the default bank account. You may also add new bank accounts, whenever desired.
F12=Return	Press F12=RETURN to return to the Accounts Receivable Options Company Selection Screen (p. 14-2) without updating this screen.
Enter	Press ENTER to confirm your selections. The Accounts Receivable Options Company Selection Screen (p. 14-2) will display.

Accounts Receivable Options Listing

Once you have set up your accounts receivable options, you can print a listing of your options through Accounts Receivable Options Listing on the Cross Application File Maintenance Menu (MENU XAFILE).

No selection criteria exists for this menu option. When you select this menu option, the Report Options Screen (p. A-2) appears.

Accounts Receivable Options Listing



```
AR875  07/01/10   8.41.52                         ACCOUNTS RECEIVABLE OPTIONS LIST                            AF/APDEMO    PAGE    1
                             Bal For  Age On                         Validate  Dft. Bank    Multi    Cash Edit  Days Keep  Rvw Cust
Company No/Name               Cust     Code   Next Cust#  Copy Cust#  Adj #s    Account   Cust Chks  Sequence   Cust Act   # of Days
-----------------------------------------------------------------------------------------------------------------------------------

01 A & C Office Supply          N        I          1054          10     Y     SAV-321006     Y          C        999          10
                                       Default Open Invoices Sequence in A/R Inquiry: D
                                       Always Revalue Invoices Being Paid Immediately Prior to Payment Posting: Y
                                       Print PO Number on Statement: N

02 B & B Office Supply          N        I          1054          10     Y     CHK-14234      Y          C        999          15
                                       Default Open Invoices Sequence in A/R Inquiry:
                                       Always Revalue Invoices Being Paid Immediately Prior to Payment Posting:
                                       Print PO Number on Statement:

03 The Office Connection        N        I          1054                 Y     143-748CAD     N          A        999           7
                                       Default Open Invoices Sequence in A/R Inquiry: D
                                       Always Revalue Invoices Being Paid Immediately Prior to Payment Posting: Y
                                       Print PO Number on Statement: Y

99 Warehouse Transfer Compan    N        I          1050                 N                    Y          C        999
                                       Default Open Invoices Sequence in A/R Inquiry:
                                       Always Revalue Invoices Being Paid Immediately Prior to Payment Posting:
                                       Print PO Number on Statement:
```

This listing prints after you press ENTER on the Report Options Screen (p. A-2), which displays after selecting option 14 Accounts Receivable Options Listing from MENU XAFILE.

The options defined through Accounts Receivable Options Maintenance (MENU XAFILE) for all companies are printed.

CHAPTER 15

Order Entry Options Maintenance/ Listing

15

Use this option to set up defaults and select optional features to tailor Order Entry to meet your needs. This option must be performed during the initial setup of Distribution A+ and after adding a new company through Company Name Maintenance (MENU XAFILE).

Order Entry options are defined through Order Entry Options Maintenance on the Cross Application - File Maintenance Menu (MENU XAFILE).

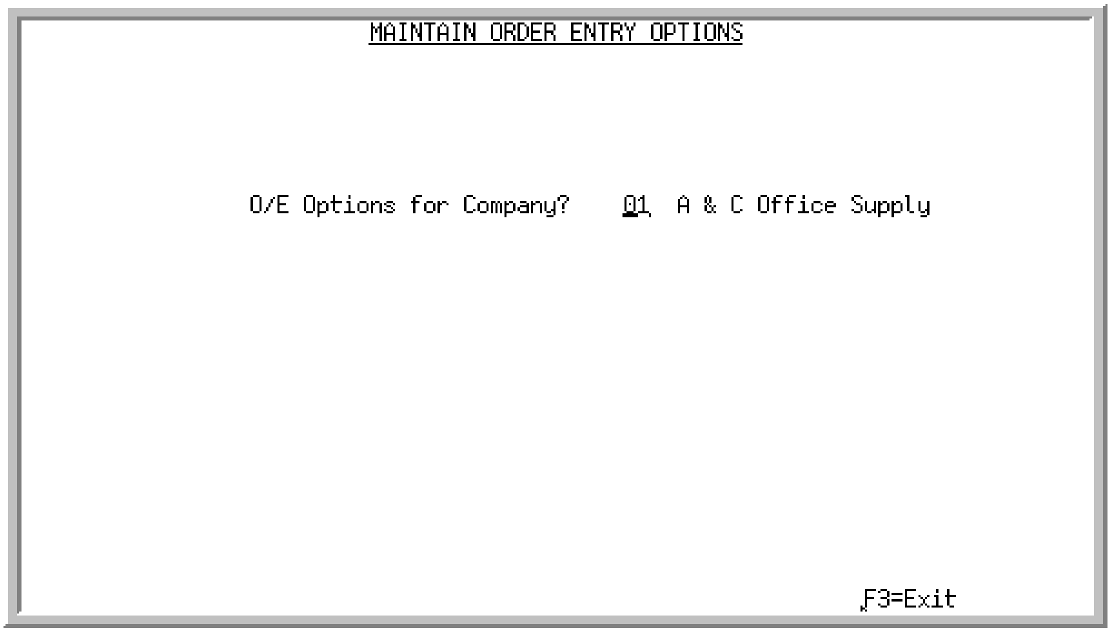
Order Entry Options Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Maintain O/E Options - Company Selection Screen	Use this screen to select the company for which Order Entry options are being added or changed.
Maintain O/E Options - Miscellaneous Settings Screen 1	Use this screen to set up O/E miscellaneous settings for this company.
Maintain O/E Options - Miscellaneous Settings Screen 2	Use this screen to further define O/E miscellaneous settings.
Maintain O/E Options - Miscellaneous Settings Screen 3	Use this screen to further define O/E miscellaneous settings.
Maintain O/E Options - Miscellaneous Settings Screen 4	Use this screen to further define O/E miscellaneous settings.
Maintain O/E Options - Miscellaneous Settings Screen 5	Use this screen to specify freight options, standard pack warning options, and automated order charges.

Title	Purpose
Maintain O/E Options - Miscellaneous Settings Screen 6	Use this screen to specify automated item charges.
Maintain O/E Options - Price Settings Screen 1	Use this screen to set up O/E price settings for this company.
Maintain O/E Options - Contract Price Options Screen	Use this screen to select the contract types that will be used by this company, and to determine if contracts can be created for items on a quote during the Order Release process.
Maintain O/E Options - Price Settings Screen 2	Use this screen to set up additional O/E price settings for this company.
Maintain O/E Options - Default Settings Screen 1	Use this screen to set up O/E default settings such as print options for acknowledgements, Pick Lists, and Invoices for this company.
Maintain O/E Options - Default Settings Screen 2	Use this screen to set up additional O/E default settings such as item printing options for special forms, selections for pricing in order entry for this company.
Maintain O/E Options - Order Priorities Screen	Use this screen to select the order priorities that are to be used with the Automatic Backorder Release (ABR) for this company and to specify whether inventory will be reserved for open orders with backordered line items and a status of Pick List Printed or greater.
Maintain O/E Options - Auto Backorder Release Screen	Use this screen to select the conditions of Automatic Backorder Release (ABR) for this company.
Maintain O/E Options Update Screen	Use this screen to update the O/E Option Record.
Commission Cost Conversion Screen	Use to select conversion options and run the updates to commission costs for open orders and/or order history.
Order Entry Cost Conversion Screen	Use to select conversion options and run the updates to order entry costs for open orders and/or order history.

Maintain O/E Options - Company Selection Screen



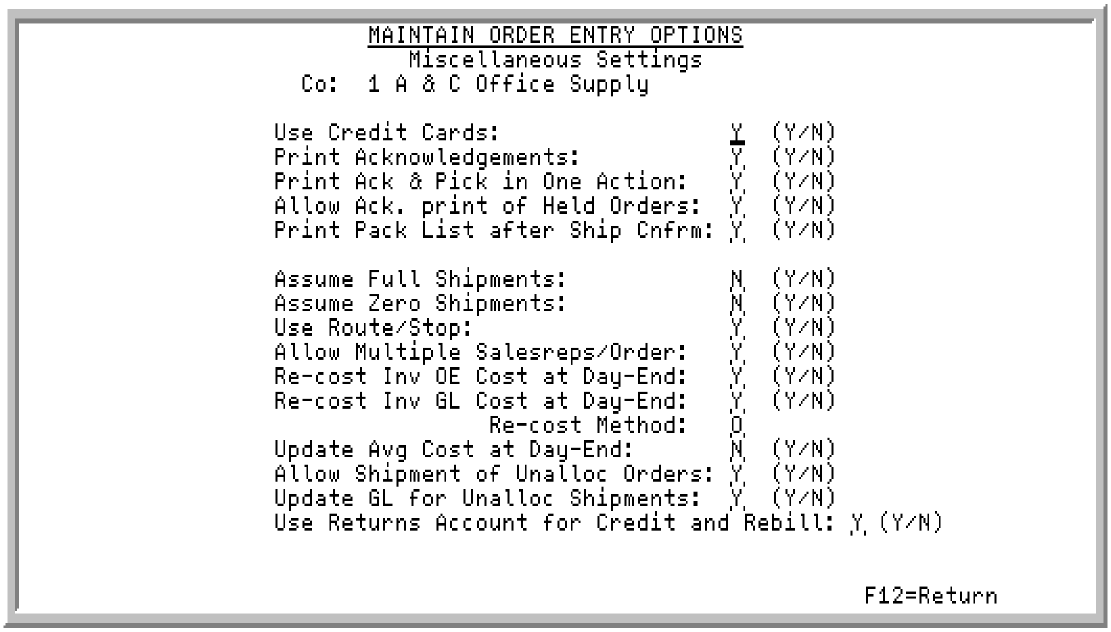
```
MAINTAIN ORDER ENTRY OPTIONS

O/E Options for Company?    01  A & C Office Supply

F3=Exit
```

This screen displays after selecting option 5 - Order Entry Options Maintenance from MENU XAFILE. Use this screen to select the company for which Order Entry options are being added or changed.

Maintain O/E Options - Company Selection Screen Fields and Function Keys

Field/Function Key	**Description**
O/E Options for Company	This field is used to select the company for which O/E options are being added or changed. Key the desired company number. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selection. The Maintain O/E Options - Miscellaneous Settings Screen 1 (p. 15-4) will display.

Maintain O/E Options - Miscellaneous Settings Screen 1



```
                        MAINTAIN ORDER ENTRY OPTIONS
                           Miscellaneous Settings
                  Co:  1 A & C Office Supply

                Use Credit Cards:                 Y  (Y/N)
                Print Acknowledgements:           Y  (Y/N)
                Print Ack & Pick in One Action:   Y  (Y/N)
                Allow Ack. print of Held Orders:  Y  (Y/N)
                Print Pack List after Ship Cnfrm: Y  (Y/N)

                Assume Full Shipments:            N  (Y/N)
                Assume Zero Shipments:            N  (Y/N)
                Use Route/Stop:                   Y  (Y/N)
                Allow Multiple Salesreps/Order:   Y  (Y/N)
                Re-cost Inv OE Cost at Day-End:   Y  (Y/N)
                Re-cost Inv GL Cost at Day-End:   Y  (Y/N)
                                Re-cost Method:   O
                Update Avg Cost at Day-End:       N  (Y/N)
                Allow Shipment of Unalloc Orders: Y  (Y/N)
                Update GL for Unalloc Shipments:  Y  (Y/N)
                Use Returns Account for Credit and Rebill: Y (Y/N)


                                                            F12=Return
```

This screen displays after pressing ENTER on the Maintain O/E Options - Company Selection Screen (p. 15-3).

Use this screen to set up O/E miscellaneous settings for this company.

When FIFO/LIFO is selected as a **Costing Method** to be used in Inventory Accounting Options Maintenance (MENU XAFILE), the **Recost Method** to be selected here is important; review the FIFO and LIFO examples below to see the differences in what will update general ledger.

Examples for Recost Method

There are 3 separate inventory receipts for an item:

- receive 50 CAS @ 6.99123 EA (6 EA / CAS)
- receive 50 EA @ 6.99123 EA
- receive 10 EA @ 8.24123 EA
- producing an ending average cost of $7.02595 EA.

Example: #1 Costing Method: LIFO, Recost Method set to Original (Cost to be Used for GL: Average)

Sell 5 CAS (6 EA / CAS) and run day-end. The Cost Layers will select: 10 EA @ 8.24123 = 82.41230 (layer used completely) and 20 EA @ 6.99123 = 139.82460 (record 20 used of layer). Add the two cost layers for the inventory layer cost $82.41230 + $139.82460 = $222.23690. The G/L shows Inventory relieved for $210.78 ($7.02595 x 30 EA) based on the Recost Method being set to Original (Cost to be Used for GL: Average).

Example: #2 - Costing Method: LIFO, Recost Method set to I

Sell 5 CAS (6 EA / CAS) and run day-end. The Cost Layers will select 10 EA @ 8.24123 = 82.41230 (layer used completely), and 20 EA @ 6.99123 = 139.82460 (record 20 used of layer). Add the two cost layers for the inventory layer cost $82.41230 + $139.82460 = $222.23690. The G/L shows Inventory relieved for $222.24 (combined layer cost) based on the Recost Method being set to I.

Example: #3 - Costing Method: FIFO, Recost Method set to Original (Cost to be Used for GL: Average)

Sell 5 CAS (6 EA / CAS) and run day-end. The Cost Layers will select 30 EA @ 6.99123 = $209.7369 (record 30 used of first layer). The G/L shows Inventory relieved for $210.78 ($7.02595 x 30 EA) based on the Recost Method being set to Original (Cost to be Used for GL: Average).

Example: #4 - Costing Method: FIFO, Recost Method set to I

Sell 5 CAS (6 EA / CAS) and run day-end. The Cost Layers will select 30 EA @ 6.99123 = $209.73690 (record 30 used of first layer). The G/L shows Inventory relieved for $209.74 (average layer cost).

In Summary, the recost method will change the values that are used for posting to General Ledger.

- LIFO-Average: Layer Cost $222.23690 and G/L cost $210.78
- LIFO-Layers: Layer Cost $222.23690 and G/L cost $222.24
- FIFO-Average: Layer Cost $209.73690 and G/L cost $210.78
- FIFO-Layers: Layer Cost $209.73690 and G/L cost $209.74

Maintain O/E Options - Miscellaneous Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Use Credit Cards	Use this field to specify if credit cards will be allowed as a form of payment for this company. Key Y to allow the use of credit cards as an accepted form of payment for this company. Key N if credit cards will not be allowed. Credit card fields will not display in Payment Types Maintenance (MENU OEFILE) and during Enter, Change & Ship Orders (MENU OEMAIN). This field must be set to Y before you can define the credit card options for the company through Credit Card Options Maintenance (MENU EPFILE) or activate Electronic Payments for the company through Activate Credit Card Company Options (MENU EPFILE). *Default Value:* Y (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Print Acknowledgments	This field determines if order Acknowledgments may be generated for this company. Key Y to allow Acknowledgments to be generated for this company. If you select Y, then on the End Order Screen during Enter, Change & Ship Orders (MENU OEMAIN), F7=PRT ACK or F7=P/F ACK (if FAX is installed) will display enabling you to print, email, EDI, and/or fax an order Acknowledgment (based on the modules you have installed and those selections made). You also will be able to print Acknowledgments for this company through Print Acknowledgments (MENU OEMAIN). Also, in later releases, Acknowledgments may also be generated automatically from the end order without the use of F7; refer to the help text for the customer master option **Print Acknowledgments: A (Y,N,A)** for further details. Key N if Acknowledgments will not be allowed to be generated for this company. The F7=PRT ACK or F7=P/F ACK (if FAX is installed) function key will not display on the End Order Screen, and you will not be able to print, email, EDI, and/or fax Acknowledgments for this company through Print Acknowledgments. An error message will display when you access Option 20 - Print Acknowledgments informing you that the company number you keyed does not allow printing of Acknowledgments. Also, in later releases, automatic Acknowledgment creation will not be allowed. *Default Value:* Y *Valid Values:* Y or N; if you select N, the **Allow Ack. print of Held Orders** and **Print Ack & Pick in One Action** field must be N (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Print Ack & Pick in One Action	This field determines if order Acknowledgments and Pick Lists may be printed for this company simultaneously on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN). Key Y to allow order Acknowledgments and Pick Lists to print for this company simultaneously. If you select Y, on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN), F5=PRT PK/AK or F5=P/F PK/AK (if FAX is installed) will display enabling you to print and send (fax, email, EDI), if available, Acknowledgments and Pick Lists at the same time. Key N if you do not want to have order Acknowledgments and Pick Lists printed simultaneously for this company, and instead want to print them separately during Order Entry. If you select N, on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN), F5=PRT PCK or F5=P/F PCK will display enabling you to print or send, if available, Pick Lists. You can separately print Acknowledgements using the F7=PRT ACK or F7=P/F ACK function key on the End Order Screen. *Default Value:* Y *Valid Values:* Y or N; must be N if **Print Acknowledgments** is N (A 1) Required
Allow Ack. print of Held Orders	This field determines if order Acknowledgments may be generated for this company for held orders. Key Y to allow order Acknowledgments to be generated (including email, EDI, and/or fax, based on the modules installed and the selections made) for a held order (the Print Acknowledgments field must be Y in order to key Y in this field). If you select Y, you will be able to generate Acknowledgments for a held order from the End Order Screen during Enter, Change & Ship Orders (MENU OEMAIN). You also will be able to print Acknowledgments for this company through Print Acknowledgments (MENU OEMAIN). Key N if order Acknowledgments will not be allowed to print (including email, EDI, and/or fax, based on the modules installed and the selections made) when an order is held. If you try to print an Acknowledgment for a held order from the End Order Screen, you will receive an error message informing you that Acknowledgments cannot be printed for held orders. *Default Value:* N *Valid Values:* Y or N; must be N if the **Print Acknowledgements** field is N (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Print Pack List after Ship Cnfrm	A Pack List can be used as a document to be shipped with the order. It contains all orders, listing each item individually that is being shipped. Use this field to determine if Pack Lists will print automatically for an order after the order has been ship confirmed. Pack Lists will be sent to your default output queue (unless overrides are created through Output Queue Overrides Maintenance, MENU XAFILE). Key Y if you want Pack Lists printed for the order once the order has been ship confirmed or box shipment confirmed. The items on the pack list will be sequenced by warehouse location. This field must be Y in order to fax/email a Pack List at the warehouse and customer/ship-to levels. Key N if you do not want Pack Lists to print. NOTE: Pack Lists may be printed on demand, regardless of your response in this field, through Carrier Order Inquiry (MENU OEMAIN). *Default Value:* Y (A 1) Required
Assume Full Shipments	Your entry in this field determines whether items in order entry will be automatically backordered based on inventory availability. Key Y if you want order entry to assume that the quantity shipped will be equal to the quantity ordered (regardless of inventory availability). If you select Y, you must manually enter the correct shipment quantities when the order shipment is confirmed through Enter, Change & Ship Orders (MENU OEMAIN). Automatic Backorder Release will not be executed with this selection. NOTE: You must key N in **Assume Zero Shipments** to use this value. Key N if you want Order Entry to input the quantity shipped for new items based on the net quantity available for sale (on hand less allocated). *Default Value:* Y (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Assume Zero Shipments	This field prevents inventory from being committed to orders during order entry. If you key Y, whenever you enter an order through Enter, Change & Ship Orders (MENU OEMAIN), the quantity shipped is forced to zero; the order becomes a backorder. Inventory will still be allocated to these orders. To commit inventory to backorders, you can do it manually through Inventory Commit/Uncommit (MENU OEMAST) or automatically through Automatic Backorder Release (MENU OEMAST). You can also release a backorder through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN). Key Y to force the quantity shipped on all orders to zero. NOTE: You must key N in **Assume Full Shipments** to use this value. Key N to bypass this option. The value in **Assume Full Shipments** will determine how inventory is committed to orders. *Default Value:* N (A 1) Required
Use Route/Stop	The route/stop number can be used to assign orders to a specific delivery schedule or planned pick-ups (e.g. UPS). Pick Lists and Invoices can be printed by route and printed documents will be sequenced by stop number within the route. Route/stop numbers are set up through Customer/Ship to Master Maintenance (MENU ARFILE). Key Y to use the route/stop feature. Key N if you do not want to use the route/stop feature. The prompt for route/stop will not appear during order entry. Pick Lists and Invoices will print in invoice number sequence. *Default Value:* Y (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Allow Multiple Salesreps/Order	When entering an order through Enter, Change & Ship Orders (MENU OEMAIN), three sales representatives may be assigned to an order. Additionally, you may enter a commission percentage for each sales representative [standard commission percentages are set up for each sales representative through Salesreps Maintenance (MENU SAFILE)]. This information is stored in history and can be used to create a commission report. Key Y if you will be using multiple sales representatives. Up to 3 representatives per order will be allowed during order entry. The Order Header Screen will display the primary sales representative; all three representatives will be displayed on the Second Order Header Screen. Key N to be prompted for only one sales representative per order. The sales representative number may be accepted or overridden during invoicing. *Default Value:* Y (A 1) Required
Re-cost Inv OE Cost at Day-End	This field reflects the costs of inventory items determined and recorded during order entry. File maintenance and inventory transactions processed between the time of order entry and invoicing may affect the cost of an item. Re-costing inventory during Day-End Processing will update each invoiced item with the new OE cost. The cost used during re-cost is determined by the response keyed in the **Cost to be Used for OE** field on the Maintain O/E Options - Price Settings Screen 2 (p. 15-66). Key Y to re-cost invoiced items during Day-End Processing (MENU XAMAST); the OE cost on shipped line items will be re-calculated using the OE Cost method. Key N if you do not want invoiced items to be re-cost during Day-End Processing. NOTE: Any OE cost override which took place for an item during order entry will NOT be updated with the new OE cost. Also, since the invoice has been printed, pricing will not change. *Default Value:* Y (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 1 Fields and Function Keys

Field/Function Key	**Description**
Re-cost Inv GL Cost at Day-End	This field reflects the costs of inventory items determined and recorded during order entry. File maintenance and inventory transactions processed between the time of order entry and invoicing may affect the cost of an item. Re-costing inventory during Day-End Processing will update each invoiced item with the new GL cost. The cost used during re-cost is determined by the response keyed in the **Cost to be Used for GL** field on the Maintain O/E Options - Price Settings Screen 2 (p. 15-66). Key Y to re-cost invoiced items during Day-End Processing (MENU XAMAST). This value should be Y for FIFO/LIFO Costing Methods. Key N if you do not want invoiced items to be re-cost during Day-End Processing. NOTE: Any GL cost override which took place for an item during order entry will NOT be updated with the new GL cost. Also, since the invoice has been printed, pricing will not change. *Default Value:* Y (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Re-cost Method	This field determines the costing method that will be used if invoiced items are being re-cost during Day-End Processing (MENU XAMAST). This field determines what value is used to create the Inventory and Cost of Goods Sold for G/L entries during Day-End. This field can only contain a value if the **Re-cost Inv GL Cost at Day-End** field on this screen is Y. The system options in Inventory Accounting Options Maintenance (MENU XAFILE) activate FIFO/LIFO Costing for the Costing Method, where: • blank is the original average costing • F is for First In First Out • L is for Last In First Out • Choice O uses the original choice of Average, Standard, or User from the **Cost to be Used for GL** field in Order Entry Options Maintenance (MENU XAFILE). With choice O, G/L may be updated based on the current average, standard, or user cost, which may very well be different than the selected cost layers for the transaction. • Choice I uses the **Costing Method** field from Inventory Accounting Options Maintenance (Menu XAFILE). Additionally, when the **Costing Method** is set to FIFO or LIFO Costing and you have Warehouse Management installed, the Warehouse Management Options (MENU WMFILE) must be set to use average costing for lot items, case quantity items, and serial items. Key O if you want re-costing to occur based on the **Cost to be Used for OE** field (standard, average, or user) in Order Entry Options Maintenance (MENU XAFILE). Key I if you want re-costing to occur based on the **Costing Method** field (FIFO, LIFO, or blank for reverting back to the **Order Entry Cost to be Used for GL** field) in Inventory Accounting Options Maintenance (MENU XAFILE). **Important** Changing this option will have a serious affect on your inventory processing and the posting to General Ledger. It should only be changed at the beginning of a new month. *Default Value:* O *Valid Values:* O or I (A 1) Required

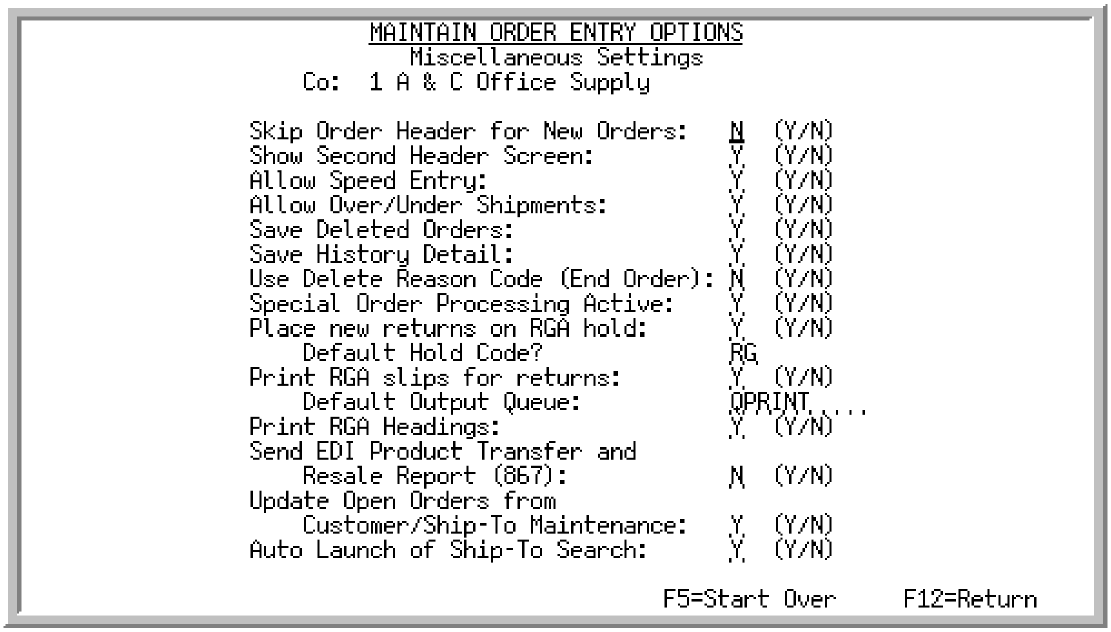
Maintain O/E Options - Miscellaneous Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Update Avg Cost at Day-End	Use this field to determine if overridden GL costs, entered during order entry, will update the items' average cost during Day-End Processing (MENU XAMAST). Key Y to update average costs, keeping the inventory valuation and the inventory account in General Ledger the same. For example, if there are 4 on hand of "Item A" with an average cost of $2.00, and 2 are sold with an overridden GL cost of $1.50 each, this item's average cost will be changed to $2.50. In this example, the inventory value started at $8.00 for "Item A," $3.00 of it was sold, thus leaving $5.00 (2 @ $2.50 each). Key N if you do not want to update average costs during Day-End Processing. *Default Value:* Y (A 1) Required
Allow Shipment of Unalloc Orders	This field is used to specify whether orders that have not had inventory allocated toward them will be allowed to be shipped. Inventory is allocated at order entry time and on hand quantities are updated at Day-End Processing if **Alloc Inv** is Y on the End Order Screen (MENU OEMAIN). Key Y to allow the shipment of unallocated orders. • The Alloc Inv field on the End Order Screen may be either Y or N if none of the line items have quantities less than 0. • Inventory will not be allocated or updated at Day-End Processing if the **Alloc Inv** field is N. Key N if you do not want to allow the shipment of unallocated orders. • You will not be allowed to ship confirm an order unless the **Alloc Inv** field on the End Order Screen is Y. You may enter an order and print a Pick List for an order while the **Alloc Inv** field is N; however, you must change it to Y at shipping confirmation time. • Drop-ship items and non-inventory items will not be affected and never allocated regardless of your response in the **Alloc Inv** field. • For O, I, and R order types, allocation is determined at the line level. The **Alloc Inv** field on the End Order Screen can not be changed if any of the lines being returned on the order have a quantity shipped less than 0. • You will not be allowed to rebill an order from history automatically through Customer Order/Shipment Inquiry (MENU OEMAIN). Rebilling the order creates an unallocated, invoice-only order that cannot be processed if there is an N in this field. *Default Value:* Y (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Update GL for Unalloc Shipments	This field determines if General Ledger will be updated at Day-End Processing for unallocated shipments. Key Y if at Day-End Processing you want to create cost of goods sold and inventory general ledger transactions for shipment of orders and returns that did not allocate and update inventory. Key N if you do not want General Ledger updated for unallocated shipments. This applies to all order types. For O, I, and R order types, the damaged inventory General Ledger account will be updated if any lines on an order are being returned and the item(s) are not being returned to inventory. *Default Value:* Y (A 1) Required
Use Returns Account for Credit and Rebill	This option determines if the sales returns and cost of goods returns accounts will be used for the Credit and Rebill process. Key Y if at Day-End processing you want credits and rebills to post against the sales returns and cost of goods returns accounts for the credit, and the regular sales and regular cost of goods sold accounts for the rebill during the G/L posting. Key N if at Day-End processing you want credits and rebills to wash through the same regular sales and regular cost of goods sold accounts during the G/L posting. Refer to the setup of the G/L Transfer Definition for further information. *Default Value:* N (A 1) Required
F12=Return	Press F12=RETURN to return to the Maintain O/E Options - Company Selection Screen (p. 15-3). Changes made on this screen will not be saved.
Enter	Press ENTER to confirm your selections. The Maintain O/E Options - Miscellaneous Settings Screen 2 (p. 15-15) will display.

Maintain O/E Options - Miscellaneous Settings Screen 2



```
                        MAINTAIN ORDER ENTRY OPTIONS
                           Miscellaneous Settings
                    Co:  1 A & C Office Supply

                Skip Order Header for New Orders:   N  (Y/N)
                Show Second Header Screen:          Y  (Y/N)
                Allow Speed Entry:                  Y  (Y/N)
                Allow Over/Under Shipments:         Y  (Y/N)
                Save Deleted Orders:                Y  (Y/N)
                Save History Detail:                Y  (Y/N)
                Use Delete Reason Code (End Order): N  (Y/N)
                Special Order Processing Active:    Y  (Y/N)
                Place new returns on RGA hold:      Y  (Y/N)
                    Default Hold Code?              RG
                Print RGA slips for returns:        Y  (Y/N)
                    Default Output Queue:           QPRINT....
                Print RGA Headings:                 Y  (Y/N)
                Send EDI Product Transfer and
                    Resale Report (867):            N  (Y/N)
                Update Open Orders from
                    Customer/Ship-To Maintenance:   Y  (Y/N)
                Auto Launch of Ship-To Search:      Y  (Y/N)

                                         F5=Start Over     F12=Return
```

This screen displays after pressing ENTER on the Maintain O/E Options - Miscellaneous Settings Screen 1 (p. 15-4).

Use this screen to further define O/E miscellaneous settings.

Maintain O/E Options - Miscellaneous Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Skip Order Header for New Orders	This field determines if the Order Header Screen will display for new orders during Enter, Change & Ship Orders (MENU OEMAIN). This field also determines if the Order Display or Invoice Display Screens, both showing order header information, will automatically be presented when performing the following inquiries on MENU OEMAIN: • Open Orders Inquiry • Customer Order/Shipment Inquiry • Open Orders by Item Inquiry • Shipped Orders by Item Inquiry

Maintain O/E Options - Miscellaneous Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Skip Order Header for New Orders (cont'd)	Key Y if you want the Order Header Screen for new orders skipped during order entry, and if you wish to skip the presentation of the Order Display and/or Invoice Display screens during order inquiries. You will go directly to the Item Entry Screen, and the Item Display Summary Screen, respectively. You may still access the Order Header Screen as well as the Order Display and Invoice Display Screens through the applicable options. NOTE: If the customer requires a PO number (as determined through MENU ARFILE), the Order Header Screen will still be displayed, regardless of this option, to allow for the identification of that PO number. Also, when the **Freight Charges Required To Ship Confirm Orders** field on the Maintain O/E Options - Miscellaneous Settings Screen 5 (p. 15-43) is Yes, the Order Header Screen will not be skipped since you will be required to enter a **FOB Code**. Key N to display the Order Header Screen during order entry and to display the Order Display and/or Invoice Display Screens. *Default Value:* Y (A 1) Required
Show Second Header Screen	This field determines if the Second Order Header Screen will display during Enter, Change & Ship Orders (MENU OEMAIN). The value you enter in this field will be the default used in the **More** field on the Order Header Screen. You may accept or override the default during order entry. Key Y to display the Second Order Header Screen during order entry. This screen provides access to less frequently changed order information. Key N to skip the Second Order Header Screen and go directly to the Item Entry Screen during order entry. NOTE: On the Order Header Screen, you may press F5= MORE to show the Second Order Header Screen, even if this default is N. *Default Value:* Y (A 1) Required
Allow Speed Entry	Speed entry allows you to bypass the review screens for new items and special charges that do not contain any warnings or errors. Key Y to enable speed entry to be available during order entry. Key N if you do not want speed entry allowed during order entry. *Default Value:* Y (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Allow Over/Under Shipments	Your entry in this field determines whether an item may be over-shipped (more than the order quantity ordered may be shipped) or under-shipped (less than the order quantity ordered may be shipped without creating a backorder). Key Y to allow over/under shipments. Key N to not allow over/under shipments. The quantity shipped cannot be greater than the order quantity, and the quantity ordered must equal the sum of the shipped and backordered quantities. If special order options are defined for this company through Special Order Options Maintenance (MENU XAFILE) or for customers/ship-tos through Customer/Ship-to Master Maintenance (MENU ARFILE), you can limit how much will be automatically over/under received for special orders. **Important** If this field is set to N, the fields that control automatic increases for over/under shipments of special orders in Special Order Options Maintenance (MENU XAFILE) and Customer/Ship-to Master Maintenance (MENU ARFILE) will be ignored. *Default Value:* Y (A 1) Required
Save Deleted Orders	When deleting an entire order through Delete Open Orders (MENU OEMAIN), you may save deleted orders and the user defined reason code for the deletion to the Deleted Orders Files. Information regarding lost sales by customer, item, sales representative, and reason, can then be retrieved using the deleted orders inquiry. Key Y to save deleted orders. Key N if you do not want deleted orders saved. NOTE: This is an independent feature from deleted line items. If line items are deleted with an "A" or "O" and this field is N, the system will still save the line item in the Deleted Orders File. For further details, refer to the **Delete Reason Code Required for Line Items** field on the Maintain O/E Options - Default Settings Screen 2 (p. 15-87). *Default Value:* Y (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Save History Detail	To conserve disk space, you may elect not to save line item detail in Order History Files. Information regarding the entire order would be available (charges or comments used), but not the actual item numbers. Key Y to save line detail in Order History Files. History detail is valuable when researching customer service inquiries and processing returns. Therefore, it is recommended that Y be entered in this field. Key N if you do not want line detail saved. *Default Value:* Y (A 1) Required
Use Delete Reason Code (End Order)	This field allows you to assign Delete Reason Codes to new O type orders that are being canceled during order entry. Key Y if you want to be prompted during order entry to assign Delete Reason Codes to new orders being canceled. In order to key Y, the **Save Deleted Orders** field on this screen must also be Y. When this field is Y and you press F24=CANCEL on the End Order Screen during order entry, the Delete Reason Code Pop-Up Window will appear allowing you to enter a delete reason code identifying the reason why the new order is being canceled. If the delete reason code you select has an **Update Demand** defined as Y, as determined through Order Delete Reason Codes Maintenance (MENU OEFILE), when you cancel the new order, the item demand adjustment quantity will be updated for the line item on the order. Canceled orders will be saved in the Deleted Order Header (DLHED) and Detail (DLDET) files. NOTE: Regardless of the Y or N field value, if there are no line items or special charges on the order, the Delete Reason Code Pop-Up Window will not appear when you press F24=CANCEL on the End Order Screen during order entry. The new order will simply be canceled without requiring you to select a delete reason code. Key N if you do not want to be prompted to assign Delete Reason Codes to new orders being created. You will still be able to press F24=CANCEL on the End Order Screen to cancel new orders but the Delete Reason Code Pop-Up Window will not appear requiring you to assign a Delete Reason Code. *Default Value:* N (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Special Order Processing Active	NOTE: You will not be allowed to change this field (from N to Y) until you set up purchasing options through Purchasing Options Maintenance (MENU XAFILE). This field determines if special order processing will be allowed. Special order processing is the means by which you handle orders that are drop-shipments, non-stocks, or of such a large quantity that you do not want to remove the items from stock. Key Y if the assignment of orders as special orders will be allowed. If you select Y, Purchasing Options Maintenance (MENU XAFILE) must be set up for this company. Key N if you do not want the special order processing feature activated. *Default Value:* N (A 1) Required
Place new returns on RGA hold	This field determines if new returns, entered during Enter, Change & Ship Orders (MENU OEMAIN), will be put on Return Goods Authorization Hold (RGA hold). Key Y if you want returns automatically put on hold. On the End Order Screen, the return will automatically be put on hold and will hold the return with the hold code defined in the **Default Hold Code** field (shown below). Key N if you do not want returns to be automatically put on RGA hold. *Default Value:* N (A 1) Required
Default Hold Code	If you specified to place new returns on RGA hold during order entry, this field is used to select the default hold code to be used for the return order. Key the default hold code to be used if return orders are automatically being held. This hold code will display in the **Hold Code** field on the End Order Screen when a return order is entered. NOTE: If you enter a hold code in this field that is not on file, a message will display informing you that the hold code is not on file but you may add it to the system by pressing F2=ADD HOLD CODE. The hold code will immediately be added if you press F2=ADD HOLD CODE and the description will be “Return Goods Auth Hold.” *Valid Values:* • Any valid hold code, with the exception of the system defined hold codes: GM, GX, SP, CR, WM, and NC. • Must contain a value if **Place new returns on RGA hold** is Y • Must be blank if **Place new returns on RGA hold** is N (A 2) Optional

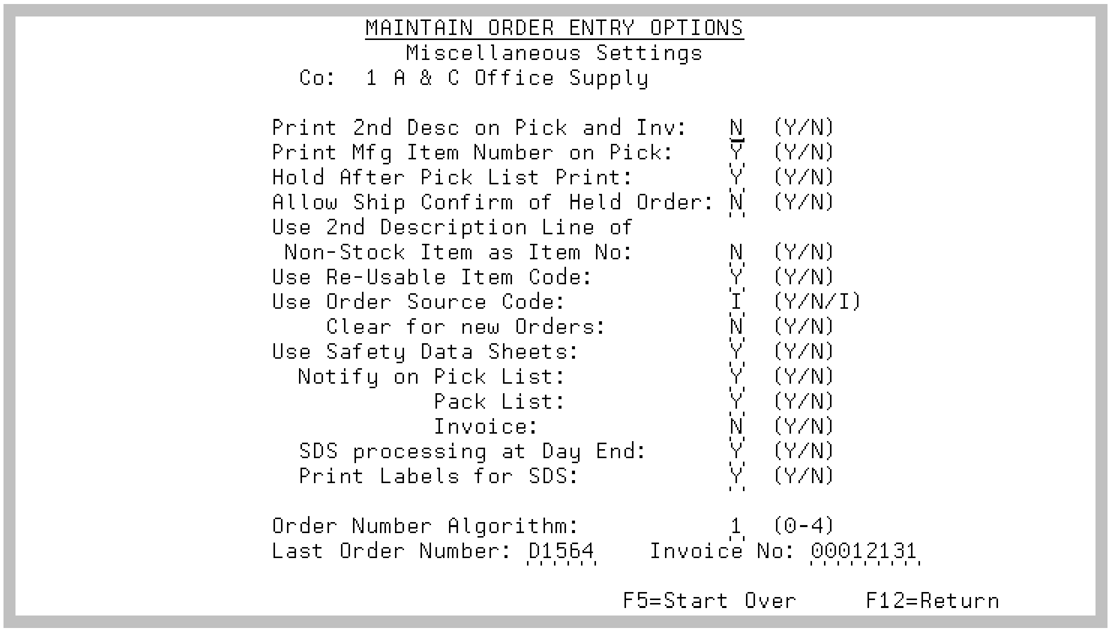
Maintain O/E Options - Miscellaneous Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Print RGA slips for returns	Use this field to specify if you want RGA Slips printed for returns. Your entry in this field will be the default value for the **RGA Slips** field on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN) when you are processing a return (type R) order. Key Y if you want RGA Slips printed for return orders. NOTE: No RGA Slips will print until you run the RGA Slips option (MENU OEMAIN). Key N if you do not want RGA Slips printed for return orders. *Default Value:* N (A 1) Required
Default Output Queue	This field indicates the default output queue to be used when RGA Slips are printed. Key the default output queue to which RGA Slips will be sent when printed. *Valid Values:* A valid output queue defined on the System i (A 10) Optional
Print RGA Headings	This field determines if RGA headings will print on RGA Slips. Key Y if you want headings to print on RGA Slips, if pre-printed forms are not used. RGA Slips may be printed on demand through RGA Slips (MENU OEMAIN). Key N if you do not want headings to print on RGA Slips, if pre-printed forms are used. *Default Value:* Y (A 1) Required
Send EDI Product Transfer and Resale Report (867)	Use this field to activate the process of sending EDI Product Transfer and Resale Reports (867) (PTR). Key Y if you want PTR reports to be generated during day-end based on the schedule established for each vendor who will send PTR reports in Vendors Maintenance (MENU POFILE). Key N if you do not want PTR reports to be generated during day-end based on the schedule established for each vendor who will send PTR reports in Vendors Maintenance (MENU POFILE). *Default Value:* N (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Update Open Orders from Customer/Ship-To Maintenance	Use this field to indicate if the changes made in Customer/Ship-To Master Maintenance (MENU ARFILE) to a customer's address and specific classification fields or the customer's shipping address and classification fields will be updated to all open orders for that customer. The open orders will need to be at order status of 1 - Ready for Pick, 2 - Pick List Printed, or 9 - Order Hold. Order fields will not be updated if they were changed (overridden) in the order. See Customer/Ship-To Master Maintenance (MENU ARFILE) for more information regarding the specific fields. Key Y if you want open orders to be updated with specific field changes from Customer/Ship-To Master Maintenance (MENU ARFILE). Key N if you do not want open orders to be updated with specific field changes from Customer/Ship-To Master Maintenance (MENU ARFILE). *Default Value:* N (A 1) Required
Auto Launch of Ship-to Search	Use this field to have the ship-to search automatically launch from the Start Order Screen when entering new orders through Enter, Change, and Ship Orders (MENU OEMAIN) for customers that have multiple ship-to addresses defined and do not have a default ship-to location identified. Key Y if you want to automatically launch the ship-to search from the Start Order Screen within Enter, Change, and Ship Orders (MENU OEMAIN). Key N if you do not want to launch the ship-to search and prefer to select the option manually. *Default Value:* Y (A 1) Required
F5=Start Over	Press F5=START OVER to cancel your selections and return to the Maintain O/E Options - Company Selection Screen (p. 15-3).
F12=Return	Press F12=RETURN to return to the Maintain O/E Options - Miscellaneous Settings Screen 1 (p. 15-4) without permanently saving any changes made to this screen.
Enter	Press ENTER to confirm your selections. The Maintain O/E Options - Miscellaneous Settings Screen 3 (p. 15-22) will display.

Maintain O/E Options - Miscellaneous Settings Screen 3



```
                    MAINTAIN ORDER ENTRY OPTIONS
                       Miscellaneous Settings
              Co:  1 A & C Office Supply

            Print 2nd Desc on Pick and Inv:   N  (Y/N)
            Print Mfg Item Number on Pick:    Y  (Y/N)
            Hold After Pick List Print:       Y  (Y/N)
            Allow Ship Confirm of Held Order: N  (Y/N)
            Use 2nd Description Line of
             Non-Stock Item as Item No:       N  (Y/N)
            Use Re-Usable Item Code:          Y  (Y/N)
            Use Order Source Code:            I  (Y/N/I)
                Clear for new Orders:         N  (Y/N)
            Use Safety Data Sheets:           Y  (Y/N)
              Notify on Pick List:            Y  (Y/N)
                        Pack List:            Y  (Y/N)
                        Invoice:              N  (Y/N)
              SDS processing at Day End:      Y  (Y/N)
              Print Labels for SDS:           Y  (Y/N)

            Order Number Algorithm:           1  (0-4)
            Last Order Number: D1564    Invoice No: 00012131

                                     F5=Start Over     F12=Return
```

This screen displays after pressing ENTER on the Maintain O/E Options - Miscellaneous Settings Screen 2 (p. 15-15).

Use this screen to further define O/E miscellaneous settings.

Maintain O/E Options - Miscellaneous Settings Screen 3 Fields and Function Keys

Field/Function Key	Description
Print 2nd Desc on Pick and Inv	This field determines if the second description line of the item will print on Pick Lists and Invoices. Key Y if you want the second item description line to print on Pick Lists and Invoices. Key N to print the first item description line only. *Default Value:* Y (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 3 Fields and Function Keys

Field/Function Key	Description
Print Mfg Item Number on Pick	This field determines if the manufacturer’s item number will print on Pick Lists in addition to the item number and item description. Key Y if you want the manufacturer’s item number to print on Pick Lists. In order to print on Pick Lists, the item number must contain an associated manufacturer’s item number, as specified through Item Master Maintenance (MENU IAFILE). If a manufacturer’s item number exists and this field is Y, the manufacturer’s item number will print below the item description(s) for each item on the Pick List. Key N to print the item number and item description only on Pick Lists. *Default Value:* Y (A 1) Required
Hold After Pick List Print	Use this field to designate if you want orders held after Pick Lists have been printed to perform credit checks and gross margin checks. Key Y if you want order entry to perform credit checks and gross margin checks during shipping confirmation. The **Allow Ship Confirm of Held Order** field will be available if you key Y in this field. Key N to bypass the credit check and gross margin check for “invoice only” orders, order changes, and/or shipping confirmation after the Pick List has been printed. If your company sells over the counter to walk-in customers, it would be beneficial to select Y for this setting. See example. **Example:** If a customer arrives at the counter for merchandise and the clerk enters I as the type of order, the End Order Screen (when it displays) will show the order as a credit hold before the merchandise is given to the customer. An N setting will skip this step and the order will not be shown as a credit hold, increasing again the customers A/R liability. NOTE: The order will only be put on the same hold code once. For example, if the order was place on credit (CR) hold when it was entered, it will never be put on CR hold again (regardless of your response in this field). *Default Value:* Y (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 3 Fields and Function Keys

Field/Function Key	Description
Allow Ship Confirm of Held Order	NOTE: This field is applicable only if the **Hold After Pick List Print** field on this screen is Y. Otherwise, if the **Hold After Pick List Print** field is N, regardless of your response in this field, this option will not be utilized during order entry. This field allows you to designate whether or not held orders may be ship confirmed. Key Y to allow orders that have been placed on credit (CR) or slow pay (SP) hold to be ship confirmed. Key N to disallow held orders to be ship confirmed. When you try to ship confirm a held order, an error message will display. You will be required to unship the order. *Default Value:* Y (A 1) Required
Use 2nd Description Line of Non-Stock Item as Item No	This field determines if the second description line of a non-stock item will be used as an item number when printed on Pick Lists and Invoices. Key Y if you want the second line of the item description for non-stock items to print as the item number on Pick Lists and Invoices. The second line of a non-stock item’s description will be required during order entry. Key N if you do not want to use the second line of the item description as the item number for non-stock items. The second line of a non-stock item’s description will not be required during order entry NOTE: If you want to generate the Non-Stock Items Sales Report (MENU OEREPT) using the non-stock target item number, it is recommended that this field be set to Y. Setting this field to Y is not required to run the report, but it is suggested so that the item second description will be required during order entry. As long as a description is entered in the item second description line, the description will be available from order history and, therefore, the non-stock target item number will be available for generating the report. Refer to the Non-Stock Items Sales Report (MENU OEREPT) for additional information about this report. *Default Value:* Y (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 3 Fields and Function Keys

Field/Function Key	Description
Use Re-Usable Item Code	This option can be used to calculate sales tax of taxable items to tax exempt customers (this is typical in the building supply industry.) This feature also applies to Point of Sale orders entered through Point of Sale Entry (MENU PSMAIN). Key Y to allow the calculation of sales tax for an item even if the customer has a tax-exempt status. Y allows you to use type "J" (Jobber) tax codes on an order. Key N to base the calculation of sales tax on the customer's tax exempt status only. *Default Value:* N (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 3 Fields and Function Keys

Field/Function Key	Description
Use Order Source Code	The order source code can be used to track the modules from which your orders are generated and/or marketing or advertising effectiveness by showing which campaigns are creating the largest amount of orders. Key Y if you plan to use order source codes. Keying Y also means that order source code will be a valid selection criterion for the General Ledger Transfer Definition (MENU GLXFER). Key N if you do not plan to use order source codes. Key I if you want to use the order source code as information only. Keying I means that although an order source code is required, it cannot be used in the general ledger. If you are using web@work, eCommerce Storefront, EDI, Point of Sale, Mobile Order Entry, or Consignment and you change the value in this field to Y or I after your initial setup of the Order Entry options, you must specify an order source code for each of the modules that you use. If an order source code is not provided for one of the modules listed, orders created using that module will be placed on offline order entry hold. The order source code for • web@work is set for each company through Web Options (MENU WBMAIN) • eCommerce Storefront is set for each company in the Administrator Interface. You must select Yes in the **Order Source** field before you can provide the order source code. • EDI is set for each company through EDI Options (MENU EIMAIN) • Point of Sale is set for each store through Stores Maintenance (MENU PSFILE) • Mobile Order Entry is set for each user when registering the user as a MOE user through Register User IDs (MENU XACFIG) • Consignment is set for automated invoicing through Consignment Options Maintenance (MENU CNFILE) *Default Value:* Y (A 1) Required
Clear for new Orders	This field is applicable only if you are using order source codes. Use this field to specify if you want order source codes cleared for new orders. Key Y if you want the **Order Source Code** field cleared each time the Order Start Screen is displayed. Key N to display the previous order source code on all new orders until it is manually cleared or changed. *Default Value:* Y (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 3 Fields and Function Keys

Field/Function Key	Description
Use Safety Data Sheets	Safety Data Sheets (SDS) are documents that list information relating to occupational safety and health related to various substances and products that may contain chemicals or chemicals compounds. If you are shipping such items, you may be required to provide SDS sheets to every customer who receives a hazardous material item with the first delivery, along with a new sheet if the chemical formulation has changed. This field should be activated. NOTE: The SDS feature allows you to easily track the SDS requirements, informing you when they should be sent to customers; the actual sheets are not provided. Key Y to activate the SDS feature. If activated, you may specify to print a message on Pick Lists, Pack Lists, and/or Invoices notifying you of the need to send sheets. You may also print SDS instructions for this company through SDS Picking Instructions (MENU OEREPT). Key N if you do not want this feature activated. You cannot select to print a notification message on Pick Lists, Pack Lists, and/or Invoices, and you cannot print SDS instructions for this company through SDS Picking Instructions (MENU OEREPT). NOTE: If you select N, all related **SDS** fields will default to N. *Default Value:* Y (A 1) Required
Notify on Pick List	If using Safety Data Sheets, this field allows you to select whether or not you want an SDS alert message (** SDS **) to print on Pick Lists for required items. Key Y to print an SDS notification on Pick Lists. This will alert the distributor to send an SDS with the shipment of goods. Key N if you do not want an SDS notification to print on Pick Lists. *Default Value:* Y (the default is N, if **Use Safety Data Sheets** is N) (A 1) Required
Notify on Pack List	If using Safety Data Sheets, this field allows you to select whether or not you want an SDS alert message (** SDS **) to print on Pack Lists for required items. This will alert the distributor to send an SDS with the shipment of goods. Key Y to print an SDS notification on Pack Lists. Key N if you do not want an SDS notification to print on Pack Lists. *Default Value:* Y (the default is N, if **Use Safety Data Sheets** is N) (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 3 Fields and Function Keys

Field/Function Key	Description
Notify on Invoice	If using Safety Data Sheets, this field allows you to select whether or not you want an SDS alert message (** SDS **) to print on Invoices for required items. This will alert the distributor to send an SDS with the shipment of goods. Key Y to print an SDS notification on Invoices. NOTE: If you key Y, the **SDS processing at Day End** field must be N. Key N if you do not want an SDS notification to print on Invoices. *Default Value:* Y (the default is N, if **Use Safety Data Sheets** is N) (A 1) Required
SDS processing at Day End	If using Safety Data Sheets, this field determines if SDS processing will occur automatically during Day-End Processing (MENU XAMAST). Key Y to perform SDS processing during Day-End Processing. All outstanding SDS requirements will be identified and printed on the SDS Picking List [see SDS Picking Instructions (MENU OEREPT) for details on this listing]. NOTE: This field must be Y if you want to print address labels (**Print Labels for SDS** is Y) for each SDS processed. Key N if you do not want SDS processing to occur during Day-End Processing. You will then have to process SDS Picking Instructions on demand through SDS Picking Instructions (MENU OEREPT). NOTE: If the **Notify on Invoice** field is Y, this field must be N. *Default Value:* Y (the default is N, if **Use Safety Data Sheets** is N) (A 1) Required
Print Labels for SDS	If using Safety Data Sheets, this field determines if Mailing will print for each SDS processed. For details about Mailing Labels, refer to Mailing Labels (MENU ARREPT), as described in the Accounts Receivable User Guide. Key Y to print Mailing Labels. Key N if you do not want Mailing Labels printed. NOTE: If **SDS processing at Day End** is Y, the value entered in this field will be used during Day-End Processing. It will also be used as the default through SDS Picking Instructions (MENU OEREPT). *Default Value:* Y (the default is N, if **Use Safety Data Sheets** is N) (A 1) Required

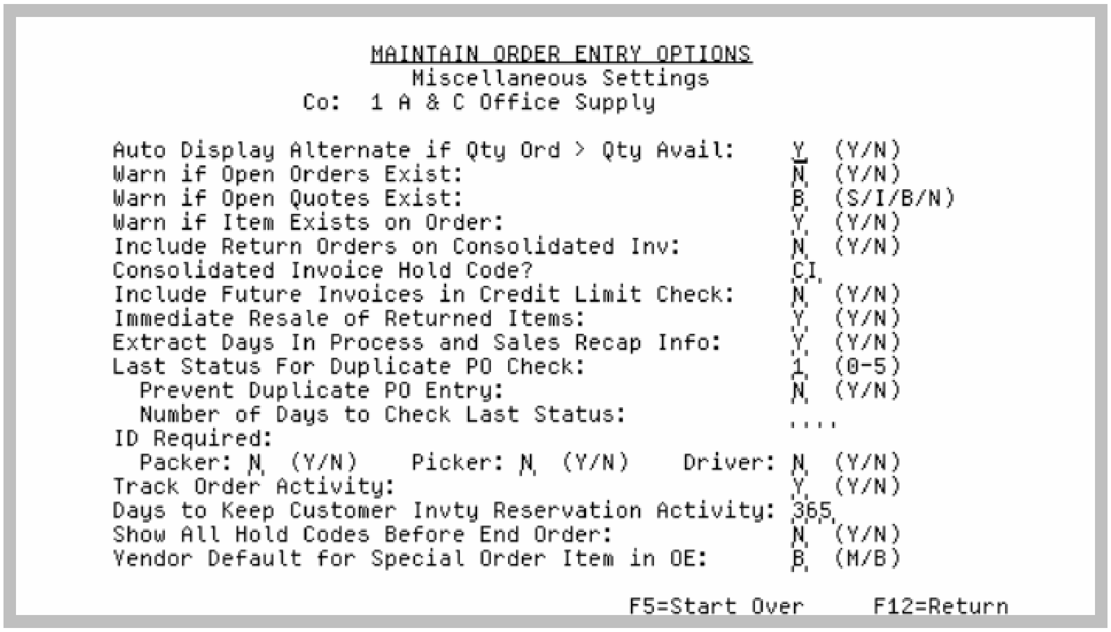
Maintain O/E Options - Miscellaneous Settings Screen 3 Fields and Function Keys

Field/Function Key	Description
Order Number Algorithm	Use this field to specify how many order numbers Order Entry can generate before they “wrap” or begin over again. Field values allow you to generate as few as 99,999 order numbers (default) to over 10,000,000 order numbers before they wrap. This field also applies to order numbers for offline orders and released blanket orders. Key 0 to use 99,999 order numbers before they wrap. This algorithm creates numeric order numbers only. Key 1 to use 290,000 order numbers before they wrap. This algorithm makes the first position in the order number alphanumeric. The lowest order number for this algorithm is A0000 and the highest is 99999. Key 2 to use 957,000 order numbers before they wrap. This algorithm makes the first and second positions in the order number alphanumeric. The lowest order number for this algorithm is AA000 and the highest is 99999. Key 3 to use 3,158,100 order numbers before they wrap. This algorithm makes the first, second, and fourth positions in the order number alphanumeric. The lowest order number for this algorithm is AA0A0 and the highest is 99999. Key 4 to use 10,421,730 order numbers before they wrap. This algorithm makes the first, second, fourth, and fifth positions in the order number alphanumeric. The lowest order number for this algorithm is AA0AA and the highest is 99999. NOTE: When the first position in the order number is alphanumeric, the letters I, O, S, W, X, Y, and Z are excluded from this position (I, O, and S can be mistaken for numbers and W, X, Y, and Z are reserved for work order numbers). When the second, fourth, and fifth positions in the order number are alphanumeric, only the letters I, O, and S are excluded. The third position in the order number is always numeric to prevent the spelling of words. NOTE: Also, the field value determines the characters you can key in the **Last Order Number** field to correspond with the chosen algorithm. *Default Value:* 0 *Valid Values:* blank, 0-4 (N 1,0) Required

Maintain O/E Options - Miscellaneous Settings Screen 3 Fields and Function Keys

Field/Function Key	Description
Last Order Number	If you want to begin numbering orders at a specific order number, enter the previous order number in this field. If you leave this field blank, the orders will begin at 10000. *Default Value:* last order number used by Order Entry *Valid Values:* • A previous order number • The next order number cannot be less than the previously identified last order number (N 5,0) Required
Invoice No	If you want to begin numbering invoices at a specific invoice number, enter the previous invoice number here. If you leave this field blank, the invoices will begin at 1. *Default Value:* 00000000 *Valid Values:* • A previous invoice number • The next invoice number cannot be less than the previously used invoice number (N 8,0) Required
F5=Start Over	Press F5=START OVER to cancel your selections and return to the Maintain O/E Options - Company Selection Screen (p. 15-3).
F12=Return	Press F12=RETURN to return to the Maintain O/E Options - Miscellaneous Settings Screen 2 (p. 15-15) without permanently saving any changes made to this screen.
Enter	Press ENTER to confirm your selections. The Maintain O/E Options - Miscellaneous Settings Screen 4 (p. 15-31) will display.

Maintain O/E Options - Miscellaneous Settings Screen 4



```
                         MAINTAIN ORDER ENTRY OPTIONS
                            Miscellaneous Settings
                     Co:  1 A & C Office Supply

       Auto Display Alternate if Qty Ord > Qty Avail:     Y  (Y/N)
       Warn if Open Orders Exist:                         N  (Y/N)
       Warn if Open Quotes Exist:                         B  (S/I/B/N)
       Warn if Item Exists on Order:                      Y  (Y/N)
       Include Return Orders on Consolidated Inv:         N  (Y/N)
       Consolidated Invoice Hold Code?                    CI
       Include Future Invoices in Credit Limit Check:     N  (Y/N)
       Immediate Resale of Returned Items:                Y  (Y/N)
       Extract Days In Process and Sales Recap Info:      Y  (Y/N)
       Last Status For Duplicate PO Check:                1  (0-5)
         Prevent Duplicate PO Entry:                      N  (Y/N)
         Number of Days to Check Last Status:             ....
       ID Required:
         Packer: N  (Y/N)    Picker: N  (Y/N)    Driver: N  (Y/N)
       Track Order Activity:                              Y  (Y/N)
       Days to Keep Customer Invty Reservation Activity: 365
       Show All Hold Codes Before End Order:              N  (Y/N)
       Vendor Default for Special Order Item in OE:       B  (M/B)

                                         F5=Start Over     F12=Return
```

This screen appears after you press ENTER on the Maintain O/E Options - Miscellaneous Settings Screen 3 (p. 15-22).

Use this screen to further define O/E miscellaneous settings.

Order Activity

Activities are recorded in the Order Activity File (ORACT). The system makes an entry in the file every time an order is entered, changed, held, backordered, split, or ship confirmed, and every time a document related to the order (such as a Pick List) is printed. The system also makes an entry in the Order Activity File every time an order is released from hold through one of the following:

- Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN)
- Release “New Customer” Orders (MENU OEMAIN)
- Release Blanket Orders (MENU OEMAIN)
- Automatic Backorder Release (MENU OEMAST)
- The F9=REL ORD key on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN)
- The F9=RELEASE key on the Order Hold Code Summary Screen in Enter, Change & Ship Orders (MENU OEMAIN)
- The F6=ORD REL key in various Order Entry inquiries

If there are multiple holds on an order, there will be one entry for each time the order is put on hold and a separate entry for each release from hold.

You will also be able to display the list of actions for an order through a function key on selected Order Entry inquiry screens. If a change is made to particular fields, the Order Activity Inquiry Screen displays the number of changes, made by a specific user, in the **Notes** field. You can view the detail of these changes on the Order Activity Detail Screen. Refer to the Order Activity Screen (MENU OEMAIN) for additional information.

:

Order Header fields that are tracked for changes			
Ship Address: 4 address lines, city, state, zip code, country	Bill-To Customer Number	Cancel Date	Requested Ship Date
FOB Code	Carrier	Route and Stop	Payment Code
Customer Purchase Order	Credit Card Number and Expiration Date	AR Terms Code	Customer Price List
Price Discount Code	Trade Discount Percent	Update Demand Flag	Deposit Amount
Allocate Code	Sales Rep 1	Invoice Date	Cash Discount Date
Future Date	Ship Date	Invoice Number	Fed Excise Tax
Update Demand			

:

Order Detail fields are tracked for changes			
Warehouse ID	Due Date	Price List	Drop Ship
Special Order Code	Unit of Measure	Base Price	Quantity Ordered
Quantity Shipped	Discount 1	Discount 2	Final Price Override Code
Actual Sell Price	Lot Charge Code	Taxable Code	Tax Exempt Code
Allow Cash Discount Code	Cost	Update Demand	

Maintain O/E Options - Miscellaneous Settings Screen 4 Fields and Function Keys

Field/Function Key	Description
Auto Display Alternate if Qty Ord > Qty Avail	Use this field to specify whether you want alternate, replacement, and upgrade items to be shown automatically for an item when it is ordered through Enter, Change & Ship Orders (MENU OEMAIN) and the item's quantity ordered is greater than the quantity available. NOTE: If inventory is not being allocated for either the item or the order, the Replacements Selection Screen will not be shown automatically, regardless of the value specified here. For suspended items with only one item defined as a replacement, this option will not be considered. The system will replace the suspended item with the replacement item and display a message instead. Key Y to automatically display alternate, replacement, and upgrade items. If the quantity ordered for an item is greater than the quantity available and the item has alternate, replacement, and/or upgrade items defined through Item Replacements/Complements (MENU OEFILE), the Replacements Selection Screen appears listing those items. Key N if you do not want alternate, replacement, and upgrade items to display automatically. Customer service reps can use the F4=RPL function key on the Item Review Screen to display alternate, replacement, and upgrade items, but the Replacements Selection Screen will not automatically be shown. (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 4 Fields and Function Keys

Field/Function Key	Description
Warn if Open Orders Exist	This field is used to alert users to the existence of open orders when entering a new order for a particular company/customer, ship-to number, and order source code. Instead of creating a new order every time the same customer places an order, you can choose to append to an existing open order for that customer if one exists. Thus, instead of shipping multiple orders, you can send a single shipment. Also, you may be able to avoid an order being put on order minimum hold by appending to an existing open order. NOTE: Only open orders that are Status 1 (ready for pick list print) or Status 9 (held orders) can be appended to, as long as they are not in use. Also, you cannot use the new customer number with this option. Key Y to alert users to the existence of open orders when entering new orders. On the Start Order Screen in Enter, Change & Ship Orders (MENU OEMAIN), a pop-up window will give you the choice of entering a new order or appending to an open order. If a single open order exists, you can choose to append to that open order. If multiple open orders exist, you can choose to view these open orders as they appear in Customer Order/ Shipment Inquiry (MENU OEMAIN); you can then append to one of these open orders. If no open orders exist for a customer, the pop-up window will not appear. Key N to bypass this option. Users will not be alerted to the existence of open orders when entering new orders. *Default Value:* N (A 1) Required
Warn if Open Quotes Exist	Use this field to indicate whether you want users to be warned when entering a new quote for a particular customer/ship to address if an open quote exists for the same customer/ship to address. Instead of creating a new quote for the same customer/ship to address, users can append to the existing open quote. Key S if you want to warns users about existing quotes on the Start Order Screen in Enter, Change & Ship Orders (MENU OEMAIN). Key I if you want to warn users about existing quotes on the Item Entry Screen in Enter, Change & Ship Orders (MENU OEMAIN). Users will not be able to append to a quote at this point, but they can review open quotes for the item. Key B if you want to warn users about existing quotes on both the Start Order Screen and the Item Entry Screen in Enter, Change & Ship Orders (MENU OEMAIN). Key N if you do not want users to be warned about an existing quote when entering a quote through Enter, Change & Ship Orders (MENU OEMAIN). *Default Value:* N (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 4 Fields and Function Keys

Field/Function Key	Description
Warn if Item Exists on Order	This field is used to alert users during Line Item Entry to the existence of an item number already on an order. This helps avoid unwanted duplication of items on an order that may have been accidentally entered twice or when a customer sends an order with the same item on it twice. The system will check for duplicate lines and warn you so that you can correct the order if an error exists. This eliminates duplicate items getting onto a Pick List that were not wanted. Key Y to alert users to the existence of a duplicate item on an order. When entering a line item in Enter, Change & Ship Orders (MENU OEMAIN), a pop-up window will appear notifying you that the item number has already been added on the order. You will have the choice to continue adding the item number or removing the duplicated item. Key N to bypass this option. Users will not be alerted to the existence of duplicated item on an order. NOTE: The warning message will also apply to credit memos/returns (negatives) and special orders. Buy One Get One promotional added items are excluded, as well as Offline OE and Blanket Orders. *Default Value:* N (A 1) Required
Include Return Orders on Consolidated Inv	This field allows you to designate whether or not you wish to include return orders in the Consolidated Invoices process. Consolidated Invoices are printed through Print Invoices (MENU OEMAIN). Key Y to include return orders on Consolidated Invoices. Key N to omit the printing of return orders on Consolidated Invoices. Credit memo invoices for return orders will be printed individually in the daily invoice print process. *Default Value:* Y (A 1) Required
Consolidated Invoice Hold Code	This field is used to select a consolidated invoice hold code to be used when placing a consolidated invoice on hold. Key the appropriate default hold code. NOTE: If a consolidated invoice hold code is entered in this field that is not defined, the F2=ADD HOLD CODE key will appear on the screen to allow the consolidated invoice code to be added. *Valid Values:* Any valid hold code define through Order Hold Code Maintenance (MENU OEFILE), with the exception of the system defined hold codes: GM, GX, SP, CR, WM, and NC. (A 2) Optional

Maintain O/E Options - Miscellaneous Settings Screen 4 Fields and Function Keys

Field/Function Key	Description
Include Future Invoices in Credit Limit Check	Use this field to specify whether the credit limit calculation for the order entry credit hold will include a customer’s future accounts receivable invoices. Key Y if you want the credit limit calculation to include future accounts receivable invoices. If you key Y, the following calculation will be used to determine the total credit used: Open Orders (excluding Future, Master, Blanket, and Quote orders) + Open Receivables + Future Invoices = Total Credit Used Additionally, if you key Y, the **Future Due** field on the Customer Credit Information Screen in Enter, Change, & Ship Orders (MENU OEMAIN) will appear, and the total shown will include this future due value. Key N if you do not want the credit limit calculation to include future accounts receivable invoices. If you key N, the following calculation will be used to determine the total credit used: Open Orders (excluding Future, Master, Blanket, and Quote orders) + Open Receivables = Total Credit Used Additionally, if you key N, the **Future Due** field on the Customer Credit Information Screen in Enter, Change, & Ship Orders (MENU OEMAIN) will not appear, and the total shown will not include the future due value. NOTE: If the **Update A/R** field is set to Y for the order’s payment type through Payment Types Maintenance (MENU OEFILE), both calculations will include the value of the order being entered. The value of the current order will not be included in the credit check if the **Update A/R** field is set to N or the order is a Future, Master, Blanket, or Quote order. For either calculation, if the credit limit specified for the customer through Customer/Ship to Master Maintenance (MENU ARFILE) is less than the total credit used, a new order will be placed on credit hold through: • Enter, Change & Ship Orders (MENU OEMAIN) • Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN) • Release “New Customer” Orders (MENU OEMAIN) • Release Blanket Orders (MENU OEMAIN) • Automatic Backorder Release (MENU OEMAST) The Customer Inquiry (MENU ARMAIN) will also include future invoice amounts in the **High Credit Amount** field. *Default Value:* N (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 4 Fields and Function Keys

Field/Function Key	Description
Immediate Resale of Returned Items	This field allows you to specify whether or not the quantity on-hand for returns will be updated immediately or at day-end. It applies only to returns that are designated as return to stock. If you key Y, the on-hand quantity is updated when you print the return invoice by the creation and posting of an inventory receipt group. Thus, returned items are available for other orders immediately. A new inventory clearing account has been provided to enable this process. NOTE: When **Pending Return** appears in reverse image, it indicates this field is protected because a credit memo has been printed for an immediate return. You can change this field only after all pending returns have been invoiced or deleted and a day-end has been run and before any new returns have been invoiced. Key Y to update the on-hand quantity for return invoices immediately. For FIFO/LIFO Costing Methods, this value should be Y to ensure the cost layers are created correctly; if not being used, and cost layers are updated at day-end instead of immediately, negative and positive transactions could net to a number if all the same GL accounts are used; for this reason it is important that this field be turned on for cost layers to be correctly updated. Key N to update the on-hand quantity for return invoices at day-end. You must key N in this field if you are defining the options for the warehouse transfer company. *Default Value:* Y (A 1) Required
Extract Days In Process and Sales Recap Info	Use this field to indicate whether days in process information and sales recap information should be extracted at day-end. This information will be used in Days-In-Process Inquiry (MENU OEINQY) and Sales Recap Inquiry (MENU OEINQY). Key a Y to extract days in process information and sales recap information at day-end. Key an N to not extract days in process information and sales recap information at day-end. *Default Value:* N (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 4 Fields and Function Keys

Field/Function Key	Description
Last Status For Duplicate PO Check	Use this field to specify the maximum order status that the duplicate PO number check will use to classify an order as 'unshipped,' or to disable the duplicate PO number warning/error. The system will validate whether an existing unshipped order for the customer has the same PO number based on the status you key in this field. Note that the order is considered 'unshipped' only for the purposes of the duplicate PO warning/error, making the order's PO number available for comparison with the PO number keyed on the Order Header Screen in Enter, Change & Ship Orders (MENU OEMAIN). The duplicate PO number warning/error appears if you enter a purchase order number that already exists on an unshipped order for the customer in the **PO No** field on the Order Header Screen in Enter, Change, and Ship Orders. NOTE: A warning or error is issued based on your response in the **Prevent Duplicate PO Entry** field. Key 0 to disable the duplicate PO number warning/error. Key 1 if you want orders with a status of "Pick Slip Ready" to be considered 'unshipped.' Key 2 if you want orders with a status of "Pick Slip Printed" to be considered 'unshipped.' Key 3 if you want orders with a status of "Invoice Ready" to be considered 'unshipped.' Key 4 if you want orders with a status of "Invoice printed" to be considered 'unshipped.' Key 5 if you want orders with a status of "History" to be considered 'unshipped.' (A 1) Required
Prevent Duplicate PO Entry	Use this field to indicate whether the duplicate PO number check will issue an error message or simply a warning message. See **Last Status For Duplicate PO Check** field. Key Y if you want to prevent the entry of the duplicate PO number by issuing an error message. Key N if you want to simply warn against the entry of the entry of the duplicate PO number. *Default Value:* N

Maintain O/E Options - Miscellaneous Settings Screen 4 Fields and Function Keys

Field/Function Key	Description
Number of Days to Check Last Status	Use this field to specify the number of days that the duplicate PO number warning/error will use in order to classify an order as "unshipped." The order is considered "unshipped" only for the purposes of the duplicate PO warning/error, making the order's PO number available for comparison with the PO number keyed on the Order Header Screen in Enter, Change & Ship Orders (MENU OEMAIN). Key 0 if you do not want to select a specific number of days to check the last status and instead want to rely on the "unshipped" status only. If you do not key a value in this field, 0 is assumed as the default value. Key the maximum number of days from today to be used when determining if an order will be classified as "unshipped." When the system determines the number of days range, the following consideration is used: • Open orders (status 1 – 4) will age based on the difference between today and the order entry date of the matching PO number record. • History orders (status 5) will age based on the difference between today and the invoice date of the matching PO number record. *Default Value:* 0 (N 3,0) Optional
ID Required: Packer	Use this field to indicate whether a Packer ID must be entered when an order is ship confirmed. Packer IDs are defined and maintained through Packer/Picker/Driver ID Maintenance (MENU OEFIL3). Key a Y to require entry of a Packer ID during shipping confirmation. Key an N if no Packer ID will be required to ship confirm an order. *Default Value:* N (A 1) Required
ID Required: Picker	Use this field to indicate whether a Picker ID must be entered when an order is ship confirmed. Picker IDs are defined and maintained through Packer/Picker/Driver ID Maintenance (MENU OEFIL3). Key a Y to require entry of a Picker ID during shipping confirmation. Key an N if no Picker ID will be required to ship confirm an order. *Default Value:* N (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 4 Fields and Function Keys

Field/Function Key	Description
ID Required: Driver	Use this field to indicate whether a Driver ID must be entered when an order is ship confirmed. Driver IDs are defined and maintained through Packer/Picker/Driver ID Maintenance (MENU OEFIL3). Key a Y to require entry of a Driver ID during shipping confirmation. Key an N if no Driver ID will be required to ship confirm an order. *Default Value:* N (A 1) Required

Track Order Activity	This option allows you to maintain a detailed audit trail of the actions performed on each order for this company.
	If you key a Y in this field, the activity code, date, time, and user ID will be recorded for each action performed on an order except:
	• Work order tasks
	• Shipping confirmation performed through the Boxing option in the Warehouse Management module
	• Shipping confirmation performed through the Radio Frequency Transaction Manager shipping task
	• System holds that are released automatically through normal order processing activities, rather than being released by the user (such as a order being released from Warehouse Management hold once all locations have been assigned).
	If you key an N in this field, detailed activity will not be stored for each order. Only the following information is retained and displayed on the Order Display Screen or the Invoice Display Screen in for each order:
	• User ID of the original and last user
	• Time and date of the following activities:
	  • Order entered
	  • Pick List printed
	  • Acknowledgement printed
	  • Shipment confirmed
	  • Invoice printed
	Default Value: N
	(A 1) Required

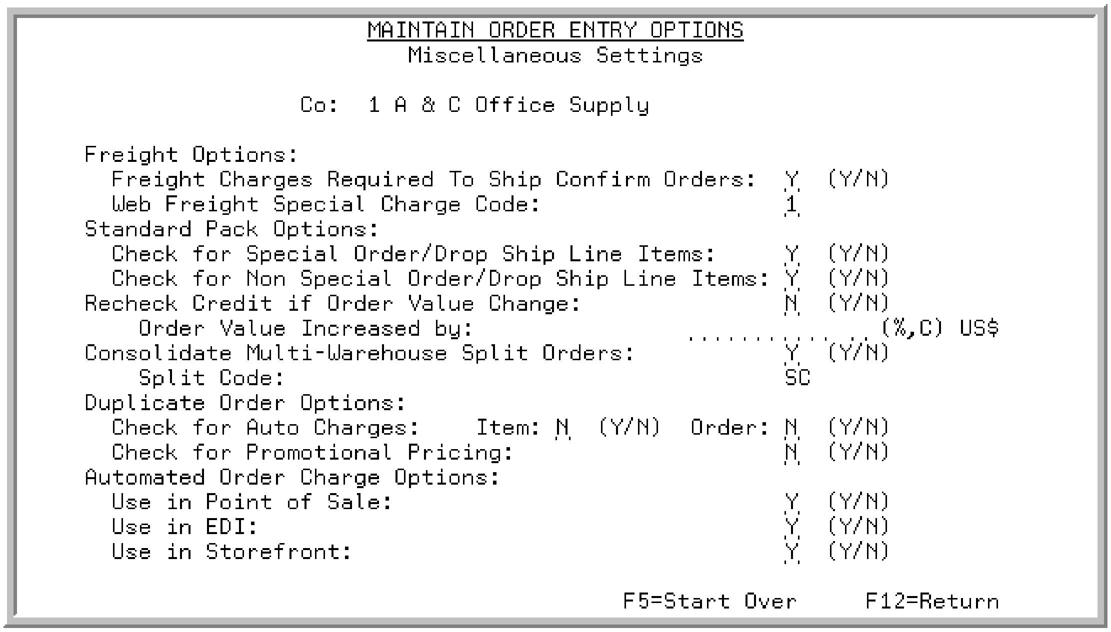
Maintain O/E Options - Miscellaneous Settings Screen 4 Fields and Function Keys

Field/Function Key	Description
Days to Keep Customer Invty Reservation Activity	Use this field to determine if you want to track changes made to customer inventory reservations through Customer Inventory Reservations Maintenance (MENU OEFILE). If you choose to track activity, this field also determines how long the activity will be retained before it is purged. Key 0 if you do not want to track customer inventory reservation maintenance activity. If you leave this field blank, 0 is assumed as the default value and activity will not be tracked. If you want to track customer inventory reservation maintenance activity, key the number of days you want to keep activity data. You can review activity through Customer Inventory Reservations Maintenance (MENU OEFILE), by pressing F18=ACTIVITY on the Customer Inventory Reservations Maintenance Selection Screen. Records that are older than the number of days specified in this field are purged automatically when you access the activity inquiry screens. (N 3,0) Optional
Show All Hold Codes Before End Order	Use this field to determine if you want to view an additional screen before end order time during Enter, Change & Ship Orders (MENU OEMAIN) that shows all hold codes associated with the order. Key Y to show all hold codes before end order time. When you press F10=END or F10=END ORD from the Order Header or Item Entry screens during Order Entry to end the order, the Order Hold Code Summary Screen will appear if more than one hold code applies to the order. Key N if you do not want to show all hold codes before end order time. When you press F10=END or F10=END ORD from the Order Header or Item Entry screens during Order Entry to end the order, the End Order Screen will appear with the first applicable hold code for the order. NOTE: Even if you key N in this field, all hold codes will still be considered at end order time and the OE Order Hold Code File (ORDHLD) will be updated with any hold codes that apply to the order. *Default Value:* N, for a new company (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 4 Fields and Function Keys

Field/Function Key	Description
Vendor Default for Special Order Item in OE	This field allows you to select the appropriate item file where the default primary vendor will be retrieved from for a special order line item in Order Entry. Key M to have the vendor default retrieved from the Item Master File (ITMST) when a line item is special ordered during OE on the Item Review Screen. Key B to have the vendor default retrieved from the Item Balance File (ITBAL) when a line item is special ordered during OE on the Item Review Screen. NOTE: If the file specified in this field contains a blank vendor number, the other file will be used to retrieve the vendor number. If both files are blank, the **Vnd** field will remain blank. *Default Value:* B (A 1) Required
F2=Add Hold Code	F2=ADD HOLD CODE appears only when you key a consolidated invoice hold code previously undefined through Order Hold Code Maintenance (MENU OEFILE). Press F2=ADD HOLD CODE to add the new hold code to those already defined.
F5=Start Over	Press F5=START OVER to cancel your selections and return to the Maintain O/E Options - Company Selection Screen (p. 15-3).
F12=Return	Press F12=RETURN to return to the Maintain O/E Options - Miscellaneous Settings Screen 3 (p. 15-22) without permanently saving any changes made to this screen.
Enter	Press ENTER to confirm your selections. The Maintain O/E Options - Miscellaneous Settings Screen 5 (p. 15-43) will appear.

Maintain O/E Options - Miscellaneous Settings Screen 5



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                          MAINTAIN ORDER ENTRY OPTIONS
                             Miscellaneous Settings

                      Co:  1 A & C Office Supply

 Freight Options:
   Freight Charges Required To Ship Confirm Orders:  Y  (Y/N)
   Web Freight Special Charge Code:                  1
 Standard Pack Options:
   Check for Special Order/Drop Ship Line Items:     Y  (Y/N)
   Check for Non Special Order/Drop Ship Line Items: Y  (Y/N)
 Recheck Credit if Order Value Change:               N  (Y/N)
     Order Value Increased by:                ...............(%,C) US$
 Consolidate Multi-Warehouse Split Orders:           Y  (Y/N)
     Split Code:                                     SC
 Duplicate Order Options:
   Check for Auto Charges:    Item: N  (Y/N)  Order: N  (Y/N)
   Check for Promotional Pricing:                    N  (Y/N)
 Automated Order Charge Options:
   Use in Point of Sale:                             Y  (Y/N)
   Use in EDI:                                       Y  (Y/N)
   Use in Storefront:                                Y  (Y/N)

                                  F5=Start Over     F12=Return
```

This screen displays after pressing ENTER on the Maintain O/E Options - Miscellaneous Settings Screen 4 (p. 15-31).

Use this screen to further define O/E miscellaneous settings.

Maintain O/E Options - Miscellaneous Settings Screen 5 Fields and Function Keys

Field/Function Key	Description
Freight Options: Freight Charges Required to Ship Confirm Orders	Use this field to indicate whether users will be required to key an FOB code on the Order Header Screen when they enter an order through Enter, Change & Ship Orders (MENU OEMAIN). Additionally, if you key a Y in this field, and the FOB code on the Order Header Screen is defined with an R in the **Cost Liability** field, you must add at least one order level shipping charge that is defined as a freight charge before you will be allowed to ship confirm an order. Note that since Radio Frequency and Warehouse Management function differently, this edit would not occur for those modules, and you would be allowed to ship confirm an order during radio frequency or warehouse management shipping. FOB codes are defined through FOB Codes Maintenance (MENU OEFIL3/ MENU POFIL2); shipping charges are defined through Special Charge Definitions (MENU OEFILE). Key Y to require an FOB code on each order. Key N if you do not want to require an FOB code. (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 5 Fields and Function Keys

Field/Function Key	Description
Freight Options: Web Freight Special Charge Code	Use this field to specify the freight special charge code to assign to orders placed through Storefront Commerce or web@work Advanced Edition when a user selects a freight rate before submitting an order. Key the special charge code. *Default Value:* blank *Valid Values:* A special charge code defined through Special Charge Definition Maintenance (MENU OEFILE). Valid values are 1 through 9 or A through Z (I and O are intentionally excluded since they can be misinterpreted as numbers). In the actual files, order charges begin with the character / and line charges begin with the character &. (A 1) Required
Standard Pack Options: Check for Special Order/Drop Ship Line Items	This field enables you to issue a warning message when a user attempts to order an item with a quantity that is not a multiple of the item's standard pack. This message allows users to resolve standard pack ordering issues before causing broken packages in the warehouse or changes to the customer's sales order. Key Y if you want to compare a special order/drop ship item's standard pack in the Vendor Item File to the quantity entered for the order. If you key Y, this will enable the standard pack warning in Order Entry for the specific item type. Key N to disable the standard pack warning in Order Entry for the specific item type. (A 1) Required
Standard Pack Options: Check for Non Special Order/Drop Ship Line Items	This field enables you to issue a warning message when a user attempts to order an item with a quantity that is not a multiple of the item's standard pack. This message allows users to resolve standard pack ordering issues before causing broken packages in the warehouse or changes to the customer's sales order. Key Y if you want to compare a regular stock item's standard pack in the Item Master File to the quantity entered for the order. If you key Y, this will enable the standard pack warning in Order Entry for the specific item type. Key N to disable the standard pack warning in Order Entry for the specific item type. (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 5 Fields and Function Keys

Field/Function Key	Description
Recheck Credit if Order Value Change	Use this field to specify whether you want the system to check a customer's credit when the customer order changes after it has been released from Credit Hold. This field is used in conjunction with the **Order Value Increased by** field. When activated, orders that exceed the re-credit check criteria will be placed on credit hold (CR), even if they were previously released from credit hold (CR). Key Y if you want the system to check the customer's credit when an order changes. The system will recheck the customer's credit when the order value increases by the percent or currency amount specified in the **Order Value Increased by** field. When an order has multiple generations, the system will tally the previous generation's invoice amounts, so that the total order value is used to calculate the order value change. Key N if you do not want the system to check the customer's credit when an order changes. (A 1) Required
Order Value Increased by	Use this field to specify the percent or currency amount increase that will trigger the system to recheck the customer's credit when a customer order changes after it has been released from Credit Hold. This field is used in conjunction with the **Recheck Credit if Order Value Changes** field. For example, assume the **Recheck Credit if Order Value Changes** field is set to Y and the value specified in this field is $10. If the original order value was $50 when the order was released from Credit Hold and the customer adds another item to the order for $11, the system will check the new order value ($61) against the customer's credit limit. This recheck means that an order can be placed on Credit Hold even after it has been released once. Key the currency amount or percent in the first field. In the second field, key C if the amount is specified is a currency amount; key % if the amount is a percent. If International Currency is active, for a currency amount, the currency symbol for the company's currency will display to the right of this field. *Valid Values:* A positive number. If you are specifying a percent, the value entered cannot be greater than 100. If the **Recheck Credit if Order Value Changes** field is set to N, you must key 0 in this field. (N 9,2 / A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 5 Fields and Function Keys

Field/Function Key	Description
Consolidate Multi-Warehouse Split Orders	Use this field to specify whether you want the system to consolidate multi-warehouse split orders shipped on the same day and/or orders that are partially shipped awaiting special order receipts. Key Y if you want to consolidate invoices for multi-warehouse split orders shipped on the same day and/or orders that are partially shipped awaiting special order receipts. When entering an order that generates a multi-warehouse split, the system will assign the split code specified in the **Split Code** field to the orders. Then, when the invoice is printed for any of the split orders with the assigned split code, invoices for all qualified orders (orders with a company, currency, and customer match that are ready to invoice) will be consolidated under one invoice number. When entering an order for a single warehouse that is partially shippable and also has special order items, if the order is in pick list status when the special order receipt is posted, the original order will be split. Both copies of this order will be assigned the split code. Orders with matching criteria, but different payment types, will be consolidated under a separate invoice number. Orders with different currencies or AR terms codes will not be consolidated. Key N if you want multi-warehouse split orders to be invoiced separately for each warehouse. *Default Value:* N (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 5 Fields and Function Keys

Field/Function Key	Description
Split Code	Use this field to specify the split code that will be assigned to multi-warehouse split orders and/or orders that are partially shipped awaiting special order receipts. This code will be assigned to split orders without a consolidated bill code, invoice date, cash discount date, future date, AR customer number, or invoice number assigned, when the **Consolidate Multi-Warehouse Split Orders** field is set to Y and the A/R terms code assigned to the order is not a split terms code. Orders assigned this code will print using the consolidated invoice format. You may override the consolidation of any split order by clearing the split code from the **Consolidated Bill Code** field on the Second Order Header Screen in Enter, Change & Ship Orders (MENU OEMAIN); however, once the change is made and confirmed, the order cannot be returned to consolidated status. **Important** Once you assign this code, neither the code nor the description can be changed. The split code character combination will not be available for a consolidated bill code. For example, if your split code is ZZ, you will be prevented from creating consolidated bill code ZZ in Consolidated Bill Code Maintenance (MENU ARFIL2). (A 2) Optional
Duplicate Order Options: Check for Auto Charges (Item)	This field allows you to determine if auto item charges should be added to the new (duplicated) item that is created. Since a history or deleted order may already contain such auto item charge lines, you might not want the newly duplicated order to also check for and add such charges again. This option can be used specifically for duplicate order functionality to handle such situations. Key Y if you want the system to check for auto charges for an item. Key N if you do not want the system to check for auto charges for an item. *Default Value:* N (A 1) Required

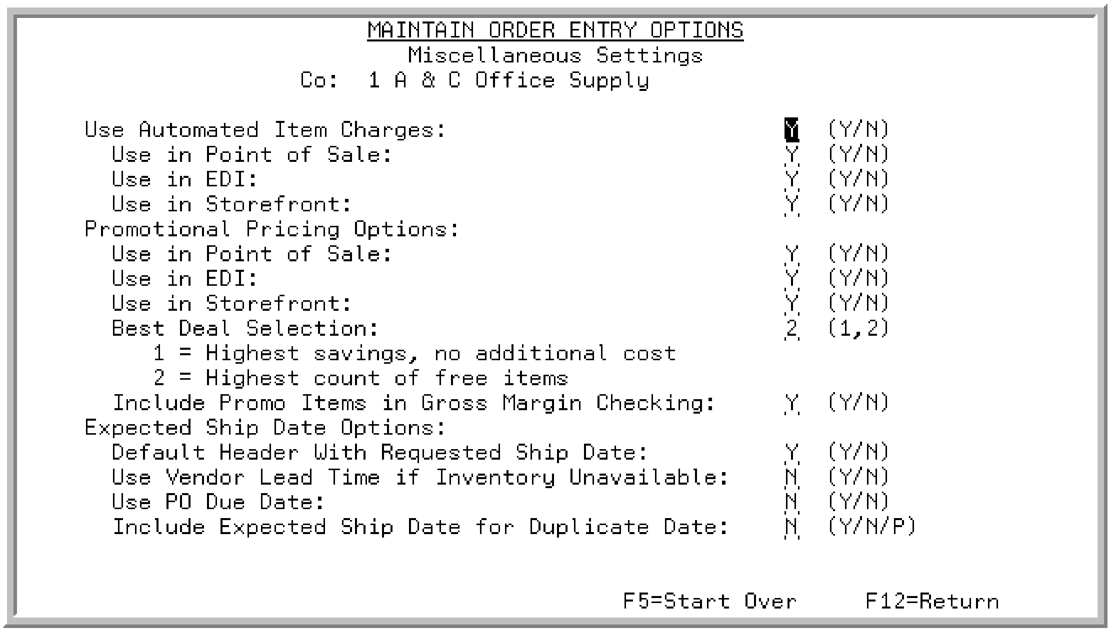
Maintain O/E Options - Miscellaneous Settings Screen 5 Fields and Function Keys

Field/Function Key	Description
Duplicate Order Options: Check for Auto Charges (Order)	This field allows you to determine if auto order charges should be added to the new (duplicated) order that is created. Since a history or deleted order may already contain such auto order charge lines, you might not want the newly duplicated order to also check for and add such charges again. This option can be used specifically for duplicate order functionality to handle such situations. Key Y if you want the system to check for auto charges for an order. Key N if you do not want the system to check for auto charges for an order. *Default Value:* N (A 1) Required
Duplicate Order Options: Check for Promotional Pricing	This field allows you to determine if a promotional pricing check should be included in the new (duplicated) order that is created. Since a history or deleted order may already contain promotional pricing lines, you might not want the newly duplicated order to also check for promotional pricing again. This option can be used specifically for duplicate order functionality to handle such situations. Key Y if you want the system to check for promotional pricing for an order. Key N if you do not want the system to check for promotional pricing for an order. *Default Value:* N (A 1) Required
Automated Order Charge Options: Use in Point of Sale	Use this field to activate the automated order charge feature for orders coming into through Offline Order Entry from the Point of Sale module to the open orders files. Those orders will be reviewed and additional automated order charges will be applied to the orders that qualify. Key Y to add automated order charges to POS orders. Key N to not use automated order charges for POS orders. *Default Value:* N A 1) Required
Automated Order Charge Options: Use in EDI	Use this field to activate the automated order charge feature for orders coming into through Offline Order Entry from the EDI module to the open orders files. Those orders will be reviewed and additional automated order charges will be applied to the orders that qualify. Key Y to add automated order charges to incoming EDI orders. Key N to not use automated order charges for incoming EDI orders. *Default Value:* N (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 5 Fields and Function Keys

Field/Function Key	Description
Automated Order Charge Options: Use in Storefront	Use this field to activate the automated order charge feature for orders coming into through Offline Order Entry from Storefront Commerce to the open orders files. Those orders will be reviewed and additional automated order charges will be applied to the orders that qualify. Key Y to add automated order charges to incoming Storefront Commerce orders. Key N to not use automated order charges for incoming Storefront Commerce orders. *Default Value:* N (A 1) Required
F5=Start Over	Press F5=START OVER to cancel your selections and return to the Maintain O/E Options - Company Selection Screen (p. 15-3).
F12=Return	Press F12=RETURN to return to the Maintain O/E Options - Miscellaneous Settings Screen 4 (p. 15-31) without saving any changes made to this screen.
Enter	Press ENTER to confirm your selections. The Maintain O/E Options - Miscellaneous Settings Screen 6 (p. 15-50) will appear.

Maintain O/E Options - Miscellaneous Settings Screen 6



```
                          MAINTAIN ORDER ENTRY OPTIONS
                             Miscellaneous Settings
                     Co:   1 A & C Office Supply

     Use Automated Item Charges:                               Y  (Y/N)
       Use in Point of Sale:                                   Y  (Y/N)
       Use in EDI:                                             Y  (Y/N)
       Use in Storefront:                                      Y  (Y/N)
     Promotional Pricing Options:
       Use in Point of Sale:                                   Y  (Y/N)
       Use in EDI:                                             Y  (Y/N)
       Use in Storefront:                                      Y  (Y/N)
       Best Deal Selection:                                    2  (1,2)
          1 = Highest savings, no additional cost
          2 = Highest count of free items
       Include Promo Items in Gross Margin Checking:           Y  (Y/N)
     Expected Ship Date Options:
       Default Header With Requested Ship Date:                Y  (Y/N)
       Use Vendor Lead Time if Inventory Unavailable:          N  (Y/N)
       Use PO Due Date:                                        N  (Y/N)
       Include Expected Ship Date for Duplicate Date:          N  (Y/N/P)


                                        F5=Start Over     F12=Return
```

This screen displays after pressing ENTER on the Maintain O/E Options - Miscellaneous Settings Screen 5 (p. 15-43) to specify additional miscellaneous settings for Order Entry, such as automated item charges, promotional pricing options, and expected ship date options.

Maintain O/E Options - Miscellaneous Settings Screen 6 Fields and Function Keys

Field/Function Key	Description
Use Automated Item Charges	Use this field to determine if automated item charges will be processed. Key Y to add automated item charges to orders processed in Order Entry. Key N to not use automated item charges for orders processed in Order Entry. When this value is set to no, the choices to **Use in Point of Sale**, **Use in EDI**, and **Use in Storefront** must also be N. (A 1) Required
Automated Item Charges: Use in Point of Sale	Use this field to activate the automated item charge feature for orders coming through Offline Order Entry from the Point of Sale module to the open orders files. Those orders will be reviewed and additional automated item charges will be applied to the orders that qualify. Key Y to add automated item charges to POS orders. Key N to not use automated item charges for POS orders. *Default Value:* N (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 6 Fields and Function Keys

Field/Function Key	Description
Automated Item Charges: Use in EDI	Use this field to activate the automated item charge feature for orders coming through Offline Order Entry from the EDI module to the open orders files. Those orders will be reviewed and additional automated item charges will be applied to the orders that qualify. Key Y to add automated item charges to incoming EDI orders. Key N to not use automated item charges for incoming EDI orders. (A 1) Required
Automated Item Charges: Use in Storefront	Use this field to activate the automated item charge feature for orders coming through Offline Order Entry from Storefront Commerce to the open orders files. Those orders will be reviewed and additional automated item charges will be applied to the orders that qualify. Key Y to add automated item charges to incoming Storefront Commerce orders. Key N to not use automated item charges for incoming Storefront Commerce orders. (A 1) Required
Promotional Pricing Options: Use in Point of Sale	Use this field to activate the promotional pricing feature for orders coming through Offline Order Entry from the Point of Sale module to the open orders files. Those orders will be reviewed and additional items and/or discounts may be applied to the orders that qualify for a promotion. Key Y to review all existing promotions for POS orders, and automatically add a qualifying promotion that is considered the best deal for the customer, if one is found. Key N to not check for qualifying promotions for POS orders. *Default Value:* N (A 1) Required
Promotional Pricing Options: Use in EDI	Use this field to activate the promotional pricing feature for orders coming through Offline Order Entry from the EDI module to the open orders files. Those orders will be reviewed and additional items and/or discounts may be applied to the orders that qualify for a promotion. Key Y to review all existing promotions for incoming EDI orders, and automatically add a qualifying promotion that is considered the best deal for the customer, if one is found. Key N to not check for qualifying promotions for EDI orders. *Default Value:* N (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 6 Fields and Function Keys

Field/Function Key	Description
Promotional Pricing Options: Use in Storefront	Use this field to activate the promotional pricing feature for orders coming through Offline Order Entry from Storefront Commerce to the open orders files. Those orders will be reviewed and additional items and/or discounts may be applied to the orders that qualify for a promotion. Key Y to review all existing promotions for incoming Storefront Commerce orders, and automatically add a qualifying promotion that is considered the best deal for the customer, if one is found. Key N to not check for qualifying promotions for incoming Storefront Commerce orders. *Default Value:* N (A 1) Required
Promotional Pricing Options: Best Deal Selection	Use this field to determine how this company classifies the 'best deal' available for their customers, if they qualify for more than one deal during the promotions auto-selection process. Key 1 for the highest savings with no additional cost. This option would select the promotion that has the highest monetary savings to the customer, without incurring any additional cost. Key 2 for the highest count of free items. This option would select the promotion that offers the most free items based on the number of items added to the order, not taking the monetary savings into account. If a promotion incurs an additional cost to the customer, the promotion will not be considered in the promotions auto-selection process. **Example:** Assume a shoe store is offering two different deals: **Promotion A** is: Buy one pair of shoes, get one pair of shoes free (valued at $30). **Promotion B** is: Buy sneakers, and get two pairs of socks free (valued at $10). If this option is set to 1 (Highest savings, no additional cost), then Promotion A will be applied, since the customer is saving $30 (compared to only a $10 savings with Promotion B). If this option is set to 2 (Highest count of free items), then Promotion B will be applied, since the customer gets two free items (compared to only one free item with Promotion A).

Maintain O/E Options - Miscellaneous Settings Screen 6 Fields and Function Keys

Field/Function Key	Description
Promotional Pricing Options:	Use this field to determine if you want promotional items included during gross margin checking.
Include Promo Items in Gross Margin Checking	Key Y to have any free or discounted items added to the order due to promotions included in calculations when determining the gross margin percentage of the order and when checking for GM (gross minimum) and GX (gross maximum) holds for the order. Key N to have any free or discounted items added to the order due to promotions excluded in calculations when determining the gross margin percentage of the order and when checking for GM and GX holds for the order. *Default Value:* Y (A 1) Required
Expected Ship Date Options:	Use this field to determine if you want the expected ship date to be defaulted to the same date that was calculated for the requested ship date (which is based on the requested ship date options) when a new order is added and placed in the order header.
Default Header With Requested Ship Date	Key Y to have the order header level expected ship date (that is, the **Exp Ship** field on the Order Header Screen) defaulted to the requested ship date. Key N to not have the order header level expected ship date defaulted to the requested ship date on the Order Header Screen. Instead, the current date will be used when a new order is started. NOTE: Regardless of how this option is set, the expected ship date can always be manually changed on the Order Header Screen and Item Review Screen during order entry. *Default Value:* N (A 1) Required

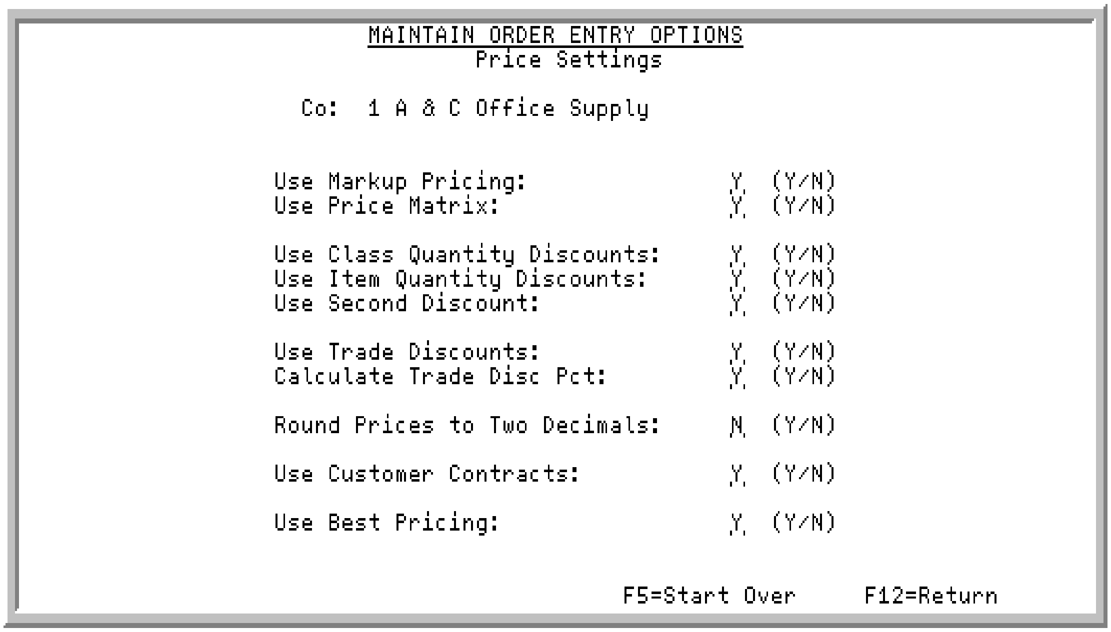
Maintain O/E Options - Miscellaneous Settings Screen 6 Fields and Function Keys

Field/Function Key	Description
Expected Ship Date Options: Use Vendor Lead Time if Inventory Unavailable	Use this field to determine if the vendor lead time will be used for inventory that is unavailable to calculate the expected ship date. Key Y to use the vendor lead time if inventory is unavailable. For the line which is going on back order, the system will add the lead time of this item to today's date to calculate the line item's expected ship date. Regardless the item's on-hand quantity, if there are customer reservations, COO qualifiers, item restrictions, or the company is using the **Assume Zero Shipments** feature, as long as there is a quantity in the backorder field, the expected ship date will be calculated. The vendor lead time for the item will be determined using the following hierarchy: • IM&P Balance Record (if item/warehouse is a planned by IM&P) • AIM Balance Record (if item/warehouse is a planned by AIM) • Vendor Item Record • Vendor Master Record Key N to not use the vendor lead time if inventory is unavailable. If this field is N or the inventory is available, then the system will use the current value of the order header expected ship date field. NOTE: Regardless of how this option is set, the expected ship date can always be manually changed on the Order Header Screen and Item Review Screen during order entry. *Default Value:* N (A 1) Required
Expected Ship Date Options: Use PO Due Date	Use this field to determine if the PO due date will be used to calculate the expected ship date for special order line items. Key Y to update the special order line item's expected ship date with the due date on the purchase order once it is available. When the PO is generated at the initial PO print time through Print Purchase Orders (MENU POMAIN), the line item level expected ship date will be updated in the associated order detail record with the due date from the generated PO line item. Key N to not use the PO due date to calculate the expected ship date. Special order line items will then be treated the same way as any other line item when determining the expected ship date, and the defaulted expected ship date for the line item will be the same as the one on the Order Header Screen. NOTE: Regardless of how this option is set, the expected ship date can always be manually changed on the Order Header Screen and Item Review Screen during order entry. *Default Value:* N (A 1) Required

Maintain O/E Options - Miscellaneous Settings Screen 6 Fields and Function Keys

Field/Function Key	Description
Expected Ship Date Options: Include Expected Ship Date for Duplicate Date	Use this field to determine if you want to include the expected ship date when the user requests to duplicate the ship date (using F23=DUP DT) for all items on the order with the ship date keyed on the Order Header Screen during order entry. Key Y to include the expected ship date when duplicating the ship date to all detail lines. The system will update the expected ship date when F23=DUP DT is pressed on the Order Header Screen in the same way as the requested ship date is changed (that is, all applicable line items on the order will be updated with the order header's expected ship date). Key N to not include the expected ship date when duplicating the ship date to all detail lines when F23=DUP DT is pressed on the Order Header Screen. Instead, the expected ship date on the line items will keep their current values, regardless of any changes made to the **Exp Ship** date field on the Order Header Screen. Key P if you instead want to be prompted on the Order Header Screen, when F23=DUP DT is pressed, to enter if the expected ship date on the Order Header Screen will be used to update all applicable line items on the order. The Expected Ship Date Screen will appear, where you key Y or N to the **Update the Expected Ship Date** field. NOTE: Regardless of how this option is set, the expected ship date can always be manually changed on the Order Header Screen and Item Review Screen during order entry. *Default Value:* N (A 1) Required
F5=Start Over	Press F5=START OVER to cancel your selections and return to the Maintain O/E Options - Company Selection Screen (p. 15-3).
F12=Return	Press ENTER to confirm your selections. The Maintain O/E Options - Miscellaneous Settings Screen 5 (p. 15-43) will appear.
Enter	Press ENTER to confirm your selections. The Maintain O/E Options - Price Settings Screen 1 (p. 15-56) will appear.

Maintain O/E Options - Price Settings Screen 1



```
                    MAINTAIN ORDER ENTRY OPTIONS
                           Price Settings

             Co:  1 A & C Office Supply


           Use Markup Pricing:              Y  (Y/N)
           Use Price Matrix:                Y  (Y/N)

           Use Class Quantity Discounts:    Y  (Y/N)
           Use Item Quantity Discounts:     Y  (Y/N)
           Use Second Discount:             Y  (Y/N)

           Use Trade Discounts:             Y  (Y/N)
           Calculate Trade Disc Pct:        Y  (Y/N)

           Round Prices to Two Decimals:    N  (Y/N)

           Use Customer Contracts:          Y  (Y/N)

           Use Best Pricing:                Y  (Y/N)


                                  F5=Start Over     F12=Return
```

This screen displays after pressing ENTER on the Maintain O/E Options - Miscellaneous Settings Screen 6 (p. 15-50). Use this screen to set up O/E price settings for this company.

NOTE: For additional examples and information on pricing, refer to the Pricing section in the Order Entry User Guide.

Maintain O/E Options - Price Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Use Markup Pricing	Order Entry allows you to use either discount or markup pricing to arrive at the final price of an item on an order. This field designates if markup pricing will be used in order entry as opposed to discount pricing. Markup pricing (or cost-plus pricing) adds a specified percentage to the cost of an item. Key Y if you want to use markup (cost-plus) pricing. If you select Y, you must also specify the **Cost to be Used for Markup Pricing**, as defined on the Maintain O/E Options - Price Settings Screen 2 (p. 15-69). Key N if you do not want to use markup (cost-plus) pricing. The markup code will not appear on the Item Review Screen during order entry, and you will only be allowed to use discount pricing. *Default Value:* Y (A 1) Required

Maintain O/E Options - Price Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Use Price Matrix	This field determines if the Price Matrix will be used in order entry to determine the discount/markup of an item. The Price Matrix specifies a discount or markup percentage that is applied to an item's base price when an item is ordered by a specific customer. This percentage is determined using the **Item Price Class Code** assigned to the item on the order, and the **Customer Price Discount Code** that is assigned to the customer placing the order. Key Y if you want order entry to automatically select a discount/markup percentage from the Price Matrix based on **Customer Price Discount Code** and **Item Price Class Code**. [The Price Matrix is defined and maintained through Price Matrix Maintenance (MENU OEPRCE)]. Key N if you do not want to use the Price Matrix. The Price Matrix Selection Screen in Price Matrix Maintenance will not allow an entry for this company number. *Default Value:* Y (A 1) Required
Use Class Quantity Discounts	Defining quantity discounts is an optional feature that allows you to define up to ten quantity breaks for an item or group of items (quantity break classes.) A quantity break discount is a dollar or percent discount that is used when a specified item quantity or dollar amount is exceeded for an item or group of items. Items are grouped by entering a **Quantity Break Class Code** through Item Master Maintenance (MENU IAFILE) for each item.This code must be defined through Quantity Break Class Maintenance (MENU IAFILE) before discounts can be entered. Key Y to use quantity break discounts for groups of items (quantity break classes). Order entry will check the Quantity Discount File for class quantity discounts when totaling an order. Key N if you do not want to use class quantity discounts. *Default Value:* Y (A 1) Required
Use Item Quantity Discounts	Like **Use Class Quantity Discounts**, a quantity break discount is a dollar or percent discount that is used when a specified item quantity or dollar amount is exceeded for an item or group of items. Key Y to use quantity break discounts for individual items. Order entry will check the Quantity Discount File (QTYDS) while pricing items during line item entry. Key N if you do not want to use item quantity discounts. *Default Value:* Y (A 1) Required

Maintain O/E Options - Price Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Use Second Discount	This field determines if a second discount percentage may be keyed during line item entry (MENU OEMAIN). This additional discount is applied to the value of the base price after it has been discounted by the percentage in the first discount (**Dsc 1**) field. Key Y if you want the ability to key a second discount percentage during line item entry. The **Dsc 2** field will display on the Item Entry/Review Screens in Enter, Change & Ship Orders (MENU OEMAIN). Key N to allow one discount only. The **Dsc 2** field will not display on the Item Entry/Review Screens in Enter, Change & Ship Orders. *Default Value:* Y (A 1) Required

Maintain O/E Options - Price Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Use Trade Discounts	A trade discount [defined through Trade Discount Maintenance (MENU OEPRCE)] is a discount applied to the total value of an invoice and can be based on that total value. Trade discounts are recorded as expenses. This field determines if trade discounts will be allowed for selected customers. NOTE: For trade discounts, the calculation of the order's total only includes items which are specifically defined to be included in trade discounts. This definition is done via the **Cash/Trade Disc** field at the item level through Item Master Maintenance (MENU IAFILE) and, if applicable, at the item/warehouse level through Item Balance Maintenance (MENU IAFILE). Up to 9 trade discount codes (1-9) can be defined for each company, each with an identified percent discount to be taken. Depending on the value in the **Calculate Trade Disc Pct** field, the discount will be taken as follows: • If **Calculate Trade Disc Pct** is N, the discount will be taken as an established percentage, regardless of the total value of that order. • If **Calculate Trade Disc Pct** is Y, the discount will be taken as an established percentage, regardless of the total value of that order; OR, will be taken as an established percentage only when the order's value reaches a certain dollar amount. NOTE: Customers are assigned a trade discount code by keying 0-9 in the **Trade Disc Code** field through Customer/Ship to Master Maintenance (MENU ARFILE). Refer to the description of the **Calculate Trade Disc Pct** field for important specifics about how trade discounts are applied, particularly for those customers assigned a trade discount code of 0. Key Y to allow a trade discount to be used when keying an order for selected customers. Key N if you do not want trade discounts allowed. The trade discount percentage will not display when entering an order through Enter, Change & Ship Orders (MENU OEMAIN), and any trade discount codes set up for customers are disregarded. *Default Value:* Y (A 1) Required

Maintain O/E Options - Price Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Calculate Trade Disc Pct	NOTE: This field is applicable only if a Y is keyed in the **Use Trade Discounts** field. If using trade discounts, this field determines how trade discounts will be applied. If this field is a N, trade discounts are defined by keying a straight percentage discount to be taken. If you wish for a customer to receive no discount, then you would assign a trade discount code of 0 to the customer [trade discount codes are assigned via the **Trade Discount Code** field in Customer/Ship to Master Maintenance (MENU ARFILE)]. If this field is a Y, trade discounts are defined by keying a straight percentage discount to be taken or by indicating a minimum dollar amount of the order's total value which must be reached for the indicated percentage to be taken (for those customers defined with a 0 as their trade discount code). If you wish for a customer to receive no discount, then you must define one of the trade discount codes to indicate a 0% and assign that code to the customer [trade discount codes are assigned via the **Trade Discount Code** field in Customer/Ship to Master Maintenance (MENU ARFILE)]. You may not assign a trade discount code of 0 to a customer if you want that customer to receive no discount because a trade discount code of 0 indicates that the system will calculate the trade discount when the **Calculate Trade Disc Pct** field is a Y. If this field is Y and a trade discount code of 1-9 is assigned to a customer, that customer will receive a straight percentage associated with the trade discount code. *Default Value:* Y (A 1) Required

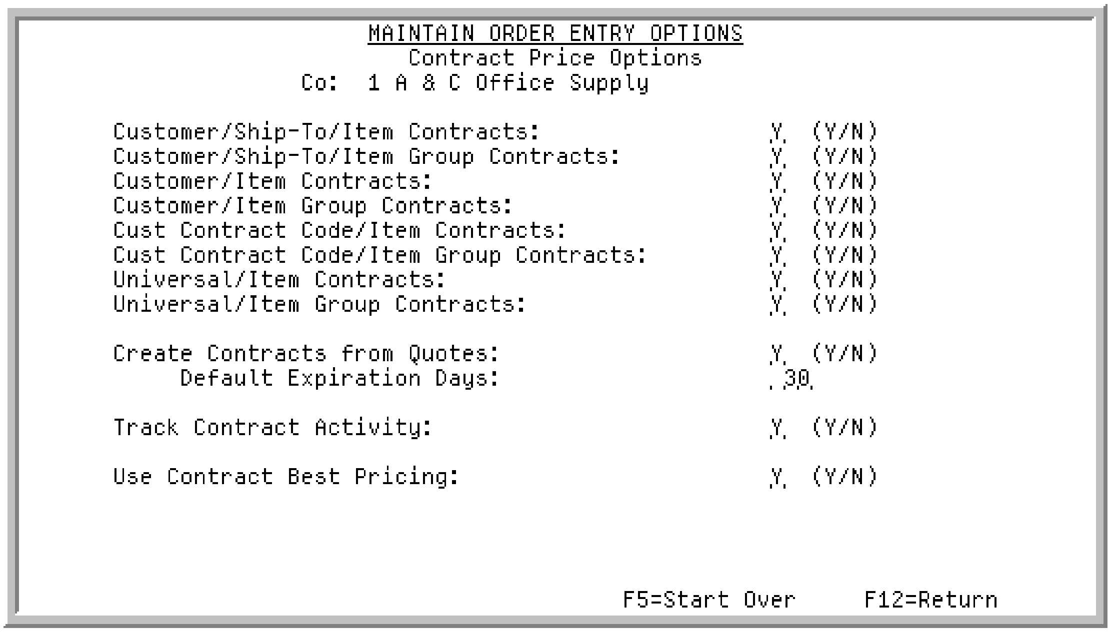
Maintain O/E Options - Price Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Round Prices to Two Decimals	Use this field to specify if you want final prices rounded to two decimals based on the pricing unit of measure. Key Y to have Order Entry automatically round the final prices to two decimals (for example, if the final price is entered as 1.575, Order Entry will round it to 1.58). Key N if you do not want prices rounded. NOTE: If you are showing prices in a unit of measure other than the pricing unit of measure, the system rounds the pricing unit of measure first and then multiplies by the conversion factor. This calculated price is completely displayed (i.e. not shown with only 2 decimals). **Example:** The pricing unit of measure for an item is EA (each) with a list price of $3.82333 EA. The selling units are CAS (case) and EA with 6 EA equaling 1 CAS. If you were selling these items with EA as a unit of measure, the final total would be 6 EA x $3.82333 = $22.939 = $22.94. However, since you are selling by the CAS, the final total is calculated as 6 EA x $3.82 = $22.92 x 1 CAS = $22.92. *Default Value:* Y (A 1) Required
Use Customer Contracts	Contract pricing may be used to determine if any special pricing conditions exist for the order. Contract pricing uses a contract that is either for one customer, or for a combination of criteria specific to the order. Key Y if you want to use customer contracts. If you select Y, you must designate which types of customer contracts are to be used, and whether or not contract activity will be tracked. This information is selected on the Maintain O/E Options - Contract Price Options Screen (p. 15-63)]. Key N if you do not want Order Entry to check for customer contract pricing information. If you select N, the Maintain O/E Options - Contract Price Options Screen (p. 15-63) will be bypassed and the Maintain O/E Options - Price Settings Screen 2 (p. 15-69) will display. *Default Value:* Y (A 1) Required

Maintain O/E Options - Price Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Use Best Pricing	Best Pricing logic may be used in Order Entry to determine the best price or lowest price of an item found for the customer, instead of using the standard Order Entry A+ Price Hierarchy. The price source for the Best Price would also be tracked. Key Y if you want to use Best Price logic to price an item in Order Entry, instead of pricing an item using the standard A+ Price Hierarchy. If you select Y, the best price of the item for the customer will be determined for all scenarios and that best price will be used. Key N if you do not want to use Best Price logic. Instead, the standard A+ Price Hierarchy will be used to determine the price of an item for the customer. The standard A+ Price Hierarchy is: • Component Override Price (only applicable to assortment components) • Promotion Override Price (only applicable for promotional "get" items) • Rebate Pricing • Contracts • Price Matrix • Quantity Discounts • List Price *Default Value:* Y (A 1) Required
F5=Start Over	Press F5=START OVER to cancel your selections and return to the Maintain O/E Options - Company Selection Screen (p. 15-3).
F12=Return	Press F12=RETURN to return to the Maintain O/E Options - Miscellaneous Settings Screen 6 (p. 15-50) without saving any changes to this screen.
Enter	Press ENTER to confirm your selections. The Maintain O/E Options - Contract Price Options Screen (p. 15-63) will display if **Use Customer Contracts** is Y; otherwise, the Maintain O/E Options - Price Settings Screen 2 (p. 15-69) will display.

Maintain O/E Options - Contract Price Options Screen



```
                         MAINTAIN ORDER ENTRY OPTIONS
                            Contract Price Options
                      Co:  1 A & C Office Supply

       Customer/Ship-To/Item Contracts:                Y  (Y/N)
       Customer/Ship-To/Item Group Contracts:          Y  (Y/N)
       Customer/Item Contracts:                        Y  (Y/N)
       Customer/Item Group Contracts:                  Y  (Y/N)
       Cust Contract Code/Item Contracts:              Y  (Y/N)
       Cust Contract Code/Item Group Contracts:        Y  (Y/N)
       Universal/Item Contracts:                       Y  (Y/N)
       Universal/Item Group Contracts:                 Y  (Y/N)

       Create Contracts from Quotes:                   Y  (Y/N)
            Default Expiration Days:                    30

       Track Contract Activity:                        Y  (Y/N)

       Use Contract Best Pricing:                      Y  (Y/N)



                                        F5=Start Over     F12=Return
```

This screen appears after you press ENTER on the Maintain O/E Options - Price Settings Screen 1 (p. 15-56), if the **Use Customer Contracts** field is set to Y; otherwise, this screen is bypassed.

Use this screen to select the contract types that will be used by this company, determine if contracts can be created for items on a quote during the Order Release process (performed through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN)), determine if a detailed audit trail of the pricing history associated with each contract will be tracked, and determine if Contract Best Pricing logic will be used.

NOTE: Contract pricing information is maintained through the Order Entry Pricing Menu (MENU OEPRCE). For additional information on pricing, refer to the Pricing section in the Order Entry User Guide.

Maintain O/E Options - Contract Price Options Screen Fields and Function Keys

Field/Function Key	Description
Customer/Ship-To/ Item Contracts	This field determines if contracts will be used for individual customers/ship-tos and individual items. Key Y to allow contracts for individual customers/ship-tos and items. This is useful if you have several ship-to locations with different contract pricing, allowing you to maintain contracts by ship-to. Key N if you do not want to allow entry of customer/ship-to/item contract information. *Default Value:* N (A 1) Required

Maintain O/E Options - Contract Price Options Screen Fields and Function Keys

Field/Function Key	Description
Customer/Ship-To/ Item Group Contracts	This field determines if contracts will be used for individual customers/ship-tos and groups of items. Items are grouped by item contract codes or item classes/sub-classes assigned through Item Master Maintenance (MENU IAFILE). Key Y to allow contracts for individual customers/ship-tos and item groups. This is useful if you have several ship-to locations with different contract pricing, allowing you to maintain contracts by ship-to. Key N if you do not want Order Entry to allow the entry of customer/ship-to/ item group contract information. *Default Value:* N (A 1) Required
Customer/Item Contracts	This field determines if contracts will be used for individual customers and individual items. Key Y to allow contracts for individual customers and items. Key N if you do not want to allow entry of customer/item contract information. *Default Value:* N (A 1) Required
Customer/Item Group Contracts	This field determines if contracts will be used for individual customers and groups of items. Items are grouped by item contract codes or item classes/ sub-classes assigned through Item Master Maintenance (MENU IAFILE). Key Y to allow contracts for individual customers and item groups. Key N if you do not want Order Entry to allow the entry of customer/item group contract information. *Default Value:* N (A 1) Required
Cust Contract Code/ Item Contracts	This field determines if contracts will be used for groups of customers and individual items. Customers are grouped by customer contract codes, as assigned through Customer/Ship to Master Maintenance (MENU ARFILE). Key Y to allow contracts for customer contract codes and items. Key N if you do not want to allow the entry of customer contract code/item contract information. *Default Value:* N (A 1) Required

Maintain O/E Options - Contract Price Options Screen Fields and Function Keys

Field/Function Key	Description
Cust Contract Code/ Item Group Contracts	This field determines if contracts will be used for groups of customers and groups of items. Customers are grouped by customer contract codes as assigned through Customer/Ship to Master Maintenance (MENU ARFILE). Items are grouped by item contract codes or item classes/sub-classes assigned through Item Master Maintenance (MENU IAFILE). Key Y to allow contracts for customer contract codes and item groups. Key N if you do not want to allow the entry of customer contract code/item group contract information. *Default Value:* N (A 1) Required
Universal/Item Contracts	This field determines if contracts will be used for all customers and individual items. Key Y to allow contracts for an item for all customers. Key N if you do not want to allow the entry of universal/item contract information. *Default Value:* N (A 1) Required
Universal/Item Group Contracts	This field determines if contracts will be used for all customers and groups of items. Items are grouped by item contract codes or item classes/sub-classes assigned through Item Master Maintenance (MENU IAFILE). Key Y to allow contracts for an item group for all customers. Key N if you do not want to allow the entry of universal/item group contract information. *Default Value:* N (A 1) Required
Create Contracts from Quotes	This field determines if contracts will be allowed to be created for items on a quote when that quote is being released during the Order Release process (performed through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN)). Key Y to allow contracts for items on a quote to be created. Contracts created from quotes will be for individual customers and individual items, so if this field is Y, the **Customer/Item Contracts** field on this screen must also be Y. Key N if you do not want to allow contracts for items on a quote to be created during the Order Release process. *Default Value:* N *Valid Values:* Y or N; must be N if the **Customer/Item Contracts** field is N (A 1) Required

Maintain O/E Options - Contract Price Options Screen Fields and Function Keys

Field/Function Key	Description
Default Expiration Days	This field determines the default expiration date that will be used on the Create Contracts from Quotes Screen in Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN). The system will look at the number of days you key in this field and add that value to the date entered in the contract **Start Date** field on the Create Contracts from Quotes Screen to arrive at the default expiration date of the contract. **Example:** If you key 30 in this field and the **Start Date** on the Create Contracts from Quotes Screen is 9/07/xx, the default date that will display in the **Expiration Date** field on the Create Contracts from Quotes Screen will be 10/07/xx. You will be able to override that date, if desired. Key the default number of days that will be added to a contract's start date to determine its expiration date when that contract is being created through the Order Release process. *Default Value:* 0 *Valid Values:* a value greater than 0, if the **Create Contracts from Quotes** field is Y; otherwise, this field must be 0 (N 3,0) Required
Track Contract Activity	This option allows you to maintain a detailed audit trail of the pricing history associated with each contract. If the **Use Customer Contracts** field is Y on the Maintain O/E Options - Price Settings Screen 1 (p. 15-56), designating that contract pricing will be used to determine if any special pricing conditions exist for the order, this field determines if the contract activity will be tracked. Key Y to track contract activity. If you key Y, any activity within Contract Prices Maintenance (MENU OEPRCE) will be tracked in the Contract Activity Detail File (CNACD), and you will be able to inquire into the activity details from the Contract File List Screen in Contract Prices Maintenance via F18=ACTIVITY. Note that contracts added from released quotation orders or from the contract calculator will also be tracked. Key N if you do not want to track contract activity. If you key N, contract activity will not be tracked, and you will not be able to inquire into contract activity details through Contract Prices Maintenance, since the F18=ACTIVITY function key will not display. *Default Value:* N (A 1) Required

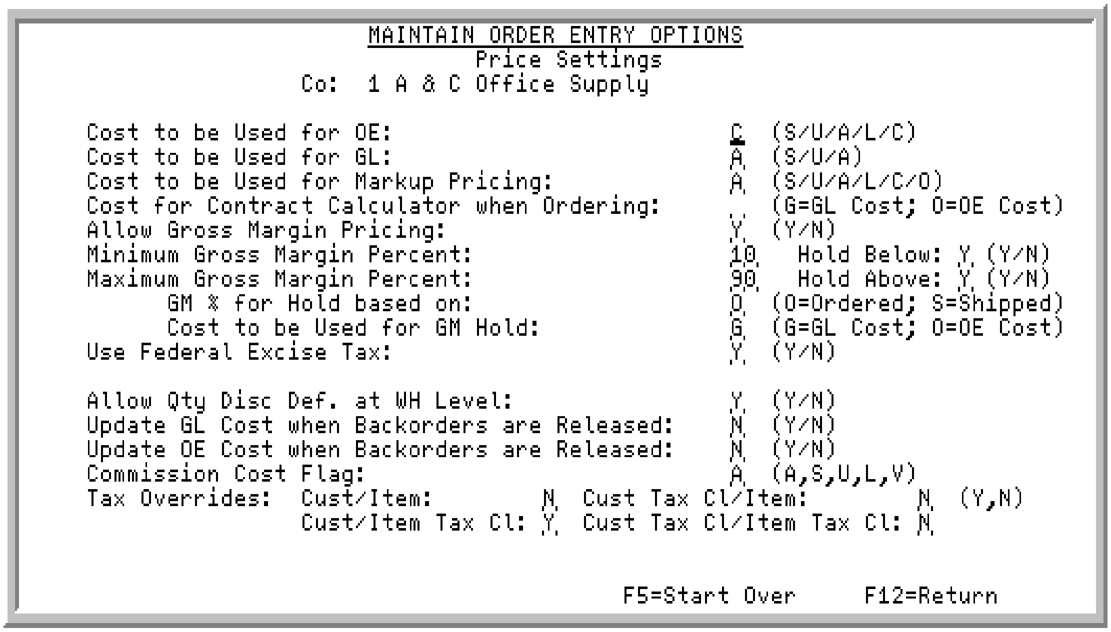
Maintain O/E Options - Contract Price Options Screen Fields and Function Keys

Field/Function Key	Description
Use Contract Best Pricing	Contract Best Pricing logic may be used in Order Entry to determine the best contract price or lowest contract price of an item found for the customer, instead of using the standard A+ Contract Price Hierarchy. Key Y if you want to use Contract Best Price logic to price an item in Order Entry, instead of pricing an item using the standard A+ Contract Price Hierarchy. If you select Y, the best contract price that exists for the item will be used, if contracts exist for the customer and item. NOTE: This field can only be Y if you are using Best Pricing logic; that is, the **Use Best Pricing** field on the Maintain O/E Options - Price Settings Screen 1 (p. 15-56) is Y. Key N if you do not want to use Contract Best Price logic. Instead, the standard A+ Contract Price Hierarchy will be used to determine the contract price of an item for the customer. The standard A+ Contract Price Hierarchy is: *Named Contracts* • Customer/Ship-To/Item • Customer/Ship-To/Item Group • Customer/Item • Customer/Item Group • Customer Group/Item • Customer Group/Item Group • All Customers/Item • All Customers/Item Group (Note that if the contract used for pricing is a Named Contract, the Contract Number will be displayed in the **Price Source** field.) *Unnamed Contracts* • Customer/Ship-To/Item • Customer/Ship-To/Item Group • Customer/Item • Customer/Item Group • Customer Group/Item • Customer Group/Item Group • All Customers/Item • All Customers/Item Group *Default Value:* Y (A 1) Required

Maintain O/E Options - Contract Price Options Screen Fields and Function Keys

Field/Function Key	Description
F5=Start Over	Press F5=START OVER to cancel your selections and return to the Maintain O/E Options - Company Selection Screen (p. 15-3).
F12=Return	Press F12=RETURN to return to the Maintain O/E Options - Price Settings Screen 1 (p. 15-56) without permanently saving any changes made to this screen.
Enter	Press ENTER to confirm your selections. The Maintain O/E Options - Price Settings Screen 2 (p. 15-69) will appear.

Maintain O/E Options - Price Settings Screen 2



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                     MAINTAIN ORDER ENTRY OPTIONS
                             Price Settings
                Co:  1 A & C Office Supply

Cost to be Used for OE:                         C  (S/U/A/L/C)
Cost to be Used for GL:                         A  (S/U/A)
Cost to be Used for Markup Pricing:             A  (S/U/A/L/C/O)
Cost for Contract Calculator when Ordering:        (G=GL Cost; O=OE Cost)
Allow Gross Margin Pricing:                     Y  (Y/N)
Minimum Gross Margin Percent:                   10   Hold Below: Y (Y/N)
Maximum Gross Margin Percent:                   90   Hold Above: Y (Y/N)
      GM % for Hold based on:                   O  (O=Ordered; S=Shipped)
      Cost to be Used for GM Hold:              G  (G=GL Cost; O=OE Cost)
Use Federal Excise Tax:                         Y  (Y/N)

Allow Qty Disc Def. at WH Level:                Y  (Y/N)
Update GL Cost when Backorders are Released:    N  (Y/N)
Update OE Cost when Backorders are Released:    N  (Y/N)
Commission Cost Flag:                           A  (A,S,U,L,V)
Tax Overrides:  Cust/Item:        N  Cust Tax Cl/Item:        N  (Y,N)
                Cust/Item Tax Cl: Y  Cust Tax Cl/Item Tax Cl: N


                                        F5=Start Over     F12=Return
```

This screen displays after pressing ENTER on the Maintain O/E Options - Contract Price Options Screen (p. 15-63). Use this screen to set up additional O/E price settings for this company.

NOTE: For additional information on pricing, refer to the Order Entry Pricing chapter in the Order Entry User Guide.

Maintain O/E Options - Price Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Cost to be Used for OE	The entry in this field determines which cost will display in the **OE Cost** field in Enter, Change & Ship Orders (MENU OEMAIN) on the Item Review Screen and will then be carried through the item detail data for each sales order. The selected cost is extracted from the Item Balance File [maintained through Item Balance Maintenance (MENU IAFILE)] and can be used to calculate profit. Additionally, this value will be used to re-cost inventory at Day-End, if the order entry option to **Re-cost Inv OE Cost at Day End** is set to Y on the Maintain O/E Options - Miscellaneous Settings Screen 1 (p. 15-4). Key S for Standard cost. Key U for User cost. Key A for Average cost. Key L for Last cost. Key C for Commission cost. When set to this cost, it allows for the OE cost to be based on the loaded cost defined through Cost Load Factors Maintenance (MENU IAFIL2). NOTE: The **Last Cost Date** field, showing the date of the last average cost determination, will display on the Item Review Screen if either this field or the **Cost to be used for GL** field is set to A for Average Cost, and the **Display OE Cost and Profit** (OE, SA, AR, some PO) and **Display GL Cost and Profit** (OE, SA, AR, some PO) is visible for that particular field. Display cost and profit is determined through security options in Application Action Authority Maintenance (MENU XASCTY). *Default Value:* C (A 1) Required

Maintain O/E Options - Price Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Cost to be Used for GL	The entry in this field determines which cost will display in the **GL Cost** field in Enter, Change & Ship Orders (MENU OEMAIN) on the Item Review Screen and will then be carried through the item detail data for each sales order. The selected cost is extracted from the Item Balance File [maintained through Item Balance Maintenance (MENU IAFILE)] and is always used to calculate cost of goods sold and can be used to calculate profit. Additionally, this value will be used to re-cost inventory at Day-End, if the order entry option to **Re-cost Inv GL Cost at Day End** is set to Y on the Maintain O/E Options - Miscellaneous Settings Screen 1 (p. 15-4). Note too that the type of cost selected here will be brought into the first record added to the Vendor/Item File when creating that record for a vendor/item. For details, refer to the **Vendor/Item Cost** field on the Vendor/Item File Screen in Vendor/Item Information Maintenance (MENU POFILE), as described in the Purchasing User Guide. Key S for Standard cost. When Standard cost is selected, if the interface between Inventory Accounting and General Ledger is set to Y in Company Name Maintenance (MENU XAFILE), the Standard cost is used to update inventory during receipt posting, thereby being used for purchases clearing in General Ledger. Key U for User cost. Key A for Average cost. NOTE: The **Last Cost Date** field, showing the date of the last average cost determination, will display on the Item Review Screen if either this field or the **Cost to be used for OE** field is set to A for Average Cost, and the **Display OE Cost and Profit** (OE, SA, AR, some PO) and **Display GL Cost and Profit** (OE, SA, AR, some PO) is visible for that particular field. Display cost and profit is determined through security options in Application Action Authority Maintenance (MENU XASCTY). *Default Value:* A (A 1) Required

Maintain O/E Options - Price Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Cost to be Used for Markup Pricing	The entry in this field determines which cost will be used as the base price for items using markup (cost-plus) pricing during order entry. Key S for Standard cost from the Item Balance File. Key U for User cost from the Item Balance File. Key A for Average cost from the Item Balance File. Key L for Last cost from the Item Balance File. Key C for Commission cost. When set to this cost, it allows for the price to be based on the loaded cost defined through Cost Load Factors Maintenance (MENU IAFIL2). Key O for Order Entry (OE) cost. When set to this cost, the value chosen in the **Cost to be Used for OE** field will be used to calculate the price. NOTE: Refer to the Order Entry User Guide for an explanation and examples of gross margin repricing that occurs in Enter, Change & Ship Orders (MENU OEMAIN) on the End Order Screen. *Default Value:* U (A 1) Required
Cost for Contract Calculator when Ordering	Your entry in this field determines which cost will be used for the Contract Calculator calculations when accessing the Contract Calculator from within Order Entry. Key G for General Ledger (GL) cost. Key O for Order Entry (OE) cost. *Default Value:* O (A 1) Required
Allow Gross Margin Pricing	Use this field to determine if the gross margin pricing feature will be used as a form of “cost plus” pricing throughout order entry. Key a Y in this field to indicate that gross margin pricing will be used for this company. This field must be set to Y to allow **Discount Code** G for gross margin to be allowed as a valid value in Price Matrix Maintenance (MENU OEPRCE). NOTE: Application Action Authority (MENU XASCTY) will need to be defined with the users or user groups that are allowed to access the Gross Margin Repricing feature. Key an N in this field to indicate that gross margin pricing will not be used for this company. *Default Value:* N (A 1) Required

Maintain O/E Options - Price Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Minimum Gross Margin Percent	Use this field to specify the minimum acceptable gross margin (percent profit) for an item and order. If an item falls below this percentage, you will be warned during item entry. If an entire order falls below the minimum gross margin, you will be warned on the End Order Screen during order entry with the GP warning. The entry in the **GM % for Hold based on** field determines what costs are used when calculating the gross margin for the order. Key the minimum gross margin percent; the percent entered cannot contain any decimals (e.g., 20% should be entered as 20). Key 0 if you do not want to specify a minimum gross margin percent. No minimum gross margin warning will display during order entry. NOTE: If a minimum gross margin percent is specified for the item class or sub-class in Item Class/Sub Class Maintenance (MENU IAFILE), Order Entry uses that percentage to check the gross margin on an item, not the value you enter here. However, the minimum gross margin entered in this field is still used to check the margin for the entire order on the End Order Screen in Order Entry. *Default Value:* 0 *Valid Values:* 0-99 (N 2,0) Required
Hold Below (Minimum Gross Margin)	Orders that fall below the **Minimum Gross Margin Percent** may or may not be automatically placed on Gross Margin (GM) hold depending upon your response in this field. Key Y if you want orders that fall below the indicated percent to be placed on hold. Order Entry will place the orders on GM hold if they are less than the minimum gross margin percent. Key N if you do not want orders checked against the gross margin percent. Orders will not be held even if they are less than the minimum gross margin percent. NOTE: A warehouse transfer order is exempt from the item class minimum gross margin check if this field is N for the warehouse transfer company and a minimum gross margin percent is specified for the item class/sub-class through Item Class/Sub Class Maintenance (MENU IAFILE). *Default Value:* Y *Valid Values:* Cannot be Y if **Minimum Gross Margin Percent** is 0 (A 1) Required

Maintain O/E Options - Price Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Maximum Gross Margin Percent	Use this field to specify the maximum acceptable gross margin (percent profit) for an item and order. If an entire order falls above the maximum gross margin, you will be warned on the End Order Screen during order entry with a GP warning. The entry in the **GM % for Hold based on** field determines what costs are used when calculating the gross margin for the order. Key the maximum gross margin percent; the percent entered cannot contain any decimals (e.g. 20% should be entered as 20). Key 0 if you do not want to specify a maximum gross margin percent. No maximum gross margin warning will display during order entry. *Default Value:* 0 *Valid Values:* 0-99 (N 2,0) Required
Hold Above (Maximum Gross Margin)	Orders that fall above the **Maximum Gross Margin Percent** may or may not be automatically placed on Maximum Gross Margin (GX) hold depending upon your response in this field. Key Y if you want orders that fall above the indicated percent to be placed on hold. Order Entry will place the orders on GX hold if they are above the maximum gross margin percent. Key N if you do not want orders checked against the gross margin percent. Orders will not be held even if they are greater than the maximum gross margin percent. *Default Value:* Y *Valid Values:* Cannot be Y if **Maximum Gross Margin Percent** is 0 (A 1) Required
GM % for Hold based on	Use this field to specify which items you want to include when calculating the gross margin for an order for purposes of hold code verification. You can calculate the gross margin using either all items on the order or only those items that are available to ship. Key O to calculate the order's gross margin using all of the items on the order, including special order, drop ship, and backordered items. Key S to calculate the order's gross margin using only those items that are available to ship. Special order, drop ship, and backordered items will not be included in the gross margin calculation since their ship quantity is zero. *Default Value:* S (A 1) Required

Maintain O/E Options - Price Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Cost to be Used for GM Hold	The entry in this field determines which cost, **OE Cost** or **GL Cost** will be used along with **Final Price** to determine which items should go on Gross Margin (GM) hold during order entry. Key G for General Ledger (GL) cost. Key O for Order Entry (OE) cost. *Default Value:* G (A 1) Required
Use Federal Excise Tax	Use this field to specify if federal excise tax will be applied to orders. Key Y if you are required to apply federal excise tax to orders. You may accept or override this value on the Order Header Screen during order entry. Key N if federal excise tax will not be applied. The field will not display on the Order Header Screen during order entry. *Default Value:* N (A 1) Required
Allow Qty Disc Def. at WH Level	Use this field to specify if quantity discount definitions should be allowed at the warehouse level. These definitions are created through Quantity Discounts Maintenance (MENU OEPRCE). Key Y to allow quantity discount definitions at the warehouse level. New warehouse fields will display when related to identifying quantity discounts. Warehouse specific quantity break definitions will be used in order entry and item price inquiries prior to non-warehouse specific definitions. Refer to the description of quantity breaks in Quantity Discounts Maintenance. Key N if you do not want to allow quantity discount definitions at the warehouse level. No warehouse-specific fields related to quantity discounts will be presented. (A 1) Required

Maintain O/E Options - Price Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Update GL Cost when Backorders are Released	Use this field to ensure that gross margin checking is done early in the order cycle so corrections or adjustments can be made before the item is shipped. Items with a GL cost that has not been overridden will have their current costs retrieved from the Item Balance File (ITBAL) and the sales order costs would be updated. The orders will also go through hold code checking to determine if it should be placed on hold. Key a Y in this field to update order header and order detail costs with current costs when backorders are released during interactive order release and the automatic backorder release process. In the Order Header (ORHED) and IC Order Header (ICORHD) files, the **GL Cost - Extended Shipped** and the **Trading Extended Order Cost** fields, respectively, will be updated. In the Order Detail File (ORDET), the **GL Cost, Commission Cost**, **Inventory Cost**, **System Cost**, and the **GL Cost - Extended Shipped** will be updated. In the IC Order Detail File (ICORDT), the **Trading Actual System Cost** will be updated. Key an N in this field to not update order header and order detail costs with current costs when backorders are released. *Default Value:* N (A 1) Required
Update OE Cost when Backorders are Released	Use this field to ensure that gross margin checking is done early in the order cycle so corrections or adjustments can be made before the item is shipped. Items with an OE Cost that has not been overridden will have their current costs retrieved from the Item Balance File (ITBAL) and the sales order OE Cost will be updated. The orders will also go through hold code checking to determine if it should be placed on hold. Key a Y in this field to update order header and order detail OE costs with current costs when backorders are released during Interactive Order Release and the Automatic Backorder Release process. In the Order Header File (ORHED), the **OE Cost – Extended Shipped** and **OE Cost – Extended Ordered** will be updated. In the Order Detail File (ORDET), the **OE Cost – Actual**, **OE Cost – System**, **OE Cost – Extended Shipped** and **OE Cost – Extended Ordered** will be updated. Key an N in this field to not update order header and order detail costs with current costs when backorders are released. *Default Value:* N (A 1) Required

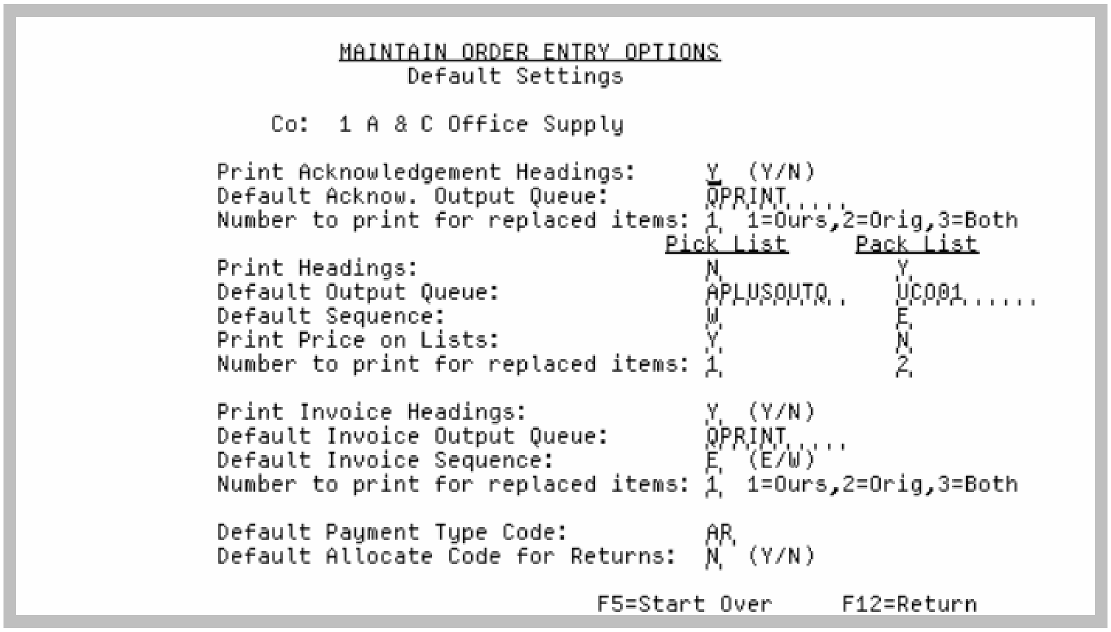
Maintain O/E Options - Price Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Commission Cost Flag	Use this field to identify the type of price setting option to be used for commission cost determination. Key A for Average cost. Key S for Standard cost. Key U for User cost. Key L for Last cost. Key V for Vendor/Item cost. A vendor/item cost is available only if a vendor/item record exists. Therefore, if this field is V, the system will attempt to locate a vendor/item record using the following hierarchy: • Special Order Vendor (when not a transfer vendor) and vendor/item exists • Item Balance Vendor (when not a transfer vendor) and vendor/item exists • Item Master Vendor (when not a transfer vendor) and vendor/item exists If a vendor/item record is not found, the system will use the cost code (Standard, Average, User) that is defined in the **Cost to be Used for GL** field. NOTE: The commission cost chosen here will be saved in the History Detail File (HSDET) and can be used for custom commission reports. *Default Value:* A (A 1) Required

Maintain O/E Options - Price Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Tax Overrides	Use these fields to determine which type of tax overrides will be searched for and used by Enter, Change & Ship Orders (MENU OEMAIN) and Off-line Order Entry (MENU OEMAIN). Only those levels identified here will be used. The possible combinations are: • **Cust/Item** - One customer/one item • **Cust/Item Tax Cl** - One customer/many items (item tax class) • **Cust Tax Cl/Item** - Many customers (customer tax class)/one item • **Cust/Item Tax Cl** - Many customers (customer tax class)/many items (item tax class) If any of these fields are set to Y, then you can create tax overrides for those combinations at the Item Master level via Tax Overrides Maintenance (MENU OEFIL2). Additionally, if **Use WH Tax Overrides** is Y on the Warehouse Number File Maintenance Screen in Warehouse Numbers Maintenance (MENU IAFILE), then you can also create tax overrides for those combinations at the Item Balance level via Tax Overrides Maintenance (MENU OEFIL2). This would add up to four more possible combinations: • One customer/one item/one warehouse • One customer/many items (item tax class)/one warehouse • Many customers (customer tax class)/one item/one warehouse • Many customers (customer tax class)/many items (item tax class)/one warehouse Refer to Tax Overrides Maintenance (MENU OEFIL2), as described in the Order Entry User Guide for details about these types of overrides. Key Y next to the type of tax overrides that will be used. Key N next to the type of tax overrides that will not be used. *Default Value:* N (4 @ A 1) Required
F5=Start Over	Press F5=START OVER to cancel your selections and return to the Maintain O/E Options - Company Selection Screen (p. 15-3).
F12=Return	Press F12=RETURN to return to the Maintain O/E Options - Price Settings Screen 1 (p. 15-56). Changes made on this screen will not be saved.
Enter	Press ENTER to confirm your selections. The Maintain O/E Options - Default Settings Screen 1 (p. 15-79) will display.

Maintain O/E Options - Default Settings Screen 1



```
                    MAINTAIN ORDER ENTRY OPTIONS
                         Default Settings

               Co:  1 A & C Office Supply

           Print Acknowledgement Headings:     Y  (Y/N)
           Default Acknow. Output Queue:       QPRINT....
           Number to print for replaced items: 1  1=Ours,2=Orig,3=Both
                                            Pick List     Pack List
           Print Headings:                     N             Y
           Default Output Queue:               APLUSOUTQ.    UC001.....
           Default Sequence:                   W             E
           Print Price on Lists:               Y             N
           Number to print for replaced items: 1             2

           Print Invoice Headings:             Y  (Y/N)
           Default Invoice Output Queue:       QPRINT....
           Default Invoice Sequence:           E  (E/W)
           Number to print for replaced items: 1  1=Ours,2=Orig,3=Both

           Default Payment Type Code:          AR
           Default Allocate Code for Returns:  N  (Y/N)

                                  F5=Start Over     F12=Return
```

This screen displays after pressing ENTER on the Maintain O/E Options - Price Settings Screen 2 (p. 15-69). Use this screen to set up O/E default settings, such as print options for Acknowledgements, Pick Lists, Pack Lists, and Invoices for this company.

Maintain O/E Options - Default Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Print Acknowledgement Headings	This field determines if headings will print on order Acknowledgments generated through Print Acknowledgments (MENU OEMAIN). Key Y if you want headings to print, if you are not using pre-printed forms. Key N if you are using pre-printed forms and therefore do not want headings to print. *Default Value:* Y (A 1) Required

Maintain O/E Options - Default Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Default Acknow. Output Queue	Use this field to designate the output queue that will be used as the standard printer when Acknowledgments are printed. Key the ID of the printer. This printer ID will be used as the default output queue in Print Acknowledgments (MENU OEMAIN), unless an output queue has been defined for the selected warehouse through Output Queue Overrides Maintenance (MENU XAFILE or MENU OEFIL2), and may be accepted or overridden at print time. NOTE: This output queue also will be used as the default in Output Queue Overrides Maintenance until a record is created through either of those options. *Default Value:* System default OUTQ *Valid Values:* A defined System i output queue (A 10) Required
Number to print for replaced items	This field determines the item number which will print on Acknowledgments for replaced items. For item replacements set through Item Replacements/Complements Maintenance (MENU OEFILE or MENU IMFILE): • Key 1 to print the new item. • Key 2 to print the original item. • Key 3 to print both item numbers. For items replaced due to customer/item cross references set through Customer/Item Numbers Maintenance (MENU OEFILE): • Key 1 to have our (your) item number print. • Key 2 to have the customer's item number print. • Key 3 to have both our (your) item number and the customer's item number print. For items replaced due to UPC or GTIN (Global Trade Item Number) cross references set through UPC & GTIN Item/UOM Cross Reference Maintenance (MENU IAFILE): • Key 1 to have our (your) item number print. • Key 2 to print the UPC Code or GTIN item number. • Key 3 to have both our (your) item number and the UPC Code or the GTIN item number print. *Default Value:* 1 (N 1,0) Required

Maintain O/E Options - Default Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Print Headings	This field determines if headings will print on Pick Lists and Pack Lists when generated. Pick Lists are generated through Enter, Change & Ship Orders (MENU OEMAIN) or Print Pick Lists (MENU OEMAIN). Pack Lists are generated within those options from the Change Carrier Screen or the Carrier Summary Print Options Screen; or, if Order Entry Options Maintenance (MENU XAFILE) are set to **Print Pack List after Ship Confirm**, when ship confirming an order. Key Y to have headings print, if you are not using pre-printed forms. Key N if you are using pre-printed forms and therefore do not want headings to print. *Default Value:* Y (for both Pick List and Pack List) (2 @ A 1) Required
Default Output Queue	Use this field to designate the output queue that will be used as the standard printer when Pick Lists and Pack Lists are printed. Key the ID of the printer. This printer ID will be used as the default output queue for both Pick Lists and Pack Lists, unless an output queue has been defined for the selected warehouse through Output Queue Overrides Maintenance (MENU OEFIL2). If so, the ID may be accepted or overridden at print time. NOTE: This output queue also will be used as the default in Output Queue Overrides Maintenance (MENU OEFIL2 or MENU XAFILE) until a record is created through either of those options. Before using QINTER you may want to set up a special batch job queue for Pick Lists and Pack Lists. If this method does not work well for your business, you may change to QINTER at a later time. Refer to APPENDIX G: *Pick List Job Queues* for detailed information regarding this topic. *Default Value:* System default OUTQ (for Pick List and blank for Pack List) *Valid Values:* A defined IBM i output queue (2 @ A 10) Required for Pick List; Optional for Pack List

Maintain O/E Options - Default Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Default Sequence	Use this field to select the default Pick List and Pack List sequence (two different sequences are allowed). Key E to print in the order entered. Key W to print in warehouse/location sequence. NOTE: If Warehouse Management is installed, the pick list sequence will be the warehouse/location's picking sequence, regardless of what is entered here. *Default Value:* E (for both Pick List and Pack List) (2 @ A 1) Required
Print Price on Lists	This field determines if item prices will print on Pick Lists and Pack Lists. Key Y if you want item prices to print. Key N if you do not want to include item prices. NOTE: The value keyed here determines whether or not prices will print on Pick Lists and Pack Lists for the indicated company. This value will also be used as the default, until a determination is made in the Customer Master File (through the Accounts Receivable module) for each customer as to whether or not prices will print on Pick Lists and Pack Lists. *Default Value:* Y (for both Pick List and Pack List) (2 @ A 1) Required

Maintain O/E Options - Default Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Number to print for replaced items	This field determines the item number which will print on Pick Lists and Pack Lists for replaced items. For item replacements set through Item Replacements/Complements Maintenance (MENU OEFILE or MENU IMFILE): • Key 1 to print the new item. • Key 2 to print the original item. • Key 3 to print both item numbers. For items replaced due to customer/item cross reference set through Customer/Item Numbers Maintenance (MENU OEFILE): • Key 1 to have our (your) item number print. • Key 2 to have the customer’s item number print. • Key 3 to have both our (your) item number and the customer’s item number print. For items replaced due to UPC or GTIN (Global Trade Item Number) cross references set through UPC & GTIN Item/UOM Cross Reference Maintenance (MENU IAFILE): • Key 1 to have our (your) item number print. • Key 2 to print the UPC Code or GTIN item number. • Key 3 to have both our (your) item number and the UPC Code or the GTIN item number print. *Default Value:* 1 (for both Pick List and Pack List) (2 @ N 1,0) Required
Print Invoice Headings	This field determines if headings will print on Invoices generated through Enter, Change & Ship Orders (MENU OEMAIN) or Print Invoices (MENU OEMAIN). Key Y to have headings print, if you are not using pre-printed forms. Key N if you are using pre-printed forms and therefore do not want headings to print. *Default Value:* Y (A 1) Required

Maintain O/E Options - Default Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Default Invoice Output Queue	Use this field to designate the output queue that will be used as the standard printer when Invoices are printed. Key the ID of the printer. This printer ID will be used as the default output queue in Print Invoices (MENU OEMAIN), unless an output queue has been defined for the selected warehouse through Output Queue Overrides Maintenance (MENU OEFIL2), and may be accepted or overridden at print time. NOTE: This output queue also will be used as the default in Output Queue Overrides Maintenance (MENU OEFIL2 or MENU XAFILE) until a record is created through either of those options. *Default Value:* System default OUTQ *Valid Values:* A defined System i output queue (A 10) Required
Default Invoice Sequence	Use this field to select the default invoice sequence that you desire (items on invoices may be printed in two different sequences). Key E to print the items in the same sequence as they appear in the order. Key W to sequence the items by primary location sequence. Use this feature if Pick Lists are printed in warehouse location sequence so that the sequence of the items on the Invoice will match the pick/pack slip. Line messages and line special charges that begin with “&” will print below the item that they followed in the original order. NOTE: Order messages and order special charges that begin with “/” will always appear at the bottom of the invoice. *Default Value:* E (A 1) Required

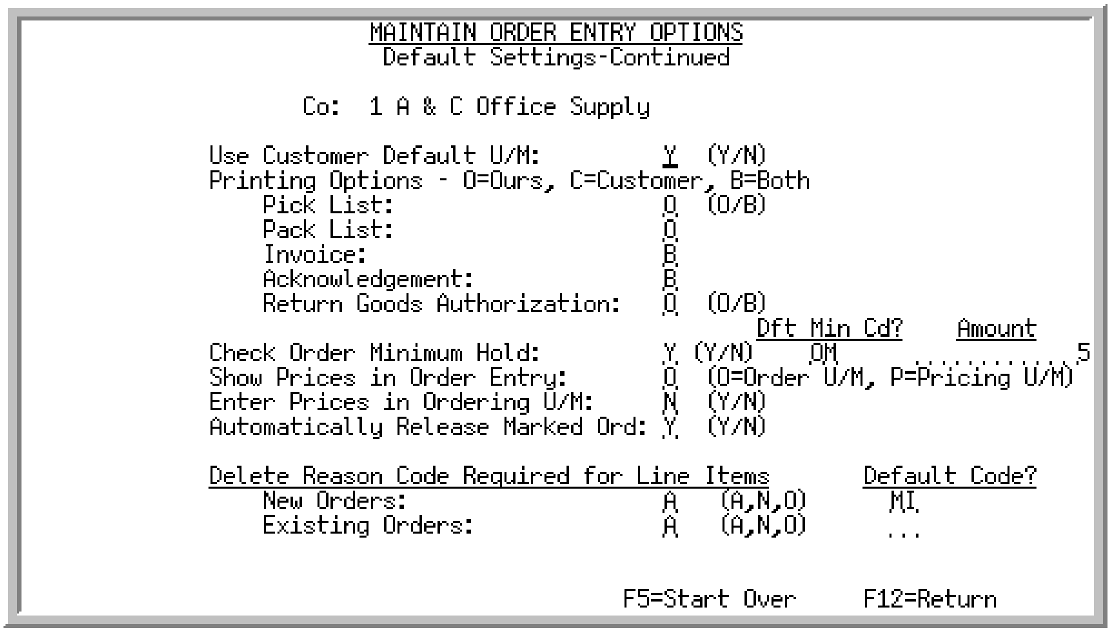
Maintain O/E Options - Default Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Number to print for replaced items	This field determines the item number which will print on Invoices for replaced items. For item replacements set through Item Replacements/Complements Maintenance (MENU OEFILE or MENU IMFILE): • Key 1 to print the new item. • Key 2 to print the original item. • Key 3 to print both item numbers. For items replaced due to customer/item cross reference set through Customer/Item Numbers Maintenance (MENU OEFILE): • Key 1 to have our (your) item number print. • Key 2 to have the customer's item number print. • Key 3 to have both our (your) item number and the customer's item number print. For items replaced due to UPC or GTIN (Global Trade Item Number) cross references set through UPC & GTIN Item/UOM Cross Reference Maintenance (MENU IAFILE): • Key 1 to have our (your) item number print. • Key 2 to print the UPC Code or GTIN item number. • Key 3 to have both our (your) item number and the UPC Code or the GTIN item number print. *Default Value:* 1 (N 1,0) Required
Default Payment Type Code	If desired, enter the payment type code which will be used as the default value when defining a customer through Customer/Ship to Master Maintenance (MENU ARFILE). NOTE: If you are using the copy customer feature, this code will be overridden by the **Pymt Type Code** associated with the customer being copied. *Valid Values:* A payment type code defined through Payment Types Maintenance (MENU OEFILE) (A 2) Optional

Maintain O/E Options - Default Settings Screen 1 Fields and Function Keys

Field/Function Key	Description
Default Allocate Code for Returns	NOTE: This field is only applicable to Offline Order Entry and Electronic Data Interchange (EDI). Key Y if returned items are normally put back into stock and are available for resale. Key N if returned items are not allocated to inventory for resale. NOTE: Once orders are reviewed this field may be changed for a specific order. *Default Value:* Y (A 1) Required
F5=Start Over	Press F5=START OVER to cancel your selections and return to the Maintain O/E Options - Company Selection Screen (p. 15-3).
F12=Return	Press F12=RETURN to return to the Maintain O/E Options - Price Settings Screen 2 (p. 15-69) without permanently saving any changes made to this screen.
Enter	Press ENTER to confirm your selections. The Maintain O/E Options - Default Settings Screen 2 (p. 15-87) will display.

Maintain O/E Options - Default Settings Screen 2



```
                          MAINTAIN ORDER ENTRY OPTIONS
                           Default Settings-Continued

                    Co:  1 A & C Office Supply

              Use Customer Default U/M:         Y  (Y/N)
              Printing Options - O=Ours, C=Customer, B=Both
                  Pick List:                    O  (O/B)
                  Pack List:                    O
                  Invoice:                      B
                  Acknowledgement:              B
                  Return Goods Authorization:   O  (O/B)
                                                        Dft Min Cd?    Amount
              Check Order Minimum Hold:         Y (Y/N)    OM       ............5
              Show Prices in Order Entry:       O  (O=Order U/M, P=Pricing U/M)
              Enter Prices in Ordering U/M:     N  (Y/N)
              Automatically Release Marked Ord: Y  (Y/N)

              Delete Reason Code Required for Line Items       Default Code?
                  New Orders:                   A   (A,N,O)      MI
                  Existing Orders:              A   (A,N,O)      ...


                                             F5=Start Over     F12=Return
```

This screen displays after pressing ENTER on the Maintain O/E Options - Default Settings Screen 1 (p. 15-79). Use this screen to set up additional O/E default settings for this company. You determine if customer/item unit of measure defaults will be used and if so, which unit of measure will print on the indicated documents. You can also determine in which unit of measure the prices will show, and specify if prices may be entered in the ordering unit of measure. Options related to holding orders and requiring delete reason codes are also set on this screen.

Maintain O/E Options - Default Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Use Customer Default U/M	Through Order Entry, a product may be sold in multiple units of measure and stocked in one, two, or three units of measure. Use this field to designate whether or not a customer's unit of measure default may be used. Customer/ item default units of measure are defined through Customer/Item Dft U/M Maintenance (MENU ARFIL2). The default entered there for a customer and item may or may not be used (depending on this field) when entering an order during Enter, Change & Ship Orders (MENU OEMAIN) if the **U/M** field is blank.Key Y to allow customer/item unit of measure defaults to be used. When entering an order during order entry and the **U/M** field is blank, Order Entry will check this field to see if a value exists in the Customer/Item Default U/M File (CDFUM) when determining the correct default selling unit of measure. Key N if you do not want to allow for the entry and use of customer/item unit of measure defaults. When entering an order during order entry and the **U/M** field is blank, Order Entry will NOT check this field to see if a value exists in the Customer/Item Default U/M File (CDFUM) when determining the correct default selling unit of measure. NOTE: To determine the correct default selling unit of measure, when the **U/M** is blank during order entry, various checks are performed. Refer to the Overview section of the Inventory Accounting User Guide for the steps performed to determine the correct default selling unit of measure. *Default Value:* N *Valid Values:* Y/N (A 1) Required
Printing Options - Pick List	If using customer/item default units of measure, this field determines which unit of measure will print on Pick Lists. Key O to print "our" unit of measure on Pick Lists. This is the unit of measure defined in the Item Master File. Key B to print both "our" unit of measure and the customer's unit of measure (this is the ordering unit of measure). *Default Value:* O *Valid Values:* O=Ours, B=Both (A 1) Required

Maintain O/E Options - Default Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Printing Options - Pack List	If using customer/item default units of measure, this field determines which unit of measure will print on Pack Lists. Key O to print "our" unit of measure on Pack Lists. This is the unit of measure defined in the Item Master File. Key C to print the customer's unit of measure. This is the ordering unit of measure. Key B to print both "our" unit of measure and the customer's unit of measure. *Default Value:* O *Valid Values:* O=Ours, C=Customer, B=Both (A 1) Required
Printing Options - Invoice	If using customer/item default units of measure, this field determines which unit of measure will print on Invoices. Key O to print "our" unit of measure on Invoices. This is the unit of measure defined in the Item Master File. Key C to print the customer's unit of measure. This is the ordering unit of measure. Key B to print both "our" unit of measure and the customer's unit of measure. *Default Value:* O *Valid Values:* Ours, C=Customer, B=Both (A 1) Required
Printing Options - Acknowledgment	If using customer/item default units of measure, this field determines which unit of measure will print on Acknowledgments. Key O to print "our" unit of measure on Acknowledgments. This is the unit of measure defined in the Item Master File. Key C to print the customer's unit of measure. This is the ordering unit of measure. Key B to print both "our" unit of measure and the customer's unit of measure. *Default Value:* O *Valid Values:* O=Ours, C=Customer, B=Both (A 1) Required

Maintain O/E Options - Default Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Printing Options - Return Goods Authorization	If using customer/item default units of measure, this field determines which unit of measure will print on Return Goods Authorization Slips (RGA Slips). Key O to print "our" unit of measure on RGA Slips. This is the unit of measure defined in the Item Master File. Key B to print both "our" unit of measure and the customer's unit of measure (this is the ordering unit of measure.) *Default Value:* O *Valid Values:* O=Ours, B=Both (A 1) Required
Check Order Minimum Hold	This field determines if you want an order to be put on order minimum hold based on the minimum amount you define in the **Amount** field on this screen or the amount you define for a customer through Customer/Ship to Master Maintenance (MENU ARFILE). Key Y to check for order minimum holds based on the minimum amount on this screen. If order minimum holds exist at both the customer and company levels, the customer level will be used to determine if the order will be held. If you key Y, you must enter a hold code in the **Dft. Min Cd** field. Key N to prevent checking for order minimum holds. If you key N, you must leave the **Dft. Min Cd** field and the Amount field blank. NOTE: For additional information, refer to the **Ord Min** field on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN) of the Order Entry User Guide. *Default Value:* Y (A 1) Required
Dft Min Cd?	Use this field to select an order minimum hold code that will be used to place this order on hold, if applicable. You must enter a code in this field if **Check Order Minimum Hold** is Y. Otherwise, this field must be left blank. Key a valid order minimum hold code. If you key an invalid value in this field, you will get a message saying that the order minimum hold code does not exist. You must create a valid code through F2=ADD HOLD CODE, which appears only if you entered an invalid hold code. Leave this field blank if **Check Order Minimum Hold** is N. *Valid Values:* An order minimum hold code defined through Order Hold Codes Maintenance (MENU OEFILE). (A 2) Required/Blank

Maintain O/E Options - Default Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Amount	Use this field to enter the minimum amount that must be ordered for this company. You must enter a code in this field if **Check Order Minimum Hold** is Y. Otherwise, this field must be left blank. If the minimum amount entered in this field is not ordered for this company, the order will be put on hold, if applicable. If a customer order minimum has been entered through Customer/Ship to Master Maintenance (MENU ARFILE), the order will be held based on that criteria first. Key the appropriate dollar amount of the minimum order for this company. *Valid Values:* This field cannot be negative. (N 13,0) Required/Blank

Maintain O/E Options - Default Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Show Prices in Order Entry	This field determines the unit of measure in which the selling price will be shown when entering orders through Enter, Change & Ship Orders (MENU OEMAIN). This also determines the unit of measure in which the prices will be shown through Item Price Inquiry (MENU OEREPT). Key P if the price of a line item will be shown in the pricing unit of measure for the item. When entering an order, the final price of the item will be in the pricing unit of measure. If you select P, no changes to pricing will occur. Key O if the price of a line item will be shown in the ordering unit of measure for the item. When entering an order, the final price of the item will be in the ordering unit of measure. This is useful to view online the different prices calculated for the different units of measure available. If you select O, prices in Enter, Change & Ship Orders (MENU OEMAIN) and Item Price Inquiry (MENU OEREPT) will be shown in the ordering unit of measure only. The prices are calculated and rounded based on the pricing unit of measure and converted to the ordering unit of measure just before the display in the pricing fields. NOTE: The Acknowledgment, Pick List, Pack List, and Invoice for Catch Weight items will always reflect the pricing unit of measure, regardless of the value you select in this field. **Important** This field only allows you to display and work with the “ordering” unit of measure for pricing in order entry. Pricing will still be based on the “pricing” unit of measure in the Item Master File. *Default Value:* O *Valid Values:* O for Ordering U/M or P for Pricing U/M; must be P if **Enter Prices in Order U/M** is N, may be O if **Enter Prices in Order U/M** is Y or N (A 1) Required

Maintain O/E Options - Default Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Enter Prices in Ordering U/M	This field determines if prices will be allowed to be entered in the ordering unit of measure during Enter, Change & Ship Orders (MENU OEMAIN). Key Y to allow the entry of prices in the ordering unit of measure. Any price entered during order entry will be shown in the ordering unit of measure. If you select Y, when entering a price in order entry, it is assumed that the monetary price is in the ordering unit of measure and will convert it to the pricing unit of measure. [See example for the **Pricing Fields** on the Item Review Screen in Enter, Change & Ship Orders (MENU OEMAIN)]. Key N if you do not want prices entered in the ordering unit of measure. Any price entered during order entry will be shown in the pricing unit of measure. If you select N, no price changes will occur. Note, however, when entering a price in order entry you will then have to figure out any pricing conversions. [See example for the **Pricing Fields** on the Item Review Screen in Enter, Change & Ship Orders (MENU OEMAIN)]. **Important** This field only allows you to display and work with the “ordering” unit of measure for pricing in order entry. Pricing will still be based on the “pricing” unit of measure in the Item Master File. *Default Value:* N *Valid Values:* Y or N; may be Y or N if **Show Prices in Order Entry** *is* O, must be N if **Show Prices in Order Entry** is P; cannot be Y if **Show Prices in Order Entry** is P (A 1) Required

Maintain O/E Options - Default Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Automatically Release Marked Ord	Use this field to identify whether or not marked orders will be allowed to be released automatically when performing Order Release (F6=ORD REL) available through the following OEMAIN menu options: • Open Orders Inquiry • Customer Order/Shipment Inquiry • Order Inquiry by P/O or Order Key Y in this field to allow the release of marked orders without user interaction (unless a problem occurs during the order release). Key N in this field, or leave blank, if you want to manually release marked orders through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN). You will not be allowed to automatically release marked orders. Instead, you will have to intervene to release each order individually. *Default Value:* N or Blank *Valid Values:* Y/N (A 1) Optional

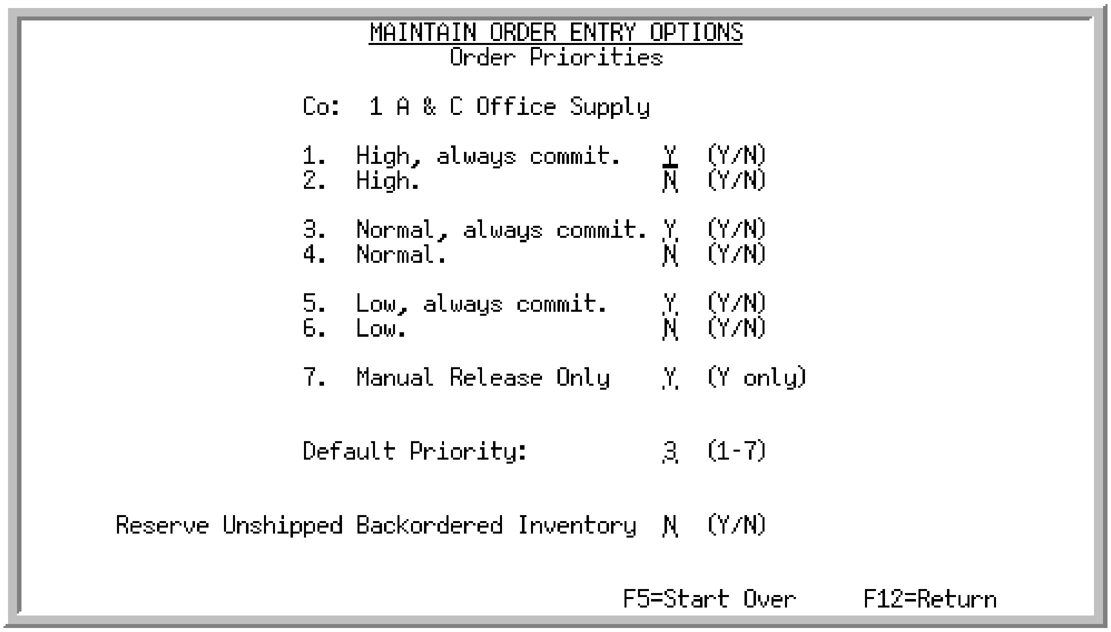
Maintain O/E Options - Default Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Delete Reason Code Required for Line Items	The specifications made in this field are used to determine whether or not the entry of a delete reason code will be required in Order Entry when deleting line items for new and existing orders. If delete reason codes are required, certain key pieces of order header and line item information, including the reason why the line item was deleted, are to be retained for analysis. Delete reason codes are defined through Order Delete Reason Codes Maintenance (MENU OEFILE) and deleted information can be reviewed through the Deleted Orders Analysis Inquiry (MENU OEINQY). Refer to the Order Entry User Guide for details. NOTE: The value keyed in this field for the existing orders does not have to be the same as that keyed for new orders. Also, data retention defined by these specifications have no impact on Distribution A+ retaining entire orders that are deleted. Keying an A indicates that a delete reason code will always be required when F24=DELETE is pressed in an attempt to delete a line item from within order entry. Order and line information, including the reason why the line was deleted, will be retained in the Deleted Line Item Header (DLHED) and Deleted Line Item Detail (DLDET) files. Additionally, Inventory Management & Planning demand adjustment history will or will not be updated based on the definition of the delete reason code as defined through Order Delete Reason Codes (MENU OEFILE). Keying an N indicates that a delete reason code will never be required when F24=DELETE is pressed in an attempt to delete a line item from within order entry. A delete reason code may not be identified during the line deletion process; no data retention of the order or line item data will occur; and Inventory Management & Planning demand adjustment history will not be updated. Keying an O indicates that entering a delete reason code will be optional when F24=DELETE is pressed in an attempt to delete a line item from within order entry. If a delete reason code is identified, processing will continue as if an A was keyed in this field; if a delete reason code is not identified, processing will continue as if an N was keyed in this field. *Default Value:* N (2 @ A 1) Required

Maintain O/E Options - Default Settings Screen 2 Fields and Function Keys

Field/Function Key	Description
Default Code	The specifications made in this field are used as default values if line item deletions are to be tracked and retained in accordance with the **Delete Reason Code Required** field. Any specification made here is used only as a default during order entry line item deletion, but may be overridden at that time. Key a value if the applicable **Delete Reason Code Required** field is set to A or O. Leave blank if the applicable **Delete Reason Code Required** field is set to N or if a default reason code is not desired. NOTE: The value keyed is this field for the existing orders does not have to be the same as that keyed for new orders. Also, data retention defined by these specifications have no impact on retaining entire orders which are deleted. *Default Value:* Blank *Valid Values:* Blank, or code defined, for the current company, through Order Delete Reason Codes Maintenance (MENU OEFILE) (2 @ A 2) Optional
F2=Add Hold Code	The F2=ADD HOLD CODE function key only appears on this screen if you entered an invalid value in the **Dft Min Cd** field. Press F2=ADD HOLD CODE to add the valid order minimum hold code you entered in the **Dft Min Cd** field. By simply pressing F2=ADD HOLD CODE, your hold code will be added.
F5=Start Over	Press F5=START OVER to cancel your selections and return to the Maintain O/E Options - Company Selection Screen (p. 15-3).
F12=Return	Press F12=RETURN to return to the Maintain O/E Options - Default Settings Screen 1 (p. 15-79). Changes made on this screen will not be saved.
Enter	Press ENTER to confirm your selections. The Maintain O/E Options - Order Priorities Screen (p. 15-97) will display.

Maintain O/E Options - Order Priorities Screen



```
                         MAINTAIN ORDER ENTRY OPTIONS
                               Order Priorities

                    Co:  1 A & C Office Supply

                    1.  High, always commit.   Y  (Y/N)
                    2.  High.                  N  (Y/N)

                    3.  Normal, always commit. Y  (Y/N)
                    4.  Normal.                N  (Y/N)

                    5.  Low, always commit.    Y  (Y/N)
                    6.  Low.                   N  (Y/N)

                    7.  Manual Release Only    Y  (Y only)


                    Default Priority:          3  (1-7)


      Reserve Unshipped Backordered Inventory  N  (Y/N)

                                        F5=Start Over     F12=Return
```

This screen displays after pressing ENTER on the Maintain O/E Options - Default Settings Screen 2 (p. 15-87). Use this screen to select the order priorities that are to be used with the Automatic Backorder Release (ABR) for this company and to specify whether inventory will be reserved for open orders with backordered line items and a status of Pick List Printed or greater.

There are seven order priorities, numbered 1 through 7. Use priorities 1 through 6 when using automatic backorder release for an order (1 being the highest priority, 6 being the lowest). Use priority 7 if an order is not to be released with automatic backorder release.

Order priorities 1, 3, and 5 are specified as “always commit.” Selecting one of these priorities for a backorder will ensure that any available inventory will be committed to that order even if that order will or will not be released in compliance with the conditions specified on the Maintain O/E Options - Auto Backorder Release Screen (p. 15-100). Committed inventory reduces available quantity for other backorders.

Order Priorities 2, 4, and 6 do not specify “always commit.” Selecting one of these priorities for a backorder will commit available inventory only if the backorder qualifies through all selection criteria and is released.

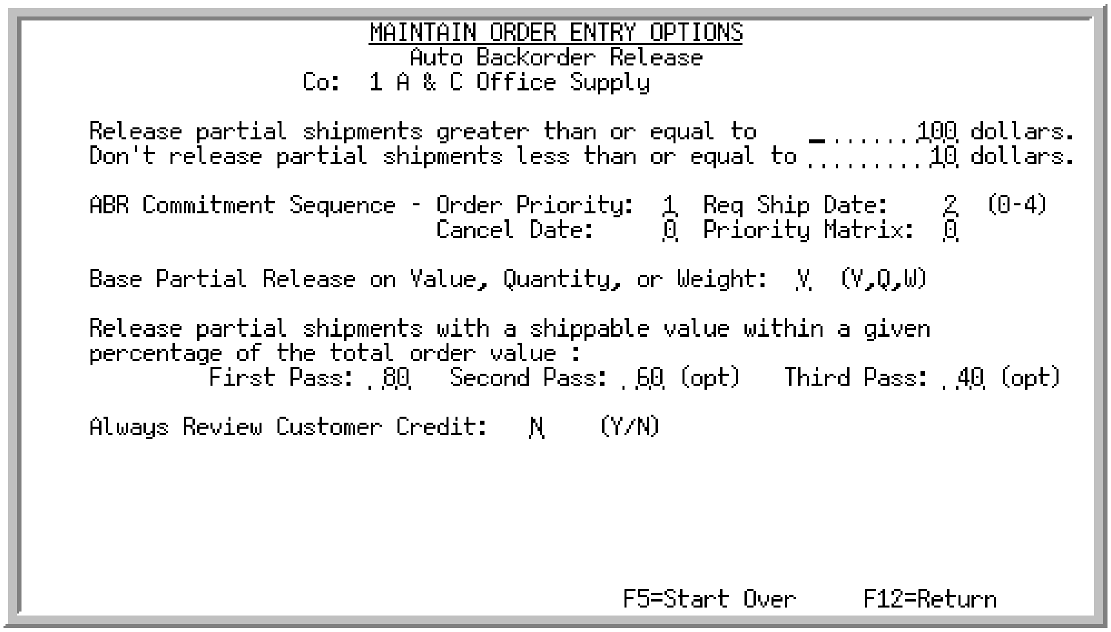
Maintain O/E Options - Order Priorities Screen Fields and Function Keys

Field/Function Key	Description
Options 1 through 7	Entering yes or no to these options creates the validation basis for users entering order priorities in Order Entry. Key Y for those order priorities which are valid for this company. These order priorities will be permitted in order entry. Key N for those order priorities which are invalid for this company. These order priorities will not be permitted in order entry. *Default Value:* Y *Valid Values:* Y or N; **7. Manual Release Only** must be Y (A 1) Required
Default Priority	Use this field to select the default order priority (from **Options 1 through 7** above) to be used in Order Entry. Key the default priority. The option number corresponding to the priority you want to select as the default must be Y on this screen. *Default Value:* 7 *Valid Values:* 1 through 7 (N 1,0) Required
Reserve Unshipped Backordered Inventory	Use this field to specify whether inventory will be reserved for open orders with backordered line items and one of the following order statuses: • Pick List Printed • Ready for Invoice • Invoice Printed Key Y in this field to reserve inventory for open orders with backordered line items and a status of Pick List Printed or greater. Keying Y will prevent inventory from being committed to backordered orders (based on order priority) before orders with backordered line items are filled. When Automatic Backorder Release (MENU OEMAST) is run, the quantity available to commit to backordered orders that meet the criteria for automatic backorder release will be reduced by the reserved quantity. Key N to commit inventory to orders that meet the criteria for automatic backorder release without making an inventory reservation for open orders with backordered line items and a status of Pick List Printed or greater. *Default Value:* N (A 1) Required
F5=Start Over	Press F5=START OVER to cancel your selections and return to the Maintain O/E Options - Company Selection Screen (p. 15-3).

Maintain O/E Options - Order Priorities Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Maintain O/E Options - Default Settings Screen 2 (p. 15-87). Changes made on this screen will not be saved.
Enter	Press ENTER to confirm your selections. The Maintain O/E Options - Auto Backorder Release Screen (p. 15-100) will display.

Maintain O/E Options - Auto Backorder Release Screen



```
                         MAINTAIN ORDER ENTRY OPTIONS
                            Auto Backorder Release
                    Co:  1 A & C Office Supply

     Release partial shipments greater than or equal to    _......100 dollars.
     Don't release partial shipments less than or equal to .........10 dollars.

     ABR Commitment Sequence - Order Priority:  1  Req Ship Date:    2  (0-4)
                               Cancel Date:     0  Priority Matrix:  0

     Base Partial Release on Value, Quantity, or Weight:  V  (V,Q,W)

     Release partial shipments with a shippable value within a given
     percentage of the total order value :
              First Pass: .80   Second Pass: .60 (opt)   Third Pass: .40 (opt)

     Always Review Customer Credit:   N    (Y/N)



                                          F5=Start Over     F12=Return
```

This screen displays after pressing ENTER on the Maintain O/E Options - Order Priorities Screen (p. 15-97). Use this screen to select the variable parameters of Automatic Backorder Release (ABR) for this company. These options will be the default values for ABR. Some of these parameters may be changed when ABR is executed from Automatic Backorder Release (MENU OEMAST).

Example: Consider the following ABR commitment sequence, with order priority first, requested ship date second, and cancel date third:

Backorders	Order Priority (1)	Req Ship Date (2)	Cancel Date (3)
10000/01	1	February 8	February 15
20000/01	1	January 8	January 15
30000/01	3	January 8	January 15
40000/01	3	January 8	January 10

Example: Consider the following ABR commitment sequence, with order priority first, requested ship date second, and cancel date third:

These orders will be released in this sequence:

- Backorder 20000/01 will be released before 30000/01 and 40000/01 because it is a higher order priority. It will be released before 10000/01 because it has an earlier requested ship date, even though it is the same order priority
- Backorder 10000/01 will be released next because it is a higher order priority than 30000/01 and 40000/01
- Backorder 40000/01 will be released next because even though order priority and requested ship dates are the same as 30000/01, it has an "earlier" cancel date
- Backorder 30000/01 will be released last

Maintain O/E Options - Auto Backorder Release Fields and Function Keys

Field/Function Key	Description
Release partial shipments greater than or equal to	Use this field to select the monetary amount to be used for determining if a partial shipment should be sent. Any orders with a shippable value that meets or exceeds this amount will be processed for partial shipment, unless the customer does not accept partial shipments. Key the desired monetary amount. (N 11,0) Optional
Don't release partial shipments less than or equal to	Use this field to select the monetary amount to be used to assure a partial shipment will not be processed for any orders with a shippable value that meets or is less than this amount. Key the desired monetary amount. (N 11,0) Optional

Maintain O/E Options - Auto Backorder Release Fields and Function Keys

Field/Function Key	Description
ABR Commitment Sequence	Use these four fields to set up the sequence that ABR will use as it sorts backorders for commitment or release. You can key a single sequence field or all four. If more than one field is used, the fields are considered simultaneously, with higher values taking precedence over lower values. See the above table for specifics. Key one or more sequence numbers in the following fields to set up the desired ABR commitment sequence: • **Order Priority**: Sort backorders based on their order priority. Backorders with high order priority (1,2) will be released before normal (3,4) or low order priority (5,6) backorders. • **Req Ship Date**: Sort backorders based on their requested ship dates. Backorders with earlier requested ship dates will be released before backorders with more recent requested ship dates. • **Cancel Date**: Sort backorders based on their cancel dates. Backorders with cancel dates closest to the date you run ABR will be released first. • **Priority Matrix**: Review backorders based on the priority matrix on Priority Matrix Maintenance (MENU OEMAST). NOTE: A value must be keyed into at least one field to use ABR. *Default Value:* Order Priority (1) and Requested Ship Date (2) *Valid Values:* 0 - 4 (4 @ N 1,0) Required

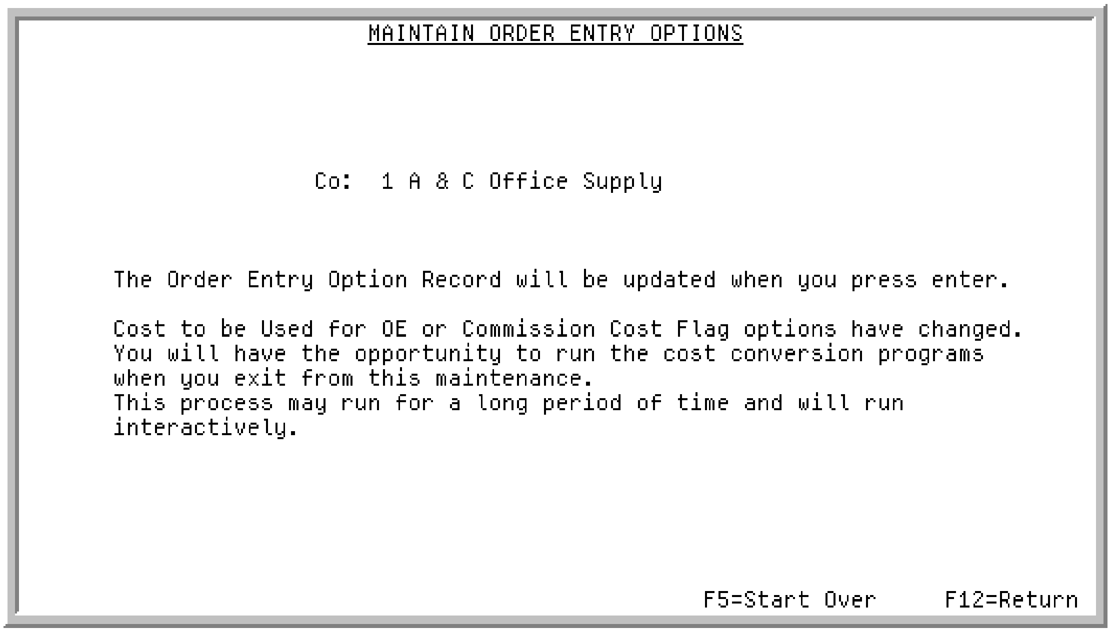
Maintain O/E Options - Auto Backorder Release Fields and Function Keys

Field/Function Key	**Description**
Base Partial Release on Value, Quantity or Weight	Use this field to specify the method (value, quantity, or weight) in which partial shipments will be considered for release as ABR performs passes on backorders. If you regularly provide samples or free items (items with no shippable value) to your customers, consider choosing quantity or weight for your release basis. Key V to release partial shipments with a shippable value (currency amount) within a given percentage of the total order value. Key Q to release partial shipments with a shippable quantity within a given percentage of the total order quantity. NOTE: The quantity method uses a “raw” subtotal as partial shipments using multiple units of measure are considered for release. For example, if the shippable item is defined in three different units of measure (one case of 50, one box of 25, and one “each”) the total order quantity will be three, not 76. Key W to release partial shipments with a shippable weight within a given percentage of the total order weight. The **Release partial shipments with a shippable <variable> within a given percent of the total order <variable>** prompt field will update with the appropriate method after you key a new value and press ENTER. *Default Value:* V *Valid Values:* V, Q, W (A 1) Required
Release partial shipments with a shippable <variable> within a given percentage of the total order <variable>	ABR makes up to three passes through the open order file in an attempt to execute releases. A pass is when ABR reads the open Order Header File (ORHED), searching, releasing and committing inventory for backorders. ABR makes up to 3 passes through the open Order Header File (ORHED) to execute releases. Use the **Pass** fields to release orders which do not meet the normal criteria of being able to ship the whole order. On the **First Pass**, the backorder will be released if the shippable variable basis is within the specified first pass percentage of the total order variable basis. The percentage value in the **Second Pass (opt)** field must be less than the value in the **First Pass** field. The backorder will be released if the shippable variable basis is within the specified second pass percentage of the total order variable basis. The percentage value in the **Third Pass (opt)** field must be less than the value in the **Second Pass** field. It will search, release, and commit inventory for backorders which fall between this specified percentage and the percentage in **Second Pass** of the total order variable basis. (N 3,0) Required for **First Pass** only

Maintain O/E Options - Auto Backorder Release Fields and Function Keys

Field/Function Key	Description
Always Review Customer Credit	This field determines whether or not a customer's credit will always be reviewed. Key Y if you want credit reviewed for ALL customers, even if orders were previously released from CR (credit) or SP (slow pay) hold. If you respond with a Y to this option, credit checking will ALWAYS occur for ALL customers when ABR is run. Key N if you want normal credit checking to occur (that is, credit checking will occur for all customers only if orders were not previously on credit or slow pay hold.) **Important** This field defaults to N. If you change this field to Y, be certain that you want credit checking to ALWAYS occur for ALL customers when ABR is run, EVEN IF orders were previously released from credit or slow pay hold. Additionally, credit checking will also be performed on all orders regardless of status. It will not just be performed on backorders. For example, even if an order has a status of "rdy for pick list", it will go back on CR or SP hold, if it was released from credit hold and ABR is run. *Default Value:* N (A 1) Required
F5=Start Over	Press F5=START OVER to cancel your selections and return to the Maintain O/E Options - Company Selection Screen (p. 15-3).
F12=Return	Press F12=RETURN to return to the Maintain O/E Options - Order Priorities Screen (p. 15-97). Changes made on this screen will not be saved.
Enter	Press ENTER to confirm your selections. The Maintain O/E Options Update Screen (p. 15-105) will display.

Maintain O/E Options Update Screen



```
                           MAINTAIN ORDER ENTRY OPTIONS




                       Co:  1 A & C Office Supply



        The Order Entry Option Record will be updated when you press enter.

        Cost to be Used for OE or Commission Cost Flag options have changed.
        You will have the opportunity to run the cost conversion programs
        when you exit from this maintenance.
        This process may run for a long period of time and will run
        interactively.





                                                 F5=Start Over     F12=Return
```

This screen displays after pressing ENTER on the Maintain O/E Options - Auto Backorder Release Screen (p. 15-100). Use this screen to update the O/E Company Option Record.

NOTE: You must have pressed ENTER on all of the screens and again on this screen in order for the O/E Company Option Record to be updated.

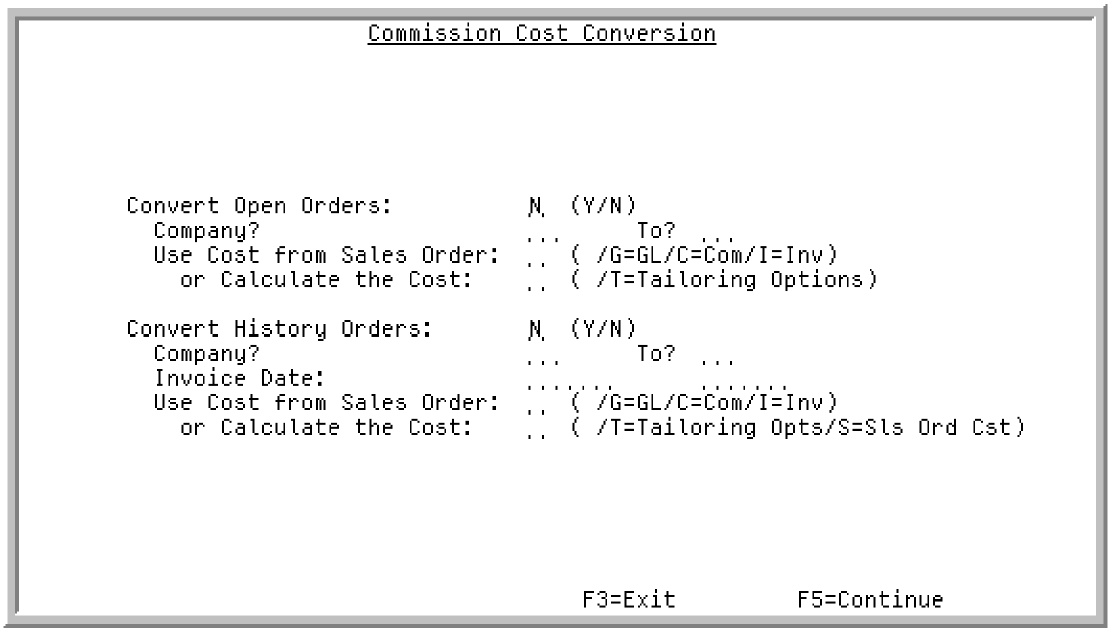
Maintain O/E Options Update Screen Fields and Function Keys

Field/Function Key	Description
The Order Entry Option Record will be updated when you press enter.	Press ENTER to update all of the options you just defined through all of the screens, or update any changes made to any of the screens. The Maintain O/E Options - Company Selection Screen (p. 15-3) will display where you may exit the option or add/change options for another company (if using more than one company.)
Conversion Message	At version 8.04 LA and version 10 GA, additional cost fields were added that requires a conversion program be run to fill those fields. If the **Cost to be Used for OE** or the **Commission Cost Flag** fields were changed on the Maintain O/E Options - Price Settings Screen 2 (p. 15-69), a message displays: **Cost to be Used for OE or Commission Cost Flag options have changed. You will have the opportunity to run the cost conversion programs when you exit from this maintenance. This process may run for a long period of time and will run interactively.**
F5=Start Over	Press F5=START OVER to cancel all of your selections and return to the Maintain O/E Options - Company Selection Screen (p. 15-3).

Maintain O/E Options Update Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Maintain O/E Options - Auto Backorder Release Screen (p. 15-100) without updating the options record.
Enter	Press ENTER to continue. The OE Company Options will be updated and the Maintain O/E Options - Company Selection Screen (p. 15-3) displays.

Commission Cost Conversion Screen



```
                       Commission Cost Conversion




     Convert Open Orders:          N  (Y/N)
       Company?                    ...      To?  ...
       Use Cost from Sales Order:  ..  ( /G=GL/C=Com/I=Inv)
         or Calculate the Cost:    ..  ( /T=Tailoring Options)

     Convert History Orders:       N  (Y/N)
       Company?                    ...      To?  ...
       Invoice Date:               ......      ......
       Use Cost from Sales Order:  ..  ( /G=GL/C=Com/I=Inv)
         or Calculate the Cost:    ..  ( /T=Tailoring Opts/S=Sls Ord Cst)




                                   F3=Exit        F5=Continue
```

This screen displays after pressing F3=EXIT on the Maintain O/E Options - Company Selection Screen (p. 15-3) when the **Commission Cost Flag** field on the Maintain O/E Options - Price Settings Screen 2 (p. 15-69) was changed and the conversion programs have not yet been run. Use this screen to select the methods to be used to populate the Open Orders and Order History files with the values for commission costs.

Open orders will be processed by company number. Order history will be processed by invoice print date and company number. Either the existing sales order costs will be used or a new commission cost will be calculated based on the **Commission Cost Flag** option just completed on the Maintain O/E Options - Price Settings Screen 2 (p. 15-69).

Once this conversion is done, this screen will not display again.

Commission Cost Conversion Screen Fields and Function Keys

Field/Function Key	Description
Convert Open Orders	Key Y to use the following open order selections and update the Open Order Header File (ORHED) and Open Order Detail File (ORDET) to include updated commission costs. Key N to leave the commission cost field with the existing value in the open order files. *Default Value:* N (A 1) Required

Commission Cost Conversion Screen Fields and Function Keys

Field/Function Key	Description
Company	NOTE: If you have not yet updated your tailoring options for all companies, you should not select all companies by leaving the company number range blank to run all companies. Select the company for which the commission cost conversion should be completed at this time. Leave the range of company numbers blank when you are updating open orders and the **Commission Cost Flag** has been set for all companies in the range. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ N 2,0) Optional
Use Cost from Sales Order	Leave this field blank when not updating the open order files at this time or when you prefer to have a new commission cost calculated for you. Key G to use the **General Ledger Cost** field from the Open Order Detail File (ORDET) as the new commission cost. Key C to use the **Commission Cost** field from the Open Order Detail File (ORDET) as the new commission cost. Key I to use the **Inventory Cost** field from the Open Order Detail File (ORDET) as the new commission cost. *Valid Values:* blank, G, C, I (A 1) Optional

Commission Cost Conversion Screen Fields and Function Keys

Field/Function Key	Description
or Calculate the Cost	When calculating a new commission cost, regular orders, special orders and warehouse transfer orders are processed similarly, but do have a few differences. For regular orders, items without rebates will use the Commission Cost Calculation program and will pass the GL Cost from the Open Order Detail File (ORDET) from the for non-stock items as an override to the base commission cost. For items with rebates when the **Use Rebate Cost for Base Comm Cost** is set to Y in Rebate Options (MENU OERFILE) and the rebate's item detail **Commission Cost Code** value is F, $, %, or L in Rebate Master Maintenance (MENU OERFILE), the GL Cost from the Open Order Detail File (ORDET) will be used as an override value to the base commission cost. If the item is a Bill of Material kit parent item and **Allow Roll-Up Commission Cost** is set to Y in Bill of Material Maintenance (MENU OBFILE), the updated commission cost or the kit parent item will be the rolled up commission cost of the component items. For warehouse transfer orders and for items that are being special ordered, when the **Cost to be Used for GL** and **Cost to be Used for OE** fields are set to be the same values or **Force Update to Commission Cost** is set to Y, items without rebates will use the Commission Cost Calculation program and pass the GL Cost from the Open Order Detail File (ORDET) as an override to the base commission cost. Items with rebates will use the Rebate Commission Cost program and pass the calculated GL Cost from the Open Order Detail File (ORDET) as an override to the base commission cost. Key T to use the **Commission Cost Flag** and calculate the new commission cost. Leave this field blank when not updating the open order files at this time or when you prefer to select a specific cost based on each individual sales order. blank. *Valid Values:* blank, T (A 1) Optional
Convert History Orders	Key Y to use the following order history selections and update the Order History Header File (HSHED) and Order History Detail File (HSDET) to include updated commission costs. Key N to leave the commission cost field with the existing value in the order history files. *Default Value:* N (A 1) Required

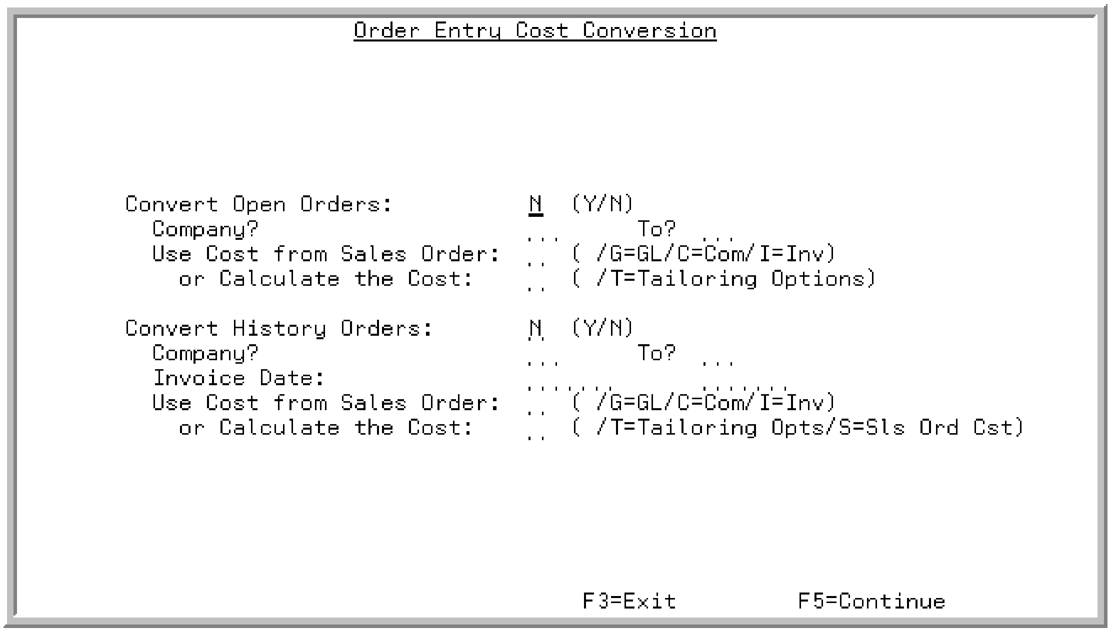
Commission Cost Conversion Screen Fields and Function Keys

Field/Function Key	Description
Company?	NOTE: If you have not yet updated your tailoring options for all companies, you should not select all companies by leaving the company number range blank to run all companies. Select the company for which the commission cost conversion should be completed at this time. Leave the range of company numbers blank when you are updating order history and the **Commission Cost Flag** has been set for all companies in the range. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ N 2,0) Optional
Invoice Date	Key the invoice date range for which commission costs will be calculated. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register ERP A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Use Cost from Sales Order	Leave this field blank when not updating the order history files at this time or when you prefer to have a new commission cost calculated for you. Key G to use the **GL Cost** field from the Order History Detail File (HSDET) as the new commission cost. Key C to use the **Commission Cost** field from the Order History Detail File (HSDET) as the new commission cost. Key I to use the **Inventory Cost** field from the Order History Detail File (HSDET) as the new commission cost. *Valid Values:* blank, G, C, I (A 1) Optional

Commission Cost Conversion Screen Fields and Function Keys

Field/Function Key	Description
or Calculate the Cost	When calculating a new commission cost, regular orders, special orders and warehouse transfer orders are processed similarly, but do have a few differences. For regular orders, items without rebates will use the Commission Cost Calculation program and will pass the GL Cost from the Order History Detail File (**HSDET**) for non-stock items as an override to the base commission cost. For items with rebates when the **Use Rebate Cost for Base Comm Cost** is set to Y in Rebate Options (MENU OERFILE) and the rebate's item detail **Commission Cost Code** value is F, $, %, or L in Rebate Master Maintenance (MENU OERFILE), the GL Cost Order History Detail File (**HSDET**) will be used as an override value to the base commission cost. If the item is a Bill of Material kit parent item and **Allow Roll-Up Commission Cost** is set to Y in Bill of Material Maintenance (MENU OBFILE), the updated commission cost of the kit parent item will be the rolled up commission cost of the component items. For warehouse transfer orders and for items that are being special ordered, when the **Cost to be Used for GL** and **Cost to be Used for OE** fields are set to be the same values or **Force Update to Commission Cost** is set to Y, items without rebates will use the Commission Cost Calculation program and pass the GL Cost from the Order History Detail File (**HSDET**) as an override to the base commission cost. Items with rebates will use the Rebate Commission Cost program and pass the GL Cost from the Order History Detail File (**HSDET**) as an override to the base commission cost. Key S to use the existing GL Cost, Commission Cost, or Inventory Cost as defined in **Use Cost from Sales Order** field as the basis for the calculation of the new commission cost. Key T to use the **Commission Cost Flag** and calculate the new commission cost. Leave this field blank when not updating the order history files at this time or when you prefer to select a specific cost based on each individual sales order. blank. *Valid Values:* blank, S, T (A 1) Optional
F3=Exit	Press F3=EXIT to cancel the update for commission costs at this time. The Order Entry Cost Conversion Screen (p. 15-113) displays.
F5=Continue	Press F5=CONTINUE to accept your selections and display the Order Entry Cost Conversion Screen (p. 15-113). After processing the Order Entry Cost Conversion Screen (p. 15-113), the commission cost conversion program will be run interactively on your screen.
Enter	Press ENTER to validate the fields on this screen.

Order Entry Cost Conversion Screen



```
                         Order Entry Cost Conversion




        Convert Open Orders:          N  (Y/N)
          Company?                    ...      To?  ...
          Use Cost from Sales Order:  .  ( /G=GL/C=Com/I=Inv)
            or Calculate the Cost:    .  ( /T=Tailoring Options)

        Convert History Orders:       N  (Y/N)
          Company?                    ...      To?  ...
          Invoice Date:               ........  ........
          Use Cost from Sales Order:  .  ( /G=GL/C=Com/I=Inv)
            or Calculate the Cost:    .  ( /T=Tailoring Opts/S=Sls Ord Cst)




                                    F3=Exit          F5=Continue
```

This screen displays after pressing F3=EXIT or F5=CONTINUE on the Commission Cost Conversion Screen (p. 15-107) when the **Cost to be Used for OE** field on the Maintain O/E Options - Price Settings Screen 2 (p. 15-69) was changed and the conversion programs have not yet been run. Use this screen to select the methods to be used to populate the Open Orders and Order History files with the values for the order entry costs.

This conversion program will either use an existing sales order cost to populate the OE Cost fields or will calculate a new OE Cost using tailoring options. Open orders will be processed by company number. Order history will be processed by invoice print date and company number. Items whose OE Cost has been overridden will be bypassed, which should not be the case for customers using this option for the first time. When using an existing sales order cost, either the GL Cost, Commission Cost or Inventory Cost currently on the sales order will be used as the OE Cost.

Once this conversion is done, this screen will not display again.

Order Entry Cost Conversion Screen Fields and Function Keys

Field/Function Key	Description
Convert Open Orders	Key Y to use the following open order selections and update the Open Order Header File (ORHED) and Open Order Detail File (ORDET) to include updated commission costs. Key N to leave the new OE cost fields with zero values in the open order files. *Default Value:* N (A 1) Required

Order Entry Cost Conversion Screen Fields and Function Keys

Field/Function Key	Description
Company	NOTE: If you have not yet updated your tailoring options for all companies, you should not select all companies by leaving the company number range blank to run all companies. Select the company for which the order entry cost conversion should be completed at this time. Leave the range of company numbers blank when you are updating open orders and the **Cost to be Used for OE** has been set for all companies in the range. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ N 2,0) Optional
Use Cost from Sales Order	Leave this field blank when not updating the open order files at this time or when you prefer to have a new order entry cost calculated for you. Key G to use the GL Cost from the Open Order Detail File (ORDET) as the new commission cost. Key C to use the commission cost from the Open Order Detail File (ORDET) as the new commission cost. Key I to use the **Inventory Cost** field from the Open Order Detail File (ORDET) as the new commission cost. *Valid Values:* blank, G, C, I (A 1) Optional

Order Entry Cost Conversion Screen Fields and Function Keys

Field/Function Key	Description
or Calculate the Cost	When calculating a new order entry cost, regular orders, special orders and warehouse transfer orders are processed similarly, but do have a few differences. For a regular orders, the following occurs: • If the **Cost to be Used for OE** is S, U, or L on the Maintain O/E Options - Price Settings Screen 2 (p. 15-69), the current standard, user or last cost from the Item Balance File (ITBAL) will update the OE Cost field. • If the **Cost to be Used for OE** is A on the Maintain O/E Options - Price Settings Screen 2 (p. 15-69) and you are using average cost for lot/serial items, lot/serial items with a rebate id or negative ship quantities will use the current average cost from the Item Balance File (ITBAL) to update the OE Cost field. If you are not using average cost for lot/serial items, lot/serial items without a rebate id or those that have positive ship quantities will use the Warehouse Management program to calculate an average cost from the lots or serials selected for the item to update the OE Cost field. • For all other non-lot/serial type of items, when the **Cost to be Used for OE** is A on the Maintain O/E Options - Price Settings Screen 2 (p. 15-69), the average cost from the Item Balance File (ITBAL) will update the OE Cost field. • If the **Cost to be Used for OE** is C on the Maintain O/E Options - Price Settings Screen 2 (p. 15-69) non-stock items without rebates will use the Commission Cost Calculation program and use the OE Cost from the Open Order Detail File (ORDET) as an override to the base commission cost. For items with rebates when the **Use Rebate Cost for Base Comm Cost** is set to Y in Rebate Options (MENU OERFILE) and the rebate's item detail **Commission Cost Code** value is F, $, %, or L in Rebate Master Maintenance (MENU OERFILE), the GL Cost from the Open Order Detail File (ORDET) will be used as an override value to the base commission cost. NOTE: Commission cost will not be updated in the Open Order Detail File (ORDET) or the Order History Detail File (HSDET). For warehouse transfer orders and for items that are being special ordered, when the **Cost to be Used for GL** and **Cost to be Used for OE** fields on the Maintain O/E Options - Price Settings Screen 2 (p. 15-69) are set to be the same values or **Force Update to OE Cost** is set to Y in Special Order Options (MENU XAFILE), the OE Cost field will be filled with the GL Cost field from the order. If the options are different, the logic for regular orders will be used. Key T to use the **Commission Cost Flag** and calculate the new commission cost. Leave this field blank when not updating the open order files at this time or when you prefer to select a specific cost based on each individual sales order. *Valid Values:* blank, T (A 1) Optional

Order Entry Cost Conversion Screen Fields and Function Keys

Field/Function Key	Description
Convert History Orders	Key Y to use the following order history options and convert the Order History Header File (HSHED) and Order History Detail File (HSDET) to include updated commission costs. Key N to leave the OE cost fields with existing values in the order history files. *Default Value:* N (A 1) Required
Company?	NOTE: If you have not yet updated your tailoring options for all companies, you should not select all companies by leaving the company number range blank to run all companies. Select the company for which the order entry cost conversion should be completed at this time. Leave the range of company numbers blank when you are updating order history and the **Cost to be Used for OE** has been set for all companies in the range. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ N 2,0) Optional
Invoice Date	Key the invoice date range for which order entry costs will be calculated. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register ERP A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Use Cost from Sales Order	Leave this field blank when not updating the order history files at this time or when you prefer to have a new order entry cost calculated for you. Key G to use the **GL Cost** field from the Order History Detail File (HSDET) as the new commission cost. Key C to use the **Commission Cost** field from the Order History Detail File (HSDET) as the new commission cost. Key I to use the **Inventory Cost** field from the Order History Detail File (HSDET) as the new commission cost. *Valid Values:* blank, G, C, I (A 1) Required

Order Entry Cost Conversion Screen Fields and Function Keys

Field/Function Key	Description
or Calculate the Cost	When calculating a new order entry cost, regular orders, special orders and warehouse transfer orders are processed similarly, but do have a few differences. For a regular orders, the following occurs: • If the **Cost to be Used for OE** is S, U, A, or L on the Maintain O/E Options - Price Settings Screen 2 (p. 15-69), the current standard, user, average, or last cost from the Item Balance File (ITBAL) will update the OE Cost field. • If the **Cost to be Used for OE** is C on the Maintain O/E Options - Price Settings Screen 2 (p. 15-69), non-stock items without rebates will use the Commission Cost Calculation program and the OE Cost from the Order History Detail File (HSDET) as an override to the base commission cost. For items with rebates when the **Use Rebate Cost for Base Comm Cost** is set to Y in Rebate Options (MENU OERFILE) and the **Item Rebate Commission Factor** value is F, $, %, or L, the GL Cost from the Order History Detail File (HSDET) will be used as an override value to the base commission cost. NOTE: Commission cost will not be updated in the Open Order Detail File (ORDET) or the Order History Detail File (HSDET). For warehouse transfer orders and for items that are being special ordered, when the **Cost to be Used for GL** and **Cost to be Used for OE** fields are set to be the same values or **Force Update to Commission Cost** field [Special Order Options (MENU XAFILE)] is set to Y, the OE Cost field will be filled with the GL Cost field from the order. If the options are different, the logic for regular orders will be used. Key S to use the existing sales order cost (GL, Commission or Inventory) as defined in the **Use Cost from Sales Order** field as the basis for the calculation of the new order entry cost. Key T to use the **Cost to be Used for OE** and calculate the new order entry cost. Leave this field blank when not updating the open order files at this time or when you prefer to select a specific cost based on each individual sales order. blank. *Valid Values:* blank, S, T (A 1) Required
F3=Exit	Press F3=EXIT to cancel the update for order entry costs at this time.
F5=Continue	Press F5=CONTINUE to accept your selections. The conversion program(s) will run interactively on your screen. The Cross Application File Maintenance Menu (MENU XAFILE) will be displayed when the programs are complete.
Enter	Press ENTER to validate the fields on this screen.

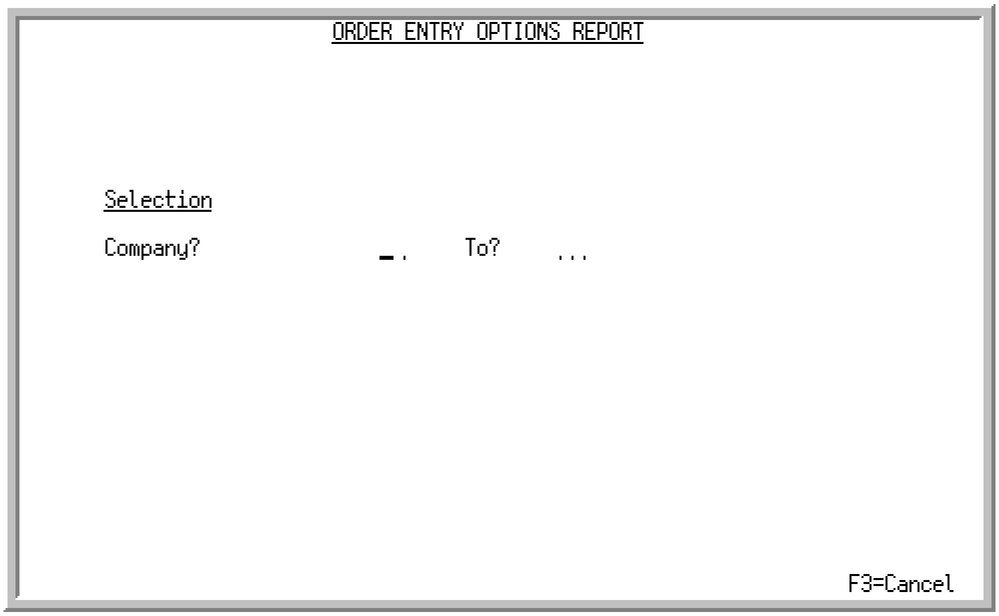
Order Entry Options Listing

Once you have set up your order entry options, you can print a listing of those options through Order Entry Options Listing on the Cross Application File Maintenance Menu (MENU XAFILE).

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
O/E Options Report Screen	Use to select the company or range of companies for which O/E options will print on the Order Entry Options Listing.
Order Entry Options Listing	Use to print a list of the options you defined through Order Entry Options Maintenance (MENU XAFILE) for the companies you selected on the O/E Options Report Screen (p. 15-119).

O/E Options Report Screen



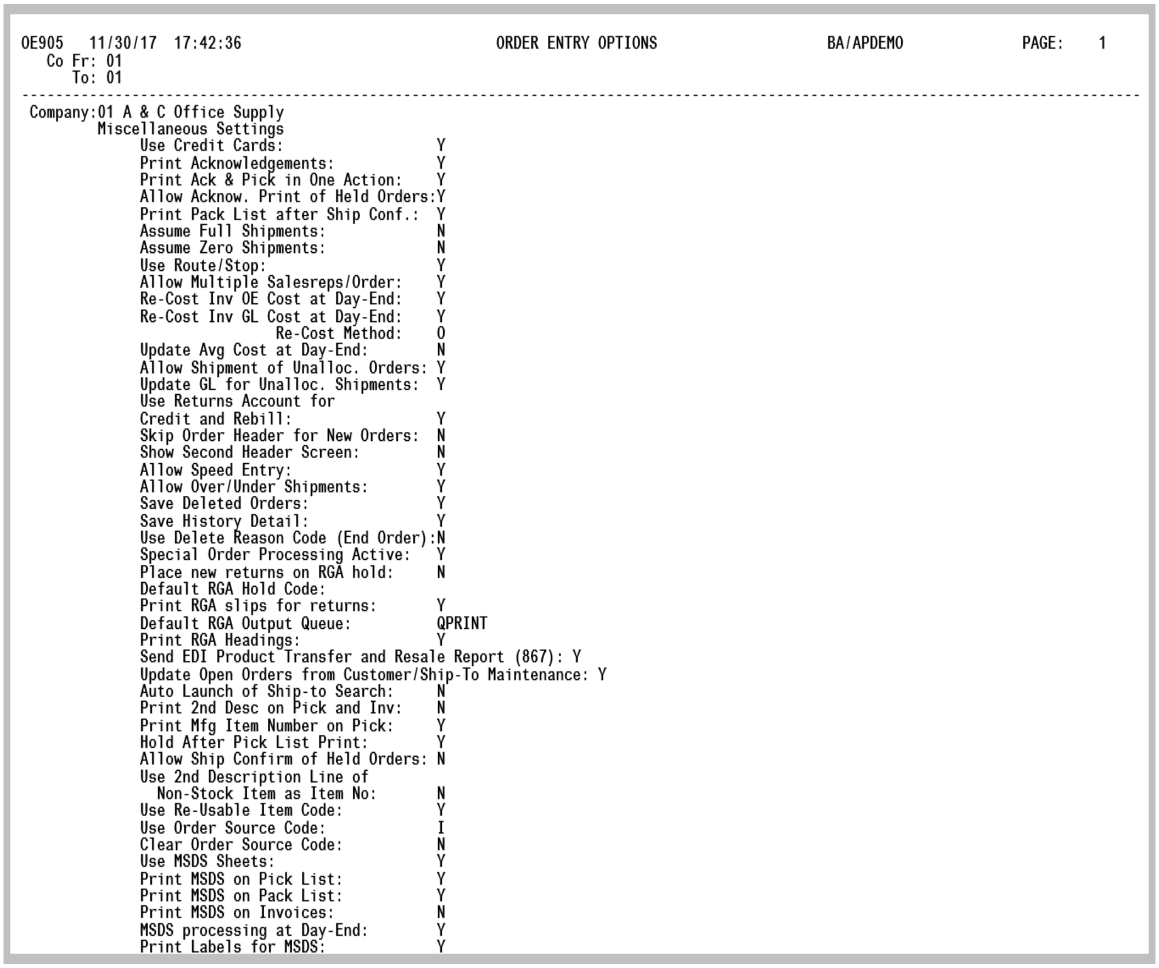
```
                         ORDER ENTRY OPTIONS REPORT





      Selection

      Company?                  _.     To?     ...









                                                               F3=Cancel
```

This screen displays after selecting option 15 - Order Entry Options Listing from MENU XAFILE. Use this screen to select the company or range of companies for which O/E options will print on the Order Entry Options Listing (p. 15-120).

O/E Options Report Screen Fields and Function Keys

Field/Function Key	Description
Company	This field is used to designate the companies for which options defined through Order Entry Options Maintenance (MENU XAFILE) will print. Key the company or range of companies to include on the listing. (N 2,0) Optional
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen (p. A-2) will display.

Order Entry Options Listing



```
OE905   11/30/17  17:42:36                              ORDER ENTRY OPTIONS                    BA/APDEMO              PAGE:    1
   Co Fr: 01
      To: 01
------------------------------------------------------------------------------------------------------------------------------------
 Company:01 A & C Office Supply
         Miscellaneous Settings
              Use Credit Cards:                  Y
              Print Acknowledgements:            Y
              Print Ack & Pick in One Action:    Y
              Allow Acknow. Print of Held Orders:Y
              Print Pack List after Ship Conf.:  Y
              Assume Full Shipments:             N
              Assume Zero Shipments:             N
              Use Route/Stop:                    Y
              Allow Multiple Salesreps/Order:    Y
              Re-Cost Inv OE Cost at Day-End:    Y
              Re-Cost Inv GL Cost at Day-End:    Y
                              Re-Cost Method:    0
              Update Avg Cost at Day-End:        N
              Allow Shipment of Unalloc. Orders: Y
              Update GL for Unalloc. Shipments:  Y
              Use Returns Account for
              Credit and Rebill:                 Y
              Skip Order Header for New Orders:  N
              Show Second Header Screen:         N
              Allow Speed Entry:                 Y
              Allow Over/Under Shipments:        Y
              Save Deleted Orders:               Y
              Save History Detail:               Y
              Use Delete Reason Code (End Order):N
              Special Order Processing Active:   Y
              Place new returns on RGA hold:     N
              Default RGA Hold Code:
              Print RGA slips for returns:       Y
              Default RGA Output Queue:          QPRINT
              Print RGA Headings:                Y
              Send EDI Product Transfer and Resale Report (867): Y
              Update Open Orders from Customer/Ship-To Maintenance: Y
              Auto Launch of Ship-to Search:     N
              Print 2nd Desc on Pick and Inv:    N
              Print Mfg Item Number on Pick:     Y
              Hold After Pick List Print:        Y
              Allow Ship Confirm of Held Orders: N
              Use 2nd Description Line of
                Non-Stock Item as Item No:       N
              Use Re-Usable Item Code:           Y
              Use Order Source Code:             I
              Clear Order Source Code:           N
              Use MSDS Sheets:                   Y
              Print MSDS on Pick List:           Y
              Print MSDS on Pack List:           Y
              Print MSDS on Invoices:            N
              MSDS processing at Day-End:        Y
              Print Labels for MSDS:             Y
```

The options defined through Order Entry Options Maintenance (MENU XAFILE) print for the companies you selected on the O/E Options Report Screen (p. 15-119).

NOTE: Due to the space limitations of the figure shown on this page, you are viewing only page 1 of a 4 page report of settings that are actually defined through Order Entry Options Maintenance (MENU XAFILE).

CHAPTER 16

Inventory Accounting Options Maintenance/Listing

16

This option, which must be run during the initial setup of Distribution A+ and after adding a new company, is used to set up system defaults and select optional features enabling you to tailor the Inventory Accounting module to meet your needs. Use this option to determine and record your company level and system level Inventory Accounting options.

Inventory Accounting options are defined through Inventory Accounting Options Maintenance on the Cross Application - File Maintenance Menu (MENU XAFILE).

Inventory Accounting Options Maintenance

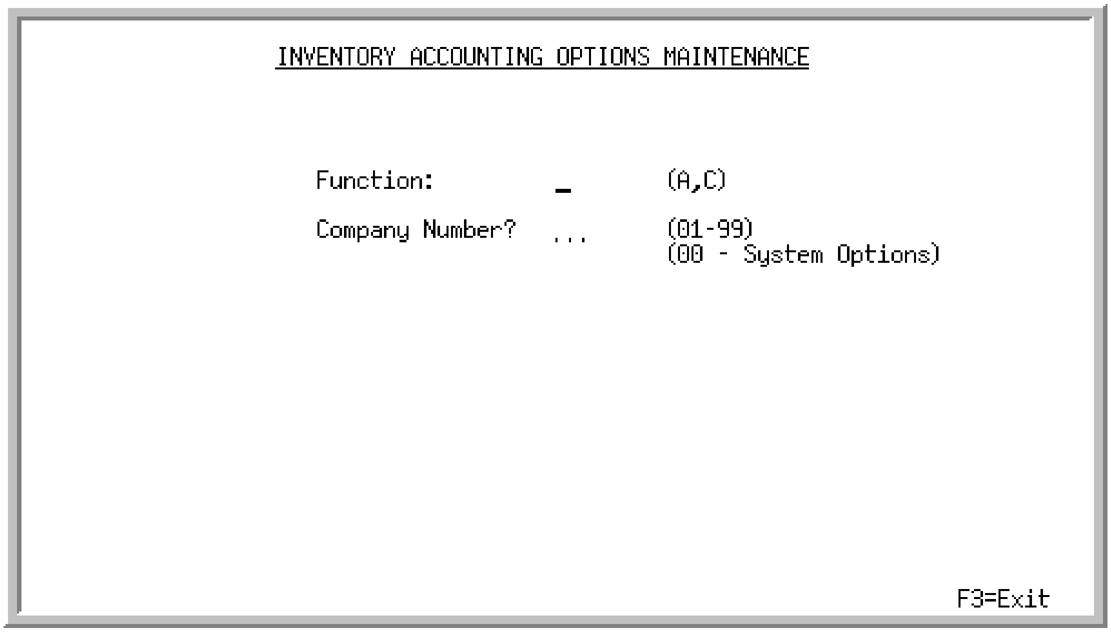
The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section

.

Title	Purpose
Inventory Accounting Options Maintenance Screen	Use to add Inventory Accounting options for a new company, change Inventory Accounting options for an existing company, or add or change Inventory Accounting system options.
Inventory Accounting System Options Screen	Use to set the system-level options for Inventory Accounting.
Available To Sell Options Maintenance Screen	Use to define options that will be used as default values, where applicable, throughout Inventory Accounting.
Inventory Accounting Company Options Screen	Use to determine and record your options for each company.
Inventory Accounting Company Options Listing	Prints the company level options defined.

Title	Purpose
IA System Options/Available To Sell Options Listing	Prints the system level options defined.

Inventory Accounting Options Maintenance Screen



```
                  INVENTORY ACCOUNTING OPTIONS MAINTENANCE


                    Function:          _        (A,C)

                    Company Number?   ...       (01-99)
                                                (00 - System Options)









                                                               F3=Exit
```

This screen displays after selecting option 6 - Inventory Accounting Options Maintenance from MENU XAFILE. Use this screen to add Inventory Accounting options for a new company, change Inventory Accounting options for an existing company, or add or change Inventory Accounting system options.

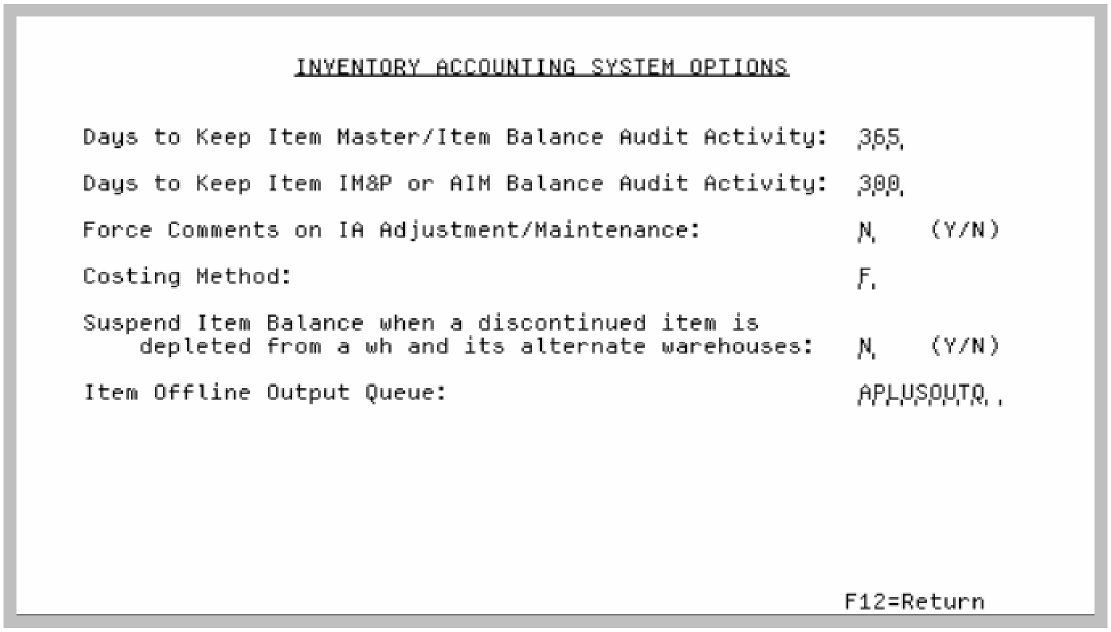
Inventory Accounting Options Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Function	Key A to add options for a new company or to add Inventory Accounting system options. Key C to change options for an existing company or to change Inventory Accounting system options. (A 1) Required

Inventory Accounting Options Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Company Number	This field is used to select the company for which Inventory Accounting options are being added or changed. You also may use this field to add or change Inventory Accounting system options. To define company specific options, key the company number that you are defining options for, or the company number for which options are being changed. To define Inventory Accounting system options, key 00 or leave this field blank. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY), or 00 or blank for Inventory Accounting system options. (N 2,0) Optional
F3=Exit	Press F3=EXIT to cancel your selections and return to the menu.
Enter	Press ENTER to confirm your selections. If you selected a company number, the Inventory Accounting Company Options Screen (p. 16-15) will display. If you selected 00 (or left the **Company Number** field blank) to add or change Inventory Accounting system options, the Inventory Accounting System Options Screen (p. 16-5) will display.

Inventory Accounting System Options Screen



```
                    INVENTORY ACCOUNTING SYSTEM OPTIONS

     Days to Keep Item Master/Item Balance Audit Activity:  365

     Days to Keep Item IM&P or AIM Balance Audit Activity:  300

     Force Comments on IA Adjustment/Maintenance:           N    (Y/N)

     Costing Method:                                        F

     Suspend Item Balance when a discontinued item is
         depleted from a wh and its alternate warehouses:   N    (Y/N)

     Item Offline Output Queue:                             APLUSOUTQ







                                                         F12=Return
```

This screen displays after pressing ENTER on the Inventory Accounting Options Maintenance Screen (p. 16-3), if you selected to add/change Inventory Accounting system options. Use this screen to set the system-level options for Inventory Accounting.

Item Activity is activated by entering a number of days in the **Days to Keep Item Master / Item Balance Audit Activity** field. Item Activity will track changes made to the Item Master File (ITMST), the Item Balance File (ITBAL), and, if Warehouse Management is installed, the WM Warehouse Management Item/Warehouse Information File (ITWHM). If you choose to track activity, this field also determines how long the activity will be retained before it is purged.

Item Activity related to IM&P Balance File (IMBAL) or Advanced Inventory Balance File (AIBAL) records is activated by entering a number of days in the **Days to Keep Item IM&P or AIM Balance Audit Activity** field. If you choose to track IM&P or AIM activity, this field also determines how long the activity will be retained before it is purged.

Item Master information, from the following menu options, aside from Hazardous Materials changes (ITHAZ) and International Currency Price changes (ICPRC), will be tracked:

- Item Master Maintenance (MENU IAFILE)
- Extended Item Comment Maintenance, accessed through Item Master Maintenance (MENU IAFILE)
- Global Item GL Code Maintenance (MENU GLXFER)
- ABC Analysis Report (MENU IAREPT)
- Bill of Material Maintenance (MENU OBFILE)
- Apply Future Prices by Date (MENU OPMAIN)

- Radio Frequency Receiving (MENU RFMAIN), if the **Allow Entry of Alternate Items** field is set to Y through Handlers Maintenance (MENU RFFILE)
- Radio Frequency Counting (MENU RFMAIN), if the **Allow Entry of Alternate Items** field is set to Y through Handlers Maintenance (MENU RFFILE)

Item Balance and Item Warehouse information (if Warehouse Management is installed) from the following menu options will be tracked:

- Item Balance Maintenance (MENU IAFILE)
- **Cycle Count Code** field in Warehouse Planning Report (MENU WMREPT)
- **ABC Code** field in ABC Analysis Report (MENU IAREPT)
- **Standard**, **User**, **Average**, and **Last Cost** fields in Process Transactions (MENU IAMAIN)

Inventory Management & Planning and Advanced Inventory Management information will be tracked from all menu options and processes in the system that create or update IMBAL or AIBAL file records.

Inventory Accounting System Options Screen Fields and Function Keys

Field/Function Keys	Description
Days to Keep Item Master/Item Balance Audit Activity	Use this field to determine if you want to track changes made to the Item Master File (ITMST), the Item Balance File (ITBAL) and, if Warehouse Management is installed, the WM Warehouse Management Item/Warehouse Information File (ITWHM). If you choose to track activity, this field also determines how long the activity will be retained before it is purged. You can review changes through the Item Audit Activity Inquiry, which is accessed through Item Inquiry (MENU IAMAIN). This will provide you with a means by which you can track and review changed item information. Key the number of days for which you want to track and retain item information changes. Records that are older than the number of days entered in this field will be automatically purged when you access the Item Audit Activity Inquiry. Key 0 if you do not want to track item change activity. If you do not key a value in this field, 0 is assumed as the default value and item change activity will not be tracked. **Important** If you reduce the number of days in this field, any activity that was previously retained but does not meet the new value will be automatically purged when you access the Item Audit Activity Inquiry. (N 3,0) Optional

Inventory Accounting System Options Screen Fields and Function Keys

Field/Function Keys	Description
Days to Keep Item IM&P or AIM Balance Audit Activity	This field displays only if Inventory Management & Planning (IM&P) or Advanced Inventory Management (AIM) has been activated. Use this field to determine if you want to track and review item changes made to the IM&P Balance File (IMBAL) or AIM Balance File (AIBAL). If you choose to track activity, this field also determines how long the activity will be retained before it is purged. You can review changes through the Item Balance Audit Activity Inquiry, which is accessed through Item Inquiry (MENU IAMAIN). This will provide you with a means by which you can track and review changed item IM&P or AIM information. Key the number of days for which you want to track and retain activity related to IM&P Balance File (IMBAL) or AIM Balance File (AIBAL) records maintained manually by a user or by other processes and/or reports. Item IM&P or AIM balance activity information will be available through the Item Balance Audit Activity for the number of days you specify in this field. Activity records related to IM&P Balance File (IMBAL) or AIM Balance File (AIBAL) that are older than the number of days entered in this field will be automatically purged when you access the Item Balance Audit Activity Inquiry. Key 0 if you do not want to track item IM&P or AIM Balance audit activity. If you do not key a value in this field, 0 is assumed as the default value and IM&P or AIM Balance audit activity will not be tracked. **Important** If you reduce the number of days in this field, any activity that was previously retained but does not meet the new value will be automatically purged when you access the Item Audit Activity Inquiry. (N 3,0) Optional

Inventory Accounting System Options Screen Fields and Function Keys

Field/Function Keys	Description
Force Comments on IA Adjustment/ Maintenance	Use this field to specify whether you want the system to require the entry of comments when the following types of transactions are entered through Enter/Update Transactions (MENU IAMAIN): • Quantity Adjustment (A) • Cost Adjustment (C) • User Cost Adjustment (F) • Average Cost Adjustment (G) • Last Cost Maintenance (L) • Standard Code Maintenance (S) Key Y if you want comments to be required for the types of transactions listed. Users entering those types of transactions will be forced to enter a comment. Key N if you want the user entering the transactions to be able to determine whether or not to enter a comment for a transaction. (A 1) Required

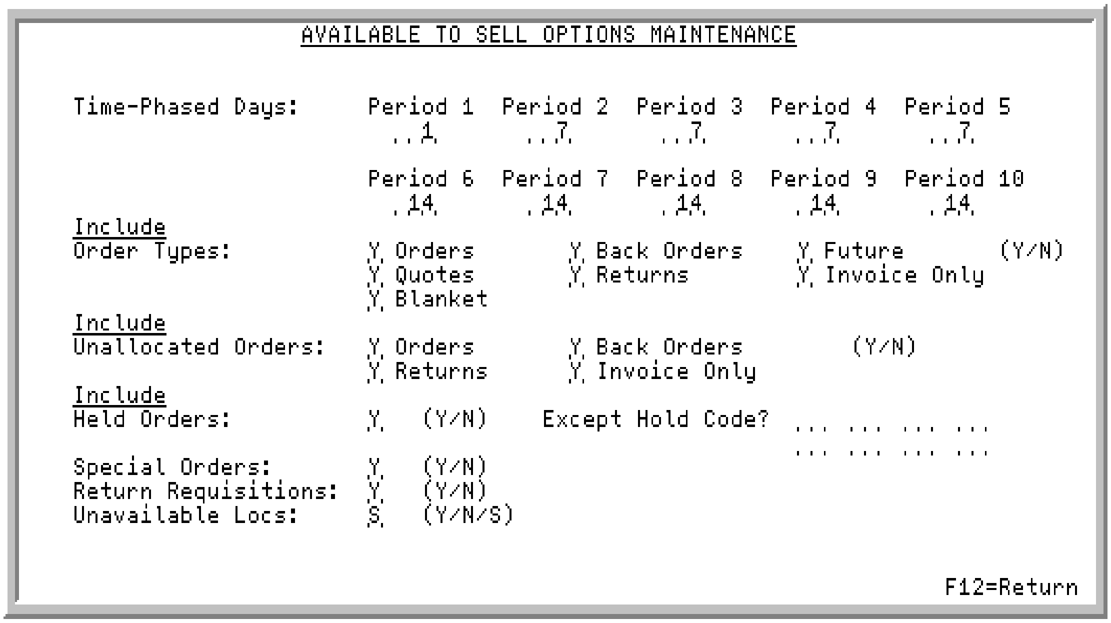
Inventory Accounting System Options Screen Fields and Function Keys

Field/Function Keys	Description
Costing Method	Use this field to specify the costing method to be used as the default method for costing throughout Distribution A+. Refer to the "Using Inventory Accounting" chapter in the Inventory Accounting User Guide where it summarizes Costing Considerations and provides detailed examples of FIFO/LIFO and Average Costing. Also refer to the setup checklist for Inventory Accounting for the specific steps on how to set up FIFO/LIFO costing. Key F if you want First In First Out (FIFO) costing used as the default costing method. This costing method assumes that the first unit received into inventory is the first sold. Key L if you want Last In First Out (LIFO) costing used as the default costing method. This costing method assumes that the last unit received into inventory is the first sold. The older inventory, therefore, is left over at the end of the accounting period. NOTE: If this field is either F or L, you must also have the Immediate Resale of Returned Items option in Order Entry Options Maintenance (MENU XAFILE) activated in all companies, except the warehouse transfer company. Leave this field blank if you want Average costing used as the default costing method. The Cost Layer File (IACSLY) will not be updated with this type of costing method. *Default Value:* blank *Valid Values:* blank, F or L. • Must be blank if **Use Average Cost** for lot, case quantity and serial items in Warehouse Management System Options (MENU WMFILE) is not being used. • You can only select F or L as a costing method if **Use Average Cost** is set to Y for lot, case quantity and serial items. (A 1) Required

Inventory Accounting System Options Screen Fields and Function Keys

Field/Function Keys	Description
Suspend Item Balance when a discontinued Item is depleted from a wh and its alternate warehouses	Use this field to prevent discontinued items (Item Master Maintenance, Menu IAFILE) from being reordered. Key Y to have items automatically suspended at the item balance level once a discontinued item has stocked out in a warehouse and all of its alternate warehouses. If you key Y, all of the following conditions must be met in order for the item to get suspended: • There are no open orders for the item in that warehouse • There are no open inventory transactions for that item/warehouse • There is no quantity for the item on consignment out of the warehouse • There is no quantity on hand in the warehouse or any of its alternate warehouses Key N if you do not want to have items automatically suspended at the item balance level once a discontinued item has stocked out in a warehouse and all of its alternate warehouses. (A 1) Required
Item Offline Output Queue	Use this field to identify which output queue will be used for the Offline Item Maintenance Item Offline Errors/Warnings Report (MENU IAMAST). Key a valid System i output queue. (A 10) Required
F12=Return	Press F12=RETURN to return to the Inventory Accounting Options Maintenance Screen (p. 16-3) without saving your entries.
Enter	Press ENTER to confirm your selection. The Available To Sell Options Maintenance Screen (p. 16-11) displays.

Available To Sell Options Maintenance Screen



```
                    AVAILABLE TO SELL OPTIONS MAINTENANCE


  Time-Phased Days:      Period 1  Period 2  Period 3  Period 4  Period 5
                           ..1       ..7       ..7       ..7       ..7

                         Period 6  Period 7  Period 8  Period 9  Period 10
                           .14       .14       .14       .14       .14
  Include
  Order Types:           Y Orders       Y Back Orders    Y Future       (Y/N)
                         Y Quotes       Y Returns        Y Invoice Only
                         Y Blanket
  Include
  Unallocated Orders:    Y Orders       Y Back Orders        (Y/N)
                         Y Returns      Y Invoice Only
  Include
  Held Orders:           Y   (Y/N)    Except Hold Code? ... ... ... ...
                                                        ... ... ... ...
  Special Orders:        Y   (Y/N)
  Return Requisitions:   Y   (Y/N)
  Unavailable Locs:      S   (Y/N/S)

                                                                F12=Return
```

This screen displays after pressing ENTER on the Inventory Accounting System Options Screen (p. 16-5).

Use this screen to define options that will be used as default values, where applicable, throughout Inventory Accounting. Options defined here will be used to calculate period ending dates as well as determine which orders will be included/excluded in calculations performed for various ATS functions.

NOTE: The options defined on this screen will be used as default values in Inventory Accounting, where applicable, and may be overridden.

Available To Sell Options Maintenance Screen

Field/Function Keys	Description
Time-Phased Days	Use these periods to key time-phased days that will be used to calculate periods in the ATS Inquiry (MENU IAMAIN), ATS Report Selection Inquiry (MENU IAMAIN), ATS Exception Report (MENU IAREPT) and ATS Summary Report (MENU IAREPT). Inventory balances for each of the ten periods will be provided, where applicable. The system will look at the number of days entered in each period and calculate “period ending dates” based on these numbers, starting from the current date and incrementing according to the number of days specified in each of these periods (note that only the period ending dates calculated using these time-phased days will be displayed in the ATS Inquiry and on ATS reports). See the example that follows for further clarification. **EXAMPLE:** Assume the following time-phased days are entered for the first five periods, and today’s date is February 17: • Period 1 = 5 • Period 2 = 10 • Period 3 = 5 • Period 4 = 5 • Period 5 = 5 The following period ending dates would then be calculated: • Period 1 = February 21 • Period 2 = March 3 • Period 3 = March 8 • Period 4 = March 13 • Period 5 = March 18 Inventory balances in the following periods would then display, where applicable: • Period 1 = February 17 to February 21 • Period 2 = February 22 to March 3 • Period 3 = March 4 to March 8 • Period 4 = March 9 to March 13 • Period 5 = March 14 to March 18 (10 @ N 3,0) Required

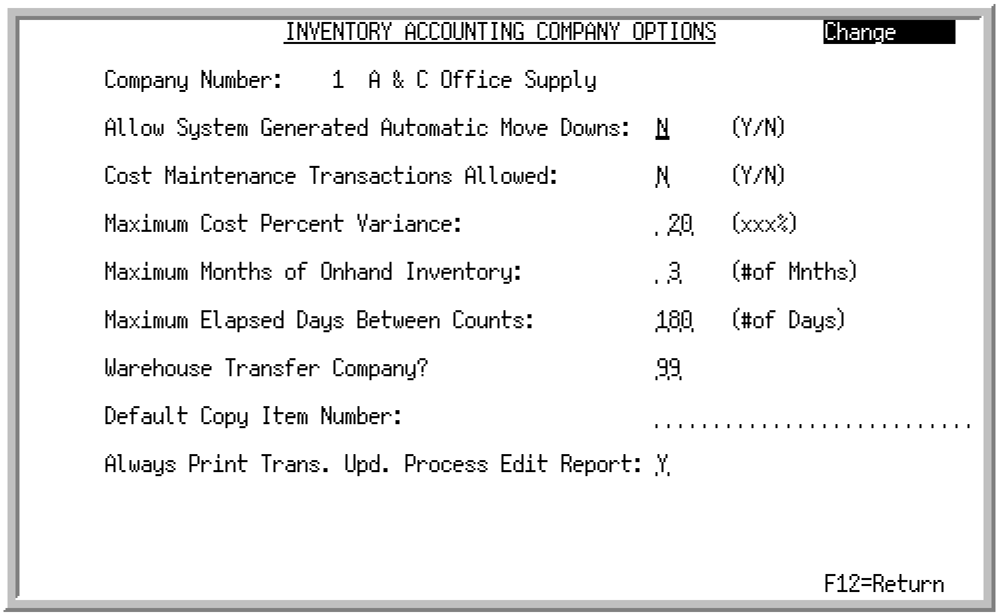
Available To Sell Options Maintenance Screen

Field/Function Keys	Description
Include Order Types	These fields allow you to specify the types of orders that will be included in ATS calculations and that will print on ATS reports, if applicable. Key Y before the types of orders you want to include. Key N before the types of orders you want to exclude. (7 @ A 1) Required
Include Unallocated Orders	These fields allow you to specify the types of unallocated orders that will be included (if any) in ATS calculations and that will print on ATS reports, if applicable. Key Y before the types of unallocated orders you want to include. Key N before the types of unallocated orders you want to exclude. NOTE: Inventory is not allocated for quotes or for future, master, or blanket orders. (4 @ A 1) Required
Include Held Orders	This field allows you to specify whether or not to include held orders in ATS calculations and to print on ATS reports, if applicable. Key Y to include held orders. If you key Y, you may use the **Except Hold Code** field to exclude those orders that are on hold with the specified hold code(s). Key N to exclude held orders. If you key N, you may use the **Except Hold Code** field to include those orders that are on hold with the specified hold code(s). (A 1) Required
Except Hold Code	This field allows you to specify whether or not held orders with the hold code(s) entered in this field, if any, will be included or excluded on ATS reports, based on the value entered in the **Include Held Orders** field. If the **Include Held Orders** field is Y, all orders that are on hold will be included in the ATS calculations and will print on the ATS reports, if applicable, except for those orders on hold with the type(s) of hold code(s) you enter in this field. If the **Include Held Orders** field is N, all orders that are on hold will not be included in the ATS calculations and will not print on the ATS reports, except for those orders, if applicable, that are on hold with the type(s) of hold code(s) you enter in this field. Key the appropriate hold codes, or leave blank if you do not want to include or exclude any held orders. (8 @ A 2) Optional

Available To Sell Options Maintenance Screen

Field/Function Keys	**Description**
Special Orders	This field allows you to specify whether or not to include special orders in the ATS calculations and to print on the ATS reports, if applicable. Key Y to include special orders. Key N to exclude special orders. NOTE: If you do not include special orders, related PO amounts will not be included. (A 1) Required
Return Requisitions	This field allows you to specify whether to include return requisitions with a Y in the **Update Inventory** field in ATS calculations and to print them on the ATS reports. Key Y to include return requisitions with a Y in the **Update Inventory** field. Key N to exclude return requisitions. *Default Value:* Y (A 1) Required
Unavailable Locs	This field displays only if Warehouse Management is installed. Refer to the Warehouse Management User Guide for details about unavailable locations. This field allows you to specify whether or not to include locations that are unavailable in the beginning balance of the item(s) selected, or to include some unavailable locations that are applicable. This does not affect all periods; only the beginning balance of the first period is affected. Key Y to include unavailable locations in the beginning balance of the item(s) selected. Key N to exclude unavailable locations in the beginning balance of the item(s) selected. Key S to include some unavailable locations in the beginning balance of the item(s) selected, where 'some' equals those unavailable locations where the **Qty Avail ATS/SO** flag in Location Master Maintenance (MENU WMFILE) is Y. (A 1) Required
F12=Return	Press F12=RETURN to return to the Inventory Accounting System Options Screen (p. 16-5) without saving any changes.
Enter	Press ENTER to confirm your selections. The Inventory Accounting Options Maintenance Screen (p. 16-3) will display.

Inventory Accounting Company Options Screen



```
                 INVENTORY ACCOUNTING COMPANY OPTIONS        Change

     Company Number:    1  A & C Office Supply

     Allow System Generated Automatic Move Downs:  N     (Y/N)

     Cost Maintenance Transactions Allowed:        N     (Y/N)

     Maximum Cost Percent Variance:                .20   (xxx%)

     Maximum Months of Onhand Inventory:           .3    (#of Mnths)

     Maximum Elapsed Days Between Counts:          180   (#of Days)

     Warehouse Transfer Company?                   99

     Default Copy Item Number:                     ...........................

     Always Print Trans. Upd. Process Edit Report: Y



                                                             F12=Return
```

This screen displays after pressing ENTER on the Inventory Accounting System Options Screen (p. 16-5), if you selected to add/change Inventory Accounting options for a company. Use this screen to determine and record your options for each company.

Inventory Accounting Company Options Screen Fields and Function Keys

Field/Function Keys	Description
Allow System Generated Automatic Move Downs	If Warehouse Management is installed on your system, the automatic move down will occur automatically regardless of your response in this field. The automatic move down occurs based on the warehouse location assignment that occurred during the inventory reservations process. If Customer Consignment is installed, the automatic move down also occurs automatically for consignment warehouse transactions. Use this field to designate if you want larger unit of measure quantities to be automatically converted to smaller ones to fill the day's orders. For example, if there is an order for 10 units of an item but there are only 2 cases (24 units per case) on hand, the Automatic Move Down feature will reduce the on hand for cases to 1 and increase the on hand for units to 24, so that the order for units can be filled and not show a negative on hand inventory balance. Key Y to allow system generated automatic move downs. Inventory transaction history will keep track of these automatic moves that are generated during Day-End Processing (MENU XAMAST). Key N if you do not want to allow system generated automatic move downs. When the ordering unit of measure quantity is insufficient, that unit of measure will display negative on hand inventory. Inventory move down transactions must be manually entered to correct the on-hand balance. Use the Recommended Move Report generated during Day-End Processing (MENU XAMAST) to process the manual inventory transactions. NOTE: Day-End Processing (MENU XAMAST) contains a Job Selection for the Auto/Suggested Moves process. The value selected in the Day-End Template will be used as the default that displays when running Day-End Processing. Through Job Templates Maintenance (MENU XAFILE), you may run the Auto/Suggested Moves process by selecting a Y on the Optional Job Selection Global/Company Level Screen and not print the Recommended Move Report by selecting an N on the Report Selection Global/Company Level Screen. *Default Value:* N (A 1) Required

Inventory Accounting Company Options Screen Fields and Function Keys

Field/Function Keys	Description
Cost Maintenance Transactions Allowed	This field determines if cost maintenance transactions will be allowed. Key Y to allow cost maintenance transactions. Cost data (standard, average, last, and user) can then be entered in Enter/Update Transactions (MENU IAMAIN), but cost cannot be changed during Item Balance Maintenance (MENU IAFILE) or via Offline Item Maintenance (MENU IAMAST). The starting cost values must be entered when the record is added to the file. Key N if you do not want to allow cost maintenance transactions. Cost data is then maintained through Item Balance Maintenance (MENU IAFILE). *Default Value:* Y (A 1) Required
Maximum Cost Percent Variance	This is the maximum variance allowed between cost adjustments or inventory receipts entered through Enter/Update Transactions (MENU IAMAIN) and the cost data on the file. If the amount entered exceeds this variance, a warning message will display on the screen. (N 3,0) Optional
Maximum Months of Onhand Inventory	This is the maximum months supply of on-hand inventory for items. The Stock Status Report (MENU IAREPT) will print a warning message if, based on usage, there is more than this number of months on-hand. (N 2,0) Optional
Maximum Elapsed Days Between Counts	This is the maximum number of days between physical inventory counting for items being cycle counted. The Cycle Count Analysis Report (MENU IAREPT) and the Stock Status Report (MENU IAREPT) will print a warning message if an item has not been counted within the specified number of days. (N 3,0) Optional
Warehouse Transfer Company	NOTE: This field displays only for the default company specified in System Options Maintenance (MENU XAFILE). You also will not be able to use this field until the warehouse transfer company has been created and purchasing options have been defined through Warehouse Transfer Options (MENU POMAST). Use this field to accept or override the warehouse transfer company set up for the default company. Information will be extracted from Setup Warehouse Transfer Options (MENU POMAST). *Valid Values:* Any company defined through Company Name Maintenance (MENU XAFILE) (N 2,0) Optional

Inventory Accounting Company Options Screen Fields and Function Keys

Field/Function Keys	Description
Default Copy Item Number	NOTE: This field displays only for the default company. After items have been defined through Item Master Maintenance (MENU IAFILE), use this field to select the **Default Copy Item Number** to be used when adding a new item through Item Master Maintenance (MENU IAFILE). When you access Item Master Maintenance, the item number you enter in this field will display in the **Copy Item No** field. All fields will be copied from this item number to the item number you are currently adding. Key the default item number to be used during Item Master Maintenance. Leave this field blank if you do not wish to use this feature. *Valid Values:* An item number defined through Item Master Maintenance (MENU IAFILE) (A 27) Optional
Always Print Trans. Upd. Process Edit Report	This field determines if the Inventory Transaction Update Process Edit Report and Inventory Transaction Update Edit Recap Report will print during the Inventory Transaction Update process. The Inventory Transaction Update Process Edit Report is used to determine if any transactions were bypassed during the update process. The Inventory Transaction Update Edit Recap Report is used to summarize the types of error flags which may appear on the Inventory Transaction Update Process Edit Report. For details about these reports, refer to Process Transactions (MENU IAMAIN) in the Inventory Accounting User Guide. Key Y to have these reports print during the Inventory Transaction Update process, even if there were no errors found during an inventory posting. Key N if you do not want these reports to print during the Inventory Transaction Update process, if no errors are detected during an inventory posting. The reports will not print for a successful post process; however, even if this field is N, the reports will print if errors are detected to notify you of the type of errors that occurred. Note the following: • If this option has not been set up (that is, it is blank in the Order Control File), these reports will continue to print during the Inventory Transaction Update process. • The company that is used to determine if the Inventory Transaction Update Process Edit Report will print is the company that owns the warehouse of the transaction. For example, if there are transactions being processed for warehouse 1 which is owned by company 01, then the edit report will print if this field is Y or blank for company 01. • Only one Inventory Transaction Update Edit Recap Report prints in total. It prints with the last warehouse in the Inventory Accounting group.

Inventory Accounting Company Options Screen Fields and Function Keys

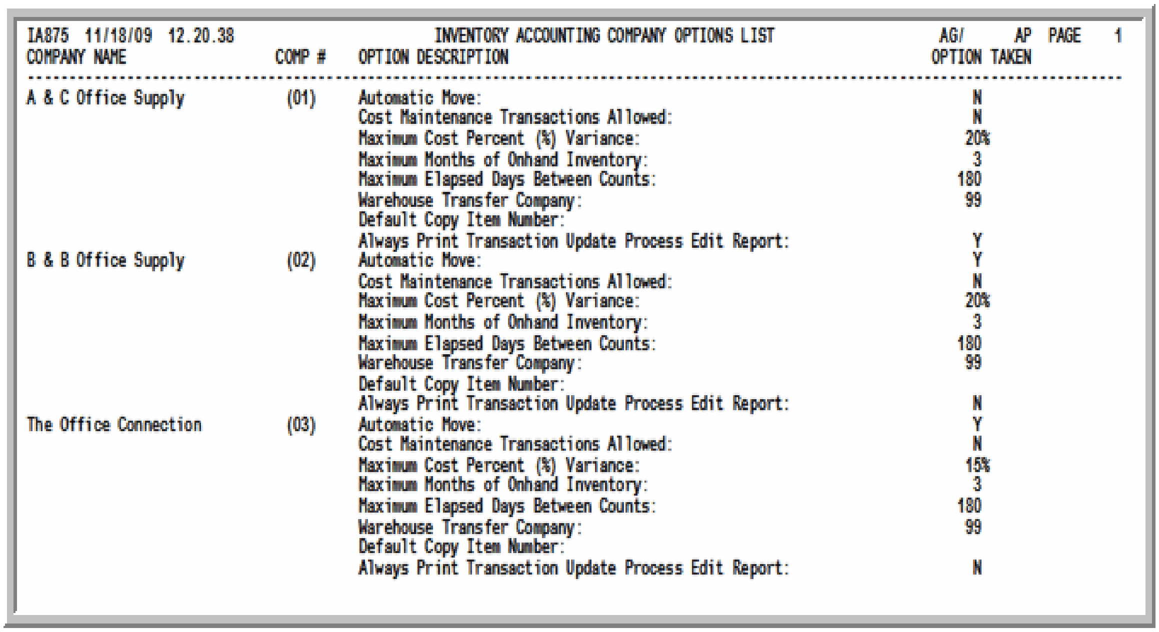
Field/Function Keys	Description
Always Print Trans. Upd. Process Edit Report Continued...	Therefore, if there are three warehouses with transactions in your Inventory Accounting group, there will only be one recap report that will print and it will be part of the APPRTF2 printer file for the final warehouse processed within the group. The recap report is not printed until all transactions in the group have been processed. The following determines if the Inventory Transaction Update Edit Recap Report will print during an Inventory Accounting post: • If any errors exist in any of the warehouses being processed, a recap report will always print. • If any warehouse within the group is owned by a company that is set up with this field defined as Y, the recap report will always print. • If there are no errors in any of your transactions and all of the warehouses being processed are owned by companies that are set up with this field defined as N, the recap report will not print. *Default Value:* Y, if setting up options for a new company. (A 1) Required
F12=Return	Press F12=RETURN to return to the Inventory Accounting Options Maintenance Screen (p. 16-3) without saving any changes.
Enter	Press ENTER to confirm your selections. The Inventory Accounting Options Maintenance Screen (p. 16-3) will display. The last function performed (Add or Change) will be indicated and the company number for which a record was added or changed also will be shown.

Inventory Accounting Options Listing

Once you have set up your inventory accounting options, you can print a listing of your options through Inventory Accounting Options Listing on the Cross Application File Maintenance Menu (MENU XAFILE).

No selection criteria exists for this menu option. When you select this menu option, the Report Options Screen (p. A-2) appears.

Inventory Accounting Company Options Listing

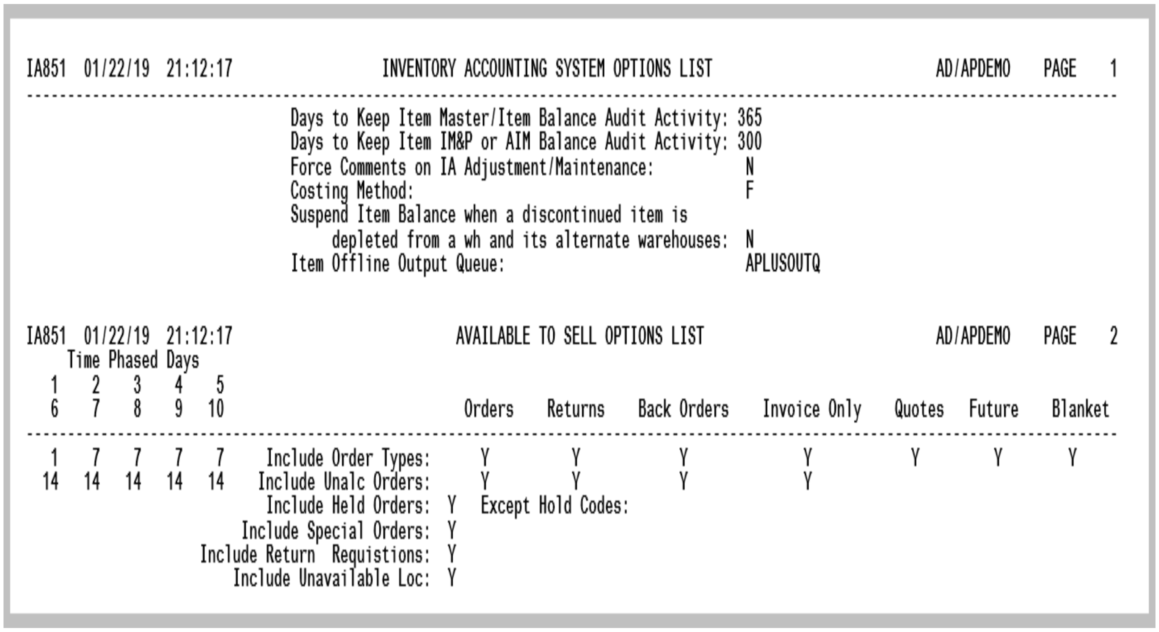


```
IA875  11/18/09  12.20.38                   INVENTORY ACCOUNTING COMPANY OPTIONS LIST                  AG/      AP  PAGE    1
COMPANY NAME                 COMP #   OPTION DESCRIPTION                                              OPTION TAKEN
--------------------------------------------------------------------------------------------------------------------------
A & C Office Supply           (01)    Automatic Move:                                                      N
                                      Cost Maintenance Transactions Allowed:                               N
                                      Maximum Cost Percent (%) Variance:                                   20%
                                      Maximum Months of Onhand Inventory:                                  3
                                      Maximum Elapsed Days Between Counts:                                180
                                      Warehouse Transfer Company:                                          99
                                      Default Copy Item Number:
                                      Always Print Transaction Update Process Edit Report:                 Y
B & B Office Supply           (02)    Automatic Move:                                                      Y
                                      Cost Maintenance Transactions Allowed:                               N
                                      Maximum Cost Percent (%) Variance:                                   20%
                                      Maximum Months of Onhand Inventory:                                  3
                                      Maximum Elapsed Days Between Counts:                                180
                                      Warehouse Transfer Company:                                          99
                                      Default Copy Item Number:
                                      Always Print Transaction Update Process Edit Report:                 N
The Office Connection         (03)    Automatic Move:                                                      Y
                                      Cost Maintenance Transactions Allowed:                               N
                                      Maximum Cost Percent (%) Variance:                                   15%
                                      Maximum Months of Onhand Inventory:                                  3
                                      Maximum Elapsed Days Between Counts:                                180
                                      Warehouse Transfer Company:                                          99
                                      Default Copy Item Number:
                                      Always Print Transaction Update Process Edit Report:                 N
```

This listing prints following your responses on the Report Options Screen (p. A-2), which displays after selecting option 16 - Inventory Accounting Options Listing (MENU XAFILE).

The Inventory Accounting options defined through Inventory Accounting Options Maintenance (MENU IAFILE) are printed in company number sequence.

IA System Options/Available To Sell Options Listing



```
IA851  01/22/19  21:12:17               INVENTORY ACCOUNTING SYSTEM OPTIONS LIST                    AD/APDEMO    PAGE    1
------------------------------------------------------------------------------------------------------------------------
                                Days to Keep Item Master/Item Balance Audit Activity: 365
                                Days to Keep Item IM&P or AIM Balance Audit Activity: 300
                                Force Comments on IA Adjustment/Maintenance:          N
                                Costing Method:                                       F
                                Suspend Item Balance when a discontinued item is
                                     depleted from a wh and its alternate warehouses: N
                                Item Offline Output Queue:                            APLUSOUTQ

IA851  01/22/19  21:12:17                        AVAILABLE TO SELL OPTIONS LIST                     AD/APDEMO    PAGE    2
     Time Phased Days
  1    2    3    4    5
  6    7    8    9   10                                Orders    Returns    Back Orders    Invoice Only    Quotes   Future    Blanket
------------------------------------------------------------------------------------------------------------------------
  1    7    7    7    7    Include Order Types:      Y          Y            Y              Y            Y         Y         Y
 14   14   14   14   14    Include Unalc Orders:     Y          Y            Y              Y
                            Include Held Orders:  Y   Except Hold Codes:
                         Include Special Orders:  Y
                    Include Return  Requistions:  Y
                        Include Unavailable Loc:  Y
```

This listing prints following the Inventory Accounting Company Options Listing (p. 16-20).

The Inventory Accounting system options and the Available To Sell options defined through Inventory Accounting Options Maintenance (MENU XAFILE) are printed.

CHAPTER 17

Sales Analysis Options Maintenance/Listing

17

This option, which must be run during the initial setup of Distribution A+ and after adding a new company, is used to set up defaults and select optional features that enable you to tailor Sales Analysis to meet your needs. Use this option to determine and record your Sales Analysis Options for each company.

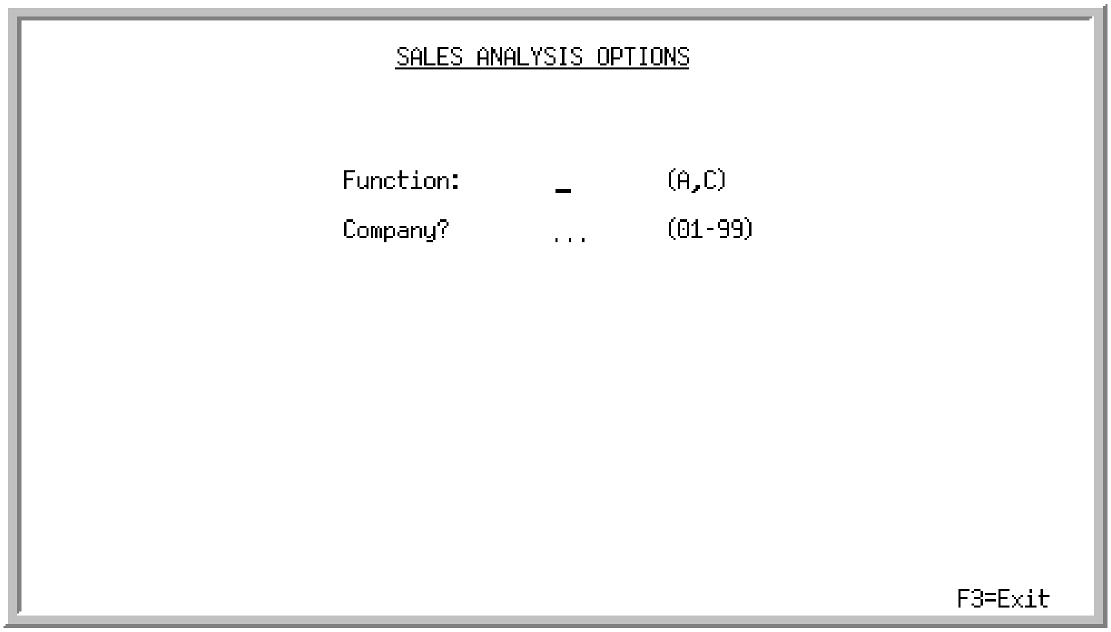
Sales Analysis options are defined through Sales Analysis Options Maintenance on the Cross Application - File Maintenance Menu (MENU XAFILE).

Sales Analysis Options Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Sales Analysis Company Selection Screen	Use this screen to add Sales Analysis options for a new company, or change Sales Analysis options for an existing company.
Sales Analysis Options Screen	Use this screen to set your Sales Analysis options for each company.

Sales Analysis Company Selection Screen



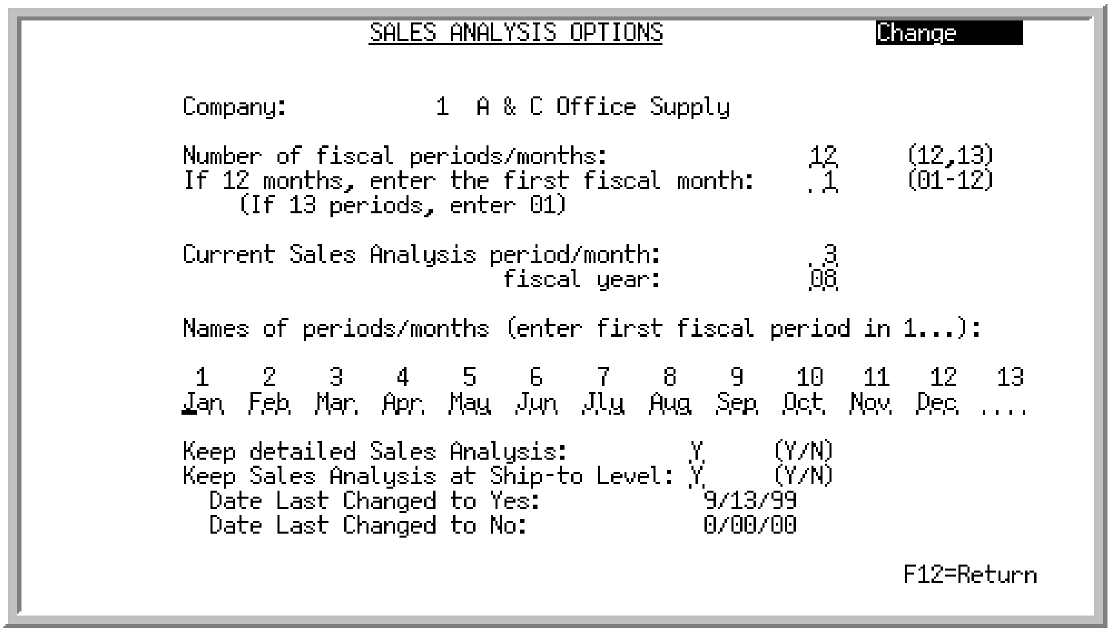
```
                         SALES ANALYSIS OPTIONS


                    Function:         _        (A,C)
                    Company?         ...       (01-99)




                                                              F3=Exit
```

This screen displays after selecting option 7 - Sales Analysis Options Maintenance (p. 17-1)from MENU XAFILE. Use this screen to add Sales Analysis options for a new company, or change Sales Analysis options for an existing company.

Sales Analysis Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add options for a new company. Key C to change options for an existing company. (A 1) Required
Company	Use this field to select the company for which sales analysis options are being added or changed. Key the company number that you are defining options for, or the company number for which options are being maintained. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
F3=Exit	Press F3=EXIT to cancel your selections and return to the menu.
Enter	Press ENTER to confirm your selections. The Sales Analysis Options Screen (p. 17-3) will display.

Sales Analysis Options Screen



```
                    SALES ANALYSIS OPTIONS                  Change

         Company:          1  A & C Office Supply

         Number of fiscal periods/months:                12     (12,13)
         If 12 months, enter the first fiscal month:      1     (01-12)
             (If 13 periods, enter 01)

         Current Sales Analysis period/month:             3
                                fiscal year:             08

         Names of periods/months (enter first fiscal period in 1...):

          1    2    3    4    5    6    7    8    9    10   11   12   13
         Jan  Feb  Mar  Apr  May  Jun  Jly  Aug  Sep  Oct  Nov  Dec  ....

         Keep detailed Sales Analysis:          Y     (Y/N)
         Keep Sales Analysis at Ship-to Level:  Y     (Y/N)
           Date Last Changed to Yes:           9/13/99
           Date Last Changed to No:            0/00/00

                                                              F12=Return
```

This screen appears when you press ENTER on the Sales Analysis Company Selection Screen (p. 17-2).

Use this screen to set your Sales Analysis options for each company.

Important

The options you choose must accurately reflect your objectives, and it is IMPORTANT to ensure they do so BEFORE you run Day-End processing for the first time. If the options are incorrect when you run Day-End, you will require the services of a programmer to resolve resultant processing problems.

NOTE: Fields 1 through 4 CANNOT be changed once sales have been posted to this company.

Example: Sales Analysis Options Setup - 12 Month Accounting Example

This company, 01, uses 12 month accounting. Company 01 also has a fiscal year that runs from July to June. If the current month is September 2009 and the fiscal year end is 2010, the Sales Analysis Options should look as follows:

- Number of fiscal periods/months 12
- If 12 months, first fiscal month 7
- Current Sales Analysis period/month 9
- Current Sales Analysis fiscal year 10

Names of Periods/Months					
1. JUL	2. AUG	3. SEP	4. OCT	5. NOV	6. DEC
7. JAN	8. FEB	9. MAR	10. APR	11. MAY	12. JUN

NOTE: For the period/month names (above), your entry in the first field is always the first fiscal month.

Example: Sales Analysis Options Setup - 13 Period Accounting Example

This company, 03, uses 13 period accounting. Company 03 also has a fiscal year that runs from July to June. If the current period is nine for fiscal year end 2009, the Sales Analysis Options should look as follows:

- Number of fiscal periods/months 13
- If 12 months, first fiscal month 01
- Current Sales Analysis period/month 9
- Current Sales Analysis fiscal year 09

Names of Periods/Months						
1. PO1	2. PO2	3. PO3	4. PO4	5. PO5	6. PO6	
7. PO7	8. PO8	9. PO9	10. P10	11. P11	12. P12	13. P13

NOTE: For the period/month names (above), your entry in the first field is always the first fiscal month.

For 13 period accounting, the first fiscal month must be 01.

Sales Analysis Options Screen Fields and Function Keys

Field/Function Key	Description
Number of fiscal periods/months	This field indicates the number of fiscal periods or months in a year. Key the appropriate number (12 or 13). See above for examples of each accounting type. *Valid Values:* 12 or 13 (N 2,0) Required
If 12 months, enter the first fiscal month	If the number of fiscal periods is 12, this is the calendar month number for the first month of the year (e.g., 04 for April). If the number of fiscal periods is 13, the first fiscal month must be 01 regardless of the month the fiscal year actually starts. *Valid Values:* • 01 - 12 • Must be 01 if 13 periods has been selected (N 2,0) Required
Current Sales Analysis period/month	This is the current sales analysis period or month number to which the first Order Entry Day-End Processing will post sales. **Important** Once sales have been posted to this company, you will not be able to change this field. If the number of fiscal periods/months is 13, your entry in this field will be between 01 and 13. If the number of fiscal periods/months is 12, your entry will be between 01 and 12. This is the actual calendar month number. For example, if the fiscal year starts in April and it is currently June, 06 should be entered here, not 03. (N 2,0) Required

Sales Analysis Options Screen Fields and Function Keys

Field/Function Key	Description
Current Sales Analysis fiscal year	This is the current sales analysis fiscal year number. The fiscal year is the actual calendar year in which the accounting year ends. **Important** Once sales have been posted to this company, you will not be able to change this field. For example, if it is currently September 2009, and your fiscal year ends in April, the fiscal year is 2010. (N 2,0) Required
Names of periods/ months	These are the names of the periods or months that will be used for reporting and display purposes. The thirteenth element can only be used if the number of fiscal periods/months is 13. Key the name of the first fiscal month in field 1, and so forth. For example, if you had a company operating on a fiscal year beginning in April, your entry in field 1 may be APR. (12 @ A 3) Required for 1 through 12
Keep detailed Sales Analysis	This field determines if detailed sales analysis will be saved. The Detail Item Sales Analysis File retains sales history for a single company, customer, corporate group, item, and fiscal year. Therefore, each record in this file represents each item that each customer or corporate group has bought for each month of a fiscal year. Key Y to save detailed item sales analysis for this company. Sales data will be retained for every item that a customer or corporate group buys within a year. Note, however, that selecting Y may consume a considerable amount of disk space. Key N if you do not want to keep detailed sales analysis for this company. Detailed sales data will not be retained by customer/item or corporate group/ item. You may access the Order History Detail File (HSDET) (which contains similar information) using a query utility or custom program. Additionally, when identifying, for the first time, that detailed sales analysis data is to be saved, you will be presented with additional screens prompting you for required information. Refer to S/A Fiscal Calendar Maintenance (MENU SAFILE) in the Sales Analysis User Guide for details. (A 1) Required

Sales Analysis Options Screen Fields and Function Keys

Field/Function Key	Description
Keep Sales Analysis at Ship-to Level	If you plan to analyze data that relate to a customer's ship-to addresses, key Y to save these data at the ship-to level. If you key Y, sales analysis data will be saved for both active and deleted ship to addresses (in other words, when you delete a ship to address through Customer/Ship To Maintenance, the sales analysis data for the address will still be available in Sales Analysis). Selecting Y may consume a considerable amount of disk space. Key N if you do not want to keep sales analyses at the ship-to level. **Important** Do not randomly change the setting of this option. Sales Analysis inquiries work by reviewing retained ship-to data. If the data are haphazardly retained and tracked because this option is changed frequently, any analysis you perform will be inaccurate. For this reason, the last date the option was changed, either to Y or to N displays for review. Refer to these field descriptions for details. (A 1) Required
Date Last Changed to Yes:	This field indicates the last date on which a Y appeared in the **Keep Sales Analysis at Ship-to Level** field. Use this information to determine how long sales analyses have been saved at the level of the ship-to address. Display
Date Last Changed to No:	This field indicates the last date on which an N appeared in the **Keep Sales Analysis at Ship-to Level** field. Use this information to determine how long sales analyses have been saved at the level of company or customer. Display
F12=Return	Press the F12=RETURN function key to return to the Sales Analysis Company Selection Screen (p. 17-2) without saving any changes.
Enter	Press ENTER to confirm your selections. If you are in the add mode (new company), you access the SA Fiscal Calendar (MENU SAFILE). Refer to the Sales Analysis User Guide for details. If you are in the change mode, the Sales Analysis Company Selection Screen (p. 17-2) displays.

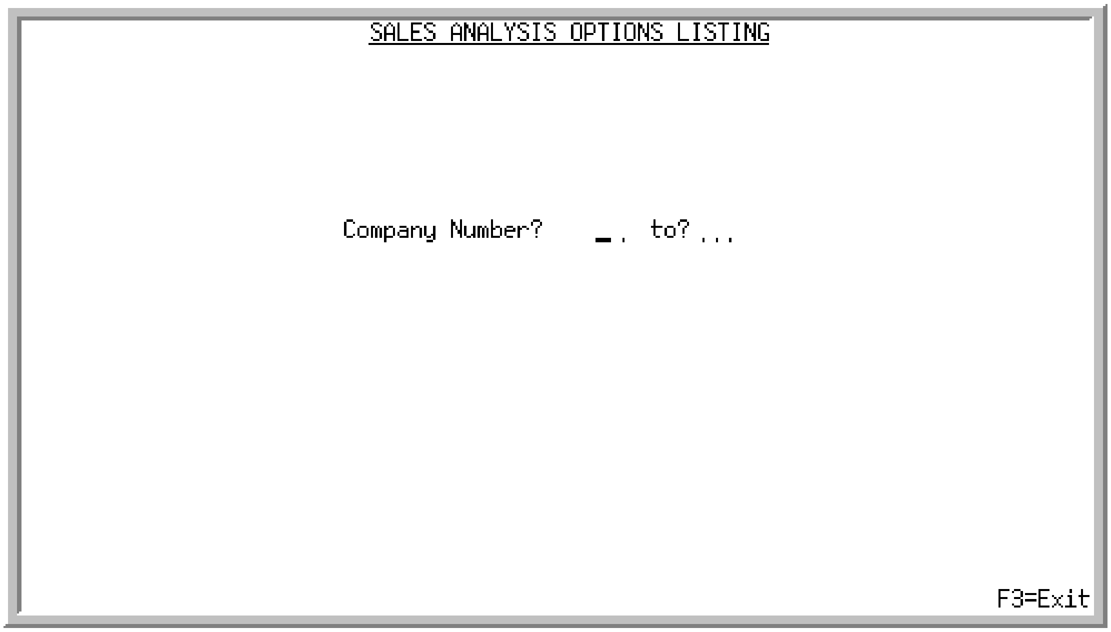
Sales Analysis Options Listing

Once you have set up your sales analysis options, you can print a listing of those options through Sales Analysis Options Listing on the Cross Application File Maintenance Menu (MENU XAFILE).

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	**Purpose**
Sales Analysis Options Listing Screen	Use to select the company or range of companies for which sales analysis options will be printed on the Sales Analysis Options Listing.
Sales Analysis Options Listing	Use to print a list of the options you defined through Sales Analysis Options Maintenance (MENU XAFILE) for the companies you selected on the Sales Analysis Options Listing Screen.

Sales Analysis Options Listing Screen



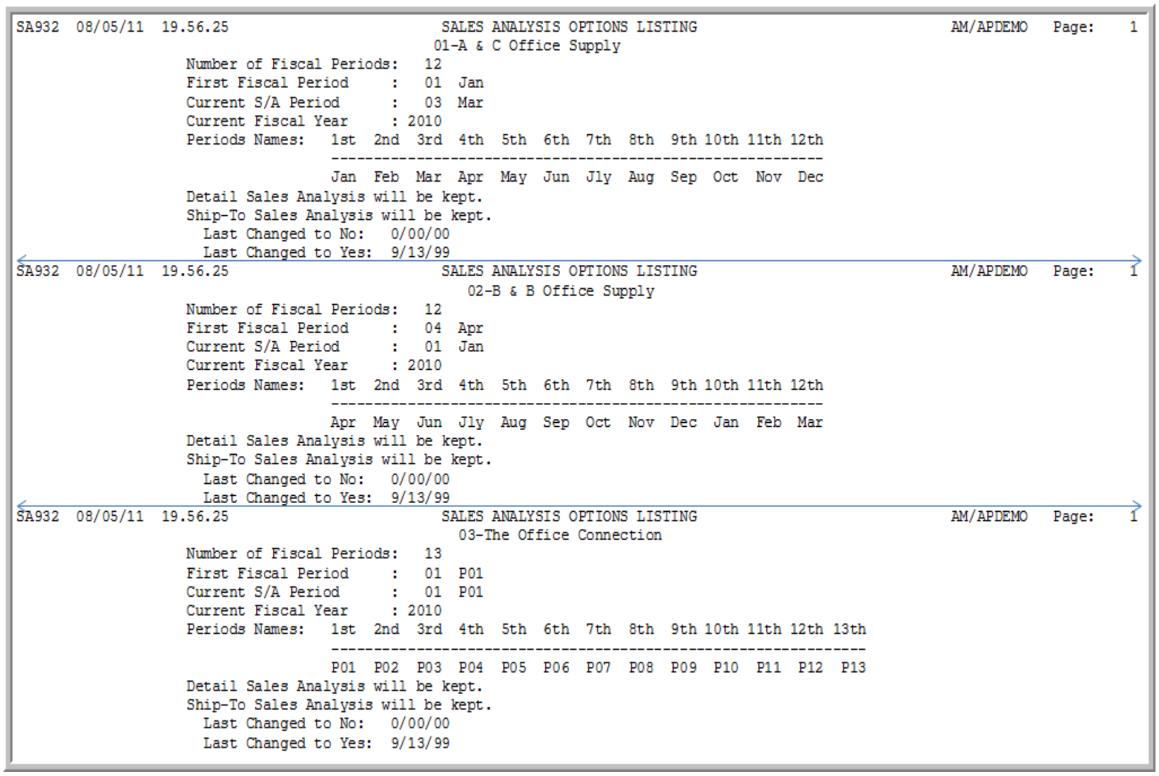
```
SALES ANALYSIS OPTIONS LISTING

Company Number?    _.  to? ..

F3=Exit
```

This screen displays after selecting option 17 - Sales Analysis Options Listing from MENU XAFILE. Use this screen to select the company or range of companies for which sales analysis options will be printed on the Sales Analysis Options Listing (p. 17-10).

Sales Analysis Options Listing Screen Fields and Function Keys

Field/Function Key	Description
Company Number	This field is used to designate the companies for which options defined through Sales Analysis Options Maintenance (MENU XAFILE) will print. Key the company or range of companies to be included on the listing. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional
F3=Exit	Press the F3=EXIT function key to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Sales Analysis Options Listing (p. 17-10) will print.

Sales Analysis Options Listing



```
SA932  08/05/11  19.56.25                         SALES ANALYSIS OPTIONS LISTING                               AM/APDEMO   Page:    1
                                                 01-A & C Office Supply
                    Number of Fiscal Periods:   12
                    First Fiscal Period     :   01  Jan
                    Current S/A Period      :   03  Mar
                    Current Fiscal Year     : 2010
                    Periods Names:   1st  2nd  3rd  4th  5th  6th  7th  8th  9th 10th 11th 12th
                                     ----------------------------------------------------------
                                     Jan  Feb  Mar  Apr  May  Jun  Jly  Aug  Sep  Oct  Nov  Dec
                    Detail Sales Analysis will be kept.
                    Ship-To Sales Analysis will be kept.
                      Last Changed to No:   0/00/00
                      Last Changed to Yes:  9/13/99
SA932  08/05/11  19.56.25                         SALES ANALYSIS OPTIONS LISTING                               AM/APDEMO   Page:    1
                                                     02-B & B Office Supply
                    Number of Fiscal Periods:   12
                    First Fiscal Period     :   04  Apr
                    Current S/A Period      :   01  Jan
                    Current Fiscal Year     : 2010
                    Periods Names:   1st  2nd  3rd  4th  5th  6th  7th  8th  9th 10th 11th 12th
                                     ----------------------------------------------------------
                                     Apr  May  Jun  Jly  Aug  Sep  Oct  Nov  Dec  Jan  Feb  Mar
                    Detail Sales Analysis will be kept.
                    Ship-To Sales Analysis will be kept.
                      Last Changed to No:   0/00/00
                      Last Changed to Yes:  9/13/99
SA932  08/05/11  19.56.25                         SALES ANALYSIS OPTIONS LISTING                               AM/APDEMO   Page:    1
                                                    03-The Office Connection
                    Number of Fiscal Periods:   13
                    First Fiscal Period     :   01  P01
                    Current S/A Period      :   01  P01
                    Current Fiscal Year     : 2010
                    Periods Names:   1st  2nd  3rd  4th  5th  6th  7th  8th  9th 10th 11th 12th 13th
                                     ---------------------------------------------------------------
                                     P01  P02  P03  P04  P05  P06  P07  P08  P09  P10  P11  P12  P13
                    Detail Sales Analysis will be kept.
                    Ship-To Sales Analysis will be kept.
                      Last Changed to No:   0/00/00
                      Last Changed to Yes:  9/13/99
```

This listing prints after pressing Enter on the Sales Analysis Options Listing Screen (p. 17-9).

The Sales Analysis options defined through Sales Analysis Options Maintenance (p. 17-1) (MENU XAFILE) for the company(s) you selected on the Sales Analysis Options Listing Screen (p. 17-9) are printed.

This sample report shows a calendar year, a fiscal year, and a 13-period year company set up.

CHAPTER 18

Bill of Material Options Maintenance

18

This option, which must be run during the initial setup of the Distribution A+ Bill of Material module, is used to set up defaults and select optional features enabling you to tailor Bill of Material to meet your needs. Use this option to determine and record your Bill of Material options.

NOTE: Options defined through this option are not specific to a company, like most other options on this menu.

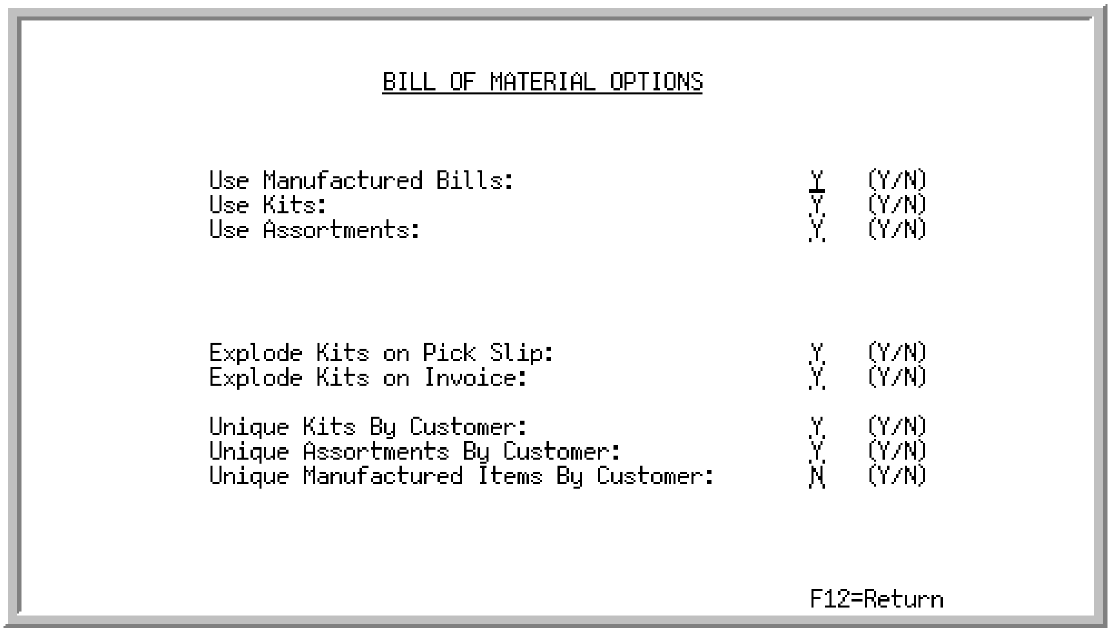
Bill of Material options are defined through Bill of Material Options Maintenance on the Cross Application - File Maintenance Menu (MENU XAFILE).

Bill of Material Options Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Bill Of Material Options Screen	Use this screen to determine and record your Bill Of Material options.

Bill Of Material Options Screen



```
                     BILL OF MATERIAL OPTIONS


       Use Manufactured Bills:                       Y   (Y/N)
       Use Kits:                                     Y   (Y/N)
       Use Assortments:                              Y   (Y/N)




       Explode Kits on Pick Slip:                    Y   (Y/N)
       Explode Kits on Invoice:                      Y   (Y/N)

       Unique Kits By Customer:                      Y   (Y/N)
       Unique Assortments By Customer:               Y   (Y/N)
       Unique Manufactured Items By Customer:        N   (Y/N)




                                                     F12=Return
```

This screen displays after selecting option 11 - Bill of Material Options Maintenance from MENU XAFILE. Use this screen to determine and record your Bill Of Material options.

Bill Of Material Options Screen Fields and Function Keys

Field/Function Key	Description
Use Manufactured Bills	There are three types of parent items for a bill of material: manufactured, assortments, and kits. This field determines if manufactured bills (items) will be allowed as a type of parent item. A manufactured item must be built before it can be received into inventory. Once built and received into stock, it may be ordered. When it is ordered, it is handled as a regular item. This means that the availability is calculated based on the current on-hand quantity in stock, and open customer orders for the item. Additionally, sales analysis information is maintained for the manufactured item parent. Key Y to allow the creation of manufactured items as parent items. Key N if you do not want to use manufactured bills. *Default Value:* Y (A 1) Required

Bill Of Material Options Screen Fields and Function Keys

Field/Function Key	Description
Use Kits	There are three types of parent items for a bill of material: manufactured, assortments, and kits. This field determines if kits will be allowed as a type of parent item. A kit is a product that requires assembly or special packaging before it can be shipped to your customers. Key Y to allow the creation of kits as parent items. Key N if you do not want to use kits. *Default Value:* Y (A 1) Required
Use Assortments	There are three types of parent items for a bill of material: manufactured, assortments, and kits. This field determines if assortments will be allowed as a type of parent item. An assortment is a phantom item that can be used in Order Entry to automatically include multiple items, messages, or special charges on an order. An assortment can consist of up to 998 items, messages, and special charges. Key Y to allow the creation of assortments as parent items. Key N if you do not want to use assortments. *Default Value:* Y (A 1) Required
Explode Manufactured Items on Pick Slip	This field does not display if the Value Added Services module is installed. This field determines if component items for the parent will be exploded (listed in detail) on Pick Lists. Key Y to explode manufactured items on a pick list. Individual components of a manufactured item and the quantity needed per parent will be shown on the Pick List. Key N if you do not want manufactured items exploded. Only the parent item and its ordered quantity will be shown. This value is used as the default when creating a bill of material for a manufactured item through Bill of Material Maintenance (MENU OBFILE). You may accept or override this value at that time. *Default Value:* Y (A 1) Required

Bill Of Material Options Screen Fields and Function Keys

Field/Function Key	Description
Explode Manufactured Items on Invoice	This field does not display if the Value Added Services module is installed. This field determines if the component items for the parent will be exploded (listed in detail) on Invoices. Key Y to explode manufactured items on an Invoice. Individual components of a manufactured item and the quantity needed per parent will be shown on the Invoice. Key N if you do not want manufactured items exploded. Only the parent item and its ordered quantity will be shown. NOTE: This value is used as the default when creating a bill of material for a manufactured item through Bill of Material Maintenance (MENU OBFILE). You may accept or override this value at that time. *Default Value:* Y (A 1) Required
Explode Kits on Pick Slip	This field determines if the component items for the kit will be exploded (listed in detail) on Pick Lists. Key Y to explode kits on a Pick List. Individual components of a kit and the quantity needed per parent will be shown on the Pick List. Key N if you do not want kits exploded. Only the parent item and its ordered quantity will be shown. NOTE: This value is used as the default when creating a bill of material for a kit through Bill of Material Maintenance (MENU OBFILE). You may accept or override this value at that time. *Default Value:* Y (A 1) Required
Explode Kits on Invoice	This field determines if the component items for the kit will be exploded (listed in detail) on Invoices. Key Y to explode kits on an Invoice. Individual components of a kit and the quantity needed per parent will be shown on the Invoice. Key N if you do not want kits exploded. Only the parent item and its ordered quantity will be shown. NOTE: This value is used as the default when creating a bill of material for a kit through Bill of Material Maintenance (MENU OBFILE). You may accept or override this value at that time. *Default Value:* Y (A 1) Required

Bill Of Material Options Screen Fields and Function Keys

Field/Function Key	Description
Unique Kits By Customer	This field determines if unique kits may be entered that are specific to a customer. Key Y to allow kits to be entered that are unique to a specific customer. The company and customer number may be used when creating the parent item. This will cause this kit to be used for the selected customer only. Key N if you do not want to allow unique kits to be entered. When defining kits through Bill of Material Maintenance (MENU OBFILE), you will not be prompted for company and customer numbers. NOTE: If ANY of the following fields are Y: - **Unique Kits By Customer** - **Unique Kits By Customer** - **Unique Manufactured Items By Customer** the **Co/Customer** field will display when creating a bill of material (BOM) through Bill of Material Maintenance (MENU OBFILE). You cannot, however, create a customer specific BOM for any types of bills (assortment, kit, manufactured item) that are specified as N in this field. If ALL of these fields are N, the **Co/Customer** field will not display during Bill of Material Maintenance (MENU OBFILE). *Default Value:* Y (A 1) Required

Bill Of Material Options Screen Fields and Function Keys

Field/Function Key	Description
Unique Assortments By Customer	This field determines if unique assortments may be entered that are specific to a customer. Key Y to allow assortments to be entered that are unique to a specific customer. The company and customer number may be used when creating the parent item. This will cause this assortment to be used for the selected customer only. Key N if you do not want to allow unique assortments to be entered. When defining assortments through Bill of Material Maintenance (MENU OBFILE), you will not be prompted for company and customer numbers. NOTE: If ANY of the following fields are Y: - **Unique Kits By Customer** - **Unique Kits By Customer** - **Unique Manufactured Items By Customer** the **Co/Customer** field will display when creating a bill of material (BOM) through Bill of Material Maintenance (MENU OBFILE). You cannot, however, create a customer specific BOM for any types of bills (assortment, kit, manufactured item) that are specified as N in this field. If ALL of these fields are N, the **Co/Customer** field will not display during Bill of Material Maintenance (MENU OBFILE). *Default Value:* Y (A 1) Required

Bill Of Material Options Screen Fields and Function Keys

Field/Function Key	Description
Unique Manufactured Items By Customer	This field determines if unique manufactured items may be entered that are specific to a customer. Key Y to allow manufactured items to be entered that are unique to a specific customer. The company and customer number may be used when creating the parent item. This will cause this manufactured item to be used for the selected customer only. Key N if you do not want to allow unique manufactured items to be entered. When defining manufactured items through Bill of Material Maintenance (MENU OBFILE), you will not be prompted for company and customer numbers. NOTE: If ANY of the following fields are Y: - **Unique Kits By Customer** - **Unique Kits By Customer** - **Unique Manufactured Items By Customer** the **Co/Customer** field will display when creating a bill of material (BOM) through Bill of Material Maintenance (MENU OBFILE). You cannot, however, create a customer specific BOM for any types of bills (assortment, kit, manufactured item) that are specified as N in this field. If ALL of these fields are N, the **Co/Customer** field will not display during Bill of Material Maintenance (MENU OBFILE). *Default Value:* Y (A 1) Required
F12=Return	Press the F12=RETURN function key to return to the menu without updating any changes made on this screen.
Enter	Press ENTER to confirm your selections and return to the menu.

CHAPTER 19

Purchasing Options Maintenance/ Listing

NOTE: You must create default warehouses through Warehouse Numbers Maintenance (MENU IAFILE) before you can run this option.

Use this option to:

- determine and record your Purchasing options for each company, enabling you to tailor Purchasing to meet your needs
- add warehouse options to define ship-to warehouse information and additional warehouse transfer selections
- set up Purchasing system options, which allow you to determine the number of days to keep vendor and/or vendor/item audit activity, and to define system level priority/color parameters to be used in Buyers Workbench.
- review the cost relationships between warehouses, add new warehouse transfer cost relationship records, update existing cost relationship records, or delete existing cost relationship records

If using Warehouse Transfers, you can also use this option to set up the purchasing options for each warehouse in your system (see Warehouse Transfers in the Appendix section of the Purchasing User Guide for additional information). These options are used to link the physical warehouses to pseudo customer, vendor, and ship to numbers representing this warehouse for the purpose of transferring inventory between this and other warehouses.

Run this option during the initial setup of the Purchasing module.

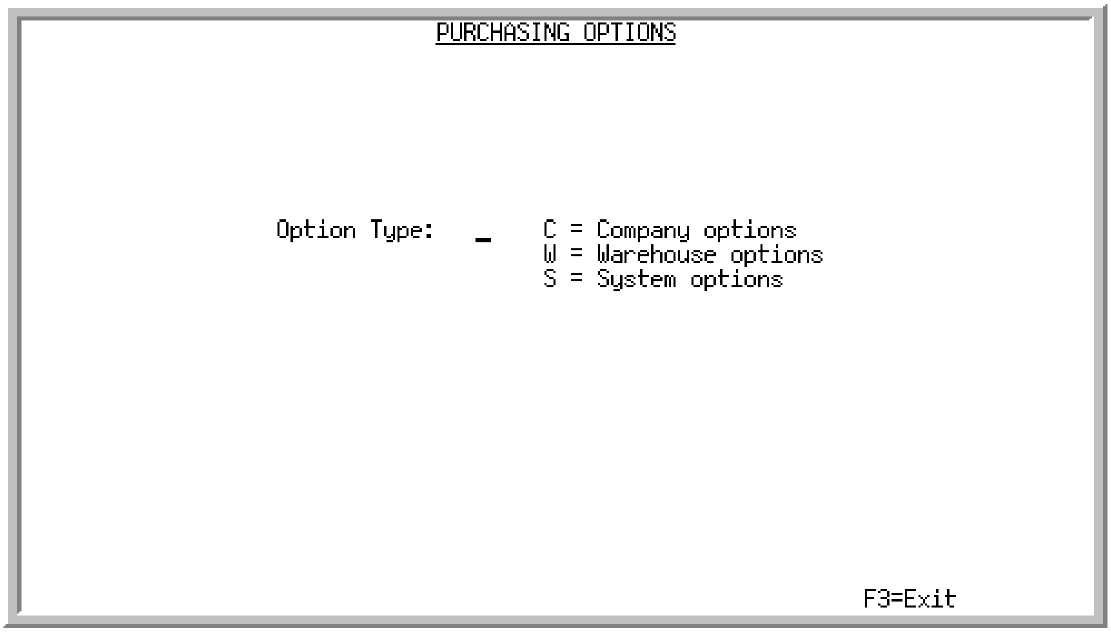
Purchasing options are defined through Purchasing Options Maintenance on the Cross Application - File Maintenance Menu (MENU XAFILE).

Purchasing Options Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Purchasing Options Selection Screen	Use to select the type of option for which you want to define purchasing options. You can select company, warehouse, or system options.
Purchasing Options Company Selection Screen	Use to select the company for which purchasing options are being added or changed.
Purchasing Options Screen	Use to determine and record your Purchasing Options.
Purchasing Options - Default Options Screen	Use to set up Purchasing Default Options.
Purchasing Options Update Screen	Use to update the Purchasing Options record.
Purchasing Warehouse Options Selection Screen	Use to add or change the purchasing options for each warehouse in your system.
Warehouse Transfers Cost Relationships Screen	Use to review the cost relationships between warehouses, add new warehouse transfer cost relationship records, update existing cost relationship records, or delete existing cost relationship records.
Purchasing Warehouse Options Screen	Use to establish warehouse level options related to day to day Purchasing activities.
Warehouse Transfer Automation Options Screen	Use to specify additional warehouse transfer options for the selected warehouse.
Purchasing System Options Screen	Use to determine the number of days to keep vendor and/or vendor/item audit activity, and to define system level priority/color parameters to be used in Buyers Workbench.

Purchasing Options Selection Screen



```
                         PURCHASING OPTIONS



              Option Type:   _     C = Company options
                                   W = Warehouse options
                                   S = System options






                                                       F3=Exit
```

This screen displays after selecting option 12 - Purchasing Options Maintenance from MENU XAFILE.

Use this screen to select the type of option for which you want to define purchasing options. You can select company, warehouse, or system options.

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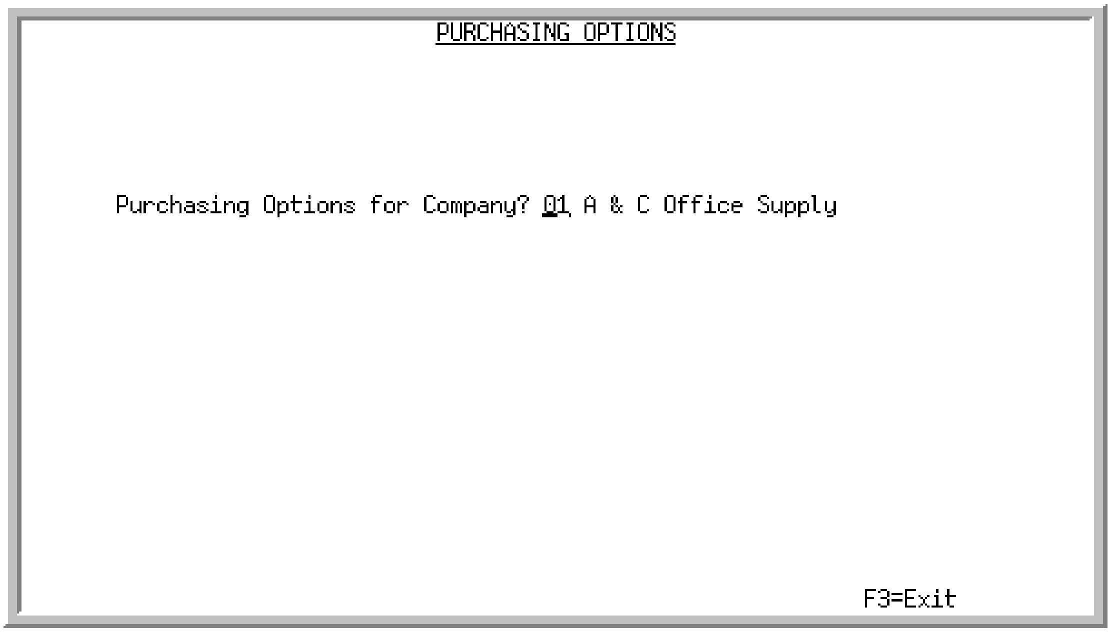
Purchasing Options Selection Screen Fields and Function Keys

Field/Function Key	Description
Option Type	Use this field to specify the type of option record you are creating or changing. Key C to set up a company number for purchasing (referred to as a Purchasing Company Option Record.) Key W to set up a warehouse for purchasing as part of the warehouse transfer setup procedure (referred to as a Purchasing Warehouse Option Record.) This record is used to link warehouses to customer, vendor, and ship to numbers for the purpose of transferring inventory between warehouses. Key S to set up a system option for Purchasing (referred to as a Purchasing System Option Record). (A 1) Required
F3=Exit	Press the F3=EXIT function key to cancel this option and return to the menu.

Purchasing Options Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selection. The Purchasing Options Company Selection Screen (p. 19-5) will display if C was selected. The Purchasing Warehouse Options Selection Screen (p. 19-19) will display if W was selected. The Purchasing System Options Screen (p. 19-40) will display if S was selected.

Purchasing Options Company Selection Screen



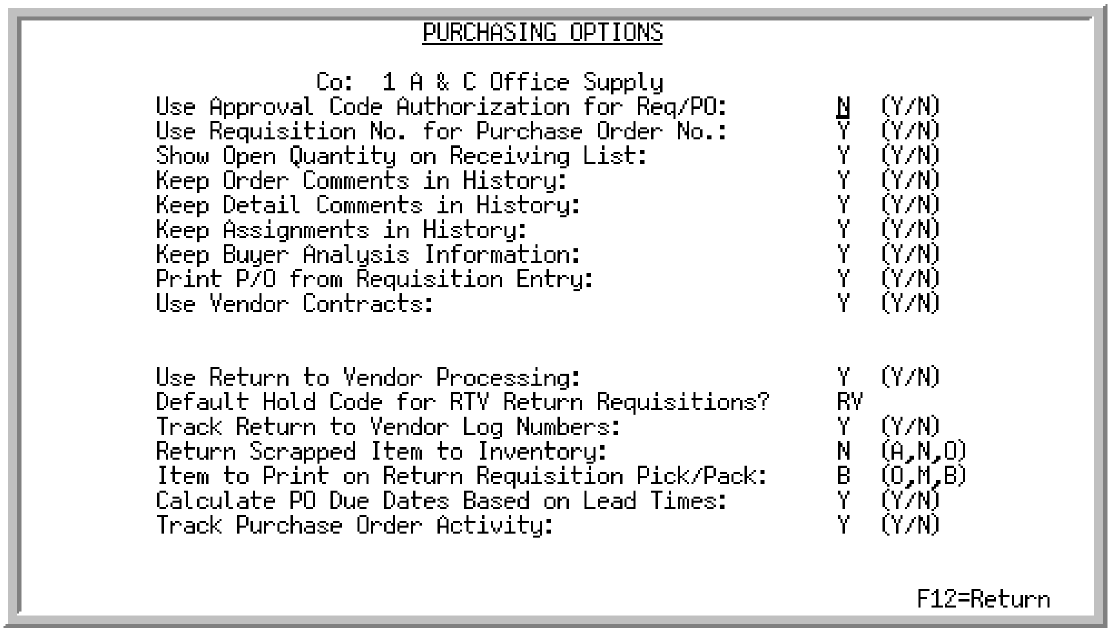
```
                              PURCHASING OPTIONS




    Purchasing Options for Company? 01 A & C Office Supply















                                                                F3=Exit
```

This screen displays after selecting C and pressing ENTER on the Purchasing Options Selection Screen (p. 19-3). Use this screen to select the company for which purchasing options are being added or changed.

Purchasing Options Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Purchasing Options for Company	Use this field to key the company number for which purchasing options are being added or changed. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
F3=Exit	Press the F3=EXIT function key to return to the Purchasing Options Selection Screen (p. 19-3).
Enter	Press ENTER to confirm your selection. The Purchasing Options Screen (p. 19-6) will display.

Purchasing Options Screen



```
                          PURCHASING OPTIONS

                     Co:  1 A & C Office Supply
          Use Approval Code Authorization for Req/PO:        N  (Y/N)
          Use Requisition No. for Purchase Order No.:        Y  (Y/N)
          Show Open Quantity on Receiving List:              Y  (Y/N)
          Keep Order Comments in History:                    Y  (Y/N)
          Keep Detail Comments in History:                   Y  (Y/N)
          Keep Assignments in History:                       Y  (Y/N)
          Keep Buyer Analysis Information:                   Y  (Y/N)
          Print P/O from Requisition Entry:                  Y  (Y/N)
          Use Vendor Contracts:                              Y  (Y/N)


          Use Return to Vendor Processing:                   Y  (Y/N)
          Default Hold Code for RTV Return Requisitions?     RV
          Track Return to Vendor Log Numbers:                Y  (Y/N)
          Return Scrapped Item to Inventory:                 N  (A,N,O)
          Item to Print on Return Requisition Pick/Pack:     B  (O,M,B)
          Calculate PO Due Dates Based on Lead Times:        Y  (Y/N)
          Track Purchase Order Activity:                     Y  (Y/N)


                                                                F12=Return
```

This screen appears after you press ENTER on the Purchasing Options Company Selection Screen (p. 19-5). Use this screen to determine and record your Purchasing Options.

Purchasing Options Screen Fields and Function Keys

Field/Function Key	Description
Use Approval Code Authorization for Req/PO	This field determines whether an authorization check will be performed when requisitions are approved and Purchase Orders are maintained. The approval code authorization compares the user ID and the total requisition or Purchase Order value to the user ID and the maximum approval amount assigned to the approval code through Approval Codes Maintenance (MENU POFIL2). Refer to Approval Levels in the Overview section of the Purchasing User Guide for additional information. Key Y if you want Purchasing to perform an authorization check. Key N if you do not want Purchasing to perform an authorization check. *Default Value:* Y (A 1) Required

Purchasing Options Screen Fields and Function Keys

Field/Function Key	Description
Use Requisition No. for Purchase Order No.	This field determines if the requisition number will be used for the purchase order number. Key Y if you want Purchasing to automatically use the requisition number as the purchase order number. If you are using EDI and the outgoing Product Activity Data (852) (PAD) document, and you want to pre-assign requisition numbers for vendors, we recommend that you key a Y in this field. This will ensure that when a vendor returns a PO in response to a PAD document, the preassigned PO number will not have been assigned to another PO. Additionally, the PO number in your system will match the PO number the vendor is using for the order. Key N if you do not want the requisition number used as the purchase order number. The purchase order number will be left blank and will be available for manual overrides. If a purchase order number is not keyed, Purchasing will sequentially assign numbers when purchase orders are printed. *Default Value:* Y (A 1) Required
Show Open Quantity on Receiving List	This field determines if open quantity (or balance due) of items will be shown on the Receiving List (MENU POMAIN). Key Y if you want the open quantity of items to print. Key N if you do not want the open quantities included. *Default Value:* Y (A 1) Required
Keep Order Comments in History	This field determines if purchase order comments will be retained in the Purchase Order History File. Key Y if you want purchase order comments retained in the Purchase Order History File. Key N if you do not want purchase order comments retained. This will reduce the space required for the Purchase Order History Files. *Default Value:* Y (A 1) Required
Keep Detail Comments in History	This field determines if item detail comments will be retained in the Purchase Order History File. Key Y if you want item detail comments retained in the Purchase Order History File. Key N if you do not want item detail comments retained. This will reduce the space required for the Purchase Order History File. *Default Value:* Y (A 1) Required

Purchasing Options Screen Fields and Function Keys

Field/Function Key	Description
Keep Assignments in History	This field determines if order entry assignments will be retained in the Purchase Order History File. An assignment is the Order Entry order number this PO item will cover. Special order processing automatically includes this number, but you may reference order numbers manually. Key Y if you want order entry assignments retained in the Purchase Order History File. Key N if you do not want order entry assignments retained. This will reduce the space required for the Purchase Order History File. *Default Value:* N (A 1) Required
Keep Buyer Analysis Information	This field determines if buyer analysis information will be retained in the Buyer Actual History File. Key Y if you want buyer analysis information retained in the Buyer Actual History File. The actual statistics will be updated with the PO line value when a purchase order is printed and when a purchase order is maintained. NOTE: When you set this field to Y, a program runs over the PO Header File and PO Detail File to collect the data required to build the Buyer Actual History File. Once the Buyer Actual History File has been built, you cannot set this field back to N unless you first have someone from your MIS staff delete all of the records in that file. Key N if you do not want buyer analysis information retained. No data will be captured. *Default Value:* N (A 1) Required

Purchasing Options Screen Fields and Function Keys

Field/Function Key	Description
Print P/O from Requisition Entry	This field determines if purchase orders may be printed from a function key on the End Requisition Screen in Enter or Change Requisitions (MENU POMAIN), at the completion of requisition entry. The immediate printing of a PO in cases of great urgency is easily accomplished with this function key. **Important** While this function key ability to print POs from the End Requisition Screen is available, it should be not be used as the normal means by which POs are printed. Each print job submitted via this function key creates a separate Transaction Processor job. Unlike printing POs through Purchase Orders (MENU POMAIN), which creates a single Transaction Processor batch job for all POs, printing via this function key creates individual jobs for each. The result is that the queue space is under-utilized and valuable processing time is inefficiently used. Key Y if you want to allow the printing of POs from the End Requisition Screen. Key N if you do not want to allow the printing of POs from the End Requisition Screen. *Default Value:* N (A 1) Required
Use Vendor Contracts	This field determines if requisitions can be based on vendor contracts. Fields and function keys associated with vendor contracts are displayed throughout Purchasing, where applicable, only if you key Y here. Key Y to use vendor contracts. Key N to prevent the use of vendor contracts. For information on vendor contracts, refer to Purchase Order Processing in the Purchasing Overview section of this user guide. *Default Value:* N (A 1) Required

Purchasing Options Screen Fields and Function Keys

Field/Function Key	Description
Use Return to Vendor Processing	Use this field to indicate whether or not you will use Return to Vendor processing, which provides a means for controlling and tracking the placement of items when they are returned from your customers. Key Y if you will be using Return to Vendor processing. Key N if you will not be using Return to Vendor processing. For more information, refer to Return to Vendor Processing in the Purchasing Overview section of this user guide. *Default Value:* N (A 1) Required
Default Hold Code for RTV Return Requisitions	Use this field to specify the hold code that is typically assigned to your return requisitions. This value appears on the End Requisition Screen when you enter a return requisition through Enter or Change Requisitions (MENU POMAIN). Although you can change the hold code on that screen, you may want to leave this default hold code blank if you do not use the same hold code for most return requisitions. Key the hold code used most often for return requisitions. *Valid Values:* A purchasing hold code defined through Hold Codes Maintenance (MENU POFILE). (A 2) Optional
Track Return to Vendor Log Numbers	Use this field to indicate whether or not to print Return to Vendor log numbers on Return Goods Authorization forms (RGA) and Return Requisition Pick Lists. RTV log numbers are assigned to each returned item when you enter a return order through Enter, Change & Ship Orders (MENU OEMAIN) and when you create an automatic credit memo through Customer Order/Shipment (MENU OEMAIN). Key Y to print Return to Vendor log numbers on RGA Slip and Return Requisition Pick Lists. You cannot key Y here if the Use Return to Vendor Processing field contains N. Key N to prevent Return to Vendor log numbers from printing on RGA Slips and Return Requisition Pick Lists. (A 1) Required

Purchasing Options Screen Fields and Function Keys

Field/Function Key	Description
Return Scrapped Item to Inventory	Use this field to indicate under what conditions scrapped items should be returned to inventory. Scrapped items have a return disposition code of S. The value keyed here may affect the required responses to fields on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN): • If you key A in this field, when you enter the return customer order, you must key Y in the **Alloc Inv** and **Return to Stk** fields on the End Order Screen. Otherwise, you will be forced to put the order on hold. • If you key N in this field, when you enter the return order and have selected a return reason code on a returned line with a **Return to stock** field of Y, you will be forced to put the order on hold. However, the order can be released through Release Held Orders (MENU OEMAIN). The value keyed here also affects the required responses to fields on the Return Reason Code Maintenance Screen. For information on those fields, refer to the Return Reason Codes Maintenance (MENU OEFIL2) section of the Order Entry User Guide. Key A to always return scrapped items to inventory. Key N to never return scrapped items to inventory. Key O to indicate that returning scrapped items to inventory is optional, (i.e., scrapped items may or may not be returned to inventory). The user may then indicate that the items for a particular order should be returned to inventory by keying a Y in the **Return to Stock** field on the End Order Screen. (A 1) Required
Item to Print on Return Requisition Pick/Pack	Use this field to specify which item number should be printed on Pick Lists and Pack Lists for returns. Key O to print “our” (your own) item number. Key M to print the manufacturer’s item number. Key B to print both your own and the manufacturer’s item numbers. (A 1) Required

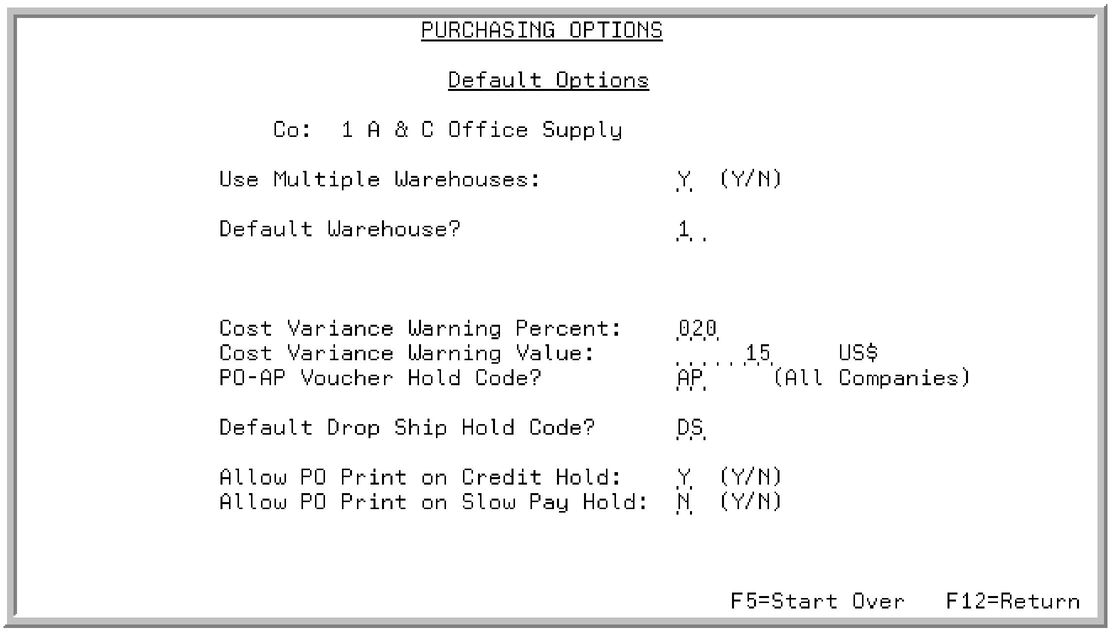
Purchasing Options Screen Fields and Function Keys

Field/Function Key	Description
Calculate PO Due Dates Based on Lead Times	Use this field to indicate whether you want the system to include vendor lead time values when calculating purchase order due dates for line items added to a requisition/purchase order through Enter or Change Requisitions (MENU POMAIN) or after special order line items are automatically added (if this feature is being used as determined through Special Order Options Maintenance on MENU XAFILE). This option does not apply to Suggested Order Processing (MENU POREPT) or for warehouse transfer purchase orders which always use the default values from the Vendor/Item and Vendor Master files. Key Y to include vendor lead time in the calculation. All item due dates will be calculated according to the hierarchy. Key N to exclude vendor lead time from the calculation. Item due dates will be defaulted from the requisition header. (A 1) Required

Purchasing Options Screen Fields and Function Keys

Field/Function Key	Description
Track Purchase Order Activity	Use this field to indicate whether you want the system to maintain a detailed audit trail of the actions performed on each requisition/purchase order for this company. If you key a Y in this field, for each action performed on a requisition/ purchase order the system will record a description of activity, the user who performed the activity, the date and time the action was taken, and any relevant notes for the activity. Activities are recorded in the Purchasing Activity File. The following types of activities are available: • requisitions are entered, approved/unapproved, changed, held, or released. This activity is tracked for regular, special order, drop ship, suggested order, warehouse transfer, and return to vendor requisitions. • purchase orders are changed, closed, printed, or reprinted. This activity is tracked for regular, special order, and warehouse transfer purchase orders. • warehouse transfers are automatically updated or received. • open purchase orders are revalued. • receipts by receiver are entered, changed, delete, approved/unapproved, or received (partial or complete) through Purchasing, Radio Frequency, or Warehouse Management. • the On Order Quantity is reset. NOTE: Work order activity is not tracked. You can review the activity for a specific requisition/purchase order from the Requisition/Purchase Order Header Screen in the Req/PO Inquiry using the F18=ACTIVITY function key which displays the Purchase Order Activity Screen. You can select to purge activity from the Reorganize iBusiness (A+) History Files option (MENU XAMAST). *Default Value:* N (A 1) Required
F12=Return	Press the F12=RETURN function key to return to the Purchasing Purchasing Options Company Selection Screen (p. 19-5) without saving your entries.
Enter	Press the ENTER key to confirm your selections. Purchasing Options - Default Options Screen (p. 19-14) will display.

Purchasing Options - Default Options Screen



```
                        PURCHASING OPTIONS

                          Default Options

                 Co:  1 A & C Office Supply

             Use Multiple Warehouses:          Y  (Y/N)

             Default Warehouse?                1


             Cost Variance Warning Percent:    020
             Cost Variance Warning Value:          15     US$
             PO-AP Voucher Hold Code?          AP     (All Companies)

             Default Drop Ship Hold Code?      DS

             Allow PO Print on Credit Hold:    Y  (Y/N)
             Allow PO Print on Slow Pay Hold:  N  (Y/N)


                                                 F5=Start Over   F12=Return
```

This screen displays after pressing Enter on the Purchasing Options Screen (p. 19-6). Use this screen to set up Purchasing Default Options.

Purchasing Options-Default Options Screen Fields and Function Keys

Field/Function Key	Description
Use Multiple Warehouses	Use this field to specify if multiple warehouses stock your inventory. Key Y if inventory is stored in multiple warehouses. (The warehouse number on the initial requisition entry screen may be accepted or overridden.) Key N if inventory is stored in a single warehouse. (The warehouse number that appears on the initial entry screen cannot be overridden.) *Default Value:* Y (A 1) Required
Default Warehouse	Key the default warehouse number that is to appear on the initial requisition entry screen. *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) (A 2) Required

Purchasing Options-Default Options Screen Fields and Function Keys

Field/Function Key	Description
Cost Variance Warning Percent	Use this field to set up a percent that will be used to check cost variances keyed during requisition, receipt, and voucher entry. During requisition entry, the cost keyed is compared with the cost from the Vendor/Item File. Changed receipt costs are compared with the costs from the purchase order. During receipt validation, the invoice amount is compared with the receipt amount. When the cost variance exceeds either the **Cost Variance Warning Value** or the **Cost Variance Warning Percent**, a warning message will display. If EDI is installed and the **Allow Off-Line Validation** field is set to Y through Vendors Maintenance (MENU POFILE), receipt validation will be performed automatically for incoming invoices from that vendor. Incoming invoices that exceed the specified percent will not be receipt validated, but will remain as pending invoices marked with an error through Incoming Documents (MENU EIMAIN). Key the desired value. *Default Value:* 10 *Valid Values:* 1-999 (N 3,0) Required
Cost Variance Warning Value	Use this field to set up a value that will be used to check cost variances keyed during requisition, receipt, and voucher entry. During requisition entry, the cost keyed is compared with the cost from the Vendor/Item File. Changed receipt costs are compared with the costs from the purchase order. During receipt validation, the invoice amount is compared with the receipt amount. When the cost variance exceeds either the **Cost Variance Warning Percent** or the **Cost Variance Warning Value**, a warning message will display. When International Currency is installed, the currency symbol which appears to the right of this field, indicates the company's default local currency. During requisition entry, receipt entry, and voucher processing, the system automatically converts cost variances to the company's default local currency before it actually compares the variance amount to the Cost Variance Warning Value. If EDI is installed and the **Allow Off-Line Validation** field is set to Y through Vendors Maintenance (MENU POFILE), receipt validation will be performed automatically for incoming invoices from that vendor. Incoming invoices that exceed the specified value will not be receipt validated, but will remain as pending invoices marked with an error through Incoming Documents (MENU EIMAIN). Key the desired value. *Default Value:* 0 (N 7,0) Optional

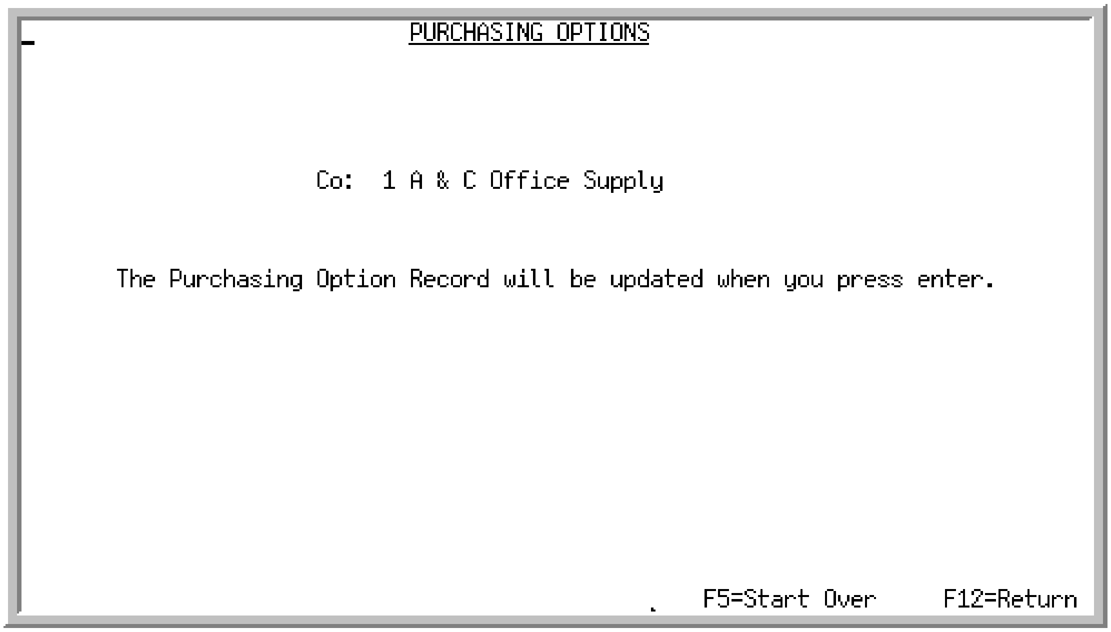
Purchasing Options-Default Options Screen Fields and Function Keys

Field/Function Key	Description
PO-AP Voucher Hold Code	During receipt validation, if the variance between the invoice value and the receipt value exceeds either the **Cost Variance Warning Percent** or the **Cost Variance Warning Value**, you can select to have the voucher put on hold automatically by making an entry in this field. Use this field to assign the hold code which will be used for all companies. Key the desired hold code. If you key a new hold code and press ENTER, the F2=ADD HOLD CODE function key will display to allow you to add the new hold code to the Accounts Payable hold codes. NOTE: You will be allowed to remove this hold code only if you are authorized under the action to **Allow the Release of Vouchers on Variance Hold** through Application Action Authority (MENU XASCTY). See Application Action Authority in the User Security User Guide for further details. Leave this field blank if you do not want vouchers put on hold automatically. *Valid Values:* An Accounts Payable hold code defined through Hold Codes Maintenance (MENU APFILE). (A 2) Optional
Default Drop Ship Hold Code	Use this field to assign a **Default Drop Ship Hold Code** to an order during drop ship receipt validation processing if **Change Hold Status of Rec'd Drop Ship Items** is set to Y on the Purchasing Warehouse Options Screen (p. 19-25) and if the order meets the necessary criteria as described for that field. Key the desired drop ship hold code. If you key a new hold code and press ENTER, the F2=ADD HOLD CODE function key will display to allow you to add the new hold code. *Valid Values:* A valid order hold code defined through Order Hold Codes Maintenance (MENU OEFILE). (A 2) Required
Allow PO Print on Credit Hold	Use this field to specify if Purchase Orders (POs) will be allowed to print for special order sales orders that are on Credit (CR) hold. Key Y to allow the PO print when special order sales orders are on CR hold. Key N to not allow the PO print when special order sales orders are on CR hold. NOTE: If you key N, you will still be allowed to add the items to the requisition when special order sales orders are on CR hold, however you will receive the message: **WARNING - One or more selected orders are on CR or SP hold**. The PO will not be allowed to print until the hold is cleared. *Default Value:* Y (A 1) Required

Purchasing Options-Default Options Screen Fields and Function Keys

Field/Function Key	Description
Allow PO Print on Slow Pay Hold	Use this field to specify if Purchase Orders (POs) will be allowed to print for special order sales orders that are Slow Pay (SP) hold. Key Y to allow the PO print when special order sales orders are on SP hold. Key N to not allow the PO print when special order sales orders are on SP hold. NOTE: If you key N, you will still be allowed to add the items to the requisition when special order sales orders are on SP hold, however you will receive the message: **WARNING - One or more selected orders are on CR or SP hold**. The PO will not be allowed to print until the hold is cleared. *Default Value:* Y (A 1) Required
F2=Add Hold Code	NOTE: This function key is displayed if you press ENTER, and the hold code you keyed in the **PO-AP Voucher Hold Code** field or the **Default Drop Ship Hold Code** field is not defined as a valid hold code. Press the F2=ADD HOLD CODE function key to add the new hold code. If you keyed a **Default Drop Ship Hold Code**, pressing F2=ADD HOLD CODE creates a new Order Entry hold code with a description of “Drop Ship Hold”. If you keyed a **PO-AP Voucher Hold Code**, pressing F2=ADD HOLD CODE creates an Accounts Payable hold code with a description of “Voucher Variance Hold". The Purchasing Options Update Screen (p. 19-18) will display.
F5=Starting Over	Press the F5=STARTING OVER function key to return to the Purchasing Options Selection Screen (p. 19-3) without updating this screen.
F12=Return	Press the F12=RETURN to return to the Purchasing Options Screen (p. 19-6) without updating this screen.
Enter	Press the ENTER key to confirm your entries. The Purchasing Options Update Screen (p. 19-18) will display. If the hold code that you keyed in either the **PO-AP Voucher Hold Code** field, or in the **Default Drop Ship Hold Code** field is not defined as a valid hold code, when you press ENTER, you will be prompted with the following message: **AP Hold code not on file - Press F2 to Add**. For more information, see the description of the F2 key.

Purchasing Options Update Screen

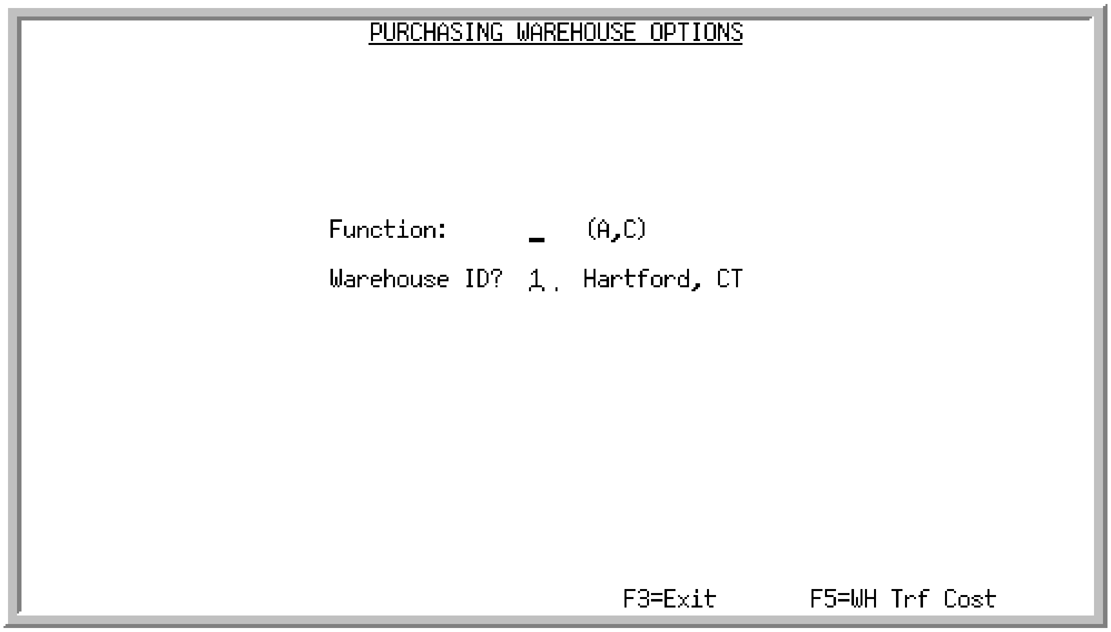

```
                              PURCHASING OPTIONS



                      Co:  1 A & C Office Supply


       The Purchasing Option Record will be updated when you press enter.









                                                 F5=Start Over     F12=Return
```

This screen displays after pressing ENTER on the Purchasing Options - Default Options Screen (p. 19-14).

Press ENTER to update, F5=START OVER to start over (without updating the Purchasing Option record), or F12 to return to the Purchasing Options - Default Options Screen (p. 19-14).

If you press ENTER to update or F5=START OVER to start over, the Purchasing Options Company Selection Screen (p. 19-5) will display.

Purchasing Warehouse Options Selection Screen



```
                    PURCHASING WAREHOUSE OPTIONS

                Function:      _   (A,C)
                Warehouse ID?  1 . Hartford, CT

                          F3=Exit      F5=WH Trf Cost
```

This screen displays after selecting W and pressing ENTER on the Purchasing Options Selection Screen (p. 19-3). Use this screen as part of the setup steps for Warehouse Transfers to add or change the purchasing options for each warehouse in your system. Refer to the Warehouse Transfers appendix in the Purchasing User Guide for additional information.

The Purchasing Warehouse Options program is used to link warehouses to customer, vendor, and ship to numbers for the purpose of transferring inventory between warehouses.

You can also use this screen in the change mode, if a Purchasing Warehouse Transfer Definition record exists for the warehouse entered, to access the Warehouse Transfers Cost Relationships Screen (p. 19-21); see F5=WH TRF COST.

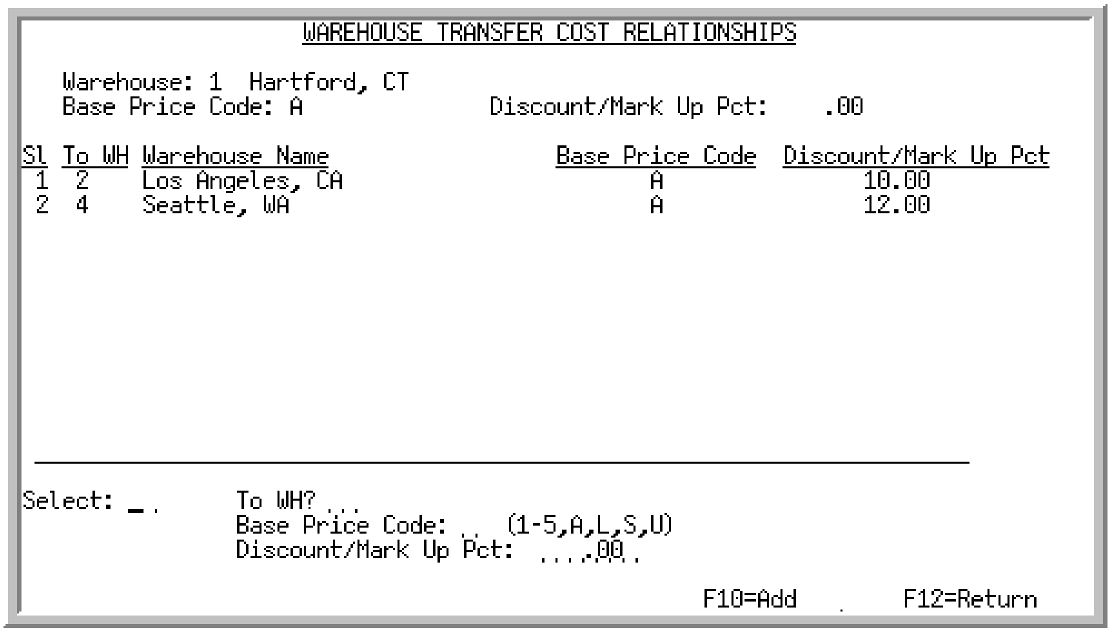
Purchasing Warehouse Options Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add the warehouse transfer definition for a warehouse. Key C to change the warehouse transfer definition for a warehouse. (A 1) Required

Purchasing Warehouse Options Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse ID	Use this field to select the warehouse for which purchasing options are being added or changed. Purchasing options must be set up for each warehouse in your system. Key the warehouse ID. When you press ENTER, the warehouse description will automatically display. *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) (A 2) Required
F3=Exit	Press the F3=EXIT function key to return to the Purchasing Options Selection Screen (p. 19-3).
F5=WH TRF Cost	To assist you in the different costs you may incur when transferring goods from one warehouse to another, press F5=WH TRF COST to access the Warehouse Transfers Cost Relationships Screen (p. 19-21). You can press F5=WH TRF COST in the change mode only, and only if a Purchasing Warehouse Transfer Definition record exists for the warehouse entered.
Enter	Press ENTER to confirm your selections. The Purchasing Warehouse Options Screen (p. 19-25) will display.

Warehouse Transfers Cost Relationships Screen



```
                       WAREHOUSE TRANSFER COST RELATIONSHIPS

   Warehouse: 1  Hartford, CT
   Base Price Code: A            Discount/Mark Up Pct:    .00

Sl To WH Warehouse Name                 Base Price Code  Discount/Mark Up Pct
 1  2    Los Angeles, CA                       A                10.00
 2  4    Seattle, WA                           A                12.00









Select: _ .      To WH? ...
                 Base Price Code: ..  (1-5,A,L,S,U)
                 Discount/Mark Up Pct:  ....00.

                                                 F10=Add         F12=Return
```

This screen displays after pressing F5=WH TRF COST from the Purchasing Warehouse Options Selection Screen (p. 19-19).

This screen displays a rolling list of warehouses in the Warehouse Transfer Cost Relationships File (WHCST) related to the warehouse indicated on the top portion of this screen. The warehouse on the top portion of this screen is the ship “from” warehouse. The rolling list of warehouses on the main portion of this screen are the ship “to” warehouses and the cost relationship between the warehouses. For example, if a warehouse in MA was transferring an item to two warehouses, one located in CA and the other in RI, transfer costs could be set up so that the CA warehouse would incur an additional cost due to the long distance. As this screen depicts, if you were shipping goods from Warehouse 1 (the ship from warehouse) to Warehouse 3 (the ship to warehouse), the base price code would be 1 and the discount/mark up percentage would be 3.00. The ship to warehouse (or receiving warehouse) incurs the difference in the cost for shipment from Warehouse 1 to Warehouse 3. The system will first verify if you have defined a cost relationship between warehouses before using the original **Base Price Code** field.

Use this screen to assist you in the different costs you may incur when transferring goods from one warehouse to another. You can review the cost relationships between warehouses, add new warehouse transfer cost relationship records, update existing cost relationship records, or delete existing cost relationship records.

Warehouse Transfers Cost Relationships Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	The warehouse you selected on the Purchasing Warehouse Options Selection Screen (p. 19-19) from which the goods are shipped. Display
Base Price Code	The base price code defined for the indicated warehouse, as established on the Purchasing Warehouse Options Screen (p. 19-25). Display
Discount/Mark Up Pct	The discount/mark up percent defined for the indicated warehouse, as established on the Purchasing Warehouse Options Screen (p. 19-25). Display
Sl	The selection number associated with the corresponding warehouse. Use this number in the Select field on this screen to select the corresponding warehouse for which you want to maintain base price code and discount/ mark up percent values. Display
To WH	The ship to warehouses for which a Purchasing warehouse transfer cost relationship record exists for the indicated (ship "from") warehouse on the top portion of this screen. Display
Warehouse Name	The names associated with the ship to warehouses. Display
Base Price Code	The base price code defined for the ship to warehouse. You can maintain this value for the ship to warehouse by selecting the warehouse in the Select field on this screen. Display
Discount/Mark Up Pct	The discount/mark up percent defined for the ship to warehouse. You can maintain this value for the warehouse by selecting the warehouse in the Select field on this screen. Display
Select	Use this field to select an existing warehouse for which you want to maintain base price code and discount/mark up percent values. Key the corresponding selection number of the warehouse you want to choose, and press ENTER. The cursor will be positioned in the **Base Price Code** field. (N 2,0) Optional

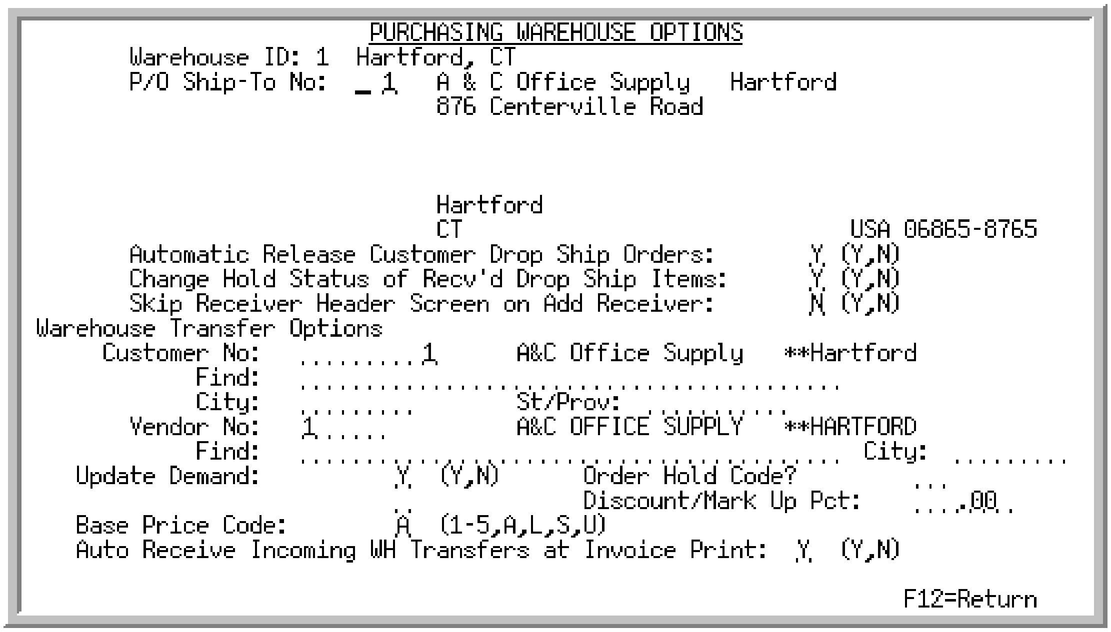
Warehouse Transfers Cost Relationships Screen Fields and Function Keys

Field/Function Key	Description
To WH	This field indicates the warehouse inventory is shipped to. In the add mode (that is, you did not select an existing to warehouse in the **Select** field), use this field to add a new warehouse transfer cost relationship. Key the to warehouse for which you want to define a new warehouse transfer cost relationship between the from warehouse (on the top portion of this screen) and the to warehouse you key in this field. Once you have also entered the cost relationship values, you will need to press F10=ADD to create the cost relationship record. In the update mode (that is, you selected an existing to warehouse in the **Select** field), this field is protected. You can change the base price code and discount/mark up percent values for this warehouse. *Valid Values:* A valid warehouse. If Customer Consignment is installed, you must specify a non-consignment warehouse in this field. From and to warehouses cannot be the same (that is, the warehouse you key in this field cannot be the same as the warehouse identified on the top portion of this screen). (A 2) Optional/Display
Base Price Code	Use this field to select the pricing base to be used for the warehouse transfer cost relationship that you are defining/maintaining for the from warehouse (on the top of the screen) and the to warehouse in the *To WH* field. Key 1-5 to select one of the 5 list prices. Key A to select Average Cost. Key L to select Last Cost. Key S to select Standard Cost. Key U to select User Cost. (A 1) Required
Discount/Mark up Pct	If a cost (A, L, S, or U) was selected in the **Base Price Code** field, use this field to select a mark up percent. If a list price (1-5) was selected, use this field to specify a discount. Key the desired discount/mark up percentage to be added to the cost for shipment from the “from” warehouse to the designated “to” warehouse. *Default Value:* .00 *Valid Values:* .01 - 999.99 (N 5,2) Optional
F10=Add	Use this key to add a new to warehouse. After keying a warehouse, base price code, and optional discount/mark up percent on the lower portion of this screen, press the F10=ADD function key to add the new to warehouse relationship.

Warehouse Transfers Cost Relationships Screen Fields and Function Keys

Field/Function Key	Description
F10=Update	This key displays after you have entered an existing to warehouse in the **Select** field and pressed ENTER to maintain the cost relationship values for the to warehouse. After maintaining the base price code and optional discount/mark up percentage for the to warehouse you selected, press the F10=UPDATE function key to update your changes. The new values you entered for the to warehouse will be saved.
F12=Return	In the add mode, press the F12=RETURN function key to return to the previous screen. In the update mode, if maintaining an existing cost relationship record, press the F12=RETURN function key to return to the add mode, without saving your changes. The cursor will be positioned in the **Select** field.
F24=Delete	The F24=DELETE function key displays after you have entered an existing to warehouse in the **Select** field and pressed ENTER to delete the existing warehouse transfer cost relationship record. Press the F24=DELETE function key to delete the warehouse transfer cost relationship record. You will be prompted to confirm deletion.
Enter	Press the ENTER key after entering a warehouse in the **Select** field to confirm your selection.

Purchasing Warehouse Options Screen



```
                    PURCHASING WAREHOUSE OPTIONS
     Warehouse ID: 1  Hartford, CT
     P/O Ship-To No:  _ 1   A & C Office Supply   Hartford
                            876 Centerville Road



                            Hartford
                            CT                              USA 06865-8765
     Automatic Release Customer Drop Ship Orders:       Y (Y,N)
     Change Hold Status of Recv'd Drop Ship Items:      Y (Y,N)
     Skip Receiver Header Screen on Add Receiver:       N (Y,N)
Warehouse Transfer Options
    Customer No:  .........1      A&C Office Supply   **Hartford
           Find:  ........................................
           City:  .........       St/Prov: ..........
      Vendor No:  1.....          A&C OFFICE SUPPLY   **HARTFORD
           Find:  ........................................ City: .........
   Update Demand:       Y  (Y,N)       Order Hold Code?    ...
                                       Discount/Mark Up Pct:   ....00.
   Base Price Code:      A  (1-5,A,L,S,U)
   Auto Receive Incoming WH Transfers at Invoice Print:  Y  (Y,N)

                                                          F12=Return
```

This screen displays after pressing ENTER on the Purchasing Warehouse Options Selection Screen (p. 19-19). Use this screen to establish warehouse level options related to day to day Purchasing activities. Also, use this screen to link the warehouse to a pseudo customer, vendor, and ship to number representing the warehouse used in warehouse transfers, and to identify additional warehouse transfer data such as the costing structure to be used. This is part of the setup steps needed to use Warehouse Transfers (see Warehouse Transfers in the Appendix section of the Purchasing User Guide for additional information.)

NOTE: The Warehouse Transfer Options fields on this screen do not display on this screen until you have entered a transfer company in the **Warehouse Transfer Company** field through Inventory Accounting Options Maintenance (MENU IAFILE).

Purchasing Warehouse Options Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	The warehouse you selected on the Purchasing Warehouse Options Selection Screen (p. 19-19) from which the goods are shipped. Display

Purchasing Warehouse Options Screen Fields and Function Keys

Field/Function Key	Description
P/O Ship-To No	Use this field to select a ship to number that has been set up through Requisition Entry in the transfer company. This ship to number will be used when creating warehouse transfer requisitions for this warehouse. Key the appropriate P/O ship to number. The corresponding shipping information that has been defined for the PO ship to number displays to the right of the number. (N 3,0) Required
Automatic Release Customer Drop Ship Orders	If this field is Y, when posting receipts through the drop ship receipt validation process, an associated customer order with **Drp Shp** set to Y on the Order Header Screen (MENU OEMAIN) will be automatically released as an order with a status of Ready for Invoice, even if the order was originally on any other type of hold. NOTE: If the **Drp Shp** field is set to N on the Order Header Screen (MENU OEMAIN), but every line item on the order is a drop ship, it will still automatically be released as an order with a status of Ready for Invoice. If this field is N, drop ship orders will not be automatically released. Additionally, if this field is N, then the **Change Hold Status of Recv'd Drop Ship Items** field must also be N. If Electronic Payments has been activated through Activate Credit Card Company Options (MENU EPFILE), drop ship orders that have a credit card payment type, and that have not been authorized, will be placed on Pending Authorization hold, regardless of the value specified in this field. Orders on Pending Authorization hold can be authorized individually, through Enter, Change & Ship Orders (MENU OEMAIN), or by batch, through Credit Card Authorization (MENU EPMAIN). (A 1) Required
Change Hold Status of Recv'd Drop Ship Items	NOTE: If **Automatic Release Customer Drop Ship Orders** is set to N, then this field must also be N. If this field is Y, when posting receipts through the drop ship receipt validation process, if an associated customer order exists with the **Drp Shp** field set to N on the Order Header Screen (MENU OEMAIN), but the line items on the order are a mixture of drop ship line items and non-drop ship line items, and the order has been stored as a backorder, then the order will be placed on the default hold code defined in the **Default Drop Ship Hold Code** field on the Purchasing Options - Default Options Screen (p. 19-14). If this field is N, the order will not be placed on drop ship hold code when posting receipts through the drop ship receipt validation process. However, if the entire order is a drop ship order that was over- or under-shipped, the hold code will be assigned even though you keyed N here. (A 1) Required

Purchasing Warehouse Options Screen Fields and Function Keys

Field/Function Key	Description
Skip Receiver Header Screen om Add Receiver	Use this field to determine whether users will see the Receiver Header Information Screen when they add a receiver through Enter or Change Receivers or PO Receipts (MENU POMAIN) or Warehouse Management (MENU WMMAIN). The Receiver Header Information Screen displays the receiver number, warehouse, and vendor for the receiver, and allows you to enter a description of the receiver, the date the items were shipped from the vendor, and the anticipated receipt date. If you choose to skip this screen, users can still access it through a function key, and it will still display automatically whenever the user selects to change an existing receiver. Key Y to display the Receiver Header Information Screen each time a user adds a receiver. Key N to skip the Receiver Header Information Screen when adding a receiver. (A 1) Required
Customer No	The customer number selected cannot be used by another warehouse This field is used to indicate the customer number in the warehouse transfer company that will be used for this warehouse when it is requesting inventory from another warehouse. This customer number will be used in the order against the “transferring from” warehouse. Key the appropriate customer number. If you are unsure of the customer number, use the **Find**, **City**, and **St/Prov** fields with the ENTER key to activate the Customer Search feature. *Valid Values:* • A valid customer number created for the warehouse transfer company for which data is being defined [selected in the **Warehouse Transfer Company** field through Inventory Accounting Options Maintenance (MENU XAFILE)] • The customer number selected cannot be used by another warehouse (N 2,0) Required

Purchasing Warehouse Options Screen Fields and Function Keys

Field/Function Key	Description
Find	Either alone or with the **City** and **St/Prov** fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code For information about entering search criteria, refer to "Searches" on page 4-12. After keying appropriate search criteria, the *Customer Search Screen* will appear. Refer to this screen as described in the Accounts Receivable User Guide. (A 40) Optional
City	Either alone or with the **Find** and **St/Prov** fields, allows you to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. For information about entering search criteria, refer to "Searches" on page 4-12. . (A 8) Optional
St/Prov	Either alone or with the **Find** and **City** fields, allows you to search for a customer in a particular state or province. Key up to 10 characters (the first 10) of the state or province code. For information about entering search criteria, refer to "Searches" on page 4-12. (A 10) Optional
Vendor No	This field is used to indicate the vendor number to be used by other warehouse(s) when transferring from this warehouse. Key the appropriate vendor number. When you press enter, the vendor's name will automatically display. If you do not know a vendor number, use the vendor search by keying search words (or beginning characters) in the **Find** and **City** fields. *Valid Values:* Any existing vendor specified in Vendors Maintenance (MENU POFILE/MENU APFILE) (A 6) Required

Purchasing Warehouse Options Screen Fields and Function Keys

Field/Function Key	Description
Find	NOTE: Before searching for a vendor, you must key a valid customer number in the **Customer No** field. Use this field to activate the Vendor Search feature when you do not know the vendor's number. Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For information about entering search criteria, refer to "Searches" on page 4-12. For information on the Vendor Search Screen, refer to the Accounts Payable or Purchasing User Guides. (A 40) Optional
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For information about entering search criteria, refer to "Searches" on page 4-12. For information on the Vendor Search Screen, refer to the Accounts Payable or Purchasing User Guides. (A 8) Optional
Update Demand	This field determines if sales quantities from warehouse transfer orders are to be included in the sales demand which is used to forecast. Key Y if you want warehouse transfer orders to update demand. Sales quantities from warehouse transfer orders will be included in the forecast. Key N if you do not want warehouse transfer orders to update demand. Warehouse transfer orders will not be included in the forecast. (A 1) Required
Order Hold Code	This field determines if transfer orders will be automatically put on hold in order entry. Key the hold code that will be used if you want transfer orders (submitted to this warehouse) to be automatically put on hold when they are created. Leave this field blank if you do not want transfer orders automatically put on hold. *Valid Values:* A valid order hold code defined through Order Hold Codes Maintenance (MENU OEFILE) (A 2) Required/Blank

Purchasing Warehouse Options Screen Fields and Function Keys

Field/Function Key	Description
Discount/Mark Up Pct	If a cost (A, L, S, or U) was selected, use this field to select a mark up percent. If a list price (1-5) was selected, use this field to specify a discount. Key the desired discount/mark up percentage. *Default Value:* .00 *Valid Values:* .01 - 999.99 (N 5,2) Required
Base Price Code	Use this field to select the pricing base to be used for costing the requisition for other warehouses when they request a transfer from this warehouse. Key 1-5 to select one of the 5 list prices. Key A to select Average Cost. Key L to select Last Cost. Key S to select Standard Cost. Key U to select User Cost. *Default Value:* S *Valid Values:* 1-5, A, L, S, U (A 1) Required

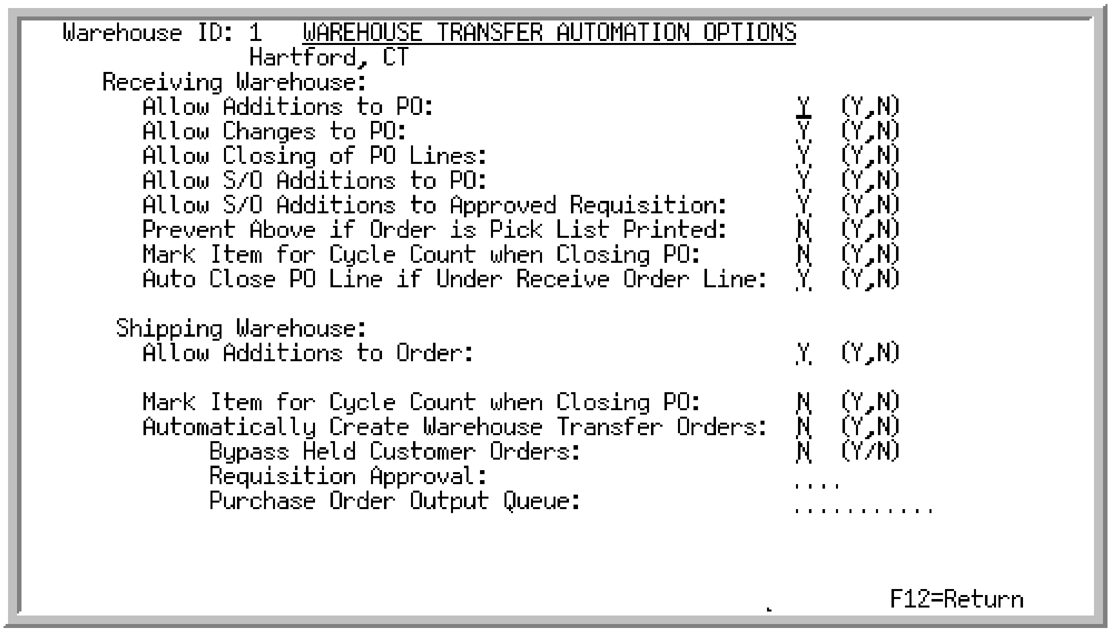
Purchasing Warehouse Options Screen Fields and Function Keys

Field/Function Key	Description
Auto Receive Incoming WH Transfers at Invoice Print	This field determines whether or not POs will be automatically received in this “to” warehouse when inventory is received from another (“from”) warehouse through the Warehouse Transfers Receipt process. Key Y if you want this warehouse to automatically receive transfer POs when the Invoice is printed for the warehouse the inventory is transferred from. If you key Y, you are specifying, at the warehouse level, to automatically have receipts of POs posted in the “to” warehouse when the Invoice prints for the sending (“from”) warehouse either from the End Order Screen in Order Entry or on demand through Print Invoices (MENU OEMAIN). Additionally, if Warehouse Management is installed and you are using backorder staging, as determined through Warehouse Management Options Maintenance (MENU WMFILE), the items are received in the backorder staging area. That is, the locations assigned by the “auto receive” of a transfer PO is to the backorder staging area. If you are using Radio Frequency and are not using backorder staging, the receipt is assigned to the receiving dock location. Otherwise, regular put-away procedures will be followed. NOTE: Keying Y in this field automates the Warehouse Transfers Receipt process; the receipt and posting of the PO occurs automatically, and backorders are released for the goods received in the transfer. For example, if you create a transfer PO from Manual PO Processing, Suggested Order Processing, or Manual/Automatic Special Order Processing, and then print the transfer PO, it causes the generation of an order in Order Entry in the “sending” warehouse. The order is picked, shipped and invoiced from the “sending” warehouse. Then, when goods arrive at the receiving warehouse, the PO needs to be received and posted. NOTE: If Customer Consignment is installed, it is recommended that you key Y in this field to automate the Warehouse Transfers Receipt process for your customer consignment warehouse. Key N if you do not want this warehouse to automatically receive transfer POs when the Invoice is printed. If you key N, receipts of POs must be recorded before the backorders can be released since inventory is not yet available to the receiving warehouse. The transfer of goods can therefore often be an overnight process.

Purchasing Warehouse Options Screen Fields and Function Keys

Field/Function Key	Description
Auto Receive Incoming WH Transfers at Invoice Print Continued	NOTE: This “auto receive” process functions regardless if Warehouse Management is installed on your system. Auto receive will occur, if this field is Y, as part of the create backorders job that is submitted to the Transaction Processor when a transfer order is invoiced. *Default Value:* N (A 1) Required
F12=Return	Press the F12=RETURN function key to return to the Purchasing Warehouse Options Selection Screen (p. 19-19) without updating this screen.
Enter	The ENTER key performs several functions: • After keying values in all required fields, press ENTER to confirm your selections. The Warehouse Transfer Automation Options Screen (p. 19-33) appears. • After keying search criteria in the (**Customer No**) **Find**, **City** and **St/Prov** fields, press ENTER to display the Customer Search Screen as described in the Accounts Receivable User Guide, which lists customers that match all the criteria. • After keying search criteria in the (**Vendor No**) **Find** and **City** fields, press ENTER to display the Vendor Search Screen as described in the Purchasing User Guide, which lists vendors that match all the criteria.

Warehouse Transfer Automation Options Screen



```
Warehouse ID: 1   WAREHOUSE TRANSFER AUTOMATION OPTIONS
              Hartford, CT
   Receiving Warehouse:
      Allow Additions to PO:                                Y   (Y,N)
      Allow Changes to PO:                                  Y   (Y,N)
      Allow Closing of PO Lines:                            Y   (Y,N)
      Allow S/O Additions to PO:                            Y   (Y,N)
      Allow S/O Additions to Approved Requisition:          Y   (Y,N)
      Prevent Above if Order is Pick List Printed:          N   (Y,N)
      Mark Item for Cycle Count when Closing PO:            N   (Y,N)
      Auto Close PO Line if Under Receive Order Line:       Y   (Y,N)

    Shipping Warehouse:
      Allow Additions to Order:                             Y   (Y,N)

      Mark Item for Cycle Count when Closing PO:            N   (Y,N)
      Automatically Create Warehouse Transfer Orders:       N   (Y,N)
           Bypass Held Customer Orders:                     N   (Y/N)
           Requisition Approval:                            ....
           Purchase Order Output Queue:                     ..........



                                                                   F12=Return
```

This screen appears after you press ENTER on the Purchasing Warehouse Options Screen (p. 19-25). Use this screen to specify additional warehouse transfer options for the selected warehouse.

Warehouse Transfer Automation Options Screen Fields and Function Keys

Field/Function Key	Description
Receiving Warehouse: Allow Additions to PO	Use this option to specify if line items can be added to a warehouse transfer purchase order being received into this warehouse. If added, they will automatically be added to then associated transfer sales order. Key Y to allow lines to be added to warehouse transfer purchase orders being received into this warehouse and automatically added to the associated transfer sales order. When a line is added to the transfer purchase order, the user will be provided with a message to indicate the transfer order will be updated as well. Key N to prevent lines being from being added to a warehouse transfer purchase order. If an attempt is made to add a line to a transfer purchase order, the user will be provided with a message th indicate that this is not allowed. *Default Value:* N (A 1) Required

Warehouse Transfer Automation Options Screen Fields and Function Keys

Field/Function Key	Description
Receiving Warehouse: Allow Changes to PO	Use this option to specify if changes to the item's quantity or descriptions on the warehouse transfer purchase order will be automatically updated on the transfer sales order. Key Y to have changes brought from purchase order to sales order. Key N to not update the sales order with changes from the purchase order.
Receiving Warehouse: Allow Closing of PO Lines	Use this option to specify if lines may be closed on a purchase order, and if these closed lines will also be deleted from the sales order. Key Y to allow lines to be closed on the purchase order and be automatically deleted from the sales order. Key N to prevent lines from being automatically deleted from the sales order if they are closed on the purchase order.
Receiving Warehouse: Allow S/O Additions to PO	Use this option to allow access to the F6=SP ORD function key from the PO Header Screen. Users will be able to include special ordered line items on an existing purchase order and the line will be automatically added to the sales order. Key Y to allow special order items to be added to a purchase order and automatically added to the sales order. Key N to hide and protect the special order function key on the PO Header Screen so that special order items can not be added to the purchase order.
Receiving Warehouse: Allow S/O Additions to Approved Requisition	Use this option to allow access to the F6=SP ORD function key from the PO Header Screen. Users will be able to include special ordered line items on an existing approved requisition. Key Y to allow special order items to be added to an approved requisition. Key N to hide and protect the special order function key on the PO Header Screen so that special order items can not be added to the approved requisition.
Receiving Warehouse: Prevent Above if Order is Pick List Printed	Use this option to prevent lines from being automatically updated on the sales order when added, changed or closed on the purchase order or approved requisition after the pick list has been printed for the sales order. Key Y to prevent changes from being automatically carried over to the sales order after order has been pick list printed. Key N to allow the selected changes to automatically update the sales order after the sales order has been pick list printed.

Warehouse Transfer Automation Options Screen Fields and Function Keys

Field/Function Key	Description
Receiving Warehouse: Mark Item for Cycle Count when Closing PO	This field appears only if you are using Warehouse Management. Use this field to specify whether or not you want the system to mark an item for a cycle count in the receiving warehouse when the item is received for less than the quantity shipped. Key Y to mark the item for a cycle count in the receiving warehouse. If a warehouse transfer purchase order is closed manually through the Req/PO Inquiry (MENU POMAIN) and the quantity received for the item is less than the quantity shipped, the item will be included in the number of immediate counts the next time count sheets are printed through Print Count Sheets (MENU WMPHYS). Key N if you do not want the item to be included in the number of immediate counts the next time count sheets are printed through Print Count Sheets (MENU WMPHYS). (A 1) Required
Receiving Warehouse: Auto Close PO Line if Under Receive Order Line	Use this field to specify whether or not you want to close warehouse transfer purchase orders automatically if the line item on the warehouse transfer being received is under-shipped. Key Y in this field if you want to close the warehouse transfer purchase order if the line item on the warehouse transfer being received is under-shipped. Key N in this field if you want the warehouse transfer purchase order to remain open if the line item on the warehouse transfer being received is under-shipped. The warehouse transfer purchase order will remain open until it is manually closed. If other lines on the warehouse transfer purchase order are not under-received, the purchase order will remain open but the under-received item will be closed. The value you key in this field is considered when you receive warehouse transfer purchase orders through: • Enter or Change Receivers or PO Receipts (MENU POMAIN) • Warehouse Management (MENU WMMAIN) • Radio Frequency Transaction Manager (MENU RFMAIN) (A 1) Required
Shipping Warehouse: Allow Additions to Order	Use this option to allow lines to be added to the warehouse transfer sales order and automatically be added to the purchase order. Key Y to allow lines added to the order to be automatically added to the purchase order. Key N to prevent lines from being added to the sales order.

Warehouse Transfer Automation Options Screen Fields and Function Keys

Field/Function Key	Description
Shipping Warehouse: Allow Approval Limits to be Exceeded	This field appears only if the **Use Approval Code Authorization for Req/PO** field is set to Y on the Purchasing Options Screen (p. 19-6) through Purchasing Options Maintenance (MENU XAFILE) for the warehouse transfer company. Use this option to specify if the lines added to the sales order will be automatically added to the purchase order if the added amount will cause the approval limits to be exceeded. Key Y to allow lines added to the order to be added to the purchase order, regardless of approval limits. Key N to prevent lines being added to the purchase order if it will cause the approval limit to be exceeded.
Shipping Warehouse: Mark Item for Cycle Count when Closing PO	This field appears only if you are using Warehouse Management. Use this field to specify whether or not you want the system to mark an item for a cycle count in the shipping warehouse when an item is received for less than the quantity shipped. Key Y to mark the item for a cycle count in the shipping warehouse. If a warehouse transfer purchase order is closed manually through the Req/PO Inquiry (MENU POMAIN) and the quantity received for the item is less than the quantity shipped, the item will be included in the number of immediate counts the next time count sheets are printed through Print Count Sheets (MENU WMPHYS). Key N if you do not want the item to be included in the number of immediate counts the next time count sheets are printed through Print Count Sheets (MENU WMPHYS). (A 1) Required

Warehouse Transfer Automation Options Screen Fields and Function Keys

Field/Function Key	Description
Shipping Warehouse: Automatically Create Warehouse Transfer Orders	This field allows for automatic order creation for special order warehouse transfers. Key Y to have the system automatically allocate warehouse transfer special orders that are entered for the specified warehouse. If you key Y, any special order entered that has a vendor that represents another warehouse (warehouse transfer vendor) will automatically create the warehouse transfer order in the shipping warehouse at the completion of the order from one of the following places: **Order Entry:** The system will check to see if this field is set to Y to automatically create the warehouse transfer order. If Y, when entering in a special order line that has a warehouse transfer vendor, at the completion of the order, the system will automatically create the warehouse transfer purchase order and sales order. **Point of Sale:** The system will check to see if this field is set to Y to automatically create the warehouse transfer order. If Y, when entering in a special order line that has a warehouse transfer vendor, at the completion of the order, the system will automatically create the warehouse transfer purchase order and sales order. **Order Release Program:** The system will check to see if this field is set to Y to automatically create the warehouse transfer order. If Y, the system will determine if the warehouse transfer order has already been created for the order being released. If not, the system will automatically create the warehouse transfer purchase order and sales order. **Off Line Order Entry:** When a non warehouse transfer company order is processed, the system will check to see if this field is set to Y to automatically create the warehouse transfer order. If Y, when the off-line order entry order has been created, the system will automatically create the warehouse transfer purchase order and sales order. Reports generated will be sent to the **Offline Order Entry Report OUTQ 1** and **Offline OE Error Report OUTQ 3** as defined on the Output Queue Override Maintenance Update Screen (MENU OEFIL2). .Key N if you do not want the system to automatically allocate warehouse transfer special orders that are entered for the specified warehouse at the completion of the order. *Default Value:* N (A 1) Required

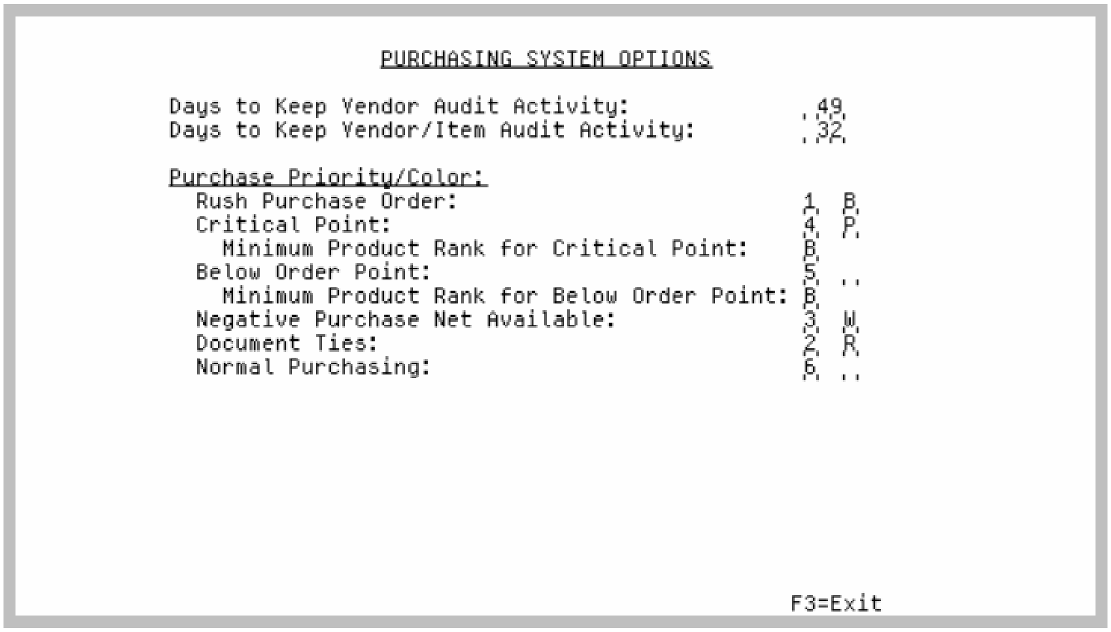
Warehouse Transfer Automation Options Screen Fields and Function Keys

Field/Function Key	Description
Shipping Warehouse: Bypass Held Customer Orders	If the **Automatically Create Warehouse Transfer Orders** field is Y, then use this field to determine whether or not warehouse transfer orders will be automatically created for applicable special orders if those orders are on hold in order entry. Key Y to create warehouse transfer orders for only those applicable special orders that are not held. Key N to create warehouse transfer orders for all applicable special orders, even if they are on hold. Keying an N in this field alleviates the need for you to manually remove the hold on the applicable special orders through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN). (A 1) Required
Shipping Warehouse: Requisition Approval	This field is required if **Automatically Create Warehouse Transfer Orders** is Y. Use this field to approve the warehouse transfer requisitions that are created when **Automatically Create Warehouse Transfer Orders** is Y. A requisition must be approved in order to become a Purchase Order. If the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE), authority to approve a requisition will be checked. Approval is based on the following requirements: • The user logged onto Distribution A+ must be the user ID assigned to the approval code through Approval Codes Maintenance (MENU POFIL2). If the user IDs do not match, the requisition(s) will not be approved. • The total requisition value for each requisition cannot be greater then the **Maximum Approval Amount** assigned to the approval code through Approval Codes Maintenance (MENU POFIL2). If the total requisition value exceeds the **Maximum Approval Amount** defined for the approval code, the requisition(s) will not be approved. Requisitions that are not approved must be accessed through Enter or Change Requisitions (MENU POMAIN) or Open Req/PO's Inquiry (MENU POMAIN) and be given a valid approval code before Purchase Orders can be produced. If the **Use Approval Code Authorization for Req/PO** field is set to N through Purchasing Company Options Maintenance (MENU XAFILE), no authorization check will be performed when the warehouse transfer purchase order is created. Key an approval code. *Valid Values:* A valid approval code defined for the warehouse transfer company through Approval Codes Maintenance (MENU POFIL2). (A 3) Required/Blank

Warehouse Transfer Automation Options Screen Fields and Function Keys

Field/Function Key	Description
Shipping Warehouse: Purchase Order Output Outque	This field is required if **Automatically Create Warehouse Transfer Orders** is Y. Use this field to identify the Purchase Order output queue. *Valid Values:* A valid System i output queue name (A 10) Required/Blank
F12=Return	Press the F12=RETURN function key to return to the Purchasing Warehouse Options Screen (p. 19-25).
Enter	Press the ENTER key to confirm you entry and continue. The Purchasing Warehouse Options Screen (p. 19-25) displays.

Purchasing System Options Screen



```
                        PURCHASING SYSTEM OPTIONS

      Days to Keep Vendor Audit Activity:            49
      Days to Keep Vendor/Item Audit Activity:       32

      Purchase Priority/Color:
        Rush Purchase Order:                         1  B
        Critical Point:                              4  P
          Minimum Product Rank for Critical Point:   B
        Below Order Point:                           5
          Minimum Product Rank for Below Order Point: B
        Negative Purchase Net Available:             3  W
        Document Ties:                               2  R
        Normal Purchasing:                           6

                                                   F3=Exit
```

This screen displays after selecting S and pressing ENTER on the Purchasing Options Selection Screen (p. 19-3).

Use this screen to determine the number of days to keep vendor and/or vendor/item audit activity.

This screen is also used to define system level purchase priority/color parameters to be used in Buyers Workbench (MENU POREPT), located in Distribution A+ Purchasing. Assigning priorities (and optionally color indicators) to the different categories of items that are on a suggested order run helps the buyer easily sequence and view their potential buys.

The possible categories of items that can be prioritized for a suggested order run are those:

- needing a rush PO
- at or below their critical point
- below their order point
- with negative purchasing net available
- tied to a special order/transfer
- and all others

A priority number of 1 through 6 (with 1 being considered the highest) is assigned to each of the above categories, and you can then optionally associate a color with each of the priorities for easy identification on various Buyers Workbench screens.

Example: If your buyers feel that items at or below their critical point are of more importance than items with just a negative purchase net available, you would assign the category of Critical Point a higher priority, such as 2, than the priority you would assign to the category of Negative Purchase Net Available, which you might assign as a 4. Then, when the suggested order run is created, the items added by the Suggested Order Report that are below critical point would be assigned a priority of 2 while the items that have a negative purchase net available would be assigned a priority of 4.

If an item meets the criteria for more than one category (e.g., it is flagged as needing a Rush PO and is also below its order point), it will be assigned the category with the highest priority, since only one priority can be assigned to any one item. Also, the highest priority of all the items on the run is then assigned to the run itself and that run's priority is then used to sequence the list of runs presented on the Suggested Orders List screen in Buyers Workbench, essentially showing the buyer the runs of the highest priority at the top of the screen. Suggested Order Run details can be presented to easily identify how many line items of each category are included on any specific run (e.g., this run contains 10 items flagged as needing a Rush PO, 20 items flagged as being below order point, etc.).

Items which are added to a run manually (whether the run was originally created via the Suggested Order Report or was created as a manual, empty run) will automatically be assigned to the Normal category, since no system determination was made to categorize the item.

NOTE: If purchase priorities are changed through this option while a user is working in Buyers Workbench (MENU POREPT), the user will need to exit the menu option and then reopen it again to correctly refresh the priorities in Buyers Workbench.

Purchasing System Options Screen Fields and Function Keys

Field/Function Key	Description
Days to Keep Vendor Audit Activity	Use this field to specify the number of days to retain activity related to vendor information maintained through Vendors Maintenance (MENU POFILE/MENU APFILE). This will provide you with a means by which you can track and review changed vendor information. Vendor activity information will be available through Vendor Audit Activity for the number of days you specify in this field. Vendor Audit Activity is accessed through Vendors Maintenance (MENU POFILE/MENU APFILE) via F18=VENDOR ACTIVITY on the Vendor Master Maintenance Selection Screen. Key the number of days for which you want to track and retain vendor information changes. You will be able to track changes made through Vendors Maintenance (MENU POFILE/MENU APFILE) for the number of days you specify in this field. Records that are older than the number of days entered in this field will be automatically purged when you access Vendor Audit Activity. Key 0 if you do not want to track vendor audit activity. If you do not key a value in this field, 0 is assumed as the default value and vendor audit activity will not be tracked. **Important** If you reduce the number of days in this field, any activity that was previously retained but does not meet the new value will be automatically purged when you access Vendor Audit Activity. *Default Value:* 0 (N 3,0) Optional

Purchasing System Options Screen Fields and Function Keys

Field/Function Key	Description
Days to Keep Vendor/ Item Audit Activity	Use this field to specify the number of days to retain activity related to vendor/item and/or vendor/item/warehouse information maintained through Vendors/Item Information Maintenance (MENU POFILE) or other applicable programs. This will provide you with a means by which you can track and review changed vendor/item and/or vendor/item/warehouse information. Vendor/item activity information will be available through Vendor/Item Audit Activity for the number of days you specify in this field. Vendor/Item Audit Activity is accessed through Vendor/Item Information Maintenance (MENU POFILE) via F18=VENDOR/ITEM ACTIVITY on the Vendor/Item Master Maintenance Screen. Key the number of days for which you want to track and retain vendor/item and/or vendor/item/warehouse information changes. Records that are older than the number of days entered in this field will be automatically purged when you access Vendor/Item Audit Activity. Key 0 if you do not want to track vendor/item audit activity. If you do not key a value in this field, 0 is assumed as the default value and vendor/item audit activity will not be tracked. **Important** If you reduce the number of days in this field, any activity that was previously retained but does not meet the new value will be automatically purged when you access Vendor/Item Audit Activity. *Default Value:* 0 (N 3,0) Optional

Purchasing System Options Screen Fields and Function Keys

Field/Function Key	Description
Rush Purchase Order (and corresponding Color indicator)	Use this field to enter the priority number (and optional color indicator in the corresponding **Color** field) that should be assigned, during the Suggested Order Report creation process, to items being included which have been flagged as needing a rush PO. Items are flagged as needing a rush PO via the **RP** field on the Item Review Screen in Enter, Change, and Ship Orders (MENU OEMAIN). Refer to the **RP** field on the Item Review Screen for more information. If this priority number is the highest number assigned to any items on the run created, it will be assigned as the priority number of the run itself. **Priority number** Key a value from 1 highest/first to 6 lowest/last for the priority sequence in which this condition should show in relation to the other conditions. **Color indicator** Key W for white, R for red, P for pink, B for blue, or leave blank for no special color. *Default Value:* **Priority #** default: 1 *Valid Values:* **Priority #** values: 1-6 (cannot be the same priority as another); **Color Indicator** values: W (white), R (red), P (pink), B (blue), or leave blank for no special color. (N 1,0) Priority number = Required; Color indicator = Optional
Critical Point (and corresponding Color indicator)	Use this field to enter the priority number (and optional color indicator in the corresponding **Color** field) that should be assigned, during the Suggested Order Report creation process, to items being included which are at or below their critical point. Because critical point is calculated as minimum minus safety, and only system planned items (by either IMP or AIM) have both a minimum and a safety value, this category does not apply to non-system planned items. If this priority number is the highest number assigned to any items on the run created, it will be assigned as the priority number of the run itself. **Priority number** Key a value from 1 highest/first to 6 lowest/last for the order in which this condition should show in relation to the other conditions. **Color indicator** Key W for white, R for red, P for pink, B for blue, or leave blank for no special color. *Default Value:* **Priority #** default: 2 *Valid Values:* **Priority #** values: 1-6 (cannot be the same priority as another); **Color Indicator** values: W (white), R (red), P (pink), B (blue), or leave blank for no special color. (N 1,0) Priority number = Required; Color indicator = Optional

Purchasing System Options Screen Fields and Function Keys

Field/Function Key	Description
Minimum Product Rank for Critical Point	This field displays only if you are using Advanced Inventory Management (AIM), and ranking options have been defined through Replenishment Options Maintenance (MENU AIFILE). NOTE: Since items are only ranked through AIM, this field applies to AIM planned items only and not IM&P planned items and/or non-system planned items. Use this field to enter the minimum rank to further qualify a product for the Critical Point category. In other words, even if a product is at or below its critical point, the Critical Point priority will not be assigned to it unless the product rank is equal to or greater than the rank entered in this field. Key the minimum product rank for the critical point. If this field is left blank, rank is ignored and the product is sorted based on its critical point status only. *Default Value:* Blank *Valid Values:* Blank or any letter (A-Z) that is within the range of the **Number of Ranks to be Used** defined in AIM Replenishment Options (MENU AIFILE) *Recommended Value:* B (A 1) Optional
Below Order Point (and corresponding Color indicator)	Use this field to enter the priority number (and optional color indicator in the corresponding **Color** field) that should be assigned, during the Suggested Order Report creation process, to items being included which are below their order point/minimum. If this priority number is the highest number assigned to any items on the run created, it will be assigned as the priority number of the run itself. **Priority number** Key a value from 1 highest/first to 6 lowest/last for the order in which this condition should show in relation to the other conditions. **Color indicator** Key W for white, R for red, P for pink, B for blue, or leave blank for no special color. *Default Value:* **Priority #** default: 3 *Valid Values:* **Priority #** values: 1-6 (cannot be the same priority as another); **Color Indicator** values: W (white), R (red), P (pink), B (blue), or leave blank for no special color. (N 1,0) Priority number = Required; Color indicator = Optional

Purchasing System Options Screen Fields and Function Keys

Field/Function Key	Description
Minimum Product Rank for Below Order Point	This field displays only if you are using Advanced Inventory Management (AIM), and ranking options have been defined through Replenishment Options Maintenance (MENU AIFILE). NOTE: Since items are only ranked through AIM, this field applies to AIM planned items only and not IM&P planned items and/or non-system planned items. Use this field to enter the minimum rank to further qualify a product for the Below Order Point category. In other words, even if a product is below its order point, the Below Order Point priority will not be assigned to it unless the product rank is equal to or greater than the rank entered in this field. Key the minimum product rank for below the order point. If this field is left blank, rank is ignored and the product is sorted based on its below order point status only. *Default Value:* Blank *Valid Values:* Blank or any letter (A-Z) that is within the range of the **Number of Ranks to be Used** defined in AIM Replenishment Options (MENU AIFILE) *Recommended Value:* B (A 1) Optional
Negative Purchase Net Available (and corresponding Color indicator)	Use this field to enter the priority number (and optional color indicator in the corresponding **Color** field) that should be assigned, during the Suggested Order Report creation process, to items being included which have a negative purchase net available (PNA). When a product's PNA is less than zero, it is an indication that the product will be backordered. If this priority number is the highest number assigned to any items on the run created, it will be assigned as the priority number of the run itself. **Priority number** Key a value from 1 highest/first to 6 lowest/last for the order in which this condition should show in relation to the other conditions. **Color indicator** Key W for white, R for red, P for pink, B for blue, or leave blank for no special color. *Valid Values:* **Priority #** values: 1-6 (cannot be the same priority as another); **Color Indicator** values: W (white), R (red), P (pink), B (blue), or leave blank for no special color. (N 1,0) Priority number = Required; Color indicator = Optional

Purchasing System Options Screen Fields and Function Keys

Field/Function Key	Description
Document Ties (and corresponding Color indicator)	Use this field to enter the priority number (and optional color indicator in the corresponding **Color** field) that should be assigned to items which are linked to other documents in the system (e.g., special order sales orders or transfers). If this priority number is the highest number assigned to any items on the run created, it will be assigned as the priority number of the run itself. **Priority number** Key a value from 1 highest/first to 6 lowest/last for the order in which this condition should show in relation to the other conditions. **Color indicator** Key W for white, R for red, P for pink, B for blue, or leave blank for no special color. *Valid Values:* **Priority #** values: 1-6 (cannot be the same priority as another); **Color Indicator** values: W (white), R (red), P (pink), B (blue), or leave blank for no special color. (N 1,0) Priority number = Required; Color indicator = Optional
Normal Purchasing (and corresponding Color indicator)	Use this field to enter the priority number (and optional color indicator in the corresponding **Color** field) that should be assigned to items which are added manually to a suggested or run, or, are added via the Suggested Order Report creation process but have no other higher priority assigned. If this priority number is the highest number assigned to any items on the run created, it will be assigned as the priority number of the run itself. **Priority number** Key a value from 1 highest/first to 6 lowest/last for the order in which this condition should show in relation to the other conditions. It is recommended this be set to the lowest priority (6). **Color indicator** Key W for white, R for red, P for pink, B for blue, or leave blank for no special color. *Valid Values:* **Priority #** values: 1-6 (cannot be the same priority as another); **Color Indicator** values: W (white), R (red), P (pink), B (blue), or leave blank for no special color. (N 1,0) Priority number = Required; Color indicator = Optional
F3=Exit	Press the F3=EXIT function key to return to the Purchasing Options Selection Screen (p. 19-3) without saving your entry.
Enter	Press the ENTER key to confirm you entry and continue. The Purchasing Options Selection Screen (p. 19-3) displays.

Purchasing Options Listing

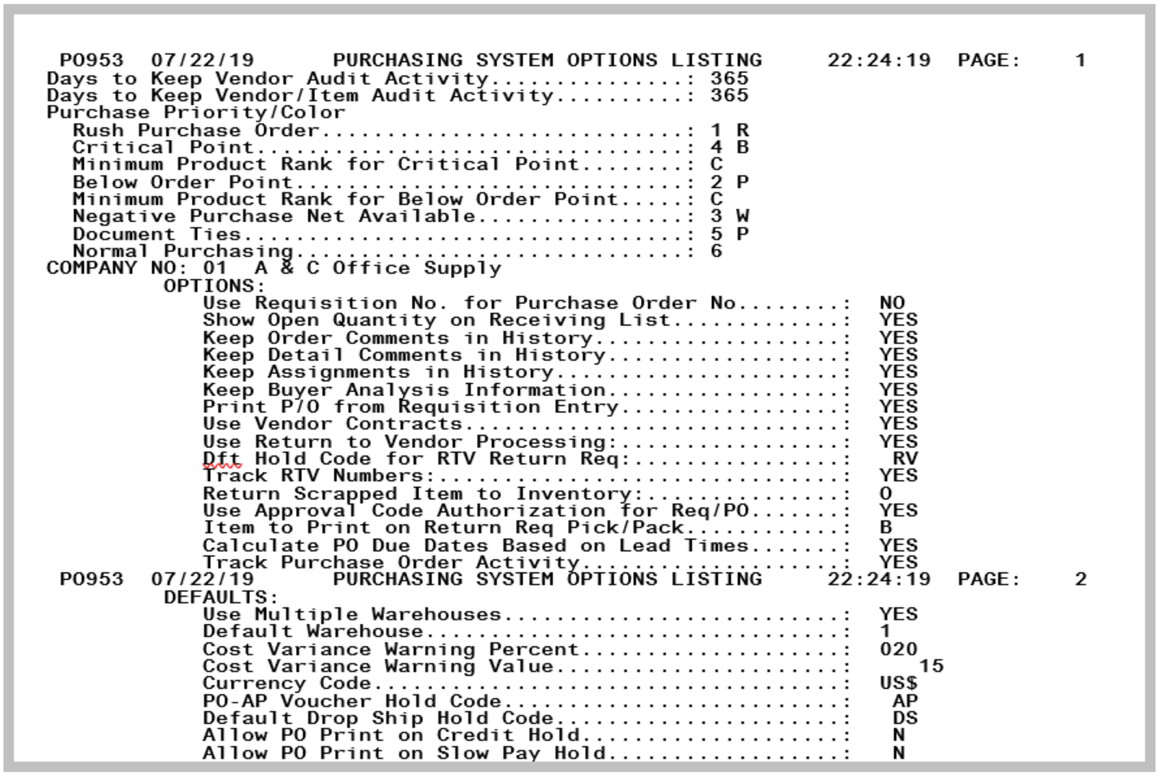
Once you have set up your purchasing options through Purchasing Options Maintenance on the Cross Application File Maintenance Menu (MENU XAFILE), you can print two listings to review information. The first listing shows the Purchasing options for all companies. The second listing shows the Purchasing Warehouse Options, Warehouse Transfer Automation Options, and Warehouse Transfer Cost Relationship records. This listing prints only if you are authorized to warehouse security.

No selection criteria exists for this menu option. When you select this menu option from Purchasing Options Listing (MENU XAFILE), the Report Options Screen (p. A-2) appears. Once you press ENTER on the Report Options Screen (p. A-2), the two listings print.

The reports in this option and a brief description are listed in the following table. A complete description of each report is contained in this section.

Title	**Purpose**
Purchasing System Options Listing	Use to review Purchasing system options and Purchasing options for all companies, as defined through Purchasing Options Maintenance (MENU XAFILE).
PO Warehouse Options Listing	Use to review Purchasing Warehouse Options, Warehouse Transfer Automation Options, and Warehouse Transfer Cost Relationship records.

Purchasing System Options Listing



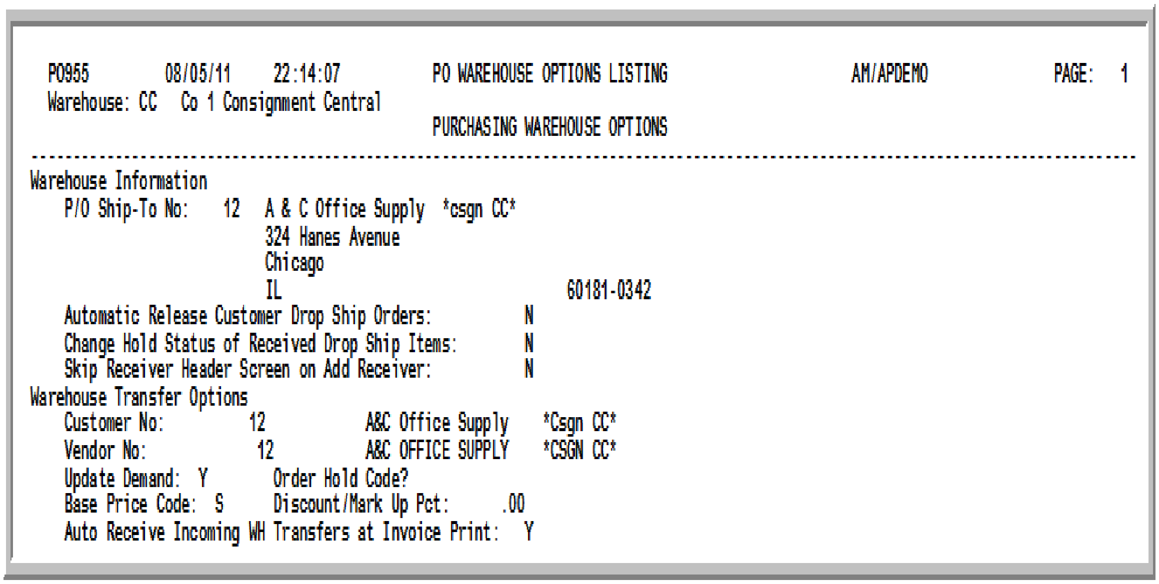
```
 P0953  07/22/19      PURCHASING SYSTEM OPTIONS LISTING     22:24:19  PAGE:    1
Days to Keep Vendor Audit Activity...............: 365
Days to Keep Vendor/Item Audit Activity..........: 365
Purchase Priority/Color
  Rush Purchase Order............................: 1 R
  Critical Point.................................: 4 B
  Minimum Product Rank for Critical Point........: C
  Below Order Point..............................: 2 P
  Minimum Product Rank for Below Order Point.....: C
  Negative Purchase Net Available................: 3 W
  Document Ties..................................: 5 P
  Normal Purchasing..............................: 6
COMPANY NO: 01  A & C Office Supply
         OPTIONS:
            Use Requisition No. for Purchase Order No........:  NO
            Show Open Quantity on Receiving List.............:  YES
            Keep Order Comments in History...................:  YES
            Keep Detail Comments in History..................:  YES
            Keep Assignments in History......................:  YES
            Keep Buyer Analysis Information..................:  YES
            Print P/O from Requisition Entry.................:  YES
            Use Vendor Contracts.............................:  YES
            Use Return to Vendor Processing:.................:  YES
            Dft Hold Code for RTV Return Req:................:   RV
            Track RTV Numbers:...............................:  YES
            Return Scrapped Item to Inventory:...............:  0
            Use Approval Code Authorization for Req/PO.......:  YES
            Item to Print on Return Req Pick/Pack............:  B
            Calculate PO Due Dates Based on Lead Times.......:  YES
            Track Purchase Order Activity....................:  YES
 P0953  07/22/19      PURCHASING SYSTEM OPTIONS LISTING     22:24:19  PAGE:    2
         DEFAULTS:
            Use Multiple Warehouses..........................:  YES
            Default Warehouse................................:  1
            Cost Variance Warning Percent....................:  020
            Cost Variance Warning Value......................:     15
            Currency Code....................................:  US$
            PO-AP Voucher Hold Code..........................:   AP
            Default Drop Ship Hold Code......................:   DS
            Allow PO Print on Credit Hold....................:   N
            Allow PO Print on Slow Pay Hold..................:   N
```

This listing is generated after you select option 22 - Purchasing Options Listing from MENU XAFILE and press ENTER on the Report Options Screen (p. A-2). Due to space limitations, the entire listing is not shown.

Use this listing to review Purchasing system options and Purchasing options for all companies, as defined through Purchasing Options Maintenance (MENU XAFILE).

NOTE: The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this listing is not authorized to all the company selected data, as determined through Authority Profile Maintenance (MENU XASCTY).

PO Warehouse Options Listing



```
  PO955       08/05/11     22:14:07        PO WAREHOUSE OPTIONS LISTING                  AM/APDEMO            PAGE:   1
  Warehouse: CC   Co 1 Consignment Central
                                           PURCHASING WAREHOUSE OPTIONS
--------------------------------------------------------------------------------------------------------------------------
Warehouse Information
   P/O Ship-To No:    12   A & C Office Supply  *csgn CC*
                           324 Hanes Avenue
                           Chicago
                           IL                            60181-0342
   Automatic Release Customer Drop Ship Orders:        N
   Change Hold Status of Received Drop Ship Items:     N
   Skip Receiver Header Screen on Add Receiver:        N
Warehouse Transfer Options
   Customer No:         12          A&C Office Supply    *Csgn CC*
   Vendor No:           12          A&C OFFICE SUPPLY    *CSGN CC*
   Update Demand:  Y       Order Hold Code?
   Base Price Code:  S     Discount/Mark Up Pct:      .00
   Auto Receive Incoming WH Transfers at Invoice Print:   Y
```

NOTE: This listing prints only if you are authorized to warehouse security. Also, due to space limitations, the entire listing is not shown.

This listing is generated after you select option 22 - Purchasing Options Listing from MENU XAFILE and press ENTER on the Report Options Screen (p. A-2). This listing prints following the Purchasing System Options Listing (p. 19-49).

Use this listing to review Purchasing Warehouse Options, Warehouse Transfer Automation Options, and Warehouse Transfer Cost Relationship records. Information for the Purchasing Warehouse Options and Warehouse Transfer Automation Options is extracted from the PO Warehouse Transfer Definition File (POWTR). Information for the Warehouse Transfer Cost Relationship records is extracted from the Warehouse Transfer Cost File (WHCST).

CHAPTER 20

Special Order Options Maintenance/Listing

20

Before using Special Order Processing Extended Features, you must define special order company-level options for each company that will be using these features. Purchasing must be installed to access the special order options. The company-level options allow you to set up defaults and select optional features to tailor the Special Order Processing Extended Features to meet your needs.

For each company, you define the requirements for the special order extraction process, the auto-creation process, the change request process, the receipt post process, as well as other processes related to special orders. Some tailoring options also have vendor-level and customer/ship-to level overrides available.

Before defining special order company-level options, it is recommended that you run the Special Order Edit Report (MENU POREPT) to identify any existing problems. This report is used to keep special order information in sync between the customer order and requisition/purchase order information. This report will print the values that differ and where each value is contained so that you can make the necessary corrections.

Security for the Change Request Process is provided with two action authorities: **Authorized to S/O Change Requests - OE** and **Authorized to S/O Change Requests - PO**. Use Application Action Authority (MENU XASCTY) to assign users or user groups to the action authorities and grant user permissions to the process.

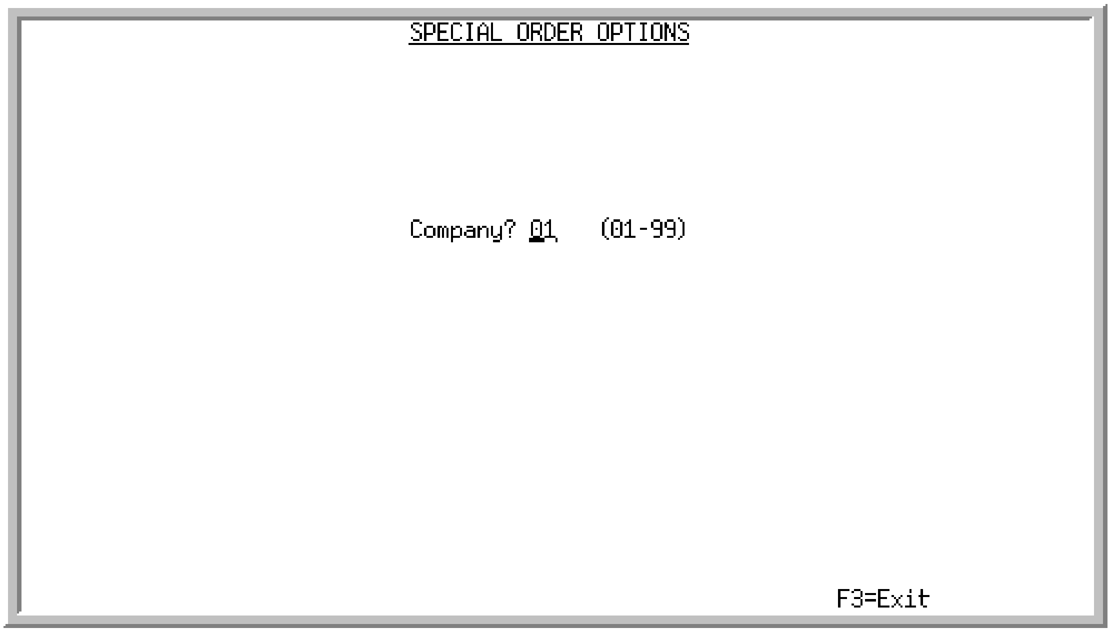
Special Order Options Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Special Order Options Selection Screen	Use to set up special order options for a company.
Special Order Options Control Settings Screen	Use to set up special order control settings for your company.

Title	Purpose
Special Order Options Additional Settings Screen	Use to set up special order creation and receipt settings for your company.
Special Order Options Automatic Creation Screen	Use to define options for the automatic creation of requisitions or purchase orders for special order or drop-ship items.
Special Order Options OE to PO Comments Screen	Use to allow line comments (purchase order number, FOB Code, Carrier Code, and Ship Via) to be placed on the requisition/purchase order for special orders/drop-ship items.
Special Order Options Order Comments Screen	Use to set up defaults for special order comments.
Special Order Options Order Comments Screen 2	Use to set up additional defaults for special order comments.
Special Order Options Line Comments Screen	Use to set up defaults for the special order line comments.
Special Order Options Line Comments Screen 2	Use to set up additional defaults for the special order line comments.
Special Order Options Update Special Order Elements Screen	Use to set up tailoring options for the change request process.

Special Order Options Selection Screen



```
                SPECIAL ORDER OPTIONS



                Company? 01   (01-99)



                                          F3=Exit
```

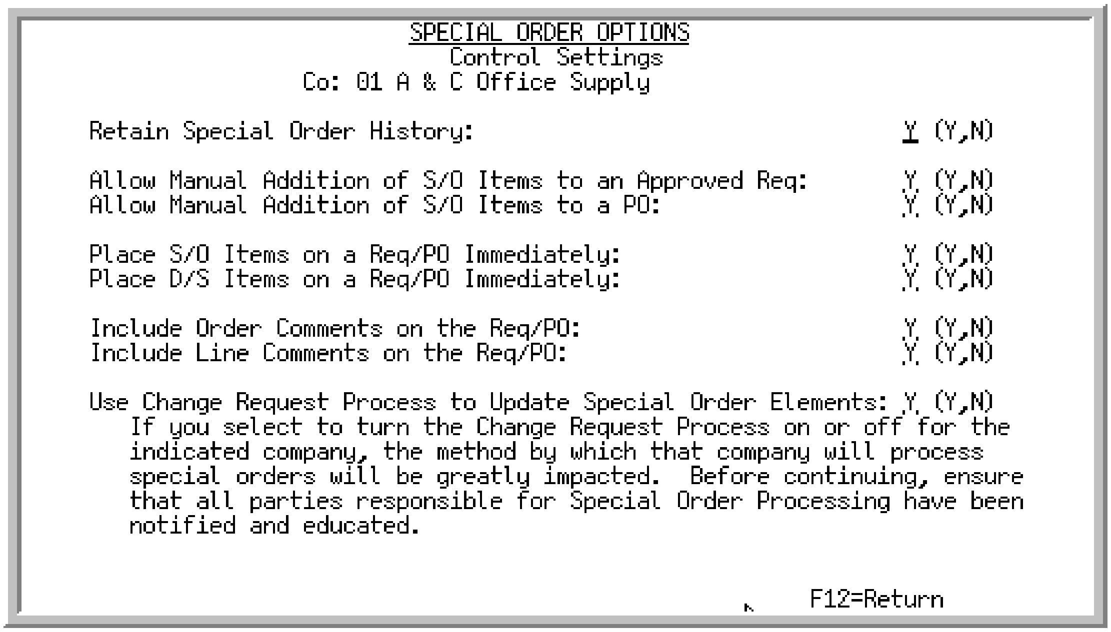
This screen appears after selecting option 13 - Special Order Options Maintenance from MENU XAFILE. Use this screen to set up special order options for a company.

NOTE: Purchasing must be installed in order to set up special order options. Drop-ship related items will not display through this option if the **Use Drop-Ships** field is set to N through System Options Maintenance (MENU XAFILE).

Special Order Options Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to select the company for which special options are being added or changed. Key the company number. *Default Value:* The default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY) (N 2,0) Required
F3=Exit	Press the F3=EXIT function key to cancel this option and return to the menu.
Enter	Press ENTER to confirm your entry and continue. The Special Order Options Control Settings Screen (p. 20-4) will appear.

Special Order Options Control Settings Screen



```
                         SPECIAL ORDER OPTIONS
                           Control Settings
                  Co: 01 A & C Office Supply

 Retain Special Order History:                             Y (Y,N)

 Allow Manual Addition of S/O Items to an Approved Req:    Y (Y,N)
 Allow Manual Addition of S/O Items to a PO:               Y (Y,N)

 Place S/O Items on a Req/PO Immediately:                  Y (Y,N)
 Place D/S Items on a Req/PO Immediately:                  Y (Y,N)

 Include Order Comments on the Req/PO:                     Y (Y,N)
 Include Line Comments on the Req/PO:                      Y (Y,N)

 Use Change Request Process to Update Special Order Elements: Y (Y,N)
    If you select to turn the Change Request Process on or off for the
    indicated company, the method by which that company will process
    special orders will be greatly impacted.  Before continuing, ensure
    that all parties responsible for Special Order Processing have been
    notified and educated.


                                                    F12=Return
```

This screen appears after pressing ENTER on the Special Order Options Selection Screen (p. 20-3). Use this screen to set up special order control settings for your company.

Special Order Options Control Settings Screen Fields and Function Keys

Field/Function Key	Description
Retain Special Order History	Key Y to retain special order history information. If you retain special order history, the Special Order History file (SPOHS) will be updated with special order data during the receipt post process. In addition, if you choose to keep history and are using the change request process (as determined on this screen), you will be able to review changes that occurred for special order line items. Key N to not retain special order history information. If you choose not to keep history and are using the change request process, change request history will not be available. NOTE: This field will only track information if the **Save History Detail** field is set to Y through Order Entry Options Maintenance (MENU XAFILE). (A 1) Required

Special Order Options Control Settings Screen Fields and Function Keys

Field/Function Key	Description
Allow Manual Addition of S/O Items to an Approved Req	Key Y to allow you to add special order items to an approved requisition. The F6=SP ORD key will appear on the Requisition/Purchase Order Maintenance Header Screen (MENU POMAIN) to allow you to add the items to the requisition. Key N to not add special order items to an approved requisition. The F6=SP ORD key will not be available on the Requisition/Purchase Order Maintenance Header Screen (MENU POMAIN). (A 1) Required
Allow Manual Addition of S/O Items to a PO	Key Y to allow you to add special order items to an approved purchase order. The F6=SP ORD function key will be available on the Requisition/Purchase Order Maintenance Header Screen (MENU POMAIN) to allow you to manually add the items to the purchase order. Key N to not allow special order items from being manually added to an approved purchase order. The F6=SP ORD function key will not be available on the Requisition/Purchase Order Maintenance Header Screen (MENU POMAIN). (A 1) Required
Place S/O Items on Req/PO Immediately	Key Y to allow the automatic creation of requisitions or purchase orders for special order items during end order time. If this field is set to Y, at least one of the following fields on the Special Order Options Automatic Creation Screen (p. 20-17) must be set to Y for special order items: • **Create New Requisition** • **Add to Unapproved Requisition** • **Add to Approved Requisition** • **Add to Purchase Order** Once a field is set to Y, the **Sequence** field on the Special Order Options Automatic Creation Screen (p. 20-17) will display the hierarchy in which special order line items will be added to the new/existing requisition or purchase order. NOTE: If this field is Y and the order quantity contains a decimal value, a requisition/purchase order will still be created for the special order item if the vendor/item's **Standard Pack** is zero. Key N to prevent the automatic creation of requisitions or purchase orders for special order items during end order time. If this field is set to N, related fields on the Special Order Options Automatic Creation Screen (p. 20-17) will be protected and will not be available for entry. (A 1) Required

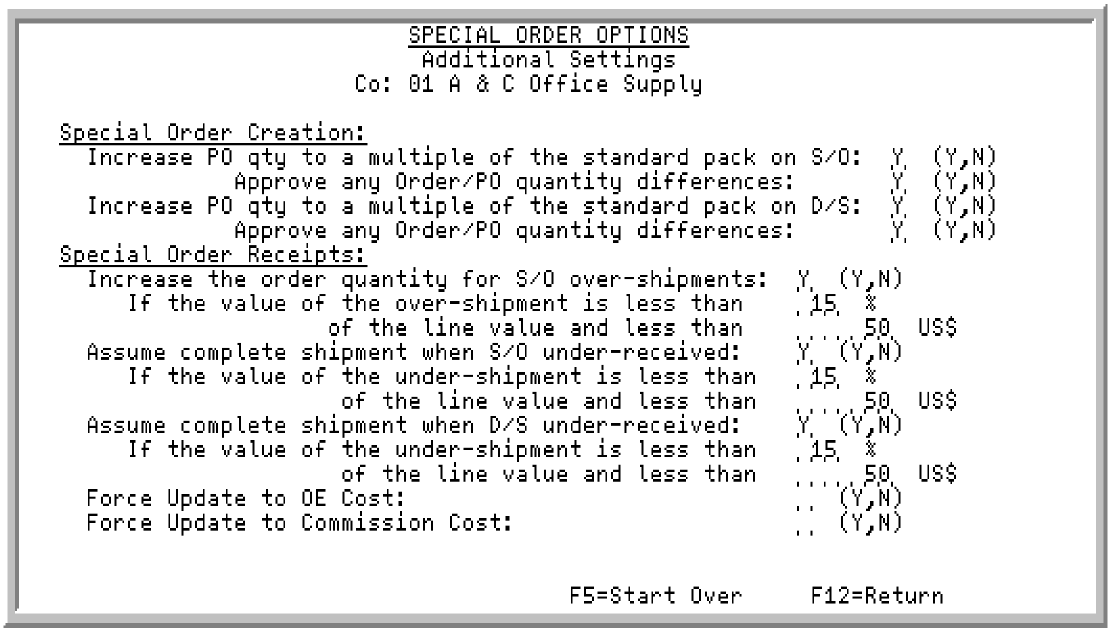
Special Order Options Control Settings Screen Fields and Function Keys

Field/Function Key	Description
Place D/S Items on Req/PO Immediately	This field appears only if the **Use Drop-Ships** field is set to Y through System Options Maintenance (MENU XAFILE). Key Y to allow the creation of requisitions or purchase orders for drop-ship items during end order time. If this field is set to Y, at least one of the following fields on the Special Order Options Automatic Creation Screen (p. 20-17) must be set to Y for drop ship special order items: • **Create New Requisition** • **Add to Unapproved Requisition** • **Add to Approved Requisition** • **Add to Purchase Order** Once a field is set to Y, the **Sequence** field on the Special Order Options Automatic Creation Screen (p. 20-17) will display the hierarchy in which drop-ship line items will be added to the new/existing requisition or purchase order. NOTE: If this field is Y and the order quantity contains a decimal value, a requisition/purchase order will still be created for the drop-ship item if the vendor/item's **Standard Pack** is zero. Key N to prevent the automatic creation of requisitions or purchase orders for drop-ship items during end order time. If this field is set to N, related fields on the Special Order Options Automatic Creation Screen (p. 20-17) will be protected and will not be available for entry. If this field and the **Place S/O Items on a Req/PO Immediately** field are set to N, the Special Order Options Automatic Creation Screen (p. 20-17) will not appear. (A 1) Required
Include Order Comments on the Req/PO	This field determines whether or not you want to automatically include order comments on a requisition or purchase order. You can have up to 999 comments for each special order item on a requisition or purchase order. Key Y to set up defaults for the order comments. If you key Y in this field, the Special Order Options Order Comments Screen (p. 20-36) will appear. Key N to not set up defaults for the order comments. If you key N in this field, the Special Order Options Order Comments Screen (p. 20-36) will not appear. (A 1) Required

Special Order Options Control Settings Screen Fields and Function Keys

Field/Function Key	Description
Include Line Comments on the Req/PO	This field determines whether or not you want to automatically include line comments on a requisition or purchase order. You can have up to 999 comments for each special order item on a requisition or purchase order. Key Y to set up defaults for the line comments. If you key Y in this field, the Special Order Options Line Comments Screen (p. 20-43) will appear. Key N to not set up defaults for the line comments. If this field is set to N, the Special Order Options Line Comments Screen (p. 20-43) will not appear. (A 1) Required
Use Change Request Process to Update Special Order Element	Key Y to allow the use of the change request process to apply changes to special orders. This process streamlines special order processing and automatically updates all special order components to keep the customer order, purchase order, and special order values in sync. If you key Y in this field, the Special Order Options Update Special Order Elements Screen (p. 20-50) will appear to allow you to enter your tailoring options. Key N to not allow the use of the change request process to apply changes to special orders. If you key N in this field, the Special Order Options Update Special Order Elements Screen (p. 20-50) will not appear. You will be required to manually change each component of the special order. **Important** This option activates the Change Request Process feature for the indicated company. If you select to turn the Change Request Process on or off for the indicated company, the method by which that company will process special orders will be greatly impacted. Before continuing, ensure that ALL parties responsible for special order processing have been notified and educated. (A 1) Required
F12=Return	Press the F12=RETURN function key to return to the Special Order Options Selection Screen (p. 20-3) without saving your changes.
Enter	Press ENTER to confirm your selections. The Special Order Options Additional Settings Screen (p. 20-8) will appear.

Special Order Options Additional Settings Screen



```
                              SPECIAL ORDER OPTIONS
                               Additional Settings
                           Co: 01 A & C Office Supply

  Special Order Creation:
    Increase PO qty to a multiple of the standard pack on S/O:  Y  (Y,N)
               Approve any Order/PO quantity differences:       Y  (Y,N)
    Increase PO qty to a multiple of the standard pack on D/S:  Y  (Y,N)
               Approve any Order/PO quantity differences:       Y  (Y,N)
  Special Order Receipts:
    Increase the order quantity for S/O over-shipments:  Y  (Y,N)
       If the value of the over-shipment is less than    15  %
                    of the line value and less than       50  US$
    Assume complete shipment when S/O under-received:    Y  (Y,N)
       If the value of the under-shipment is less than   15  %
                     of the line value and less than      50  US$
    Assume complete shipment when D/S under-received:    Y  (Y,N)
       If the value of the under-shipment is less than   15  %
                     of the line value and less than      50  US$
    Force Update to OE Cost:                                (Y,N)
    Force Update to Commission Cost:                        (Y,N)


                                            F5=Start Over     F12=Return
```

This screen displays after pressing ENTER on the Special Order Options Control Settings Screen (p. 20-4). Use this screen to set up special order creation and receipt settings for your company.

NOTE: Customer-level special order options can also be defined through Customer/Ship to Master Maintenance (MENU ARFILE). If you define special order options specific to a customer, they will override the options defined on this screen.

Special Order Options Additional Settings Screen Fields and Function Keys

Field/Function Key	Description
Increase PO qty to a multiple of the standard pack on S/O	Use this field to determine whether or not you want to increase the **On PO** quantity of the special order to the next highest increment to meet the vendor's standard pack requirement. This increase will occur at end order time during the extract process, or when a change is made to the OE quantity on the OE Special Order Change Request Screen during the change request process. Key Y to indicate that you want to increase the **On PO** quantity of the special order to the next highest increment to meet the vendor's standard pack requirement. For example, if the standard pack of soda cans is 24 and the customer orders 12 cans, the purchase order can be automatically increased to 24 and the order would be for 12. Key N to indicate that you do not want to increase the **On PO** quantity of the special order to the next highest increment to meet the vendor's standard pack requirement. (A 1) Required

Special Order Options Additional Settings Screen Fields and Function Keys

Field/Function Key	Description
Approve any Order/PO quantity differences	For special orders, use this field to determine whether or not to allow the system to automatically approve any order/purchase order quantity differences that occurred as a result of the automatic increase of the **On PO** quantity to the next highest increment. Key Y to allow the system to automatically approve any order/purchase order quantity differences that occurred as a result of the automatic increase of the **On PO** quantity to the next highest increment. If items are being automatically placed on requisitions or purchase orders, these discrepancies will not impede the process if this field is set to Y. Key N to not allow the system to automatically approve any order/purchase order quantity differences that occurred as a result of the automatic increase of the **On PO** quantity to the next highest increment. You must manually approve the differences through Enter or Change Requisitions (MENU POMAIN) or Work With Special Orders (MENU POMAIN). NOTE: If the **Increase PO qty to a multiple of the standard pack on S/O** field on this screen is set to N, this field must be set to N. If this field is set to N, items will be prevented from being added to requisitions/purchase orders until approval is complete. (A 1) Required
Increase PO qty to a multiple of the standard pack on D/S	Use this field to determine whether or not you want to increase the **On PO** quantity of the drop-ship to the next highest increment to meet the vendor's standard pack requirement. This increase will occur at end order time during the extract process, or when a change is made to the OE quantity on the OE Special Order Change Request Screen during the change request process. Key Y to indicate that you want to increase the **On PO** quantity of the drop-ship to the next highest increment to meet the vendor's standard pack requirement. Key N to indicate that you do not want to increase the **On PO** quantity of the drop-ship to the next highest increment to meet the vendor's standard pack requirement. NOTE: This field will only display if the **Use Drop-Ships** field is set to Y through System Options Maintenance (MENU XAFILE). (A 1) Required

Special Order Options Additional Settings Screen Fields and Function Keys

Field/Function Key	Description
Approve any Order/PO quantity differences	For drop-ships, use this field to determine whether or not to allow the system to automatically approve any order/purchase order quantity differences that occurred as a result of the automatic increase of the **On PO** quantity to the next highest increment. Key Y in this field to allow the system to automatically approve any drop-ship order quantity differences that occurred as a result of the automatic increase of the **On PO** quantity to the next highest increment. If items are being automatically placed on requisitions/purchase orders, these discrepancies will not impede the process. Key N in this field to not allow the system to automatically approve any drop-ship order quantity differences that occurred as a result of the automatic increase of the **On PO** quantity to the next highest increment. **NOTES:** • If the **Increase PO qty to a multiple of the standard pack on D/S** field on this screen is set to N, this field must be set to N. • If this field is set to N, items will be prevented from being added to requisition/purchase order until approval is complete. • This field will only display if the **Use Drop-Ships** field is set to Y through System Options Maintenance (MENU XAFILE). (A 1) Required

Special Order Options Additional Settings Screen Fields and Function Keys

Field/Function Key	Description
Increase the order quantity for S/O over-shipments	Key Y to increase the ship quantity for special order over-shipments. During receipt processing, the ship quantity will be increased to match the receipt quantity if the value of the quantity over-shipped for the special order is less than the percentage amount keyed in the **If the value of the over-shipment is less than** field, and less than the amount (optionally) keyed in the **of the line value and less than** field. If you key Y in this field, a percentage amount must be entered in the **If the value of the over-shipment is less than** field. It is optional to enter an amount in the **of the line value and less than** field. Key N to not increase the ship quantity of special order over-shipments. Over-shipments of special orders will be received into the warehouse. Important If the **Allow Over/Under Shipments** field is set to N in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. NOTE: For drop-ship special orders, the customer order quantity is always increased to the purchase order quantity if the order is over-received. (A 1) Required
If the value of the over-shipment is less than	This field determines if, during the receipt process, the quantity for a special order that is over-shipped will increase if the value that was over-shipped is less than the percentage amount (keyed in this field) of the outstanding balance line value and less than the amount (optionally) keyed in the **of the line value and less than** field. Key the percentage amount. Important If the **Allow Over/Under Shipments** field is set to N in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. NOTE: This field is required if you keyed Y in the **Increase the order quantity for S/O over-shipments** field on this screen. (N 3,0) Required

Special Order Options Additional Settings Screen Fields and Function Keys

Field/Function Key	Description
of the line value and less than	If you keyed Y in the **Increase the order quantity for S/O over-shipments** field, it is optional for you to key an amount in this field in the company's currency. During receipt processing, the order quantity will be increased if the value of the over-shipment is less than the percentage amount keyed in the **If the value of the over-shipment is less than** field, and less than the amount keyed in this field. **Important** If the **Allow Over/Under Shipments** field is set to N in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. (N 7,0) Required
Assume complete shipment when S/O under-received	Key Y to assume complete shipment of special orders that are under-received. During receipt processing, complete shipment of special orders that are under-received will be assumed if the value of the under-shipment is less than the percentage amount of the entire line value's outstanding amount keyed in the **If the value of the under-shipment is less than** field, and less than the amount (optionally) keyed in the **of the line value and less than** field. Therefore, no backorders will be created for the outstanding quantities of this item. If you key Y in this field, a percentage must be entered in the **If the value of the under-shipment is less than** field. It is optional to enter an amount in the **of the line value and less than** field. Key N to not assume complete shipment of the special order that is under-received. **Important** If the **Allow Over/Under Shipments** field is set to N in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. (A 1) Required

Special Order Options Additional Settings Screen Fields and Function Keys

Field/Function Key	Description
If the value of the under-shipment is less than	This field determines if, during the receipt process, the complete shipment when the special order is under-received will be assumed complete if the value that was under-shipped is less than the percentage amount (keyed in this field) of the outstanding balance line value and less than the amount (optionally) keyed in the **of the line value and less than** field. Key the percentage amount. Important If the **Allow Over/Under Shipments** field is set to N in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. NOTE: This field is required if you keyed Y in the **Assume complete shipment when S/O under-received** field on this screen. (A 3,0) Required
of the line value and less than	If you keyed Y in the **Assume complete shipment when S/O under-received** field, it is optional for you to key an amount in this field in the company's currency. During receipt processing, complete shipment of a special order that is under-received will be assumed if the under-shipment is less than the percentage amount keyed in the **If the value of the under-shipment is less than** field, and less than the amount keyed in this field. Important If the **Allow Over/Under Shipments** field is set to N in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. NOTE: If International Currency is installed, the monetary value will display in the company's local currency. (N 7,0) Required

Special Order Options Additional Settings Screen Fields and Function Keys

Field/Function Key	Description
Assume complete shipment when D/S under-received	Key Y to assume complete shipment of drop-ship orders that are under-received. During receipt processing, complete shipment of drop-ship orders that are under-received will be assumed if the value of the under-shipment is less than the percentage amount of the entire line value’s outstanding amount keyed in the **If the value of the under-shipment is less than** field, and less than the amount (optionally) keyed in the **of the line value and less than** field. Therefore, no backorders will be created for the outstanding quantities of this item. If you key Y in this field, a percentage must be entered in the **If the value of the under-shipment is less than** field. It is optional to enter an amount in the **of the line value and less than** field. Key N to not assume complete shipment of the drop-ship quantity that is under-received. Important If the **Allow Over/Under Shipments** field is set to N in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. NOTE: This field will only display if the **Use Drop-Ships** field is set to Y through System Options Maintenance (MENU XAFILE). (A 1) Required
If the value of the under-shipment is less than	This field determines if, during the receipt process, the complete shipment of a drop-ship order that is under-received will be assumed if the value that was under-shipped is less than the percentage amount (keyed in this field) of the outstanding balance line value and less than the amount (optionally) keyed in the **of the line value and less than** field. Key the percentage amount. Important If the **Allow Over/Under Shipments** field is set to N in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. NOTE: This field is required if you keyed Y in the **Assume complete shipment when D/S under-received** field on this screen. (A 3,0) Required

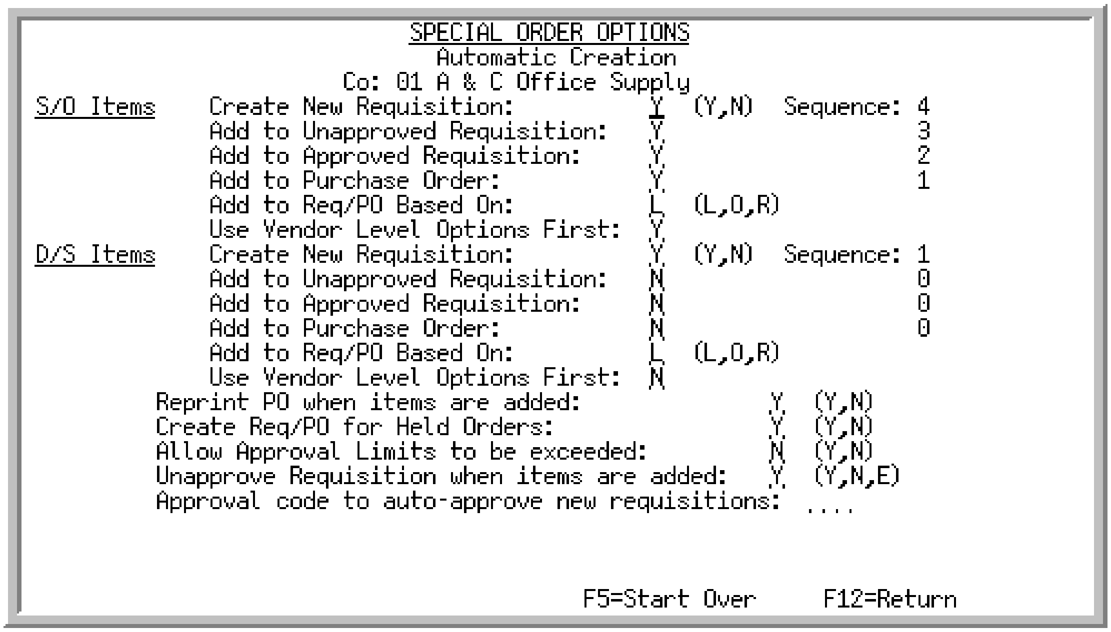
Special Order Options Additional Settings Screen Fields and Function Keys

Field/Function Key	Description
of the line value and less than	If you keyed Y in the **Assume complete shipment when D/S under-received** field, it is optional for you to key an amount in this field in the company's currency. During receipt processing, complete shipment of a drop-ship order that is under-received will be assumed if the under-shipment is less than the percentage amount keyed in the **If the value of the under-shipment is less than** field, and less than the amount keyed in this field. **Important** If the **Allow Over/Under Shipments** field is set to N in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. NOTE: If International Currency is installed, the monetary value will display in the company's local currency. (N 7,0) Required
Force Update to OE Cost	This field determines if an update to the Order Entry (OE) cost will be imposed during the PO receiving process for a special order item, regardless of any other setting. Normally, the order entry cost would only be updated when the **Cost to be Used for OE** field and **Cost to be Used for GL** field in Order Entry Options Maintenance (MENU XAFILE) contains the same value of standard, user, or average cost. Key Y to force the update to the OE cost during PO receiving using the receipt cost as the OE cost. Key N to not force the update to the OE cost during PO receiving. Instead, the OE cost will only be updated when the **Cost to be Used for OE** field and **Cost to be Used for GL** field are the same. (A 1) Required
Force Update to Commission Cost	This field determines if an update to the commission cost will be imposed during the PO receiving process for a special order item, regardless of any other setting. Normally, the commission cost would only be updated when the **Cost to be Used for OE** field and **Cost to be Used for GL** field in Order Entry Options Maintenance (MENU XAFILE) contains the same value of standard, user, or average cost. Key Y to force the update to the commission cost during PO receiving using the receipt cost as the base cost loaded cost. Key N to not force the update to the commission cost during PO receiving. Instead, the commission cost will only be updated when the **Cost to be Used for OE** field and **Cost to be Used for GL** field are the same. (A 1) Required

Special Order Options Additional Settings Screen Fields and Function Keys

Field/Function Key	Description
F5=Start Over	Press the F5=START OVER function key to return to the Special Order Options Selection Screen (p. 20-3) without saving your entries.
F12=Return	Press the F12=RETURN function key to return to the Special Order Options Control Settings Screen (p. 20-4) without saving your changes.
Enter	Press ENTER to confirm your entries and continue. The Special Order Options Automatic Creation Screen (p. 20-17) appears.

Special Order Options Automatic Creation Screen



```
                                SPECIAL ORDER OPTIONS
                                  Automatic Creation
                           Co: 01 A & C Office Supply
S/O Items    Create New Requisition:         Y  (Y,N)   Sequence: 4
             Add to Unapproved Requisition:  Y                    3
             Add to Approved Requisition:    Y                    2
             Add to Purchase Order:          Y                    1
             Add to Req/PO Based On:         L  (L,O,R)
             Use Vendor Level Options First: Y
D/S Items    Create New Requisition:         Y  (Y,N)   Sequence: 1
             Add to Unapproved Requisition:  N                    0
             Add to Approved Requisition:    N                    0
             Add to Purchase Order:          N                    0
             Add to Req/PO Based On:         L  (L,O,R)
             Use Vendor Level Options First: N
         Reprint PO when items are added:             Y  (Y,N)
         Create Req/PO for Held Orders:               Y  (Y,N)
         Allow Approval Limits to be exceeded:        N  (Y,N)
         Unapprove Requisition when items are added:  Y  (Y,N,E)
         Approval code to auto-approve new requisitions: ....



                                        F5=Start Over     F12=Return
```

This screen appears after pressing ENTER on the Special Order Options Additional Settings Screen (p. 20-8). Use this screen to define options for the automatic creation of requisitions or purchase orders for special order or drop-ship items.

NOTES: If the **Place S/O Items on a Req/PO Immediately** field and/or the **Place D/S Items on a Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4) is/are set to Y, at least one of the Special Order Items and/or Drop-Ship Items fields must be set to Y for the applicable option:

- **Create New Requisition**
- **Add to Unapproved Requisition**
- **Add to Approved Requisition**
- **Add to Purchase Order**

For any of the following fields that are set to Y, a sequence number, beginning with the number 1, will be assigned in the order listed:

- **Add to Purchase Order** 1
- **Add to Approved Requisition** 2
- **Add to Unapproved Requisition** 3
- **Create New Requisition** 4

The sequence number determines the order in which the system will add special order/drop-ship items to the specified document. If the document with sequence number 1 is not available, the system will check the document assigned with the sequence number of 2, and so on.

NOTE: These fields will be superseded if the **Use Vendor Level Options First** field is set to Y and options have been set up for the vendor.

Vendor Level Options First

Important

Lead times affect which requisition/purchase order is selected to add special order or drop ship line items to. When R is keyed in this field and the lead time is being used to calculate a requisition's/purchase order's due date for this company (as determined through Purchasing Options Maintenance, MENU XAFILE), then the due date used will be the requested ship date from the line instead of today's date.

Without Lead Times

When R is keyed in this field and you are not using lead time, the Order Entry's requested ship date will be the due date on the purchase order line level.

Example: Assume a special order or drop ship item is entered on an order with a requested ship date of March 15th, and you had the following requisitions open with due dates every 2 months: Jan 1 (req # JS1234), Mar 1 (req # ST4567), May 1 (req # AA7789), July 1 (req # WC9332), Sept 1 (req # DB0111), and Nov 1 (req # MB5534). The requisition selected for this item would be ST4567, dated Mar 1, since it is the one with the closest date, but prior to, the requested ship date of March 15th.

With Lead Times

Using the same example above, assume the special order or drop ship item being added has an 8 week lead time. The lead time would be subtracted from the ordered item's requested ship date to determine the date to compare to the Purchase Order header date.

The Purchase Order's due date must be equal to or less than the requested ship date on the order minus the lead time, but not prior to today's date. The purchase order detail's due date will be created with the requested ship date from the customer order.

Example: If the requested ship date of the special ordered or drop ship item is 4 weeks from today, and the item has a lead time of 8 weeks, the item will not be added to a requisition/purchase order since (once the requested ship date less the lead time was calculated) the resulting date would be a date one month before today's date. In this scenario, the item would not reach the customer before the date the customer requested it.

Special Order Options Automatic Creation Screen Fields and Function Keys

Field/Function Key	Description
S/O Items: Create New Requisition	If the **Place S/O Items on a Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4) is set to N, this field a will be set to N and will be display only. If you keyed Y in the **Place S/O Items on Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4), use this field to specify whether or not a new requisition will be created for special order items. Key Y to automatically create new requisitions for special order items: • at end order time after the lines are extracted (MENU OEMAIN), • as the special order automatic requisition creation process runs (MENU POMAST), • as any process associated with Offline Order Entry (e.g., Point of Sale) runs. Key N to not automatically create new requisitions for special order items. (A 1) Required
S/O Items: Add to Unapproved Requisition	If the **Place S/O Items on a Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4) is set to N, this field will be set to N and will be display only. If you keyed Y in the **Place S/O Items on Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4), use this field to specify whether or not special order items will be added to unapproved requisitions. Key Y to automatically add special order items to unapproved requisitions. Key N to not automatically add special order items to unapproved requisitions. (A 1) Required
S/O Items: Add to Approved Requisition	If the **Place S/O Items on a Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4) is set to N, this field will be set to N and will be display only. If you keyed **Y** in the **Place S/O Items on Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4), use this field to specify whether or not special order items will be added to approved requisitions. Key Y to automatically add special order items to approved requisitions. Key N to not automatically add special order items to approved requisitions. (A 1) Required

Special Order Options Automatic Creation Screen Fields and Function Keys

Field/Function Key	Description
S/O Items: Add to Purchase Order	If the **Place S/O Items on a Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4) is set to N, this field will be set to N and will be display only. If you keyed Y in the **Place S/O Items on Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4), use this field to specify whether or not special order items will be added to purchase orders. Key Y to automatically add special order items to purchase orders. Key N to not automatically add special order items to purchase orders. **Important** If a change request process updates an existing purchase order that has already been sent via EDI, you will be notified to resend the purchase order. However, if using the advanced special order features to automatically add special order items to existing purchase orders and to reprint purchase orders when special order items are added, you will not be notified to resend the purchase orders already sent through EDI. In this case, you must manually resend the purchase orders through EDI to notify the trading partner of the updates. (A 1) Required

Special Order Options Automatic Creation Screen Fields and Function Keys

Field/Function Key	Description
S/O Items: Sequence	For any of the following fields that are set to Y, a sequence number, beginning with the number 1, will be assigned in the order listed: • **Add to Purchase Order** 1 • **Add to Approved Requisition** 2 • **Add to Unapproved Requisition** 3 • **Create New Requisition** 4 The sequence number determines the order in which the system will try to add special order items to the specified document. The sequence is determined by the system in the logical order mentioned above. The system will first attempt to add the item to the most recently created type of document with sequence number 1 and with the same vendor, warehouse, company, and, if applicable, ship-to address associated with the special order. If the document with sequence number 1 is not available, the system will check the document assigned with the sequence number of 2, and so on. If the system passes through this hierarchy at end order time and the item is not successfully added to a requisition/purchase order, the item will remain in the Special Order File (SPORD). If the system passes through this hierarchy during Special Order Automatic Req Creation (MENU POMAST) and the item is not successfully added to a requisition/purchase order, the system will attempt to add the item to a new requisition as a last resort. Display

Special Order Options Automatic Creation Screen Fields and Function Keys

Field/Function Key	Description
S/O Items: Add to Req/ PO Based On	If the **Place S/O Items on Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4) ise N, the **S/O Items: Add to Req/ PO Based On** field on this screen is protected and for display only. Use these fields to determine how special order line items will be added to an existing requisition/purchase order. These fields apply only if Y is selected in at least one of the options on this screen for special order items (i.e., **Add to Unapproved Requisition**, **Add to Approved Requisition**, and/or **Add to Purchase Order**). Key L (Last requisition/purchase order) if you want special order line items or drop ship line items added to the last or most recent requisition/purchase order with the latest order date. The line items will be added to the last requisition/purchase order entered for this vendor that is open, not received, not in use, whose warehouse ID matches the warehouse on the order. If there is more than one open requisition/purchase order for a vendor on the latest order date, then the line items will be added to the one with the highest requisition/purchase order number. Key O (sales Order number) if you want special order line items added to a requisition/purchase order based on the sales order number. The line items will be added to the most recent requisition/purchase order located that already contains lines from this same sales order number. If there are no lines from this sales order number included in any of the eligible requisitions/ purchase orders, then the process will revert to L (the last requisition/ purchase order method). If there are multiple eligible requisitions/purchase orders located, then the requisition/purchase order with the highest sequence number will be used. Key R (Requested ship date) if you want special order line items added to a requisition or purchase order based on the requested ship date from the order detail record. The line items will be added to the requisition/purchase order that has the closest due date that is equal to or less than the lines requested ship date. For example, if a customer places 12 orders that they want delivered on the 12th day of each month and you do not want to store the inventory for a year, you would create 12 requisitions/purchase orders for the vendor, each with a due date on the 5th of the month. By then choosing this option (R), the special order line or drop ship line added with a requested ship date of June 1st, would be placed on the requisition/purchase order that has a due date of May 5th.

Special Order Options Automatic Creation Screen Fields and Function Keys

Field/Function Key	Description
S/O Items Add to Req/ PO Based On Continued....	If there are multiple eligible requisitions/purchase orders located, then the requisition/purchase order with the highest sequence number will be used. NOTE: This tailoring option will be considered during: -the auto creation process at end order time (MENU OEMAIN) -the special order automatic requisition creation process (MENU POMAST) -any process associated with Offline Order Entry (e.g., Point of Sale) *Default Value:* L (add line items to the last or most recent requisition/ purchase order) (A 1) Required
S/O Items: Use Vendor Level Options First	Use this field to determine whether or not vendor-level special order options for the vendor who is assigned to the special order line item will be used before using special order company options. Special order options specific to a vendor can be defined through Vendors Maintenance. Key Y to allow the use of vendor-level options first for the vendor who is assigned to the special order line item. NOTE: If vendor-level special order options are not set up for the vendor, company-level options will be used. Key N to prevent using vendor-level options first. Options set up at the company-level will be used first. (A 1) Required
D/S Items: Create New Requisition	This field appears only if the **Use Drop-Ships** field is set to Y through System Options Maintenance (MENU XAFILE). If the **Place D/S Items on a Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4) is set to N, this field will be set to N and will be display only. If you keyed Y in the **Place D/S Items on Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4), use this field to specify whether or not a new requisition will be created for drop-ship items. Key Y to automatically create new requisitions for drop-ship items: • at end order time after the lines are extracted (MENU OEMAIN), • as the special order automatic requisition creation process runs (MENU POMAST), • as any process associated with Offline Order Entry (e.g., Point of Sale) runs. Key N to not automatically create new requisitions for drop-ship items. (A 1) Required

Special Order Options Automatic Creation Screen Fields and Function Keys

Field/Function Key	Description
D/S Items: Add to Unapproved Requisition	This field appears only if the **Use Drop-Ships** field is set to Y through System Options Maintenance (MENU XAFILE). If the **Place D/S Items on a Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4) is set to N, this field will be set to N and will be display only. If you keyed Y in the **Place D/S Items on Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4), use this field to specify whether or not drop-ship items will be added to unapproved requisitions. Key Y to automatically add drop-ship items to unapproved requisitions. Key N to not automatically add drop-ship items to unapproved requisitions. (A 1) Required
D/S Items: Add to Approved Requisition	This field appears only if the **Use Drop-Ships** field is set to Y through System Options Maintenance (MENU XAFILE). If the **Place D/S Items on a Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4) is set to N, this field will be set to N and will be display only. If you keyed Y in the **Place D/S Items on Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4), use this field to specify whether or not drop-ship items will be added to approved requisitions. Key Y to automatically add drop-ship items to approved requisitions. Key N to not automatically add drop-ship items to approved requisitions. (A 1) Required

Special Order Options Automatic Creation Screen Fields and Function Keys

Field/Function Key	Description
D/S Items: Add to Purchase Order	This field appears only if the **Use Drop-Ships** field is set to Y through System Options Maintenance (MENU XAFILE). If the **Place D/S Items on a Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4) is set to N, this field will be set to N and will be display only. If you keyed Y in the **Place D/S Items on Req/PO Immediately** field on the Special Order Options Control Settings Screen (p. 20-4), use this field to specify whether or not drop-ship items will be added to purchase orders. Key Y to automatically add drop-ship items to purchase orders. Key N to not automatically add drop-ship items to purchase orders. **Important** If a change request process updates an existing purchase order that has already been sent via EDI, you will be notified to resend the purchase order. However, if using the advanced special order features to automatically add special order items to existing purchase orders and to reprint purchase orders when special order items are added, you will not be notified to resend the purchase orders already sent through EDI. In this case, you must manually resend the purchase orders through EDI to notify the trading partner of the updates. (A 1) Required

Special Order Options Automatic Creation Screen Fields and Function Keys

Field/Function Key	Description
D/S Items: Sequence	For any of the following fields that are set to Y, a sequence number, beginning with the number 1, will be assigned in the order listed: • **Add to Purchase Order** 1 • **Add to Approved Requisition** 2 • **Add to Unapproved Requisition** 3 • **Create New Requisition** 4 The sequence number determines the order in which the system will try to add drop-ship items to the specified document. The sequence is determined by the system in the logical order mentioned above. The system will first attempt to add the item to the most recently created type of document with sequence number 1 and with the same vendor, warehouse, company, and, if applicable, ship-to address associated with the drop-ship. If the document with sequence number 1 is not available, the system will check the document assigned with the sequence number of 2, and so on. If the system passes through this hierarchy at end order time and the item is not successfully added to a requisition/purchase order, the item will remain in the Special Order File (SPORD). If the system passes through this hierarchy during Special Order Automatic Req Creation (MENU POMAST) and the item is not successfully added to a requisition/purchase order, the system will attempt to add the item to a new requisition as a last resort. Display

Special Order Options Automatic Creation Screen Fields and Function Keys

Field/Function Key	Description
D/S Items: Add to Req/ PO Based On	This field appears only if the **Use Drop-Ships** field is set to Y through System Options Maintenance (MENU XAFILE). If the **Place D/S Items on Req/PO Immediately** fields on the Special Order Options Control Settings Screen (p. 20-4) is N, the **D/S Items: Add to Req/PO Based On** field on this screen is protected and for display only. Use these fields to determine how drop ship line items will be added to an existing requisition/purchase order. This field applies only if Y is selected in at least one of the options on this screen for drop ship items (i.e., **Add to Unapproved Requisition**, **Add to Approved Requisition**, and/or **Add to Purchase Order**). Key L (Last requisition/purchase order) if you want drop ship line items added to the last or most recent requisition/purchase order with the latest order date. The line items will be added to the last requisition/purchase order entered for this vendor that is open, not received, not in use, whose warehouse ID matches the warehouse on the order, and, if applicable, whose drop ship address matches the drop ship on the order. If there is more than one open requisition/purchase order for a vendor on the latest order date, then the line items will be added to the one with the highest requisition/ purchase order number. Key O (sales Order number) if you want drop ship line items added to a requisition/purchase order based on the sales order number. The line items will be added to the most recent requisition/purchase order located that already contains lines from this same sales order number. If there are no lines from this sales order number included in any of the eligible requisitions/ purchase orders, then the process will revert to L (the last requisition/ purchase order method). If there are multiple eligible requisitions/purchase orders located, then the requisition/purchase order with the highest sequence number will be used. Key R (Requested ship date) if you want drop ship line items added to a requisition or purchase order based on the requested ship date from the order detail record. The line items will be added to the requisition/purchase order that has the closest due date that is equal to or less than the lines requested ship date. For example, if a customer places 12 orders that they want delivered on the 12th day of each month and you do not want to store the inventory for a year, you would create 12 requisitions/purchase orders for the vendor, each with a due date on the 5th of the month. By then choosing this option (R), the special order line or drop ship line added with a requested ship date of June 1st, would be placed on the requisition/purchase order that has a due date of May 5th.

Special Order Options Automatic Creation Screen Fields and Function Keys

Field/Function Key	Description
D/S Items: Add to Req/ PO Based On Continued...	If there are multiple eligible requisitions/purchase orders located, then the requisition/purchase order with the highest sequence number will be used. NOTE: These tailoring options will be considered during: -the auto creation process at end order time (MENU OEMAIN) -the special order automatic requisition creation process (MENU POMAST) -any process associated with Offline Order Entry (e.g., Point of Sale) *Default Value:* L (add line items to the last or most recent requisition/ purchase order) (A 1) Required
D/S Items: Use Vendor Level Options First	This field appears only if the **Use Drop-Ships** field is set to Y through System Options Maintenance (MENU XAFILE). Use this field to determine whether or not the vendor-level special order options for the vendor who is assigned to the drop-ship line item will be used before using special order company options. Special order options specific to a vendor can be defined through Vendors Maintenance. Key Y to allow the use of vendor-level options first for the vendor who is assigned to the drop-ship line item. NOTE: If vendor-level special order options are not set up for the vendor, company-level options will be used. Key N to prevent the user of vendor-level options first. The options set up at the company-level will be used first. (A 1) Required

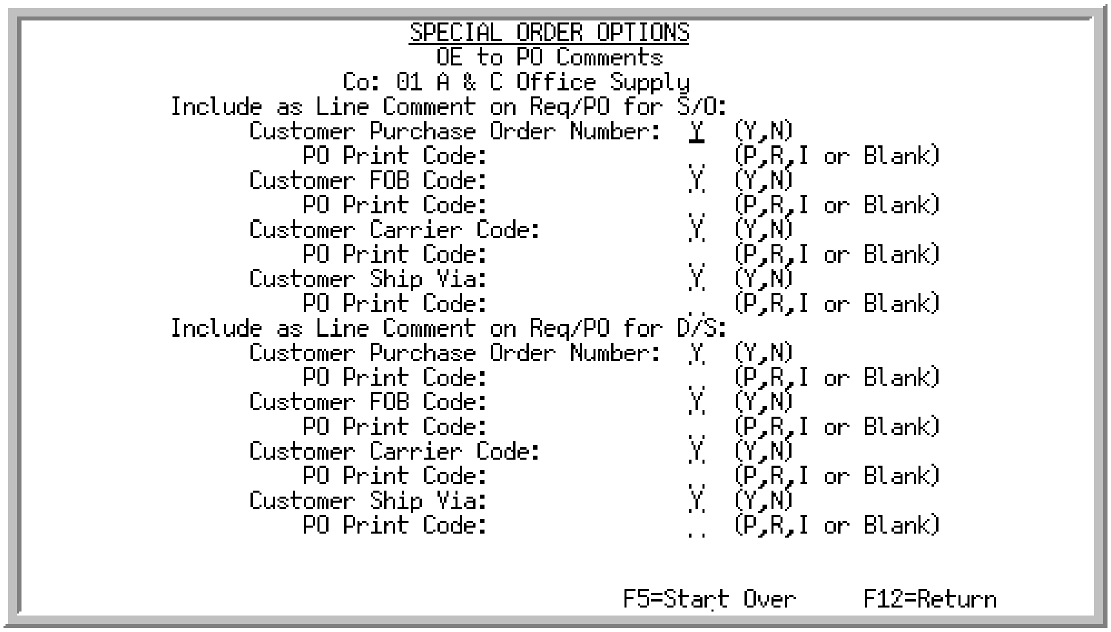
Special Order Options Automatic Creation Screen Fields and Function Keys

Field/Function Key	Description
Reprint PO when items are added	Use this field to determine whether or not a purchase order will be reprinted if a special order item has automatically been added to it. Key Y to reprint the purchase order when special order item(s) are automatically added. Key N to not reprint the purchase order when special order item(s) are automatically added. **Important** If a change request process updates an existing purchase order that has already been sent via EDI, you will be notified to resend the purchase order. However, if using the advanced special order features to automatically add special order items to existing purchase orders and to reprint purchase orders when special order items are added, you will not be notified to resend the purchase orders already sent through EDI. In this case, you must manually resend the purchase orders through EDI to notify the trading partner of the updates. (A 1) Required
Create Req/PO for Held Orders	Use this field to determine whether or not a requisition or purchase order will be automatically created, or added to, for a special order that is on hold. Key Y to automatically create/update a requisition or purchase order for a special order that is on hold. Key N to not automatically create/update a requisition or purchase order for a special order that is on hold. (A 1) Required
Allow Approval Limits to be exceeded	Use this field to determine whether or not the approval limits defined through Approval Codes Maintenance (MENU POFIL2) can be exceeded to allow for the addition of a line item's value to a requisition. Key Y to allow approval amounts to be exceeded. Key N to prevent approval amounts from being exceeded. NOTE: This field will only display if the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Options Maintenance (MENU XAFILE). (A 1) Required

Special Order Options Automatic Creation Screen Fields and Function Keys

Field/Function Key	Description
Unapprove Requisition when items are added	Use this field to determine whether or not an approved requisition is to be automatically unapproved when a special order line item is added to it. Key Y to automatically unapprove an approved requisition when a special order line item is added to it. Key N to not automatically unapprove an approved requisition when a special order line item is added to it. Key E to automatically unapprove an approved requisition when a special order line item is added to it, only if the approval limit is exceeded. NOTE: The E is only available if the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Options Maintenance (MENU XAFILE). (A 1) Required
Approval code to auto-approve new requisitions	Use this field to specify the approval code that will be used to approve new requisitions created for special order or drop-ship items. The system will assign the approval code that you specify here to the requisition so that the purchase order can be printed. Specifying an approval code allows for automatic special order processing to generate a purchase order from a new requisition without user intervention to approve the requisition. NOTE: Requisitions created using Special Order Automatic Req Creation (MENU POMAST) will use the approval code specified on the Create Special Order POs Selection Screen in that option, not the approval code specified here. If you are using approval code authorization, the authorization limits associated with the approval code will still apply and requisitions that exceed the approval limit will need to be reviewed and approved. *Valid Values:* If the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE), your entry must be an approval code defined through Approval Codes Maintenance (MENU POFIL2). (A 3) Optional
F5=Start Over	Press the F5=START OVER function key to return to the Special Order Options Selection Screen (p. 20-3) without saving your entries.
F12=Return	Press the F12=RETURN is key to return to the Special Order Options Additional Settings Screen (p. 20-8) without saving your changes.
Enter	Press ENTER to confirm your entries and continue. The Special Order Options OE to PO Comments Screen (p. 20-31) appears.

Special Order Options OE to PO Comments Screen



```
                          SPECIAL ORDER OPTIONS
                            OE to PO Comments
                        Co: 01 A & C Office Supply
               Include as Line Comment on Req/PO for S/O:
                     Customer Purchase Order Number:  Y  (Y,N)
                         PO Print Code:                  (P,R,I or Blank)
                     Customer FOB Code:               Y  (Y,N)
                         PO Print Code:                  (P,R,I or Blank)
                     Customer Carrier Code:           Y  (Y,N)
                         PO Print Code:                  (P,R,I or Blank)
                     Customer Ship Via:               Y  (Y,N)
                         PO Print Code:                  (P,R,I or Blank)
               Include as Line Comment on Req/PO for D/S:
                     Customer Purchase Order Number:  Y  (Y,N)
                         PO Print Code:                  (P,R,I or Blank)
                     Customer FOB Code:               Y  (Y,N)
                         PO Print Code:                  (P,R,I or Blank)
                     Customer Carrier Code:           Y  (Y,N)
                         PO Print Code:                  (P,R,I or Blank)
                     Customer Ship Via:               Y  (Y,N)
                         PO Print Code:                  (P,R,I or Blank)


                                          F5=Start Over     F12=Return
```

This screen appears after pressing ENTER on the Special Order Options Automatic Creation Screen (p. 20-17). Use this screen to allow line comments (purchase order number, FOB Code, Carrier Code, and Ship Via) to be placed on the requisition/purchase order for special orders/drop-ship items.

Special Order Options OE to PO Comments Screen Fields and Function Keys

Field/Function Key	Description
S/O: Customer Purchase Order Number	Use this field to determine whether or not you want to include the customer's purchase order number as a line comment on the requisition/purchase order for the special order item. Key Y to include the customer's purchase order number as a line comment on the requisition/purchase order for the special order item. Enter a value in the associated **PO Print Code** field to determine where the line comment will print. Key N to not include the customer's purchase order number as a line comment on the requisition/purchase order for the special order item. (A 1) Required

Special Order Options OE to PO Comments Screen Fields and Function Keys

Field/Function Key	Description
S/O: PO Print Code	Use this field to indicate where the line comment of the customer's purchase order number will print. Key P to print the comment on the purchase order only. Key R to print the comment on the receiving list only. Key I to display the comment in inquiries and print on the Requisition Edit List. (Comments are for internal use.) Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
S/O: Customer FOB Code	Use this field to determine whether or not you want to include the customer's FOB code and its description as a line comment on the requisition/purchase order for the special order item. Key Y to include the customer's FOB code and its description as a line comment on the requisition/purchase order for the special order item. Enter a value in the associated PO Print Code field to determine where the line comment will print. Key N to not include the customer's FOB code and its description as a line comment on the requisition/purchase order for the special order item. (A 1) Required
S/O: PO Print Code	Use this field to indicate where the line comment of the customer's FOB code will print. Key P to print the comment on the purchase order only. Key R to print the comment on the receiving list only. Key I to display the comment in inquiries and print on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
S/O: Customer Carrier Code	Use this field to determine whether or not you want to include the customer's carrier code and its description as a line comment on the requisition/purchase order for the special order item. Key Y to include the customer's carrier code and its description as a line comment on the requisition/purchase order for the special order item. Enter a value in the associated **PO Print Code** field to determine where the line comment will print. Key N to not include the customer's carrier code and its description as a line comment on the requisition/purchase order for the special order item. (A 1) Required

Special Order Options OE to PO Comments Screen Fields and Function Keys

Field/Function Key	Description
S/O: PO Print Code	Use this field to indicate where the line comment of the customer's carrier code will print. Key P to print the comment on the purchase order only. Key R to print the comment on the receiving list only. Key I to display the comment in inquiries and print on the Requisition Edit List. (Comments are for internal use.) Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
S/O: Customer Ship Via	Use this field to determine whether or not you want to include the customer's ship via instructions as a line comment on the requisition/purchase order for the special order item. Key Y to include the customer's ship via instructions as a line comment on the requisition/purchase order for the special order item. Enter a value in the associated **PO Print Code** field to determine where the line comment will print. Key N to not include the customer's ship via instructions as a line comment on the requisition/purchase order for the special order item. (A 1) Required
S/O: PO Print Code	Use this field to indicate where the line comment of the customer's ship via instructions will print. Key P to print the comment on the purchase order only. Key R to print the comment on the receiving list only. Key I to display the comment in inquiries and print on the Requisition Edit List. (Comments are for internal use.) Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
D/S: Customer Purchase Order Number	Use this field to determine whether or not you want to include the customer's purchase order number as a line comment on the requisition/purchase order for the drop-ship item. Key Y to include the customer's purchase order number as a line comment on the requisition/purchase order for the drop-ship item. Enter a value in the associated **PO Print Code** field to determine where the line comment will print. Key N to not include the customer's purchase order number as a line comment on the requisition/purchase order for the drop-ship item. (A 1) Required

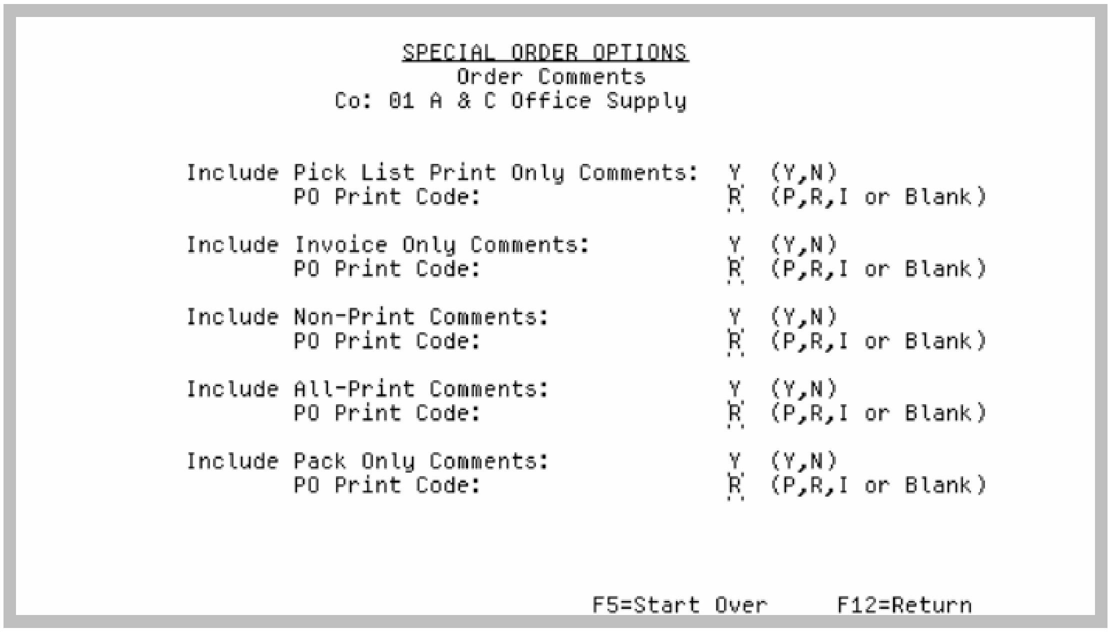
Special Order Options OE to PO Comments Screen Fields and Function Keys

Field/Function Key	Description
D/S: PO Print Code	Use this field to indicate where the line comment of the customer's purchase order number will print. Key P to print the comment on the purchase order only. Key R to print the comment on the receiving list only. Key I to display the comment in inquiries and print on the Requisition Edit List. (Comments are for internal use.) Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
D/S: Customer FOB Code	Use this field to determine whether or not you want to include the customer's FOB code and its description as a line comment on the requisition/purchase order for the drop-ship item. Key Y to include the customer's FOB code and its description as a line comment on the requisition/purchase order for the drop-ship item. Enter a value in the associated **PO Print Code** field to determine where the line comment will print. Key N to not include the customer's FOB code and its description as a line comment on the requisition/purchase order for the drop-ship item. (A 1) Required
D/S: PO Print Code	Use this field to indicate where the line comment of the customer's FOB code will print. Key P to print the comment on the purchase order only. Key R to print the comment on the receiving list only. Key I to display the comment in inquiries and print on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
D/S: Customer Carrier Code	Use this field to determine whether or not you want to include the customer's carrier code and its description as a line comment on the requisition/purchase order for the drop-ship item. Key Y to include the customer's carrier code and its description as a line comment on the requisition/purchase order for the drop-ship item. Enter a value in the associated **Print Code** field to determine where the line comment will print. Key N to not include the customer's carrier code and its description as a line comment on the requisition/purchase order for the drop-ship item. (A 1) Required

Special Order Options OE to PO Comments Screen Fields and Function Keys

Field/Function Key	Description
D/S: PO Print Code	Use this field to indicate where the line comment of the customer's carrier code will print. Key P to print the comment on the purchase order only. Key R to print the comment on the receiving list only. Key I to display the comment in inquiries and print on the Requisition Edit List. (Comments are for internal use.) Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
D/S: Customer Ship Via	Use this field to determine whether or not you want to include the customer's ship via instructions as a line comment on the requisition/purchase order for the drop-ship item. Key Y to include the customer's ship via instructions as a line comment on the requisition/purchase order for the drop-ship item. Enter a value in the associated **PO Print Code** field to determine where the line comment will print. Key N to not include the customer's ship via instructions as a line comment on the requisition/purchase order for the drop-ship item. (A 1) Required
D/S: PO Print Code	Use this field to indicate where the line comment of the customer's ship via instructions will print. Key P to print the comment on the purchase order only. Key R to print the comment on the receiving list only. Key I to display the comment in inquiries and print on the Requisition Edit List. (Comments are for internal use.) Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
F5=Start Over	Press the F5=START OVER function key to return to the Special Order Options Selection Screen (p. 20-3) without saving your entries.
F12=Return	Press the F12=RETURN function key to return to the Special Order Options Automatic Creation Screen (p. 20-17) without saving your changes.
Enter	Press ENTER to confirm your entries and continue. The Special Order Options Order Comments Screen (p. 20-36) displays.

Special Order Options Order Comments Screen



```
                    SPECIAL ORDER OPTIONS
                       Order Comments
                 Co: 01 A & C Office Supply


     Include Pick List Print Only Comments:   Y  (Y,N)
             PO Print Code:                   R  (P,R,I or Blank)

     Include Invoice Only Comments:           Y  (Y,N)
             PO Print Code:                   R  (P,R,I or Blank)

     Include Non-Print Comments:              Y  (Y,N)
             PO Print Code:                   R  (P,R,I or Blank)

     Include All-Print Comments:              Y  (Y,N)
             PO Print Code:                   R  (P,R,I or Blank)

     Include Pack Only Comments:              Y  (Y,N)
             PO Print Code:                   R  (P,R,I or Blank)



                             F5=Start Over     F12=Return
```

This screen appears after pressing ENTER on theSpecial Order Options OE to PO Comments Screen (p. 20-31). This screen is used to set up defaults for order level special order comments.

NOTE: This screen displays only if the **Include Order Comments On The Req/PO** field is set to Y on the Special Order Options Control Settings Screen (p. 20-4).

Special Order Options Order Comments Screen Fields and Function Keys

Field/Function Key	Description
Include Pick List Print Only Comments	This field determines whether or not you want to set up defaults to have pick list order comments extracted with your special order. Key Y to set up defaults to have pick list order comments extracted with your special order. Key N to not set up defaults to have pick list order comments extracted with your special order. (A 1) Required

Special Order Options Order Comments Screen Fields and Function Keys

Field/Function Key	Description
PO Print Code	Use this field to indicate where the pick list print only order comments of the customer's special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
Include Invoice Only Comments	This field determines whether or not you want to set up defaults to have invoice only order comments extracted with your special order. Key Y to set up defaults to have invoice only order comments extracted with your special order. Key N to not set up defaults to have invoice only order comments extracted with your special order. (A 1) Required
PO Print Code	Use this field to indicate where the invoice only order comments of the customer's special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
Include Non-Print Comments	This field determines whether or not you want to set up defaults to have non-print order comments extracted with your special order. Key Y to set up defaults to have non-print order comments extracted with your special order. Key N to not set up defaults to have non-print order comments extracted with your special order. (A 1) Required

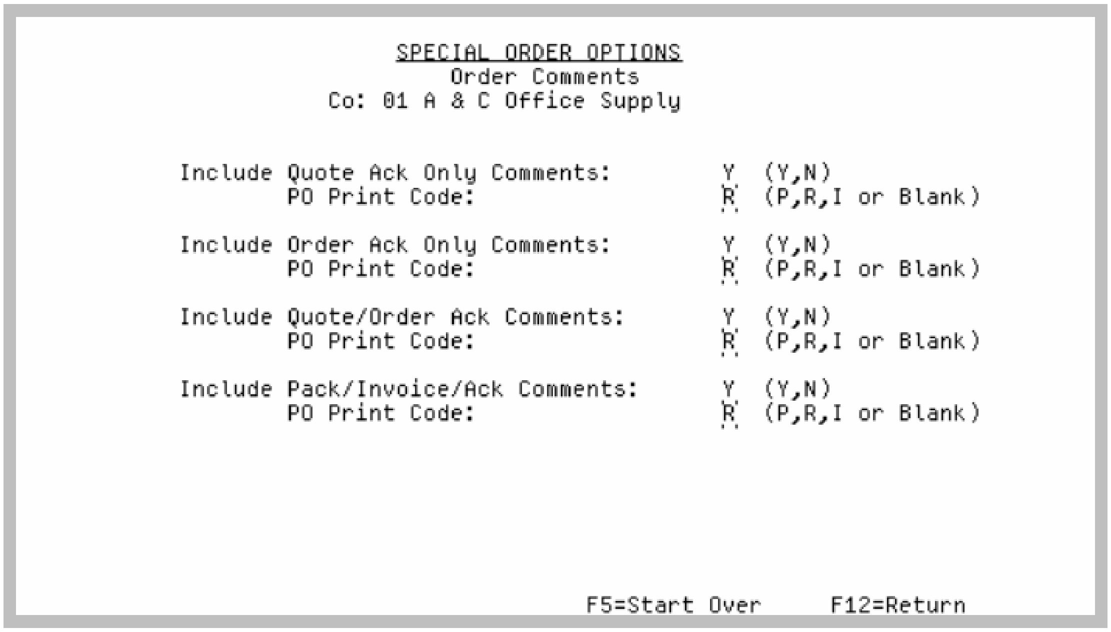
Special Order Options Order Comments Screen Fields and Function Keys

Field/Function Key	Description
PO Print Code	Use this field to indicate where the non-print order comments of the customer's special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
Include All-Print Comments	This field determines whether or not you want to set up defaults to have all-print comments assigned to various documents extracted with your special order. Therefore, defaults set up using this field will apply to any order comments entered in OE that was flagged to print on all documents. Key Y to set up defaults to have all-print comments extracted with your special order. Key N to not set up defaults to have all-print comments extracted with your special order. (A 1) Required
PO Print Code	Use this field to indicate where the order comments of the customer's special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
Include Pack Only Comments	This field determines whether or not you want to set up defaults to have pack list only order comments extracted with your special order. Key Y to set up defaults to have pack list order comments extracted with your special order. Key N to not set up defaults to have pack list order comments extracted with your special order. (A 1) Required

Special Order Options Order Comments Screen Fields and Function Keys

Field/Function Key	Description
PO Print Code	Use this field to indicate where the pack list order comments of the customer's special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries.
F5=Start Over	Press the F5=START OVER function key to return to the Special Order Options Selection Screen (p. 20-3) without saving your entries.
F12=Return	Press the F12=RETURN function key to return to the Special Order Options OE to PO Comments Screen (p. 20-31) without saving your changes.
Enter	Press ENTER to confirm your entries. The Special Order Options Order Comments Screen 2 (p. 20-40) displays.

Special Order Options Order Comments Screen 2



```
                SPECIAL ORDER OPTIONS
                    Order Comments
             Co: 01 A & C Office Supply

  Include Quote Ack Only Comments:       Y  (Y,N)
          PO Print Code:                 R  (P,R,I or Blank)

  Include Order Ack Only Comments:       Y  (Y,N)
          PO Print Code:                 R  (P,R,I or Blank)

  Include Quote/Order Ack Comments:      Y  (Y,N)
          PO Print Code:                 R  (P,R,I or Blank)

  Include Pack/Invoice/Ack Comments:     Y  (Y,N)
          PO Print Code:                 R  (P,R,I or Blank)



                              F5=Start Over     F12=Return
```

This screen appears after pressing ENTER on the Special Order Options Order Comments Screen (p. 20-36). Use this screen to set up additional defaults for order level special order comments.

Special Order Options Order Comments Screen 2 Fields and Function Keys

Field/Function Key	Description
Include Quote Ack Only Comments	This field determines whether or not you want to set up defaults to have quote acknowledgment only order comments extracted with your special order. Key Y to set up defaults to have quote acknowledgment order comments extracted with your special order. Key N to not set up defaults to have quote acknowledgment order comments extracted with your special order. (A 1) Required
PO Print Code	Use this field to indicate where the quote acknowledgment only order comments of the customer’s special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required

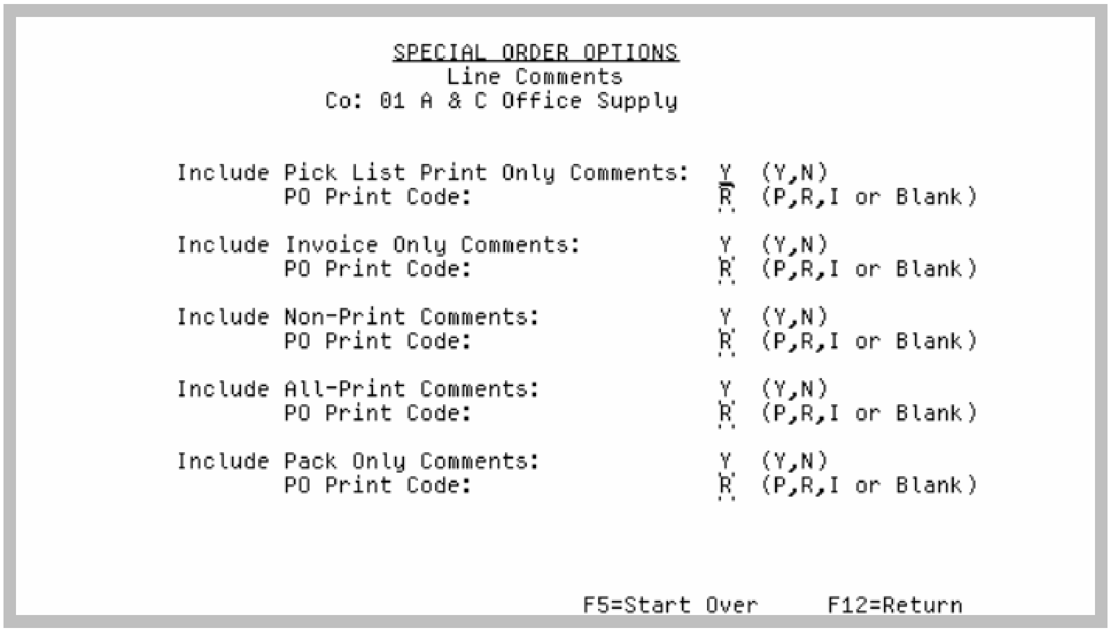
Special Order Options Order Comments Screen 2 Fields and Function Keys

Field/Function Key	Description
Include Order Ack Only Comments	This field determines whether or not you want to set up defaults to have order acknowledgment only order comments extracted with your special order. Key Y to set up defaults to have order acknowledgment only order comments extracted with your special order. Key N to not set up defaults to have order acknowledgment only order comments extracted with your special order. (A 1) Required
PO Print Code	Use this field to indicate where the order acknowledgment only order comments of the customer's special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
Include Quote/Order Ack Comments	This field determines whether or not you want to set up defaults to have quote/order acknowledgment comments extracted with your special order. Key Y to set up defaults to have quote/order acknowledgment comments extracted with your special order. Key N to not set up defaults to have quote/order acknowledgment comments extracted with your special order. (A 1) Required
PO Print Code	Use this field to indicate where the quote/order acknowledgment comments of the customer's special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required

Special Order Options Order Comments Screen 2 Fields and Function Keys

Field/Function Key	Description
Include Pack/Invoice/ Ack Comments	This field determines whether or not you want to set up defaults to have pack list/invoice/acknowledgment comments extracted with your special order. Key Y to set up defaults to have pack list/invoice/acknowledgment comments extracted with your special order. Key N to not set up defaults to have pack list/invoice/acknowledgment comments extracted with your special order. (A 1) Required
PO Print Code	Use this field to indicate where the pack list/invoice/acknowledgment comments of the customer's special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
F5=Start Over	Press the F5=START OVER function key to return to the Special Order Options Selection Screen (p. 20-3) without saving your entries.
F12=Return	Press the F12=RETURN function key to return to the Special Order Options Order Comments Screen (p. 20-36) without saving your changes.
Enter	Press ENTER to confirm your entries. The Special Order Options Line Comments Screen (p. 20-43) displays.

Special Order Options Line Comments Screen



```
                    SPECIAL ORDER OPTIONS
                        Line Comments
                 Co: 01 A & C Office Supply

  Include Pick List Print Only Comments:  Y  (Y,N)
          PO Print Code:                  R  (P,R,I or Blank)

  Include Invoice Only Comments:          Y  (Y,N)
          PO Print Code:                  R  (P,R,I or Blank)

  Include Non-Print Comments:             Y  (Y,N)
          PO Print Code:                  R  (P,R,I or Blank)

  Include All-Print Comments:             Y  (Y,N)
          PO Print Code:                  R  (P,R,I or Blank)

  Include Pack Only Comments:             Y  (Y,N)
          PO Print Code:                  R  (P,R,I or Blank)



                              F5=Start Over     F12=Return
```

This screen appears after pressing ENTER on the Special Order Options Line Comments Screen (p. 20-43). Use this screen to set up defaults for item level special order line comments.

NOTE: This screen displays only if the **Include Line Comments On The Req/PO** field is set to Y on the Special Order Options Control Settings Screen (p. 20-4).

Special Order Options Line Comments Screen Fields and Function Keys

Field/Function Key	Description
Include Pick List Print Only Comments	This field determines whether or not you want to set up defaults to have pick list line comments extracted with your special order. Key Y to set up defaults to have pick list line comments extracted with your special order. Key N to not set up defaults to have pick list line comments extracted with your special order. (A 1) Required

Special Order Options Line Comments Screen Fields and Function Keys

Field/Function Key	Description
PO Print Code	Use this field to indicate where the pick list print only line comments of the customer’s special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
Include Invoice Only Comments	This field determines whether or not you want to set up defaults to have invoice only line comments extracted with your special order. Key Y to set up defaults to have invoice only line comments extracted with your special order. Key N to not set up defaults to have invoice only line comments extracted with your special order. (A 1) Required
PO Print Code	Use this field to indicate where the invoice only line comments of the customer’s special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
Include Non-Print Comments	This field determines whether or not you want to set up defaults to have non-print line comments extracted with your special order. Key Y to set up defaults to have non-print line comments extracted with your special order. Key N to not set up defaults to have non-print line comments extracted with your special order. (A 1) Required

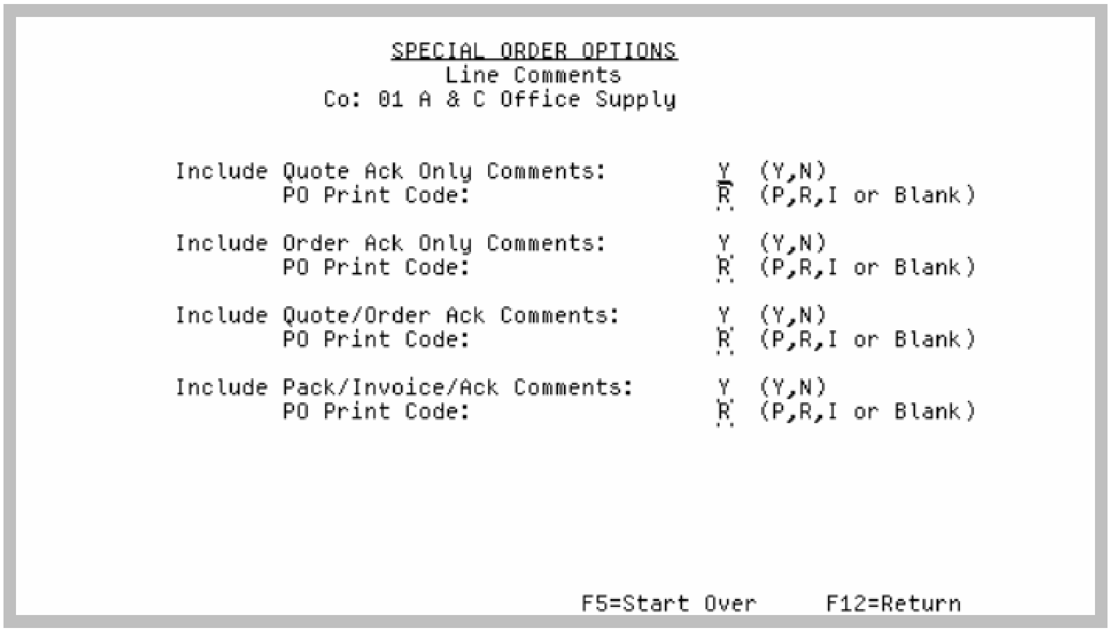
Special Order Options Line Comments Screen Fields and Function Keys

Field/Function Key	Description
PO Print Code	Use this field to indicate where the non-print line comments of the customer's special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
Include All-Print Comments	This field determines whether or not you want to set up defaults to have all-print comments assigned to various documents extracted with your special order. Therefore, defaults set up using this field will apply to any line comments entered in OE that was flagged to print on all documents. Key Y to set up defaults to have all-print comments extracted with your special order. Key N to not set up defaults to have all-print comments extracted with your special order. (A 1) Required
PO Print Code	Use this field to indicate where the line comments of the customer's special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
Include Pack Only Comments	This field determines whether or not you want to set up defaults to have pack list only line comments extracted with your special order. Key Y to set up defaults to have pack list line comments extracted with your special order. Key N to not set up defaults to have pack list line comments extracted with your special order. (A 1) Required

Special Order Options Line Comments Screen Fields and Function Keys

Field/Function Key	Description
PO Print Code	Use this field to indicate where the pack list line comments of the customer's special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries.
F5=Start Over	Press the F5=START OVER function key to return to the Special Order Options Selection Screen (p. 20-3) without saving your entries.
F12=Return	Press the F12=RETURN function key to return to the Special Order Options Order Comments Screen 2 (p. 20-40) without saving your changes.
Enter	Press ENTER to confirm your entries. The Special Order Options Line Comments Screen 2 (p. 20-47) displays.

Special Order Options Line Comments Screen 2



```
                    SPECIAL ORDER OPTIONS
                       Line Comments
               Co: 01 A & C Office Supply

  Include Quote Ack Only Comments:       Y  (Y,N)
          PO Print Code:                 R  (P,R,I or Blank)

  Include Order Ack Only Comments:       Y  (Y,N)
          PO Print Code:                 R  (P,R,I or Blank)

  Include Quote/Order Ack Comments:      Y  (Y,N)
          PO Print Code:                 R  (P,R,I or Blank)

  Include Pack/Invoice/Ack Comments:     Y  (Y,N)
          PO Print Code:                 R  (P,R,I or Blank)




                             F5=Start Over     F12=Return
```

This screen appears after pressing ENTER on the Special Order Options Line Comments Screen (p. 20-43). Use this screen to set up additional defaults for item level special order line comments.

Special Order Options Line Comments Screen 2 Fields and Function Keys

Field/Function Key	Description
Include Quote Ack Only Comments	This field determines whether or not you want to set up defaults to have quote acknowledgment only line comments extracted with your special order. Key Y to set up defaults to have quote acknowledgment line comments extracted with your special order. Key N to not set up defaults to have quote acknowledgment line comments extracted with your special order. (A 1) Required
PO Print Code	Use this field to indicate where the quote acknowledgment only line comments of the customer's special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required

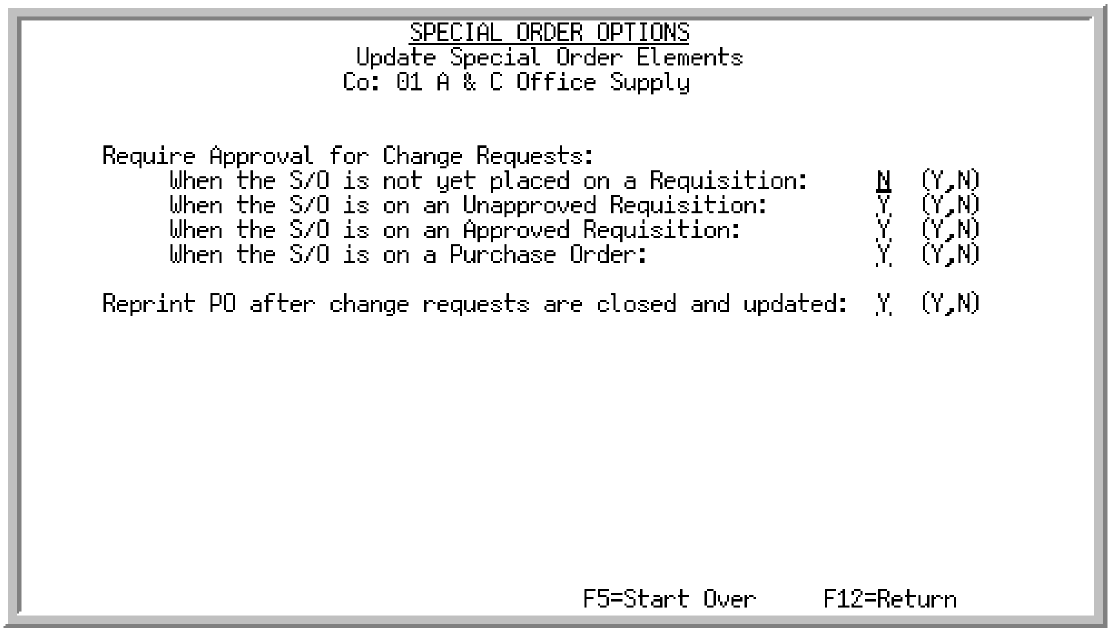
Special Order Options Line Comments Screen 2 Fields and Function Keys

Field/Function Key	Description
Include Order Ack Only Comments	This field determines whether or not you want to set up defaults to have order acknowledgment only line comments extracted with your special order. Key Y to set up defaults to have order acknowledgment only line comments extracted with your special order. Key N to not set up defaults to have order acknowledgment only line comments extracted with your special order. (A 1) Required
PO Print Code	Use this field to indicate where the order acknowledgment only line comments of the customer’s special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
Include Quote/Order Ack Comments	This field determines whether or not you want to set up defaults to have quote/order acknowledgment comments extracted with your special order. Key Y to set up defaults to have quote/order acknowledgment comments extracted with your special order. Key N to not set up defaults to have quote/order acknowledgment comments extracted with your special order. (A 1) Required
PO Print Code	Use this field to indicate where the quote/order acknowledgment comments of the customer’s special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required

Special Order Options Line Comments Screen 2 Fields and Function Keys

Field/Function Key	Description
Include Pack/Invoice/ Ack Comments	This field determines whether or not you want to set up defaults to have pack list/invoice/acknowledgment comments extracted with your special order. Key Y to set up defaults to have pack list/invoice/acknowledgment comments extracted with your special order. Key N to not set up defaults to have pack list/invoice/acknowledgment comments extracted with your special order. (A 1) Required
PO Print Code	Use this field to indicate where the pack list/invoice/acknowledgment comments of the customer's special order will print. Key P to print the comments on the purchase order only. Key R to print the comments on the receiving list only. Key I to display the comments in inquiries and on the Requisition Edit List. (Comments are for internal use). Leave blank to print on both the purchase order and receiving list, and display in all inquiries. (A 1) Required
F5=Start Over	Press the F5=START OVER function key to return to the Special Order Options Selection Screen (p. 20-3) without saving your entries.
F12=Return	Press the F12=RETURN function key to return to the Special Order Options Line Comments Screen (p. 20-43) without saving your changes.
Enter	Press ENTER to confirm your entries. The Special Order Options Update Special Order Elements Screen (p. 20-50) displays.

Special Order Options Update Special Order Elements Screen



```
                           SPECIAL ORDER OPTIONS
                       Update Special Order Elements
                        Co: 01 A & C Office Supply


     Require Approval for Change Requests:
          When the S/O is not yet placed on a Requisition:     N  (Y,N)
          When the S/O is on an Unapproved Requisition:        Y  (Y,N)
          When the S/O is on an Approved Requisition:          Y  (Y,N)
          When the S/O is on a Purchase Order:                 Y  (Y,N)

     Reprint PO after change requests are closed and updated:  Y  (Y,N)








                                             F5=Start Over     F12=Return
```

This screen appears after pressing ENTER on the Special Order Options Line Comments Screen 2 (p. 20-47). Use this screen to set up tailoring options for the change request process.

NOTE: This screen displays only if the **Use Change Request Process To Update Special Order Elements** field is set to Y on the Special Order Options Control Settings Screen (p. 20-4).

Special Order Options Update Special Order Elements Fields and Function Keys

Field/Function Key	Description
When the S/O is not yet placed on a Req	This field determines whether or not you want to require approval for change requests for a special order item that has not yet been included on a requisition. Key Y to require approval for change requests for a special order item that has not yet been included on a requisition. Key N to not require approval for change requests for a special order item that has not yet been included on a requisition. (A 1) Required

Special Order Options Update Special Order Elements Fields and Function Keys

Field/Function Key	Description
When the S/O is on an Unapproved Req	This field determines whether or not you want to require approval for change requests for a special order item that has been included on an unapproved requisition. Key Y to require approval for change requests for a special order item that has been included on an unapproved requisition. Key N to not require approval for change requests for a special order item that has been included on an unapproved requisition. (A 1) Required
When the S/O is on an App Req	This field determines whether or not you want to require approval for change requests for a special order item that has been included on an approved requisition. Key Y to require approval for change requests for a special order item that has been included on an approved requisition. Key N to not require approval for change requests for a special order item that has been included on an approved requisition. (A 1) Required
When the S/O is on a Purchase Order	This field determines whether or not you want to require approval for change requests for a special order item that has been included on a purchase order. Key Y to require approval for change requests for a special order item that has been included on a purchase order. Key N to not require approval for change requests for a special order item that has been included on a purchase order. (A 1) Required

Special Order Options Update Special Order Elements Fields and Function Keys

Field/Function Key	Description
Reprint PO after change requests are closed and updated	Use this field to determine whether or not you want to reprint the purchase order after a change is made to a special order line item on the purchase order during the change request process, and the change request has been closed and updated. Key Y to reprint the purchase order after a change is made to a special order line item on the purchase order during the change request process, and the change request has been closed and updated. NOTE: If you are maintaining a special order line item within a sales order, the reprint of the purchase order will not occur until the sales order is ended (that is, at order entry end order time). -If you are maintaining a special order line item within a purchase order, the reprint of the purchase order will not occur until the purchase order is ended (that is, at purchase order end order time). Key N to not reprint the purchase order after a change is made to a special order line item on the purchase order during the change request process, and the change request has been closed and updated. Purchase orders will not be reprinted at end order time when the sales order or purchase order is ended. (A 1) Required
F5=Start Over	Press the F5=START OVER function key to return to the Special Order Options Selection Screen (p. 20-3) without saving your entries.
F12=Return	Press the F12=RETURN function key to return to the Special Order Options Line Comments Screen 2 (p. 20-47) without saving your changes.
Enter	Press ENTER to confirm your entries. The Special Order Options Selection Screen (p. 20-3) displays.

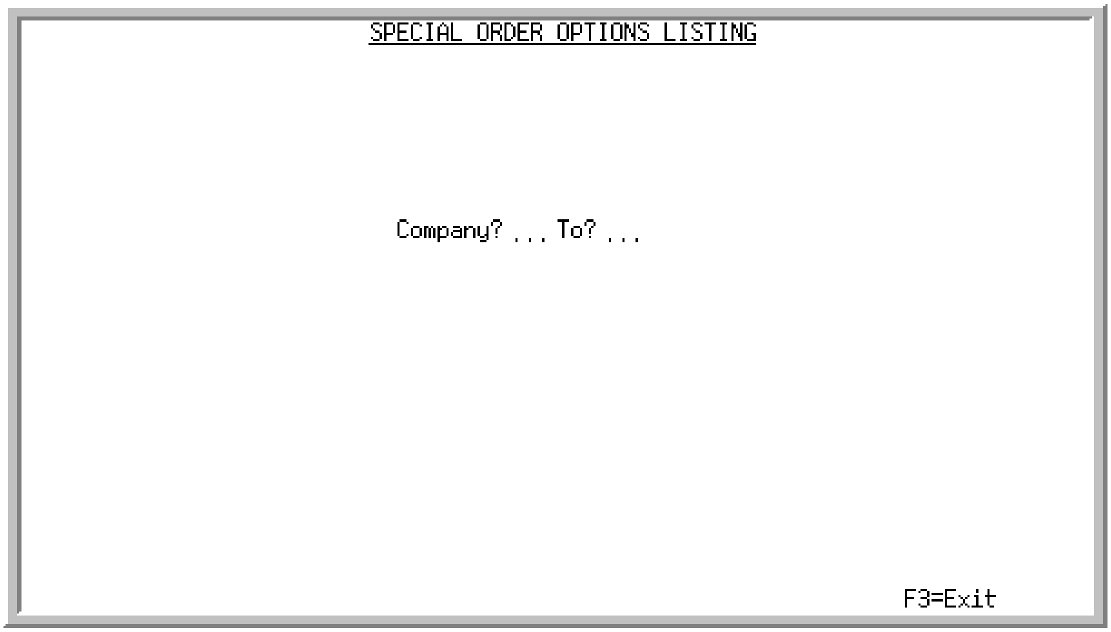
Special Order Options Listing

Once you have set up your special order options, you can print a listing of those options through Special Order Options Listing on the Cross Application File Maintenance Menu (MENU XAFILE).

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Special Order Options Listing Screen	Use to specify the companies for which options defined through Special Order Options Maintenance (MENU XAFILE) will print.
Special Order Options Listing	Use to print a listing of the special order options defined through Special Order Options Maintenance (MENU XAFILE).

Special Order Options Listing Screen



SPECIAL ORDER OPTIONS LISTING

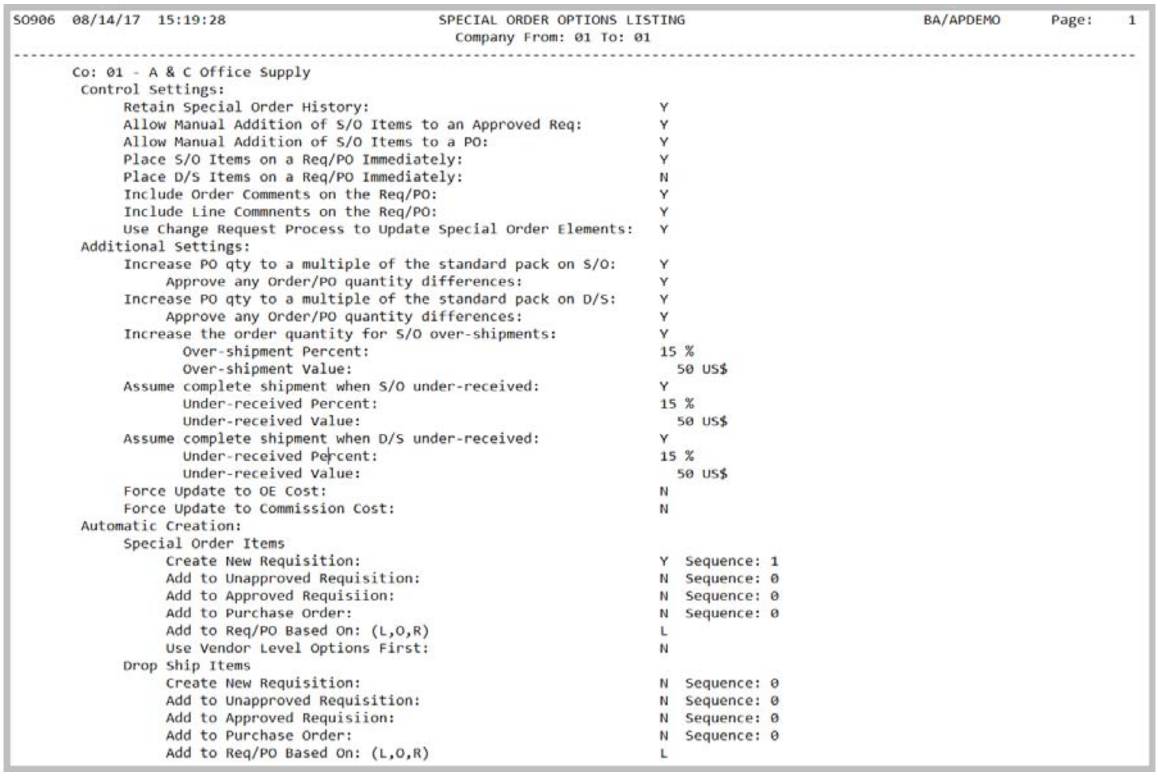
Company? . . . To? . . .

This screen appears after selecting option 23 - Special Order Options Listing from MENU XAFILE. Use this screen to specify the companies for which options defined through Special Order Options Maintenance (MENU XAFILE) will print.

Special Order Options Listing Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to select the companies for which options defined through Special Order Options Maintenance (MENU XAFILE) will print. Key the company or range of companies to be included on the listing. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY) (2 @ N2,0) Optional
F3=Exit	Press the F3=EXIT function key to cancel the listing and exit to the menu.
Enter	Press ENTER to confirm your entries. The Report Options Screen (p. A-2) appears.

Special Order Options Listing



```
SO906  08/14/17  15:19:28                         SPECIAL ORDER OPTIONS LISTING                              BA/APDEMO      Page:    1
                                                    Company From: 01 To: 01
-------------------------------------------------------------------------------------------------------------------------------------
       Co: 01 - A & C Office Supply
        Control Settings:
             Retain Special Order History:                                 Y
             Allow Manual Addition of S/O Items to an Approved Req:        Y
             Allow Manual Addition of S/O Items to a PO:                   Y
             Place S/O Items on a Req/PO Immediately:                      Y
             Place D/S Items on a Req/PO Immediately:                      N
             Include Order Comments on the Req/PO:                         Y
             Include Line Commnents on the Req/PO:                         Y
             Use Change Request Process to Update Special Order Elements:  Y
        Additional Settings:
             Increase PO qty to a multiple of the standard pack on S/O:    Y
                  Approve any Order/PO quantity differences:               Y
             Increase PO qty to a multiple of the standard pack on D/S:    Y
                  Approve any Order/PO quantity differences:               Y
             Increase the order quantity for S/O over-shipments:           Y
                    Over-shipment Percent:                                 15 %
                    Over-shipment Value:                                     50 US$
             Assume complete shipment when S/O under-received:             Y
                    Under-received Percent:                                15 %
                    Under-received Value:                                    50 US$
             Assume complete shipment when D/S under-received:             Y
                    Under-received Percent:                                15 %
                    Under-received Value:                                    50 US$
             Force Update to OE Cost:                                      N
             Force Update to Commission Cost:                              N
        Automatic Creation:
             Special Order Items
                  Create New Requisition:                                  Y  Sequence: 1
                  Add to Unapproved Requisition:                           N  Sequence: 0
                  Add to Approved Requisiion:                              N  Sequence: 0
                  Add to Purchase Order:                                   N  Sequence: 0
                  Add to Req/PO Based On: (L,O,R)                          L
                  Use Vendor Level Options First:                          N
             Drop Ship Items
                  Create New Requisition:                                  N  Sequence: 0
                  Add to Unapproved Requisition:                           N  Sequence: 0
                  Add to Approved Requisiion:                              N  Sequence: 0
                  Add to Purchase Order:                                   N  Sequence: 0
                  Add to Req/PO Based On: (L,O,R)                          L
```

This listing is produced through option 23 - Special Order Options Listing (MENU XAFILE).

This listing prints the special order options defined through Special Order Options Maintenance (MENU XAFILE) for a company or range of companies you specify on the Special Order Options Listing Screen (p. 20-54).

CHAPTER 21

Output Queue Overrides Maintenance/Listing

21

The Output Queue Overrides Maintenance option allows you to add, change, and/or delete output queue overrides by warehouse and Display ID/User ID for the printing of certain documents. This is useful if you have a specific form, such as an Invoice, being directed to a specific output queue in a warehouse and want all Invoices for a given warehouse directed to that output queue.

NOTE: Warehouses must be created through Warehouse Numbers Maintenance (MENU IAFILE) before you may run this option.

The following rules are used to select an output queue when forms are requested:

- Checks the Systems Options (MENU XAFILE) to determine if the overrides were established by display ID or by user ID
- Retrieves the output queue using the warehouse being printed and the Display ID/User ID where the forms were requested (a warehouse/display or a warehouse/user definition was defined through this option).
- If an output queue warehouse/display or a warehouse/user definition was not found, the output queue is retrieved for the warehouse only (a warehouse definition was defined through this option).
- If an output queue warehouse definition was not found for the Offline OE Reports, the output queue is retrieved for the Display ID/User ID only (a display/user definition was defined through this option).
- If an output queue has still not been found, the default output queue as defined in Order Entry Options Maintenance (MENU XAFILE), Warehouse Management Options Maintenance (MENU WMFILE), if applicable, or Work Order Options (MENU WOFILE), is used if applicable.
    - The default output queues for invoices, pick lists, acknowledgements, and RGA Slips are defined in Order Entry Option Maintenance (MENU XAFILE). The default output queues for summary pick lists, case/ship labels, put-away labels, item labels, location labels, and move labels are defined in Warehouse Management Options (WMFILE).

NOTE: If using EDI and/or FAX for the sending of certain documents, and are not printing hard copy output, output queues are ignored.

Use the Output Queue Overrides Listing option to print the Output Queue Override Listing. This listing prints the output queue overrides defined for a range of warehouses and/or display ids.

This option is provided both here and on the Order Entry File Maintenance Menu 2 (MENU OEFIL2). Refer to Output Queue Overrides Maintenance in the Order Entry User Guide for a description of the maintenance and listing screens.

CHAPTER 22

Job Templates Maintenance/Listing

22

Use this option to add, change, and/or delete job templates. Job templates may be defined to allow for pre-established company selections, optional job selections, and output queues/report selections. This alleviates the need to have to make all those selections each time a specific job (like Day-End Processing) is run. During the job, you would simply enter the job template name you want used, and all of the criteria pre-established for that template will be utilized for that particular job. The use of a template eliminates the need for you to go through each step repeatedly. For added flexibility, if most of a template's selections are needed, but a few changes would be required, the template's selections can be modified on-the-fly, for the current job submission. This would be of great benefit if you wanted to only manipulate one or two selections for a particular job – you do not have to reestablish each and every selection nor do you have to perform maintenance on the job template itself to reflect the temporary changes you wanted for just this job run.

Job templates are defined through Job Templates Maintenance on the Cross Application - File Maintenance Menu (MENU XAFILE).

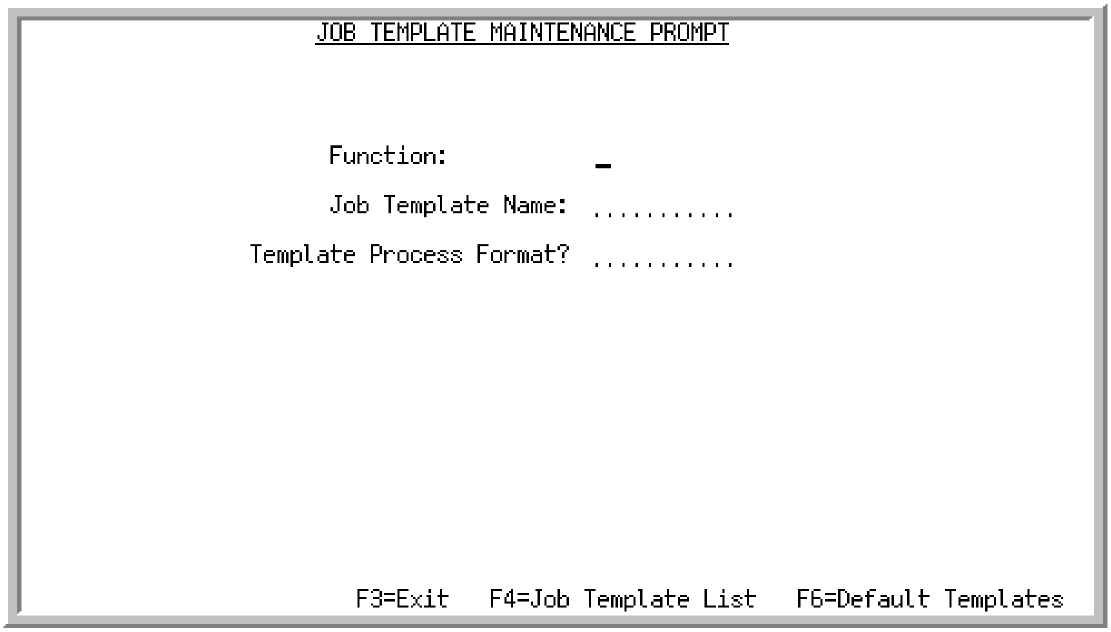
Job Templates Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	**Purpose**
Job Template Maintenance Prompt Screen	Used to identify the name of the job template you are adding, changing, or deleting. Also used to select the template process format.
Template List Screen	Used to review existing template process formats.
Job Template List Screen	Used to review existing job templates.
Default Template Maintenance Selection Screen	Used to add or maintain default templates by User ID.

Title	Purpose
Default Job Template List Screen	Used to review and select existing default job templates.
Default Template Maintenance Screen	Used to assign the default template to the template process format and user ID.
Job Template Maintenance Screen	Used to enter a description for the job template you are adding, or to change an existing job template description. In delete mode, you can also use this screen to delete the indicated job template.
Company Selection Screen	Used to specify the company or companies you want processed when day-end is submitted with this template identified. Only displays when creating/maintaining a template format process of DAYEND.
Optional Job Selection Global/Company Level Screen	Used to specify the jobs you want run (at both the global and company level) when day-end is submitted with this template identified. Only displays when creating/ maintaining a template format process of DAYEND.
Report Selection Global/Company Level Screen	Used to indicate the global output queue, company output queue, and specific reports and any override output queues you want to run when the particular job is submitted with this template identified.
Selection Control Screen	Used to accept the selections you defined, start over, or return to the previous screen.

Job Template Maintenance Prompt Screen



```
                    JOB TEMPLATE MAINTENANCE PROMPT



                     Function:           _
                     Job Template Name:  ..........
               Template Process Format?  ..........









                     F3=Exit   F4=Job Template List   F6=Default Templates
```

This screen displays after selecting option 31 - Job Templates Maintenance from MENU XAFILE. Use this screen to select the name of the job template you are adding, changing, or deleting and to select the format for the template process. You can also press F4=Job Template List to display a list of existing job templates.

Currently, the following template formats are available for each Transaction Processor job type:

- AP130PP Voucher Post
- AP140P Payment Selection
- AP150P Print Checks
- AP170P Record Check Numbers
- AP187P Post Check Reversals
- AP192P Post Manual Checks
- AP610P Post Bank Account Transactions
- AP620P Pre-Receipt Invoice Validation
- AR102PP Cash Post
- AR120PP Invoice Post
- AR651P Paid Invoice Purge
- AR699PP A/R Month End Processing
- DAYEND Day-End Processing
- GL130PP Post GL Transactions
- GL605P G/L Year End Processing
- IA651P Update Physical Inventory

- IA691P Post I/A Transactions to G/L
- IC611P Revalue Receipts Pending Invoicing
- IC620P Revalue Open Payable
- IC630P Revalue Foreign Bank Accounts
- IC650P Revalue Open Receivables
- OB_IA601P Inventory Post (IAMAIN, OBMAIN)
- OER140PQ Vendor Rebate Extract
- OER155PQ Vendor Rebate Extract Post
- PO170PP Special Or Auto Re Creation
- PO397P Create Re from Suggested Or
- PO605P Purchase Order Receipt Post
- PO685P Automatic WH Transfer Creation
- PO812P Reset On Order Quantities
- SA791P SA Period End Processing
- WM780P Update Physical Inventory (WM)
- WO605P Work Order Receipt Post

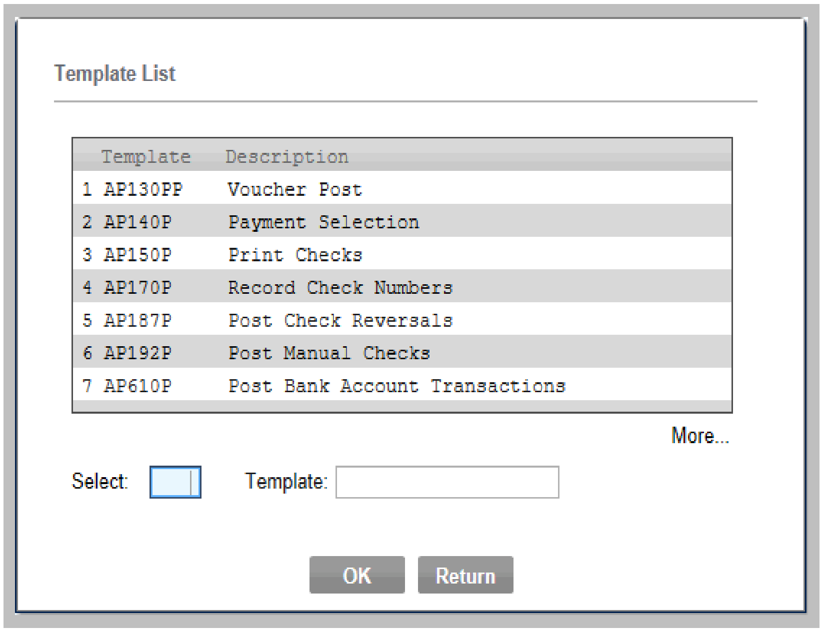
Job Template Maintenance Prompt Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new job template. Key C to change an existing job template. Key D to delete an existing job template. *Valid Values:* A, C, D (A 1) Required
Job Template Name	This field is used to enter the job template name you want to add, change or delete. Key the name of the job template you want to add, or key an existing job template name you want to change or delete. (A 10) Required
Template Process Format	This field allows you to create templates for each Transaction Processor job type. Use this field to select the type of job that you will be using this template for (i.e. this template might be used for Day-End Processing jobs and you would key DAYEND in this field). Key the type of template format you are creating/maintaining. *Valid Values:* One of the available **Template Process Formats** previously defined for Distribution A+. (A 10) Required

Job Template Maintenance Prompt Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F4=Job Template List	Press F4=JOB TEMPLATE LIST to display the Job Template List Screen (p. 22-8), where you can review a list of existing job templates.
F6=Default Templates	Press F6=DEFAULT TEMPLATES to display the Default Template Maintenance Selection Screen (p. 22-10).
Enter	Press ENTER to confirm your selections and proceed to the Job Template Maintenance Screen (p. 22-16).

Template List Screen



Template	Description
1 AP130PP	Voucher Post
2 AP140P	Payment Selection
3 AP150P	Print Checks
4 AP170P	Record Check Numbers
5 AP187P	Post Check Reversals
6 AP192P	Post Manual Checks
7 AP610P	Post Bank Account Transactions

This screen displays after keying a question mark in the **Template Process Format** field on the Job Template Maintenance Prompt Screen (p. 22-3). Use this screen to select existing template process formats. The template process format name and description display.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

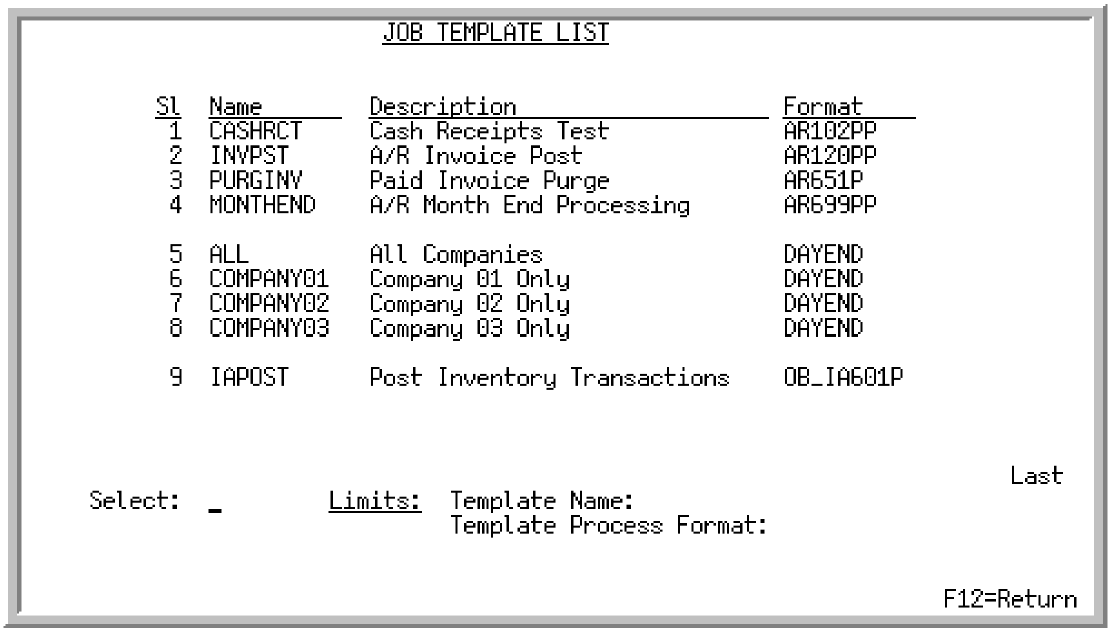
Job Template List Screen Fields and Function Keys

Field/Function Key	Description
Select	Use this field to select an existing template format. Key the corresponding selection number of the template process format you want to choose, and press ENTER. You will be returned to the Job Template Maintenance Prompt Screen (p. 22-3). (N 2,0) Optional
Template Process Format	Use this field to position the list of data to the template process format keyed in this field. Key the template process format and press ENTER. The screen will refresh and display the job template(s), if any, matching your criteria. (A 10) Optional

Job Template List Screen Fields and Function Keys

Field/Function Key	Description
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the previous screen without making a selection.
Enter	Press ENTER to confirm your selection. If you entered filter (limits) criteria, the screen will refresh and display the template process format, if any, matching your criteria. If you entered a selection number in the **Select** field, you will be returned to the previous screen.

Job Template List Screen



```
                           JOB TEMPLATE LIST

          Sl  Name         Description                    Format
           1  CASHRCT      Cash Receipts Test             AR102PP
           2  INVPST       A/R Invoice Post               AR120PP
           3  PURGINV      Paid Invoice Purge             AR651P
           4  MONTHEND     A/R Month End Processing       AR699PP

           5  ALL          All Companies                  DAYEND
           6  COMPANY01    Company 01 Only                DAYEND
           7  COMPANY02    Company 02 Only                DAYEND
           8  COMPANY03    Company 03 Only                DAYEND

           9  IAPOST       Post Inventory Transactions    OB_IA601P


                                                                      Last
     Select: _       Limits:  Template Name:
                              Template Process Format:

                                                                F12=Return
```

This screen displays after pressing F4=JOB TEMPLATE LIST on the Job Template Maintenance Prompt Screen (p. 22-3). Use this screen to review existing job templates. The job template name, description, and template process format is included.

The lower portion of this screen allows you to select a particular template, or limit criteria on the screen to the template name or template process format you key.

NOTE: This screen can also be accessed during other menu options. The **Template Process Format** field on this screen displays only when this screen is accessed through this menu option (Job Template Maintenance, MENU XAFILE); otherwise, the job templates will automatically be limited to the specific Transaction Processor job that is being run.

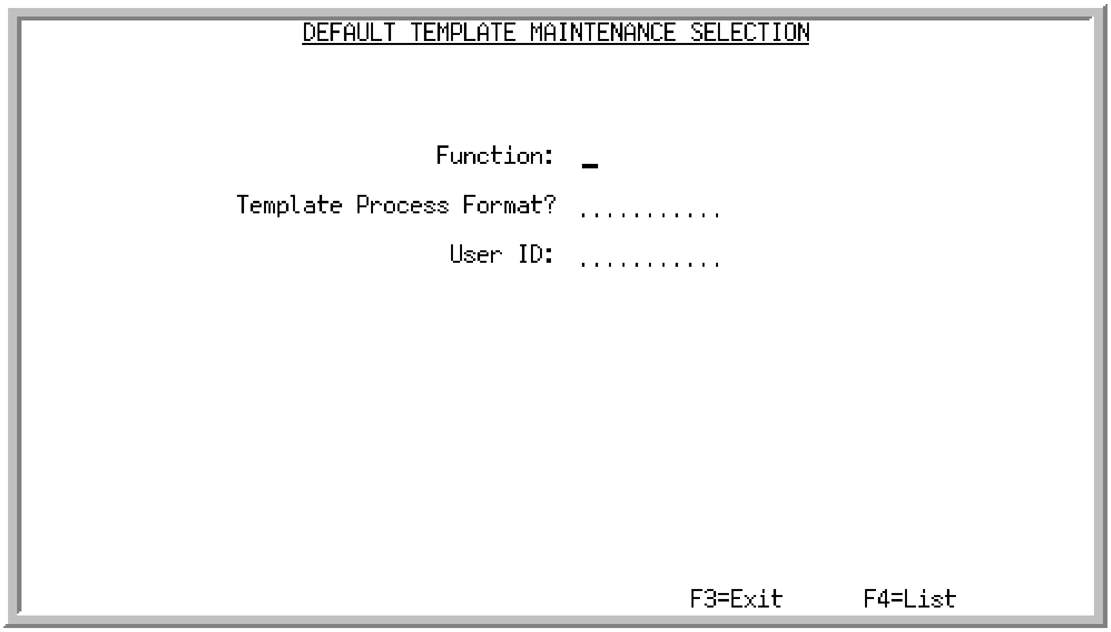
Job Template List Screen Fields and Function Keys

Field/Function Key	Description
Select	Use this field to select an existing job template. Key the corresponding selection number of the job template you want to choose, and press ENTER. You will be returned to the Job Template Maintenance Prompt Screen (p. 22-3). (N 2,0) Optional

Job Template List Screen Fields and Function Keys

Field/Function Key	Description
Template Name	Use this field to limit the screen to only the job template name you key in this field. Key the template name and press ENTER. The screen will refresh and display the job template, if any, matching your criteria. This is not a partial value search; the name must be an exact match. (A 10) Optional
Template Process Format	This field displays only when this screen is accessed through this menu option (Job Templates Maintenance, MENU XAFILE). Use this field to limit the screen to only the job template process format you key in this field. For example, if you wanted to view only those job template(s) that have been created for Day-End Processing jobs, key DAYEND in this field. Key the template process format and press ENTER. The screen will refresh and display the job template(s), if any, matching your criteria. This is not a partial value search; the format must be an exact match. (A 10) Optional
F12=Return	Press F12=RETURN to return to the previous screen without making a selection.
Enter	Press ENTER to confirm your selection. If you entered filter (limits) criteria, the screen will refresh and display the job template, if any, matching your criteria. If you entered a selection number in the **Select** field, you will be returned to the previous screen.

Default Template Maintenance Selection Screen



```
                         DEFAULT TEMPLATE MAINTENANCE SELECTION



                              Function: _
                   Template Process Format? ...........
                               User ID: ...........









                                             F3=Exit      F4=List
```

This screen displays after pressing F6=DEFAULT TEMPLATES on the Job Template Maintenance Prompt Screen (p. 22-3). Use this screen to add or change template process formats by **User ID** or as a system default. When the user selects a transaction processor job that has default values defined, those default values (created here) will be displayed to eliminate the user from having to search and select the appropriate values for the specific current posting job.

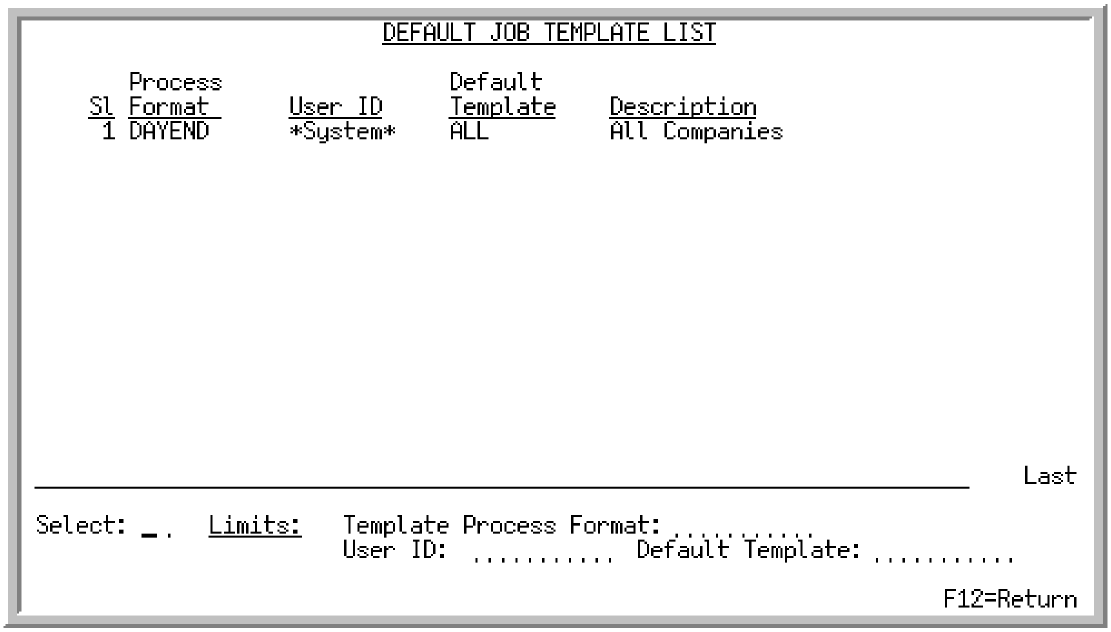
Default Template Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new default job template. Key C to change an existing default job template. Key D to delete an existing default job template. *Valid Values:* A, C, D (A 1) Required

Default Template Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Template Process Format	This field is used to enter the template process format you want to create default values for. Use this field to create default templates for each Transaction Processor job type by selecting the type of job that you will be using this template for (i.e., this template might be used for Day-End Processing jobs and you would key DAYEND in this field). Key the name of the template process format for which you want to add a default template, or key an existing template process format whose default template you want to maintain or delete. (A 10) Required
User ID	The user ID for whom the default job template is being entered. Key the user ID for whom you are creating user specific job templates. Leave blank to create “System Default” job templates, to be used if a user specific default does not exist. *Valid Values:* A valid user profile on the IBM i. (A 10) Optional
F3=Exit	Press F3=EXIT to cancel this option and return to the Job Template Maintenance Prompt Screen (p. 22-3).
F4=List	Press F4=LIST to display the default Default Job Template List Screen (p. 22-12), where you can review a list of existing default job templates.
Enter	Press ENTER to confirm your selections and proceed to the Default Template Maintenance Screen (p. 22-14).

Default Job Template List Screen



```
                          DEFAULT JOB TEMPLATE LIST

        Process               Default
     Sl Format      User ID   Template    Description
      1 DAYEND      *System*  ALL         All Companies













                                                                        Last

Select: _ .  Limits:   Template Process Format: ..........
                       User ID:  ..........  Default Template: ..........

                                                                  F12=Return
```

This screen displays after pressing F4=LIST on the Default Template Maintenance Selection Screen (p. 22-10). Use this screen to view and select existing default job templates.

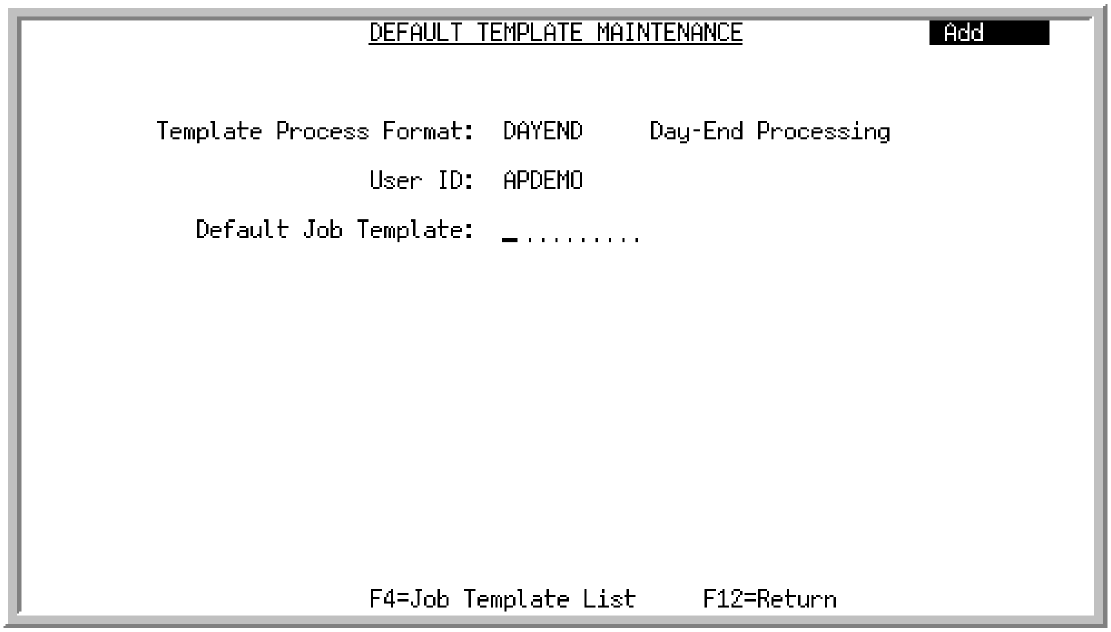
Default Job Template List Screen Fields and Function Keys

Field/Function Key	**Description**
Sl	The reference number for the lines of data on the screen. Display
Process Format	The type of transaction processor job. Display
User ID	The ***System*** or user ID for assigned to this default. Display
Default Template	The job template name created on the Job Template Maintenance Prompt Screen (p. 22-3). Display
Description	Text used to describe the values of the template. Display

Default Job Template List Screen Fields and Function Keys

Field/Function Key	Description
Select	This field is used to select a job template to be added, changed, or deleted. Key the reference line number of the template process format you want to add another default for, or key an existing template process format you want to change or delete. The screen will be refreshed with the limits when you press ENTER. (N 1,0) Optional/Required
Limits: Template Process Format	Use to limit the display of data to a specific Template Process Format (for example, this template might be used for printing A/P Checks and you would key AP150P in the field). Key the type of template process format. The screen will be refreshed with the limits when you press ENTER. (A 10) Optional
Limits: User ID	Use to limit the display of data to a specific User ID. Key the User ID. The screen will be refreshed with the limits when you press ENTER. (A 10) Optional
Limits: Default Template	Use to limit the display of data to a specific Default Template. The default template names are user assigned through Job Template Maintenance Prompt Screen (p. 22-3). Key the default template format. The screen will be refreshed with the limits when you press ENTER. (A 10) Optional
F12=Return	Press F12=RETURN to cancel this option and return to the Default Template Maintenance Selection Screen (p. 22-10).
Enter	Press ENTER to confirm your selections. If you keyed a reference number in the **Select** field, the Default Template Maintenance Selection Screen (p. 22-10). is redisplayed with the selected data filled. If you keyed Limiting criteria, this screen is redisplayed and filtered based on the template process format, user ID and/or default template data that was keyed.

Default Template Maintenance Screen



```
                          DEFAULT TEMPLATE MAINTENANCE              Add


        Template Process Format:  DAYEND     Day-End Processing

                        User ID:  APDEMO

           Default Job Template:  _.........









                          F4=Job Template List     F12=Return
```

This screen displays after pressing ENTER on the Default Template Maintenance Selection Screen (p. 22-10). Use this screen to assign the Default Job Template to the Template Process Format and User ID.

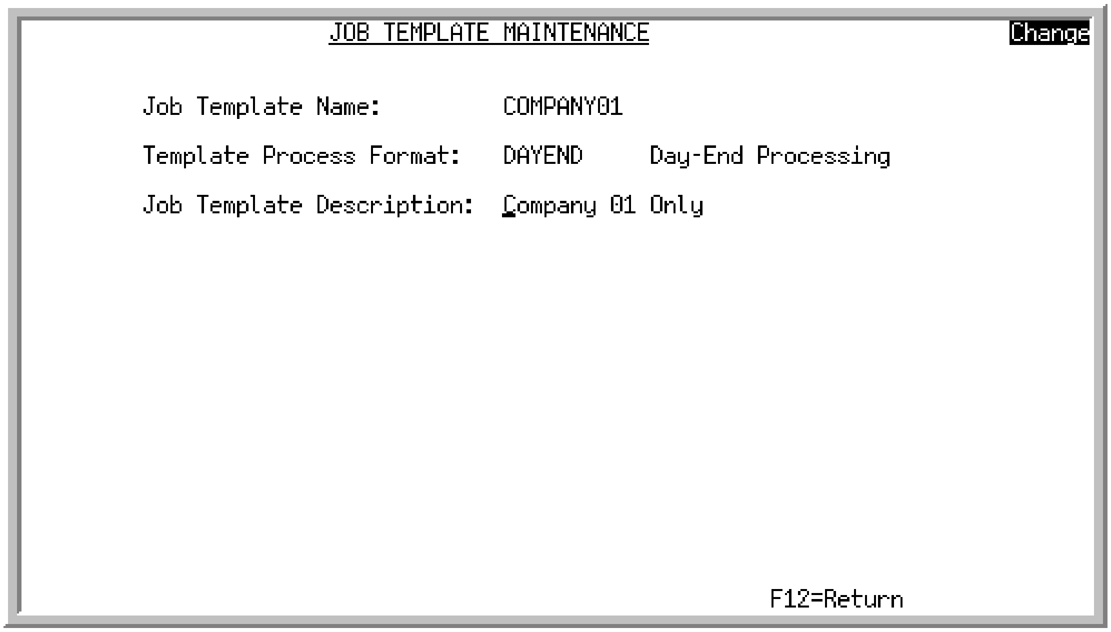
Default Template Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Template Process Format	This is the type of Transaction Processor job selected on the Default Job Template List Screen (p. 22-12) or keyed on the Job Template Maintenance Prompt Screen (p. 22-3). The assigned description displays to the right. Display
User ID	This is the User ID selected from the Default Job Template List Screen (p. 22-12) or keyed on the Job Template Maintenance Prompt Screen (p. 22-3). If no user ID was specified, 'System Default' will display. Display
Default Job Template	Use to select default template to assign to the template process format and user ID selected. Key the default job template you are assigning. (A 10) Required
F4=Job Template List	Press F4=JOB TEMPLATE LIST to display a list of the Job Templates for the selected template process formats. The Job Template List Screen (p. 22-8) displays.

Default Template Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to cancel this option and return to the Default Template Maintenance Selection Screen (p. 22-10).
Enter	Press ENTER to confirm your selections. The Default Template Maintenance Selection Screen (p. 22-10) is displayed.

Job Template Maintenance Screen



```
                    JOB TEMPLATE MAINTENANCE                         Change

     Job Template Name:         COMPANY01

     Template Process Format:   DAYEND     Day-End Processing

     Job Template Description:  Company 01 Only

                                                    F12=Return
```

This screen displays after pressing ENTER on the Job Template Maintenance Prompt Screen (p. 22-3). Use this screen to enter a description for the job template you are adding, or to change an existing job template description. In delete mode, you can also use this screen to delete the indicated job template (see F24=DELETE).

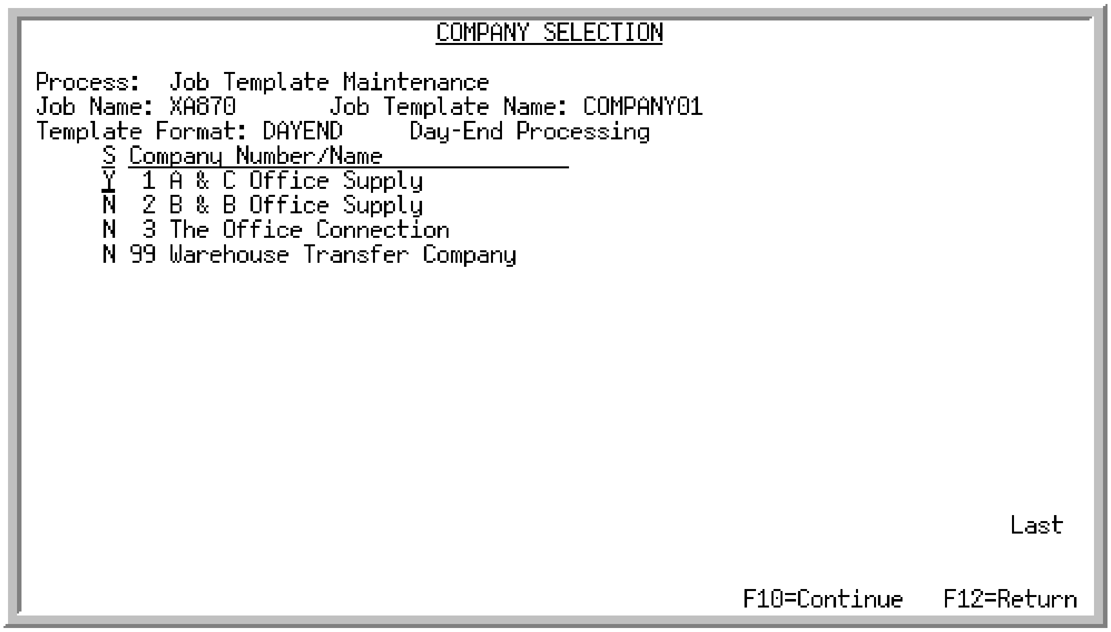
Job Template Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Job Template Description	If adding a job template, this field is blank and is used to enter a description of the template you are adding. If changing a job template, the existing job template description displays. Key the description of the job template you are adding, or change the existing job template description. (A 30) Required
F12=Return	Press F12=RETURN to return to the Job Template Maintenance Prompt Screen (p. 22-3) without saving your entries.
F24=Delete	F24=DELETE displays in the delete mode only. Press F24=DELETE to delete the indicated job template. You will be returned to the Job Template Maintenance Prompt Screen (p. 22-3).

Job Template Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Company Selection Screen (p. 22-18) displays once you press ENTER for a job that is a Day-End Processing job (i.e., **Template Process Format** field is DAYEND). The Report Selection Global/Company Level Screen (p. 22-23) display once you press ENTER for a job that is *not* a Day-End Processing job. The Company Selection Screen (p. 22-18) and Optional Job Selection Global/Company Level Screen (p. 22-20) will be bypassed for jobs that are not Day-End Processing jobs. Instead, a non Day-End template will be created for all companies that the user is authorized to. The user will be able to select the out options for each available report in each company.

Company Selection Screen



```
                              COMPANY SELECTION

Process:  Job Template Maintenance
Job Name: XA870       Job Template Name: COMPANY01
Template Format: DAYEND     Day-End Processing
     S Company Number/Name
     Y  1 A & C Office Supply
     N  2 B & B Office Supply
     N  3 The Office Connection
     N 99 Warehouse Transfer Company









                                                               Last


                                                F10=Continue   F12=Return
```

This screen displays after pressing ENTER on the Job Template Maintenance Screen (p. 22-16) for a job that is a Day-End Processing job (this screen is bypassed for jobs that are not Day-End Processing jobs). All valid companies defined for your environment are displayed. If you are not authorized to a specific company, ***NOT AUTHORIZED*** is displayed on the screen following the description of the company.

Use this screen to specify the company or companies you want processed when day-end is submitted with this template identified. Only those companies to which you are authorized will be available for your selection (for further details about company authorization, see Authority Profile Maintenance (MENU XASCTY) in the User Security User Guide). Additionally, regardless of the companies you select for day-end, any transfer journal that is created by a general ledger group being posted will also get posted at the same time.

NOTE: This screen can also be accessed from various menu options across the modules. The **Process** field on the top portion of this screen will indicate where you are accessing this screen from. If you are accessing this screen from a posting process that will run as a job in the Transaction Processor, you have the option to select an existing job template to use as-is, select an existing job template to use that you wish to modify for that specific job, or bypass selecting a predefined template and create your own job parameters on-the-fly to be used for that specific job.

When accessing this screen from the Transaction Processor Inquiry (MENU XAMAST), fields on this screen will be protected and for review purposes only for active/completed jobs. For pending jobs, you will have the option to change job parameters using the F8=UNLOCK function key on the “A+ Day-End Processing Submitted Day-End Jobs/Transaction Processor Inquiry Screen” on page 32-27.

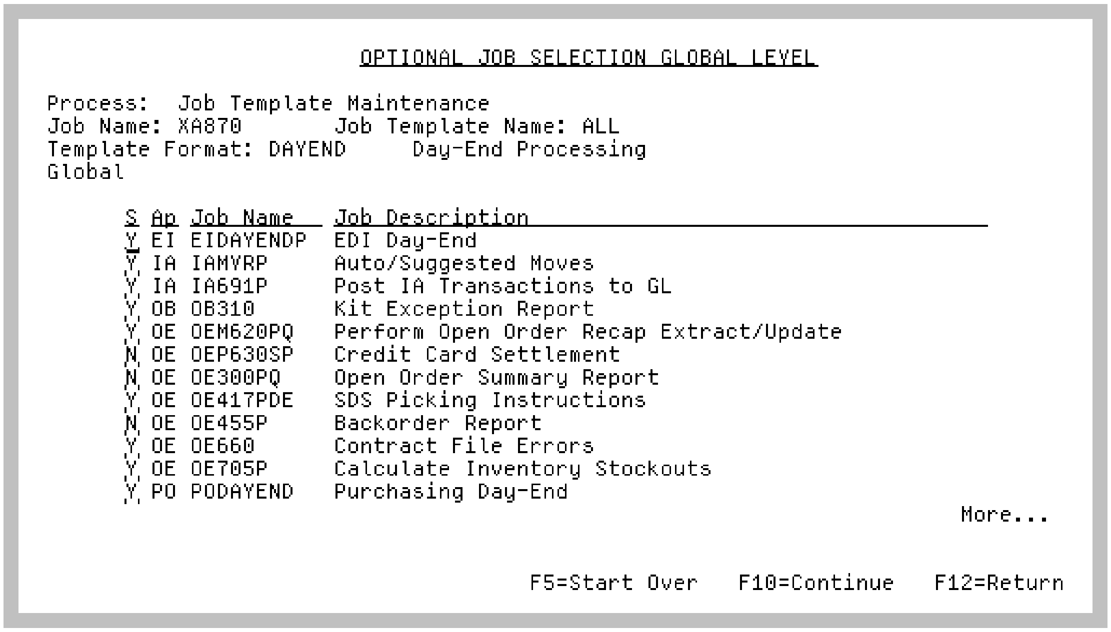
If you are accessing this screen from any other place other than Job Template

Maintenance (MENU XAFILE), the selections you make on this screen will apply only for the specific job you are working with. The job template identified, if you are using a job template, will *not* be modified. To permanently modify an existing job template, you must access the existing template through Job Template Maintenance.

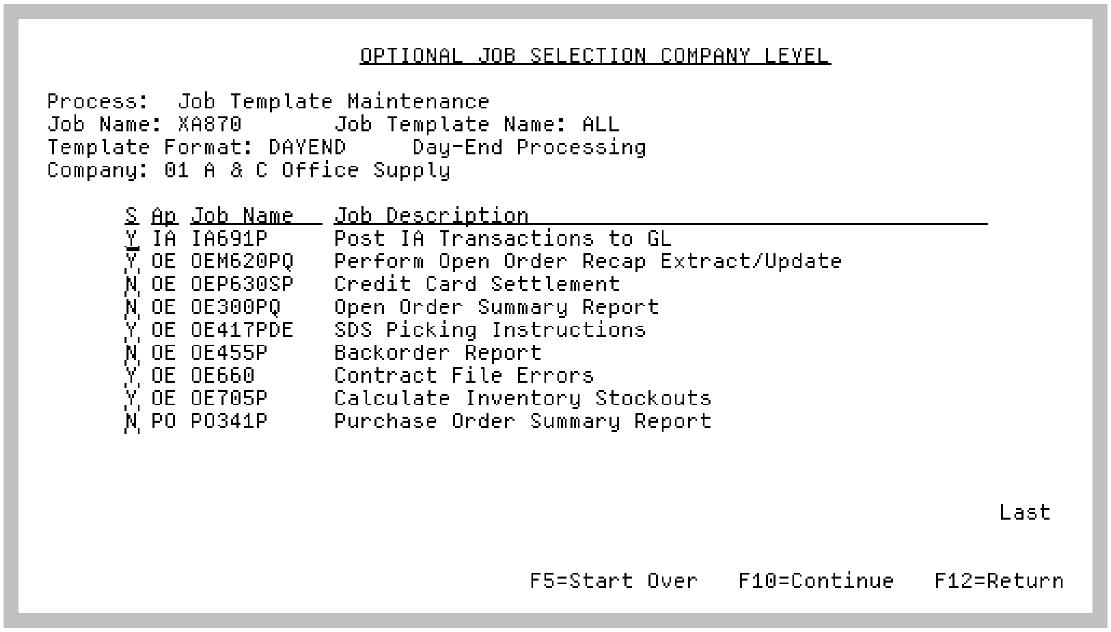
Company Selection Screen Fields and Function Keys

Field/Function Key	Description
S	Use this field to specify the company or companies you want processed when day-end is submitted with this template identified. Key Y next to those companies you want processed during day-end when this job template is used. Key N next to those companies you do not want processed during day-end when this job template is used. NOTE: If you are making changes to an existing template that was created by a user who has more company authorizations than you do, those companies will then default to N and ***NOT AUTHORIZED*** will display following the description of the companies. *Default Value:* (Determined by company security). Y defaults if you are authorized to the company; N defaults if you are not authorized to the company (***NOT AUTHORIZED*** will also display following the description of the company and you will not be able to change the value for this company). *Valid Values:* Y or N; at least one company must be selected (A 1) Required
F10=Continue	Press F10=CONTINUE to confirm your selections and proceed to the next screen.
F12=Return	Press F12=RETURN to return to the Job Template Maintenance Screen (p. 22-16) without saving your entries on this screen.

Optional Job Selection Global/Company Level Screen



```
                          OPTIONAL JOB SELECTION GLOBAL LEVEL

Process:  Job Template Maintenance
Job Name: XA870       Job Template Name: ALL
Template Format: DAYEND     Day-End Processing
Global

      S Ap Job Name   Job Description
      Y EI EIDAYENDP  EDI Day-End
      Y IA IAMVRP     Auto/Suggested Moves
      Y IA IA691P     Post IA Transactions to GL
      Y OB OB310      Kit Exception Report
      Y OE OEM620PQ   Perform Open Order Recap Extract/Update
      N OE OEP630SP   Credit Card Settlement
      N OE OE300PQ    Open Order Summary Report
      Y OE OE417PDE   SDS Picking Instructions
      N OE OE455P     Backorder Report
      Y OE OE660      Contract File Errors
      Y OE OE705P     Calculate Inventory Stockouts
      Y PO PODAYEND   Purchasing Day-End
                                                                More...

                                       F5=Start Over   F10=Continue   F12=Return
```



```
                          OPTIONAL JOB SELECTION COMPANY LEVEL

Process:  Job Template Maintenance
Job Name: XA870       Job Template Name: ALL
Template Format: DAYEND     Day-End Processing
Company: 01 A & C Office Supply

      S Ap Job Name   Job Description
      Y IA IA691P     Post IA Transactions to GL
      Y OE OEM620PQ   Perform Open Order Recap Extract/Update
      N OE OEP630SP   Credit Card Settlement
      N OE OE300PQ    Open Order Summary Report
      Y OE OE417PDE   SDS Picking Instructions
      N OE OE455P     Backorder Report
      Y OE OE660      Contract File Errors
      Y OE OE705P     Calculate Inventory Stockouts
      N PO PO341P     Purchase Order Summary Report


                                                                   Last

                                       F5=Start Over   F10=Continue   F12=Return
```

These screens display only for a job that is a Day-End Processing job (these screens are bypassed for jobs that are not Day-End Processing jobs).

Various jobs from Day-End Processing are displayed at both the global and company level. The application associated with the job, the name of the job and the description of the job are included for review. The initial screen that displays shows jobs at the global level. As you press F10=CONTINUE on the global level screen, you proceed to the company level screen where jobs will then be displayed at the company level. The jobs that display vary depending on the applications you have installed and whether or not you are viewing jobs at the global level or company level.

Use the global and company level screens to specify the jobs you want run when day-end is submitted with this template identified. Your selections on the global level screen apply for all companies you selected to be processed on the Company Selection Screen (p. 22-18). As you continue with this option by pressing F10=CONTINUE, your job selections can then be made at the company level (see the **S** field description for further information). The company level screen will be presented for each company that was selected.

NOTE: This screen can also be accessed from various menu options in Distribution A+. The **Process** field on the top portion of this screen will indicate where you are accessing this screen from. If you are accessing this screen from a posting process that will run as a job in the Transaction Processor, you have the option to select an existing job template to use as-is, select an existing job template to use that you wish to modify for that specific job, or bypass selecting a predefined template and create your own job parameters on-the-fly to be used for that specific job.

When accessing this screen from the Transaction Processor Inquiry (MENU XAMAST), fields on this screen will be protected and for review purposes only for active/completed jobs. For pending jobs, you will have the option to change job parameters using the F8=UNLOCK function key on the A+ Day-End Processing Submitted Day-End Jobs/Transaction Processor Inquiry Screen (p. 32-27).

If you are accessing this screen from any other place other than Job Templates Maintenance (MENU XAFILE), the selections you make on this screen will apply only for the specific job you are working with. The job template identified, if you are using a job template, will *not* be modified. To permanently modify an existing job template, you must access the existing template through Job Templates Maintenance.

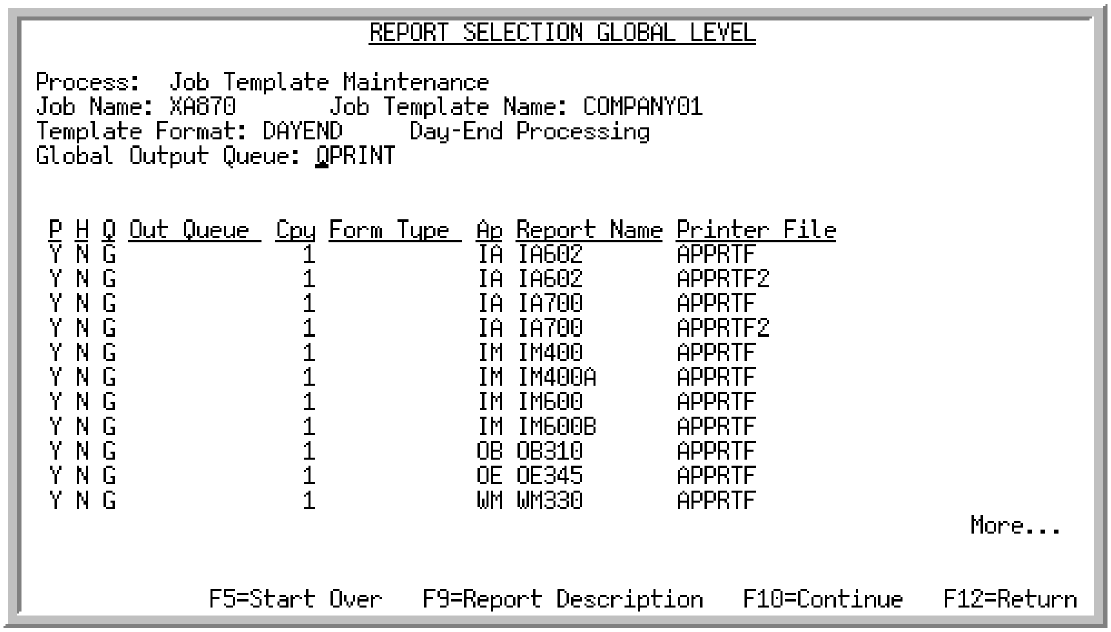
Optional Job Selection Global/Company Level Screens Fields and Function Keys

Field/Function Key	**Description**
S (Global Level)	Use this field to specify which optional global level jobs you want run when day-end is submitted with this template identified. Key Y next to those jobs you want run during day-end when this job template is used. Key N next to those jobs you do not want run during day-end when this job template is used. NOTE: For any job you select at the global level (Y is keyed in this field), you will be able to change the value of that same job at the company level (when you press F10=CONTINUE). If N is keyed in this field, you will not be able to change the value of that job at the company level. The job value will be protected. *Default Value:* The most commonly used value of Y or N defaults for each job. *Valid Values:* Y or N (A 1) Required

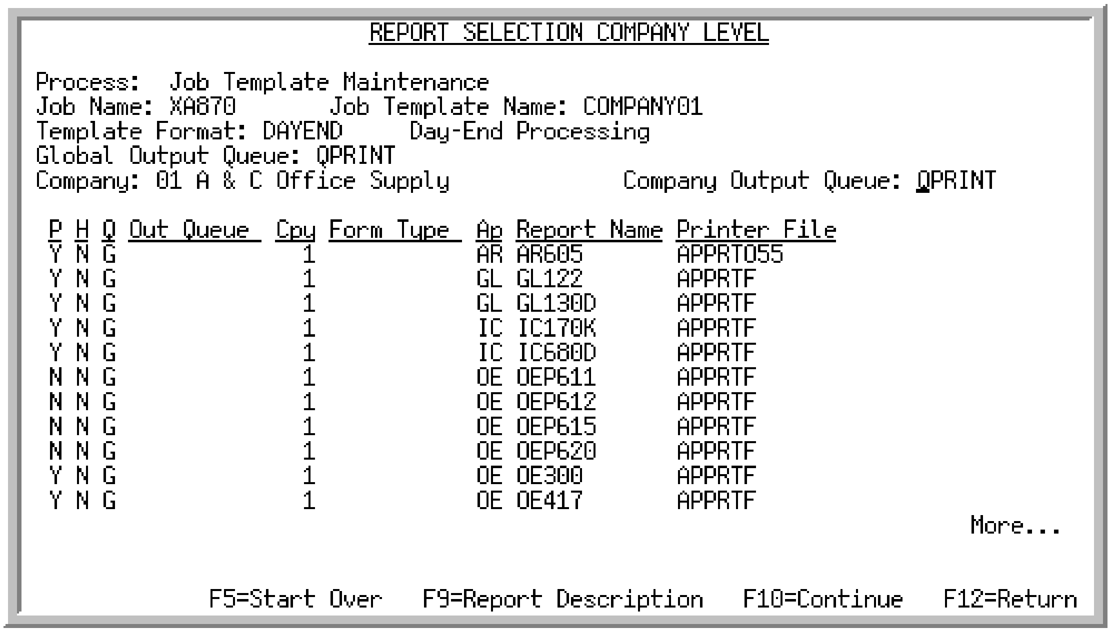
Optional Job Selection Global/Company Level Screens Fields and Function Keys

Field/Function Key	Description
S (Company Level)	Use this field to specify which optional company level jobs you want run (for each company) when day-end is submitted with this template identified. When you press F10=CONTINUE, jobs will display for each company you selected to process on the Company Selection Screen (p. 22-18). Key Y next to those jobs you want run during day-end (for the indicated company) when this job template is used. Key N next to those jobs you do not want run during day-end when this job template is used. NOTE: For any job you selected to run at the global level, you will be able to change the value of that same job at the company level. You will not be able to change the value of a job at the company level that was not selected at the global level. The job value will be protected. *Default Value:* The most commonly used value of Y or N defaults for each job. (A 1) Required
F5=Start Over	Press F5=START OVER to start over without saving any selections.
F10=Continue	Press F10=CONTINUE to confirm your selections. If you are on the global level screen, press F10=CONTINUE to display jobs at the company level. Jobs will display for the first company you selected to process. If you are on the company level screen, press F10=CONTINUE to display jobs for each company that you selected to process on the Company Selection Screen (p. 22-18). As you continue to press F10=CONTINUE, a screen will display for each company you selected to process; a screen will not be displayed for any companies you did not select to process. When all company level screens have been presented, you will proceed to the Report Selection Global/Company Level Screen (p. 22-23) when you press F10=CONTINUE.
F12=Return	Press F12=RETURN to return to the previous screen without saving your entries on this screen.

Report Selection Global/Company Level Screen



```
                              REPORT SELECTION GLOBAL LEVEL

 Process:  Job Template Maintenance
 Job Name: XA870       Job Template Name: COMPANY01
 Template Format: DAYEND     Day-End Processing
 Global Output Queue: QPRINT


  P H Q Out Queue  Cpy Form Type  Ap Report Name Printer File
  Y N G               1           IA IA602       APPRTF
  Y N G               1           IA IA602       APPRTF2
  Y N G               1           IA IA700       APPRTF
  Y N G               1           IA IA700       APPRTF2
  Y N G               1           IM IM400       APPRTF
  Y N G               1           IM IM400A      APPRTF
  Y N G               1           IM IM600       APPRTF
  Y N G               1           IM IM600B      APPRTF
  Y N G               1           OB OB310       APPRTF
  Y N G               1           OE OE345       APPRTF
  Y N G               1           WM WM330       APPRTF
                                                                      More...


               F5=Start Over   F9=Report Description   F10=Continue   F12=Return
```



```
                              REPORT SELECTION COMPANY LEVEL

 Process:  Job Template Maintenance
 Job Name: XA870       Job Template Name: COMPANY01
 Template Format: DAYEND     Day-End Processing
 Global Output Queue: QPRINT
 Company: 01 A & C Office Supply            Company Output Queue: QPRINT

  P H Q Out Queue  Cpy Form Type  Ap Report Name Printer File
  Y N G               1           AR AR605       APPRT055
  Y N G               1           GL GL122       APPRTF
  Y N G               1           GL GL130D      APPRTF
  Y N G               1           IC IC170K      APPRTF
  Y N G               1           IC IC680D      APPRTF
  N N G               1           OE OEP611      APPRTF
  N N G               1           OE OEP612      APPRTF
  N N G               1           OE OEP615      APPRTF
  N N G               1           OE OEP620      APPRTF
  Y N G               1           OE OE300       APPRTF
  Y N G               1           OE OE417       APPRTF
                                                                      More...


               F5=Start Over   F9=Report Description   F10=Continue   F12=Return
```

These screens display for any type of format and allow you to select the report options for the job template being maintained.

The global and company report selection screens are used to indicate the:

- global output queue
- company output queue

- reports you want to run when the particular job is submitted with this template identified (or submitted using the job parameters you select on-the-fly without using a template -- see Note below).
- override output queues and other printer features to be used for the selected reports

The initial screen that displays allows you to select the ‘global’ output queue, and the global level reports you want run during the particular job (for each report, you may also select an override output queue for the particular report and identify specific output characteristics, like the number of copies you wish to print). As you press F10=CONTINUE on the global level screen, you proceed to the company level screen where you select the: default ‘company’ output queue, and the company level reports you want run during the particular job (for each report, you may also select an override output queue for the particular report and identify specific output characteristics, like the number of copies you wish to print).

The hierarchy for which output queue will be used is as follows:

- the system will first look at the global output queue identified and this queue will be used for all global level output spool files during the particular job (note that the global level output queue will be used for transfer journals that were generated during day-end for which no specific company output queue was selected)
- the company level indicated reports will then be looked at and the system will use the queue you identified in the **Q** field for each report (either the global queue, company queue, or an override queue you specified -- see the **Q** field for further details)

NOTE: This screen can also be accessed from various menu options in Distribution A+. The **Process** field on the top portion of this screen will indicate where you are accessing this screen from. If you are accessing this screen from a posting process that will run as a job in the Transaction Processor, you have the option to select an existing job template to use as-is, select an existing job template to use that you wish to modify for that specific job, or bypass selecting a predefined template and create your own job parameters on-the-fly to be used for that specific job.

When accessing this screen from the Transaction Processor Inquiry (MENU XAMAST), fields on this screen will be protected and are for review purposes only for active/completed jobs. For pending jobs, you will have the option to change job parameters using the F8 function key on the A+ Day-End Processing Submitted Day-End Jobs/Transaction Processor Inquiry Screen (p. 32-27).

If you are accessing this screen from any place other than Job Templates Maintenance (MENU XAFILE), the selections you make on this screen will apply only for the specific job you are working with. The job template identified, if you are using a job template, will *not* be modified. To permanently modify an existing job template, you must access the existing template through Job Templates Maintenance.

Omitted Reports Due to Existing Overrides in Other Options

Omitted Reports Due to Existing Overrides in Other Options		
Job Template	**Report**	**Where to Override Output Queue**
OB_IA601P Inventory Post and Receive Mfg. Parts into Inventory	Move Labels (WM530)	1. Warehouses Management WH Options (MENU WMFILE) 2. Output Queue Override Maintenance (MENU XAFILE)
	Item Labels (WM382)	
	Brocaded Put-Away Labels (WM505)	

Protected Reports Due to Existing Overrides in Other Options

Protected Reports Due to Existing Overrides in Other Options		
Job Template	**Report**	**Where to Override Output Queue**
OB_IA601P Inventory Post and Receive Mfg. Parts into Inventory	Inventory Transaction Update Reports (IA602)	Output Queue Override Maintenance (MENU XAFILE) • Can set Hold, Number of copies, and Forms Type
	Put-away List (WM305)	Warehouses Management WH Options (MENU WMFILE) • Can set Hold, Number of copies, and Forms Type
IA651P Update Physical Inventory	Inventory Transaction Update Reports (IA602)	Output Queue Override Maintenance (MENU XAFILE) • Can set Hold, Number of copies, and Forms Type
WM780P Update Physical Inventory	Inventory Transaction Update Reports (IA602)	Output Queue Override Maintenance (MENU XAFILE) • Can set Hold, Number of copies, and Forms Type
PO685P Automatic WH Transfer Order Creation	Print Purchase Order (PO510)	• PO will be printed to the **PO Output Queue** field specified on the prompt screen

Protected Reports Due to Existing Overrides in Other Options

Protected Reports Due to Existing Overrides in Other Options		
Job Template	**Report**	**Where to Override Output Queue**
PO170PP Special Order Automatic Requisition Creation	Print Purchase Order (PO510)	• PO will be printed to the **PO Output Queue** field specified on the prompt screen
PO605P Purchase Order Receipt Post; Work Order Receipt Post	Drop Shipment Notification & Orders Split Due to Partial Receiving (PO610)	The Drop Shipment Notification & Orders Split Due to Partial Receiving (PO610) report will print to the same output queue as the Inventory Transaction Register Report following that report. That default is established through Output Queue Override Maintenance (MENU XAFILE). • Can set Hold, Number of copies, and Forms Type
	Inventory Transaction Update Reports (IA602)	Output Queue Override Maintenance (MENU XAFILE) • Can set Hold, Number of copies, and Forms Type
	Put-away List (WM305)	Warehouses Management WH Options (MENU WMFILE) • Can set Hold, Number of copies, and Forms Type

Report Selection Global/Company Level Screens Fields and Function Keys

Field/Function Key	Description
Global Output Queue (Global Level)	This is the output queue that will be used for all global output spool files during the particular job. Key the ID of the IBM i Output Queue that will be used as the global output queue to which spool files will be sent. *Default Value:* The output queue assigned to the user's profile on the IBM i *Valid Values:* Any valid IBM i output queue (A 10) Required

Report Selection Global/Company Level Screens Fields and Function Keys

Field/Function Key	Description
Company Output Queue (Company Level)	On the company level screen, you have the option to select reports and determine the output queue to which the report will be sent. If you select C in the **Q** field on the company level screen, the selected report will be sent to the company output queue you key in this field. Key the ID of the IBM i Output Queue that will be used as the company output queue to which selected reports will be sent. *Default Value:* The output queue assigned to the user's profile on the IBM i *Valid Values:* Any valid IBM i output queue (A 10) Required
P (Global/Company Level)	This field determines if you want the corresponding report to print or not for this company during the particular job. Key Y if you want the report to print. Key N if you do not want the report to print. NOTE: This field will be protected if N is keyed in the **S** field on the Optional Job Selection Global/Company Level Screen (p. 22-20) for the corresponding report. *Default Value:* (Determined by company security). Y defaults if you are authorized to the company; N defaults if you are not authorized to the company. *Valid Values:* Y or N (A 1) Required
H (Global/Company Level)	This field determines if you want the corresponding report to be put on hold during the particular job. Key Y to flag the report as being held. The report will be generated during the particular job, but it will not print until the spool file is released from hold. Key N if you do not want to place a hold status on the report. *Default Value:* N *Valid Values:* Y or N (A 1) Required

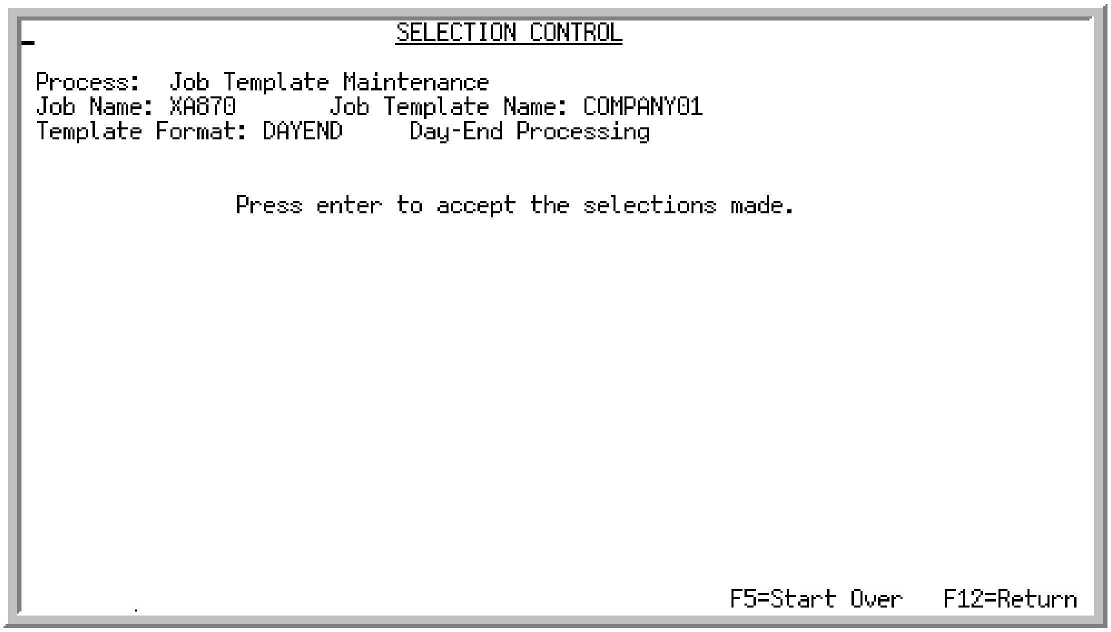
Report Selection Global/Company Level Screens Fields and Function Keys

Field/Function Key	Description
Q (Global/Company Level)	This field determines the output queue that will be used when the corresponding report is printed during the particular job. Key G if you want the global output queue used that you identified in the **Global Output Queue** field on the global level screen. Key C if you want the company output queue used that you identified in the **Company Output Queue** field on the company level screen. Key O if you want the output queue used that you key in the **Out Queue** field on the company level screen. *Default Value:* G *Valid Values:* G or O for global level; G, C or O for company level (A 1) Required
Out Queue (Global/ Company Level)	This is the output queue that will be used during the particular job for the corresponding report if O is keyed in the **Q** field. Key the ID of the IBM i Output Queue that will be used for selected reports. (You must key a value in this field if O is keyed in the **Q** field.) *Default Value:* The output queue assigned to the user's profile on the IBM i *Valid Values:* Any valid IBM i output queue (A 10) Optional/Required
Cpy (Global/Company Level)	This field determines the number of copies that will be printed for the corresponding report during the particular job. Key the number of copies you want printed of the report. *Default Value:* 1 *Valid Values:* 1 - 225 (N3,0) Required
Form Type (Global/ Company Level)	This field determines that form type to be used when printing the corresponding report. Key a forms type code (up to ten characters) to assign to this printed output. *Default Value:* If left blank, the default standard forms type *STD will be assumed. (A 4) Optional

Report Selection Global/Company Level Screens Fields and Function Keys

Field/Function Key	Description
Ap/Report Name/ Printer File / Report Description (Global/Company Level)	These fields may be toggled with the F9=AP/REPORT NAME/PRINTER FILE / F9=REPORT DESCRIPTION function key to display either **Ap**, **Report Name**, and **Printer File** on the company level screen or **Report Description**. • **Ap**: the application associated with the corresponding report. • **Report Name**: the report name that generates the report. • **Printer File**: the spool files associated with the program name. • **Report Description**: the title of the report. NOTE: You can also access the **Report Name** and **Printer File** information by reviewing the spool files that were generated during the particular job. Display
F5=Start Over (Global/ Company Level)	Press F5=START OVER to start over without saving your selections.
F9=Ap/Report Name/ Printer File / Report Description (Global/Company Level)	Press F9=AP/REPORT NAME/PRINTER FILE / F9=REPORT DESCRIPTION to toggle the fields on the top portion of this screen to display either **Ap**, **Report Name**, and **Printer File** or **Report Description**.
F10=Continue (Global/ Company Level	Press F10=CONTINUE to confirm your selections. If you are on the global level screen, press F10=CONTINUE to proceed to the company level screen. If you are on the company level screen, press F10=CONTINUE to access the report selection screen for each company that you selected to process on the Company Selection Screen (p. 22-18)). As you continue to press F10=CONTINUE, a screen will display for each company you selected to process; a screen will not be displayed for any companies you did not select to process. When all company level screens have been presented, you will proceed to the Selection Control Screen (p. 22-30) when you press F10=CONTINUE.
F12=Return (Global/ Company Level)	Press F12=RETURN to return to the previous screen without saving your entries on this screen.

Selection Control Screen



```
                              SELECTION CONTROL

 Process:  Job Template Maintenance
 Job Name: XA870       Job Template Name: COMPANY01
 Template Format: DAYEND     Day-End Processing


                Press enter to accept the selections made.









                                                F5=Start Over   F12=Return
```

This screen displays as a confirmation to end this option and save the parameters you defined. Use this screen to accept the selections you defined, start over, or return to the previous screen.

NOTE: This screen can also be accessed from various menu options in Distribution A+. The **Process** field on the top portion of this screen will indicate where you are accessing this screen from. If you are accessing this screen from a posting process that will run as a job in the Transaction Processor, you have the option to select an existing job template to use as-is, select an existing job template to use that you wish to modify for that specific job, or bypass selecting a predefined template and create your own job parameters on-the-fly to be used for that specific job.

When accessing this screen from the Transaction Processor Inquiry (MENU XAMAST), fields on this screen will be protected and for review purposes only for active/completed jobs. For pending jobs, you will have the option to change job parameters using the F8=UNLOCK function key on the A+ Day-End Processing Submitted Day-End Jobs/Transaction Processor Inquiry Screen (p. 32-27).

If you are accessing this screen from any other place other than Job Templates Maintenance (MENU XAFILE), the selections you make on this screen will apply only for the specific job you are working with. The job template identified, if you are using a job template, will *not* be modified. To permanently modify an existing job template, you must access the existing template through Job Templates Maintenance.

Selection Control Screen Fields and Function Keys

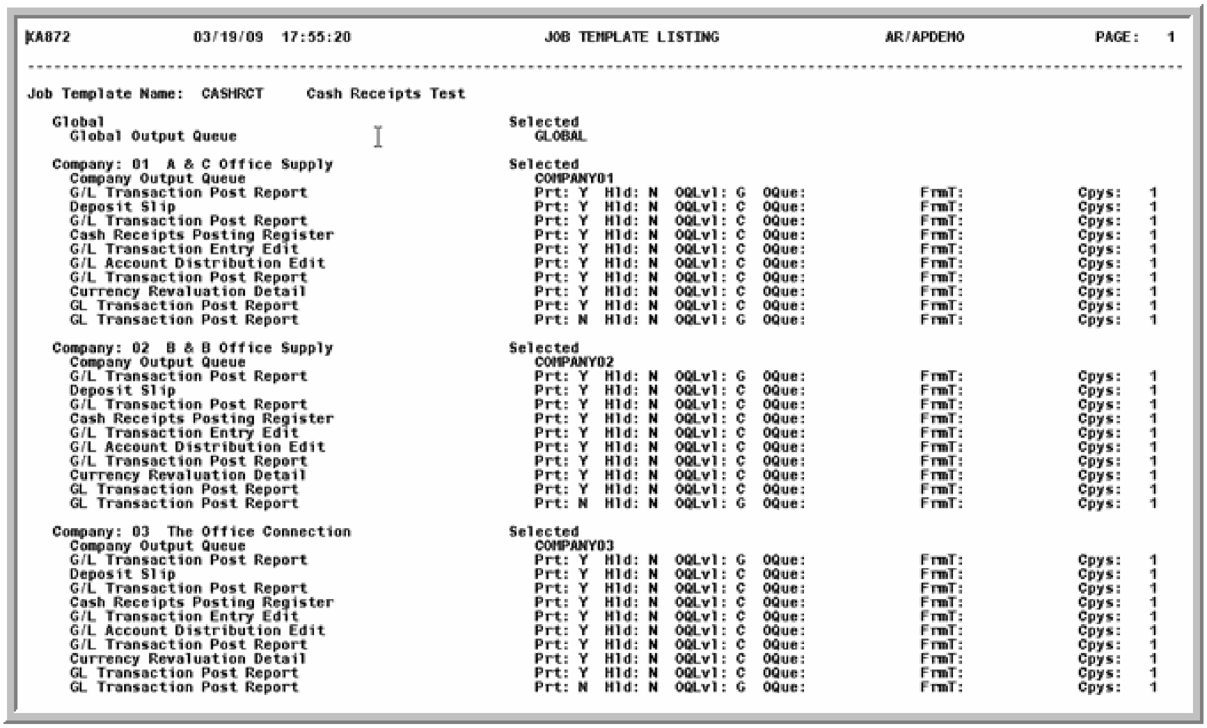
Field/Function Key	Description
F5=Start Over	Press F5=START OVER to start over without saving any selections.
F12=Return	Press F12=RETURN to return to the previous screen without confirming your selections.
Enter	Press ENTER to confirm your selections.

Job Template Listing

Once you have set up your job template, you can print a listing of those templates through the Job Template Listing option on the Cross Application - File Maintenance menu (MENU XAFILE).

This option does not have any selection criteria. When you select the Job Template Listing option, the Report Options Screen appears. See the Report Options Screen (p. A-2) for further details.

Job Template Listing



```
KA872          03/19/09  17:55:20                JOB TEMPLATE LISTING               AR/APDEMO             PAGE:   1
------------------------------------------------------------------------------------------------------------------
Job Template Name:  CASHRCT    Cash Receipts Test

   Global                                          Selected
     Global Output Queue                              GLOBAL

   Company: 01  A & C Office Supply                Selected
     Company Output Queue                             COMPANY01
     G/L Transaction Post Report                      Prt: Y  Hld: N  OQLvl: G  OQue:          FrmT:          Cpys:   1
     Deposit Slip                                     Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     G/L Transaction Post Report                      Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     Cash Receipts Posting Register                   Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     G/L Transaction Entry Edit                       Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     G/L Account Distribution Edit                    Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     G/L Transaction Post Report                      Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     Currency Revaluation Detail                      Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     GL Transaction Post Report                       Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     GL Transaction Post Report                       Prt: N  Hld: N  OQLvl: G  OQue:          FrmT:          Cpys:   1

   Company: 02  B & B Office Supply                Selected
     Company Output Queue                             COMPANY02
     G/L Transaction Post Report                      Prt: Y  Hld: N  OQLvl: G  OQue:          FrmT:          Cpys:   1
     Deposit Slip                                     Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     G/L Transaction Post Report                      Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     Cash Receipts Posting Register                   Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     G/L Transaction Entry Edit                       Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     G/L Account Distribution Edit                    Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     G/L Transaction Post Report                      Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     Currency Revaluation Detail                      Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     GL Transaction Post Report                       Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     GL Transaction Post Report                       Prt: N  Hld: N  OQLvl: G  OQue:          FrmT:          Cpys:   1

   Company: 03  The Office Connection              Selected
     Company Output Queue                             COMPANY03
     G/L Transaction Post Report                      Prt: Y  Hld: N  OQLvl: G  OQue:          FrmT:          Cpys:   1
     Deposit Slip                                     Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     G/L Transaction Post Report                      Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     Cash Receipts Posting Register                   Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     G/L Transaction Entry Edit                       Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     G/L Account Distribution Edit                    Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     G/L Transaction Post Report                      Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     Currency Revaluation Detail                      Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     GL Transaction Post Report                       Prt: Y  Hld: N  OQLvl: C  OQue:          FrmT:          Cpys:   1
     GL Transaction Post Report                       Prt: N  Hld: N  OQLvl: G  OQue:          FrmT:          Cpys:   1
```

This listing prints after pressing ENTER on the Report Options Screen (p. A-2), which displays after selecting the Job Template Listing option from the Cross Application - File Maintenance menu (MENU XAFILE).

Use this listing to review the job templates and their selection criteria that you defined through Job Templates Maintenance (MENU XAFILE).

CHAPTER 23

PC File Export Options Maintenance

23

Use this option to define file export definitions, such as:

- Integrated File System (IFS) Paths
- Parameters used to open PC files exported to the IFS directory
- PC Programs
- how to set up and launch PC Programs from iSeries

By setting up file export definitions through this option, you have the ability to view and save reports generated on the System i using a PC based application on an attached personal computer.

Define File Exports through the PC File Export Options on the PC File Export Menu (MENU EXMAIN) or the Cross Application - File Maintenance (MENU XAFILE).

Important

Users must have access to the Integrated File System (IFS) drive, and the IFS route must be set up on your system. Refer to IBM Access documentation for setting up and managing the IFS.

NOTE: The export process requires that Mail Server system options be defined.

Reports That Support Excel TSV Exports

The following tables include the specific reports that can be exported to Excel in a TSV (tab separated value) format.

Reports That Support Excel TSV Exports

Module	Report	Program
A/P	Open Payables by Vendor Report (Summary)	AP300

Reports That Support Excel TSV Exports

Module	Report	Program
A/P	Open Payables by Due Date Report	AP310
A/R	Aged Trial Balance (Detail and Summary) by Salesrep	AR300S
A/R	Aged Trial Balance (Detail and Summary) by Descending Amount Due Order	AR305
A/R	Aged Trial Balance (Detail and Summary) by Call Rep /Descending Amount Due Order	AR305R
A/R	Aged Trial Balance (Detail and Summary) by Salesrep /Descending Amount Due Order	AR305S
A/R	Customer Profile	AR350
A/R	A/R Payment History	AR460
G/L	General Ledger Report	GL300
G/L	General Ledger Detail	GL310
I/A	Inventory Valuation Report	IA342
O/E	Open Order Summary	OE300
O/E	Tax Report	OE370
O/E	Item Price List	OE380
P/O	Open Purchase Order Summary by Vendor Number	PO342
P/O	Open Purchase Order Summary by PO Number	PO343
P/O	Open Purchase Order Detail by Item Number	PO344
P/O	Open Purchase Order Detail by Vendor Number	PO346
P/O	Open Purchase Order Detail by PO Number	PO347
P/O	Purchase Order History Summary by Vendor Number	PO352
P/O	Purchase Order History Summary by Item Number	PO353
P/O	Purchase Order History Detail by Vendor Number	PO356
P/O	Purchase Order History Detail by PO Number	PO357
S/A	MTD/YTD Sales Analysis by Territory/Salesrep/Customer Class	SA404A
S/A	MTD/YTD Sales Analysis by Territory/Salesrep/Customer Name	SA404C

Reports That Support Excel TSV Exports

Module	Report	Program
S/A	MTD/YTD Sales Analysis by Salesrep/Customer Class	SA404D
S/A	MTD/YTD Sales Analysis by Salesrep/Customer Name	SA404F
S/A	Comparative Sales Analysis by Territory/Salesrep/Customer Class	SA424A
S/A	Comparative Sales Analysis by Territory/Salesrep/Customer Name	SA424C
S/A	Comparative Sales Analysis by Salesrep/Customer Class	SA424D
S/A	Comparative Sales Analysis by Salesrep/Customer Name	SA424F
S/A	Customer Ranking Report	SA306
S/A	Item Ranking Report	SA316

Refer to the Mail Server User Guide for additional detailed information for this option.

CHAPTER 24

Expanded Field Use Maintenance/ Listing

24

This option will provide you with selection criteria to use expanded field sizes for screens and reports that were part of Distribution A+ prior to version 8.0. A version 8.0 enhancement increased the size of all the price and cost fields. In some cases, the new expanded fields did not easily fit on the existing display screens and reports so a new format was created that did provide all the data.

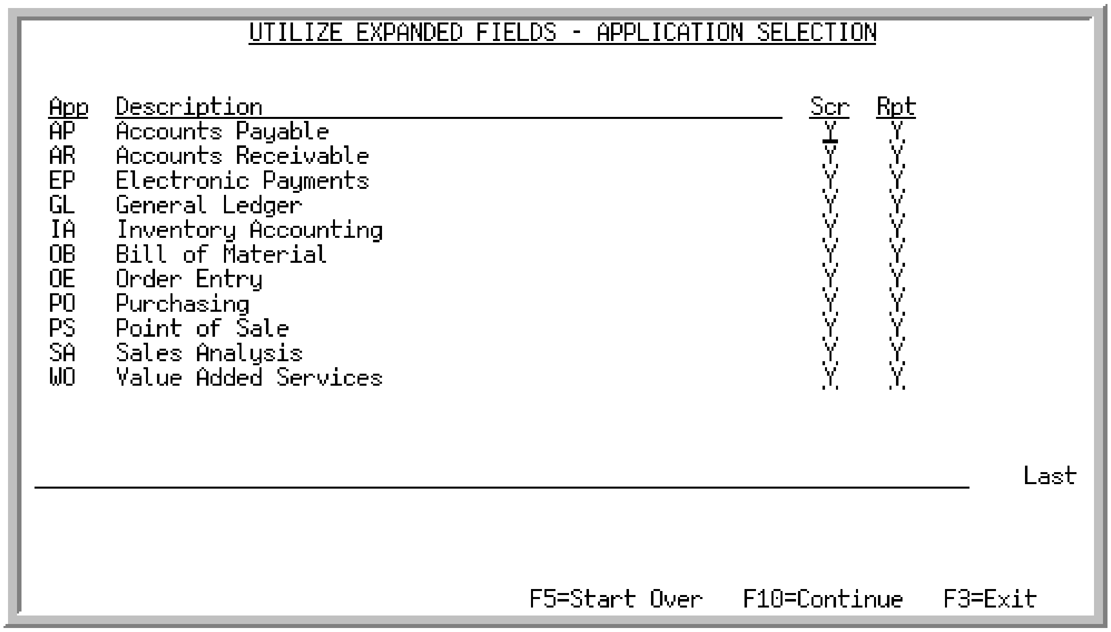
NOTE: All new programs created after version 8.0 will automatically utilize the expanded field lengths.

Expanded Field Use Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Utilize Expanded Fields - Application Selection Screen	Use this screen to determine and record which applications will use expanded fields.
Utilize Expanded Fields - Function Selection Screen	Use this screen to determine and record what specific programs within an application will use expanded fields.
Utilize Expanded Fields - Accept Changes Screen	Use this screen to confirm and update or cancel your selections.

Utilize Expanded Fields - Application Selection Screen



```
                 UTILIZE EXPANDED FIELDS - APPLICATION SELECTION


  App  Description                                      Scr  Rpt
  AP   Accounts Payable                                  Y    Y
  AR   Accounts Receivable                               Y    Y
  EP   Electronic Payments                               Y    Y
  GL   General Ledger                                    Y    Y
  IA   Inventory Accounting                              Y    Y
  OB   Bill of Material                                  Y    Y
  OE   Order Entry                                       Y    Y
  PO   Purchasing                                        Y    Y
  PS   Point of Sale                                     Y    Y
  SA   Sales Analysis                                    Y    Y
  WO   Value Added Services                              Y    Y


                                                                    Last




                                    F5=Start Over   F10=Continue   F3=Exit
```

This screen displays after selecting option 1 - Expanded Field Use Maintenance from MENU XAFIL2. Use this screen to determine which applications will use the expanded view screens that have larger displayed price and cost field sizes.

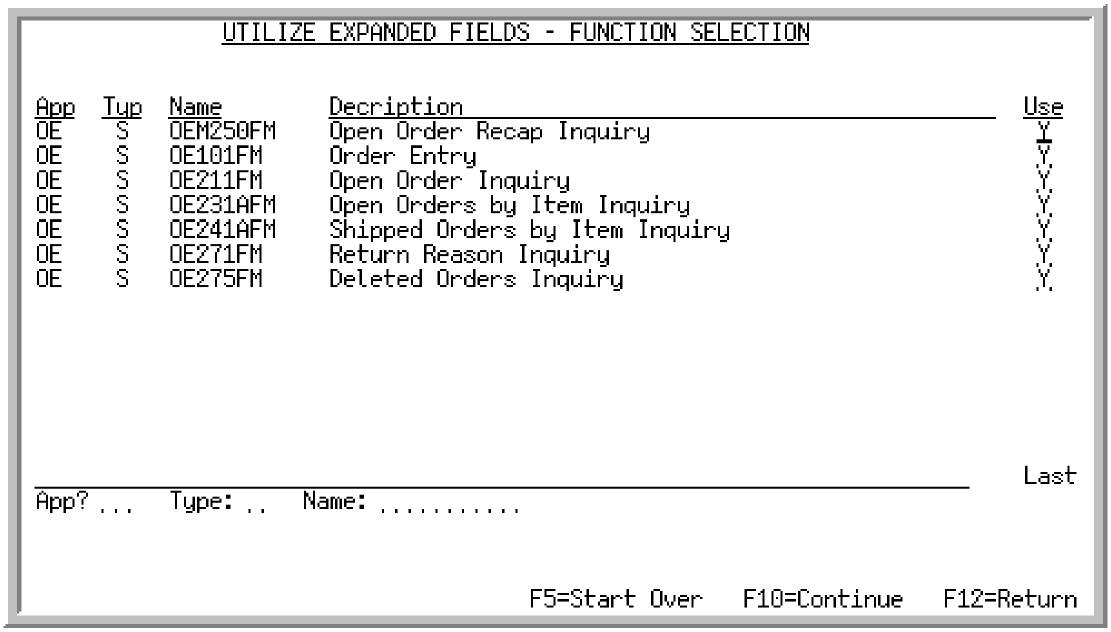
Utilize Expanded Fields-Application Selection Screen Fields and Function Keys

Field/Function Key	Description
App / Description	Use this field to view the application id and the application description of the modules affected by expanded fields. Applications not affected are not listed. Display
Scr	This field is used to determine if the larger expanded fields will be used for the display screens of the particular application listed. The applications listed are only those where expanded field sizes made extensive changes that might affect the users. Key Y to use the expanded fields for all available display screen programs for the application. Key N if you do not want to use any expanded fields for display screen programs for the application. Key S to use the expanded fields for some display screen programs within the application. *Default Value:* N *Valid Values:* Y, N, S (14 @ A 1) Required

Utilize Expanded Fields-Application Selection Screen Fields and Function Keys

Field/Function Key	**Description**
Rpt	This field is used to determine if the larger expanded fields will be used for the printed reports of the particular application listed. The applications listed are only those where expanded field sizes made extensive changes that might affect the users. Key Y to use the expanded fields for all available report programs for the application. Key N if you do not want to use any expanded fields for report programs for the application. Key S to use the expanded fields for some report programs within the application. *Default Value:* N *Valid Values:* Y, N, S (14 @ A 1) Required
F3=Exit	Press F3=EXIT to return to the menu without updating any changes made on this screen.
F5=Start Over	Press F5=START OVER to reset the values displayed on this screen to the last updated values. All changes will be lost.
F10=Continue	Press F10=CONTINUE to update the changes made in this session. If the **Scr** or **Rpt** fields have an S, the Utilize Expanded Fields - Function Selection Screen (p. 24-4) will display. If the **Scr** or **Rpt** fields only have Y or N values the Utilize Expanded Fields - Accept Changes Screen (p. 24-6) displays.
Enter	Press ENTER to edit your selections.

Utilize Expanded Fields - Function Selection Screen



```
                UTILIZE EXPANDED FIELDS - FUNCTION SELECTION


App   Typ   Name        Decription                                        Use
OE     S    OEM250FM    Open Order Recap Inquiry                           Y
OE     S    OE101FM     Order Entry                                        Y
OE     S    OE211FM     Open Order Inquiry                                 Y
OE     S    OE231AFM    Open Orders by Item Inquiry                        Y
OE     S    OE241AFM    Shipped Orders by Item Inquiry                     Y
OE     S    OE271FM     Return Reason Inquiry                              Y
OE     S    OE275FM     Deleted Orders Inquiry                             Y









                                                                          Last
App? ...    Type: ..   Name: ..........



                                    F5=Start Over   F10=Continue   F12=Return
```

This screen displays after keying S to choose which programs within an application will use the expanded view screens and/or reports that have larger displayed price and cost field sizes. Both screens and reports are shown on this screen.Only the applications selected with S on the Utilize Expanded Fields - Application Selection Screen (p. 24-2) will be shown.

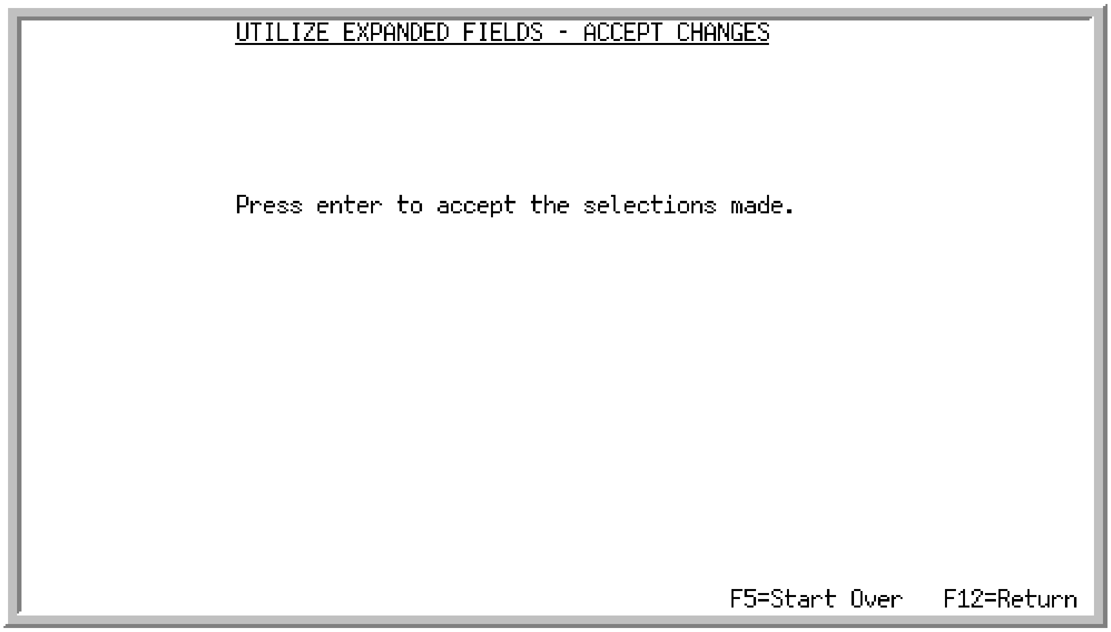
Utilize Expanded Fields-Function Selection Screen Fields and Function Keys

Field/Function Key	Description
App / Type / Name / Description	Use these fields to view the programs within the selected application id with the type and the application description. Applications not selected with S on the Utilize Expanded Fields - Application Selection Screen (p. 24-2) are not shown here. Display
Use	This field is used to determine if the larger expanded fields will be used for the screens and/or printed reports of the specific program listed. Only those programs for the selected applications affected by expanded field sizes are listed. Key Y to use the expanded fields for the specific programs within the application. Key N if you do not want to use any expanded fields for the specific programs within the application. *Default Value:* N *Valid Values:* Y, N (14 @ A 1) Required

Utilize Expanded Fields-Function Selection Screen Fields and Function Keys

Field/Function Key	Description
App	Use this field to limit the display to those programs that match the specific application. Key the abbreviation for the application ID. *Valid Values:* AP, AR, EP, GL, IA, OB, OE, PO, PS, SA, WO (A 2) Optional
Type	Use this field to limit the display to those programs that match the specific type. Key R to view report programs. Key S to view display screen programs. *Valid Values:* R, S (A 1) Optional
Name	Use this field to limit the display to those programs that match the exact program name. This is not a partial value search; the name must be an exact match Key the program name. (A 10) Optional
F5=Start Over	Press F5=START OVER to reset the values displayed on the selection screens to the last updated values. All changes will be lost.The Utilize Expanded Fields - Application Selection Screen (p. 24-2) displays.
F10=Continue	Press F10=CONTINUE to update the changes made in this session. The Utilize Expanded Fields - Accept Changes Screen (p. 24-6) displays.
F12=Return	Press F12=RETURN to return to the previous screen without updating any changes made on this screen. The Utilize Expanded Fields - Application Selection Screen (p. 24-2) display with selection criteria for this session intact.
Enter	Press ENTER to edit your selections.

Utilize Expanded Fields - Accept Changes Screen


UTILIZE EXPANDED FIELDS - ACCEPT CHANGES

Press enter to accept the selections made.

This screen displays after selecting:

- Y and N values on the Utilize Expanded Fields - Application Selection Screen (p. 24-2) and pressing F10=CONTINUE
- Y and N values on the Utilize Expanded Fields - Function Selection Screen (p. 24-4) and pressing F10=CONTINUE.

Use this screen to update all selections from the Utilize Expanded Fields - Application Selection Screen (p. 24-2) and the Utilize Expanded Fields - Function Selection Screen (p. 24-4).

Utilize Expanded Fields-Confirmation Screen Fields and Function Keys

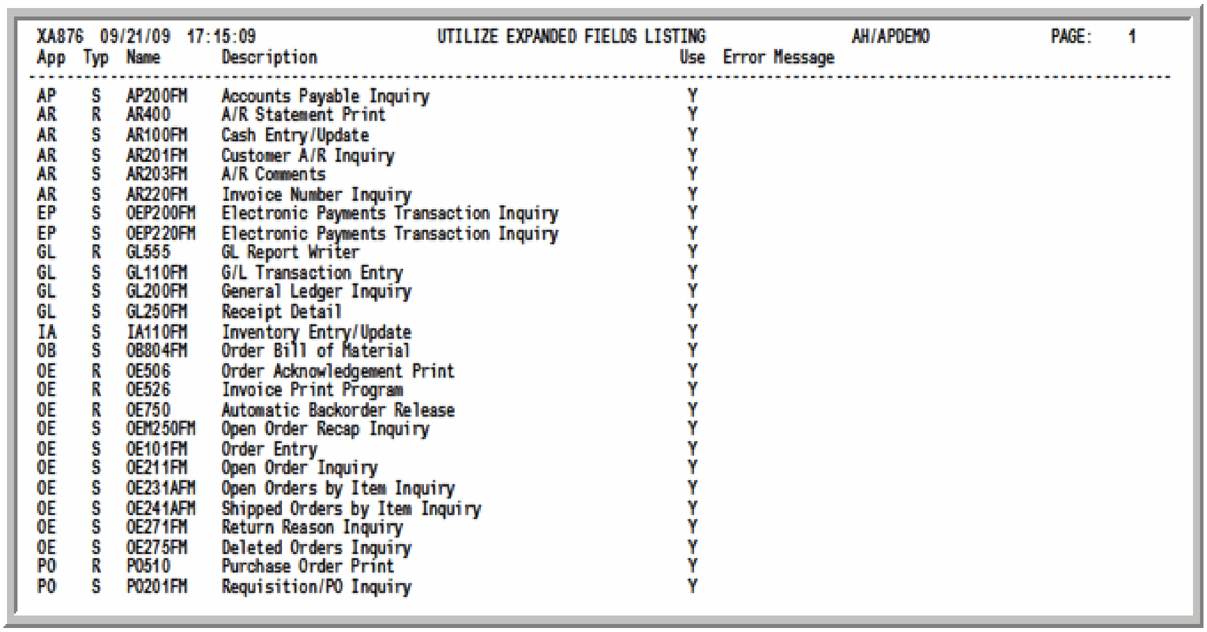
Field/Function Key	Description
F5=Start Over	Press F5=START OVER to reset the values displayed on the selection screens to the last updated values. All changes will be lost. The Utilize Expanded Fields - Application Selection Screen (p. 24-2) displays.
F12=Return	Press F12=RETURN to return to the previous screen with your selections intact.
Enter	Press ENTER to update your selections. MENU XAFIL2 will display.

Expanded Field Use Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Expanded Field Use Listing	The program details for the utilization of the expanded fields functionality is presented as defined through the screens of Expanded Field Use Maintenance.

Expanded Field Use Listing



```
XA876  09/21/09  17:15:09                UTILIZE EXPANDED FIELDS LISTING                AH/APDEMO           PAGE:    1
App  Typ  Name      Description                                            Use  Error Message
-------------------------------------------------------------------------------------------------------------------------
AP    S   AP200FM   Accounts Payable Inquiry                                Y
AR    R   AR400     A/R Statement Print                                     Y
AR    S   AR100FM   Cash Entry/Update                                       Y
AR    S   AR201FM   Customer A/R Inquiry                                    Y
AR    S   AR203FM   A/R Comments                                            Y
AR    S   AR220FM   Invoice Number Inquiry                                  Y
EP    S   OEP200FM  Electronic Payments Transaction Inquiry                 Y
EP    S   OEP220FM  Electronic Payments Transaction Inquiry                 Y
GL    R   GL555     GL Report Writer                                        Y
GL    S   GL110FM   G/L Transaction Entry                                   Y
GL    S   GL200FM   General Ledger Inquiry                                  Y
GL    S   GL250FM   Receipt Detail                                          Y
IA    S   IA110FM   Inventory Entry/Update                                  Y
OB    S   OB804FM   Order Bill of Material                                  Y
OE    R   OE506     Order Acknowledgement Print                             Y
OE    R   OE526     Invoice Print Program                                   Y
OE    R   OE750     Automatic Backorder Release                             Y
OE    S   OEM250FM  Open Order Recap Inquiry                                Y
OE    S   OE101FM   Order Entry                                             Y
OE    S   OE211FM   Open Order Inquiry                                      Y
OE    S   OE231AFM  Open Orders by Item Inquiry                             Y
OE    S   OE241AFM  Shipped Orders by Item Inquiry                          Y
OE    S   OE271FM   Return Reason Inquiry                                   Y
OE    S   OE275FM   Deleted Orders Inquiry                                  Y
PO    R   PO510     Purchase Order Print                                    Y
PO    S   PO201FM   Requisition/PO Inquiry                                  Y
```

This listing prints after you press Enter on the Report Options Screen (p. A-2). The program details for the utilization of the expanded fields functionality is presented as defined through Expanded Field Use Maintenance. Refer to that option for details about the fields on this listing.

CHAPTER 25 Automate Search Rebuilds

25

This option will provide you with an automated method to rebuild the Customer and Item Search files when no one is on the system, since Distribution A+ must be stopped if you select to perform the rebuild functions through MENU XAMAST.

Through this option, you will be able to determine what type of job you want to run (customer or item) and using the IBM i Job Scheduler, schedule when you want the automated customer or item search rebuild job to run.

NOTE: Distribution A+ is not cross checking jobs that you submit to the IBM job scheduler. Therefore, be sure to keep track of jobs that you are running.

Also, ensure that all users are off the system when the job is scheduled to run. Otherwise, there may be issues with stopping Distribution A+ due to users locking the file library.

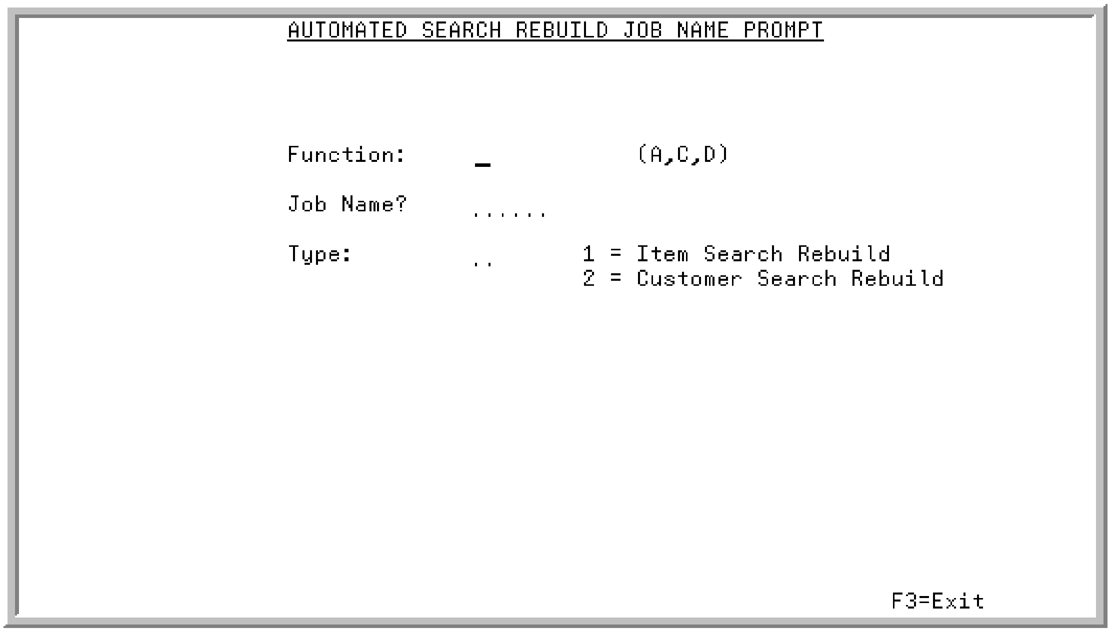
When the job is submitted to run by the IBM job scheduler, if Distribution A+ is not stopped, the system will attempt to stop it four times. If the system is unable to stop Distribution A+, you will receive a message indicating that the scheduled customer or item search rebuild job was not performed due to the indicated reason. For example, the message might say: "Job could not be run and Distribution A+ could not be stopped because there were jobs running in the Transaction Processor. The scheduled item search rebuild can only start when Distribution A+ has been stopped."

Automate Search Rebuilds

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	**Purpose**
Automated Search Rebuild Job Name Prompt Screen	Use this screen to add, change or delete an automated customer or item search rebuild job.
Automated Search Rebuild Job Name Maintenance Screen	Use this screen to enter the description of the automated job you are adding or maintaining.
Schedule Options Screen	See this screen as described in the APPENDIX D: *Schedule Options* of this user guide.

Automated Search Rebuild Job Name Prompt Screen



```
                    AUTOMATED SEARCH REBUILD JOB NAME PROMPT



                    Function:      _          (A,C,D)

                    Job Name?      ......

                    Type:          ..      1 = Item Search Rebuild
                                           2 = Customer Search Rebuild









                                                             F3=Exit
```

This screen displays after selecting option 2 - Automate Search Rebuilds from MENU XAFIL2.

Use this screen to add, change or delete an automated customer or item search rebuild job. You enter the job name and the type of job you are adding or maintaining.

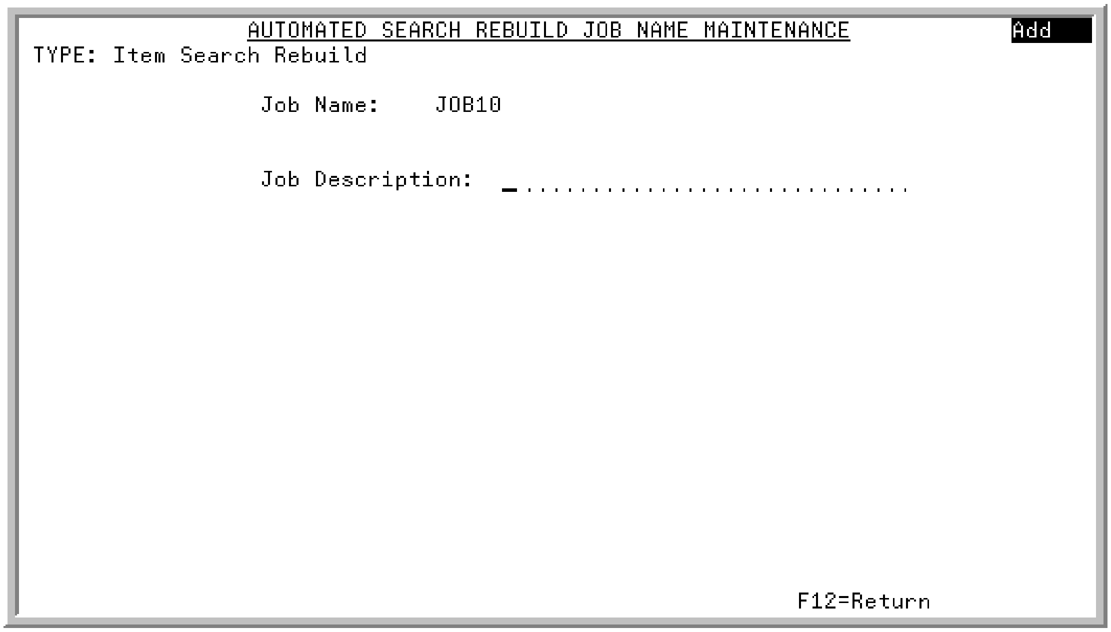
Auto Search Rebuild Job Name Prompt Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add an automated customer or item search rebuild job. Key C to change an automated customer or item search rebuild job. Key D to delete an automated customer or item search rebuild job. (A 1) Required
Job Name	Use this field to specify the name identifier of the automated customer or item search rebuild job you are adding or maintaining. Key the job name. (A 5) Required
Type	Use this field to select the type of rebuild job you want to add or maintain. Key 1 to add or maintain an automated Item Search Rebuild job. Key 2 to add or maintain an automated Customer Search Rebuild job. (A 1) Required
F3=Exit	Press the F3=EXIT function key to return to the menu without adding or maintaining the automated customer or item search rebuild job.

Auto Search Rebuild Job Name Prompt Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to confirm your entries. The Automated Search Rebuild Job Name Maintenance Screen (p. 25-5) will appear.

Automated Search Rebuild Job Name Maintenance Screen



```
                AUTOMATED SEARCH REBUILD JOB NAME MAINTENANCE              Add
TYPE: Item Search Rebuild

                 Job Name:    JOB10


                 Job Description:  _.............................












                                                      F12=Return
```

This screen displays after pressing ENTER on the Automated Search Rebuild Job Name Prompt Screen (p. 25-3).

Use this screen to enter the description of the automated job you are adding, changing, or deleting.

Auto Search Rebuild Job Name Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	Identifies whether you are adding, changing, or deleting an automated job. Display
TYPE	If you are adding, changing, or deleting an item search rebuild job, this field will display the type of job as **Auto Item Search Rebuild**. If you are adding or maintaining a customer search rebuild job, this field will display the type of job as **Auto Customer Search Rebuild**. Display
Job Name	This field displays the name identifier of the job you are adding, changing, or deleting. Display
Job Description	Use this field to provide descriptive text to identify the job you are adding or maintaining. Key the job description. (A 30) Required

Auto Search Rebuild Job Name Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN function key to return to the Automated Search Rebuild Job Name Prompt Screen (p. 25-3) without adding or maintaining the job.
F24=Delete	The F24=DELETE function key displays when a D is entered in the **Function** field on the Automated Search Rebuild Job Name Prompt Screen (p. 25-3). Press the F24=DELETE function key to delete the selected automated customer or item search rebuild job. You will be asked to confirm deletion by pressing F24=DELETE a second time.
Enter	Press ENTER to confirm the job description. The Schedule Options Screen will appear, where you will be able to schedule the customer or item search rebuild job or maintain the job schedule information. The Automated Search Rebuild Job Name Prompt Screen (p. 25-3) displays following the Schedule Options Screen. For details about the Schedule Options Screen, refer to the APPENDIX D: *Schedule Options* in this user guide.

CHAPTER 26

Suspended Default Maintenance/ Listing

26

This option allows you to select the default values for the way suspended items, customers, and ship-tos will be displayed on various inquiry screens and printed on various reports.

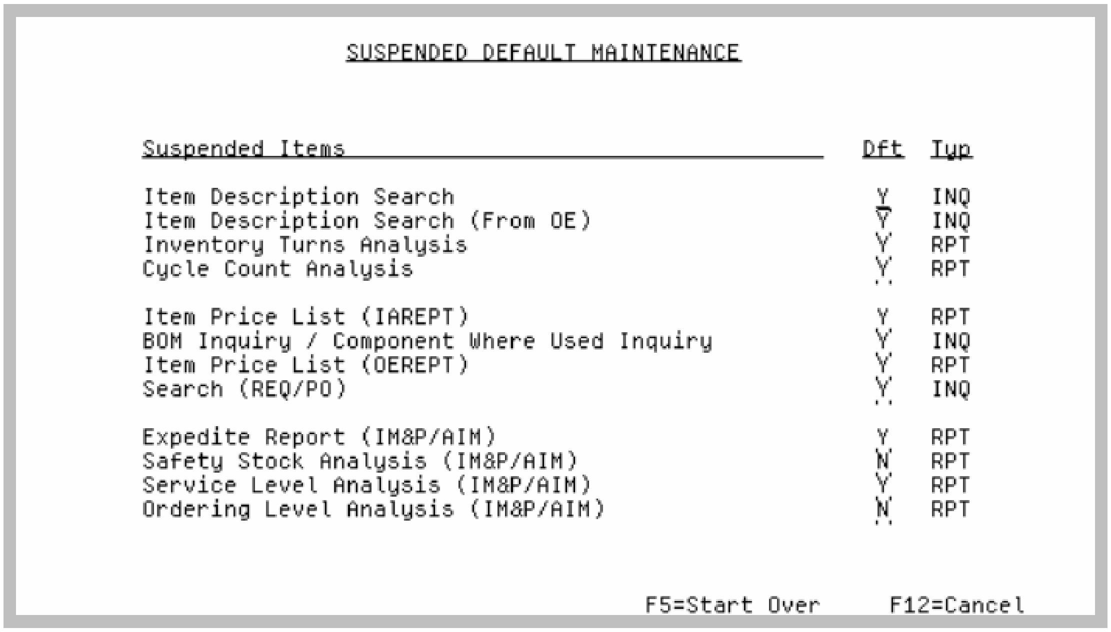
The status for suspended (and discontinued) items are checked at the Item Balance level.

Suspended Defaults Maintenance

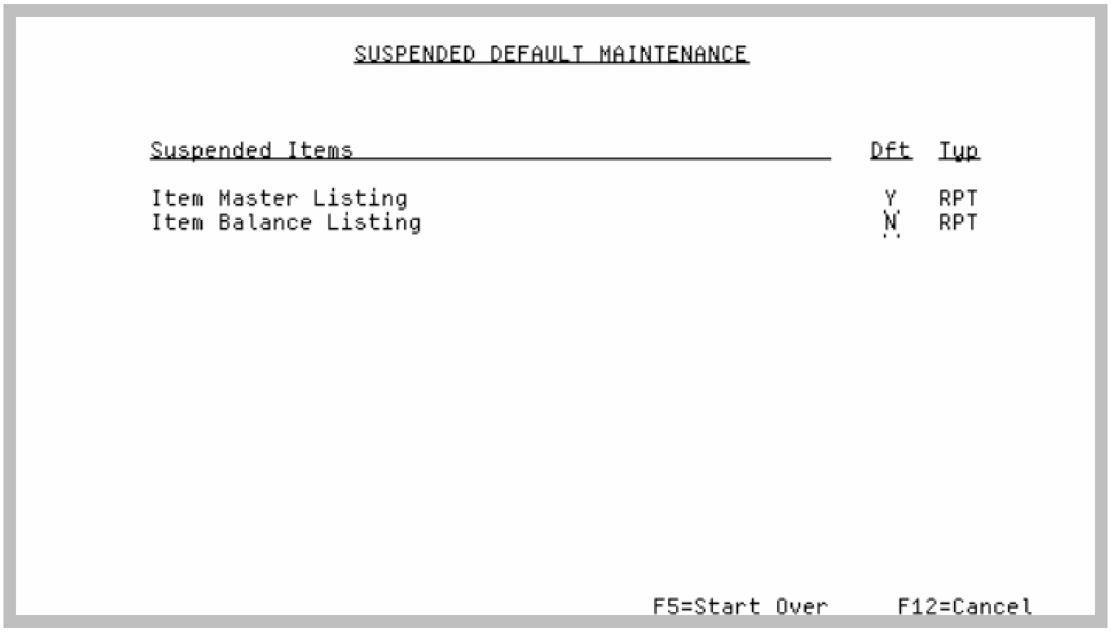
The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Suspended Default Maintenance Screen	Used to determine the default values for the way suspended items, customers, and ship-tos will be displayed on various inquiry screens and printed on various reports.

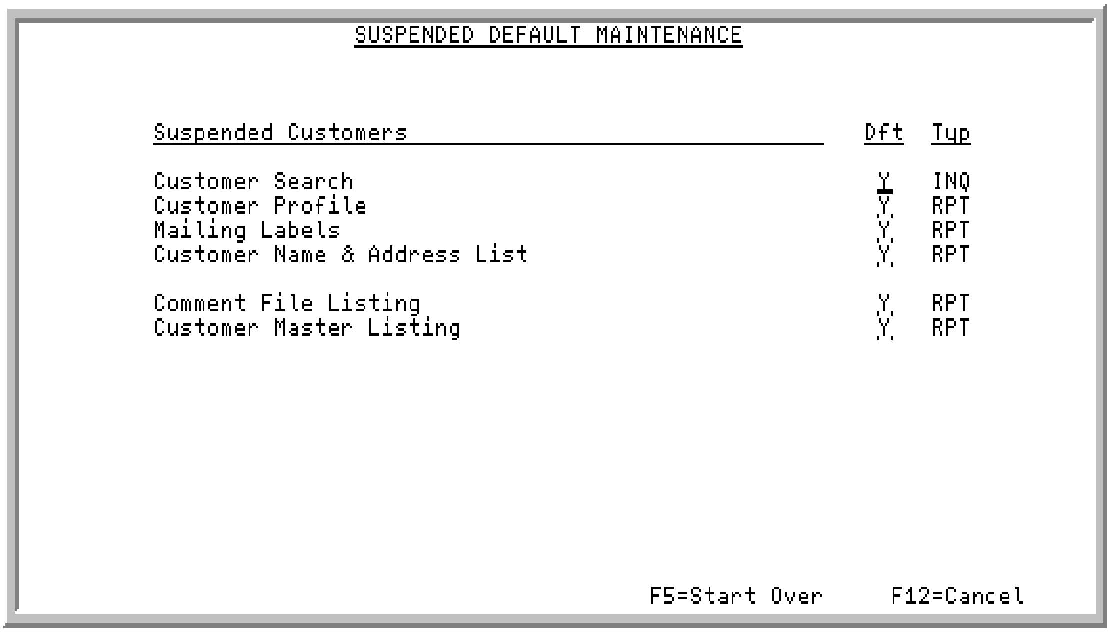
Suspended Default Maintenance Screen



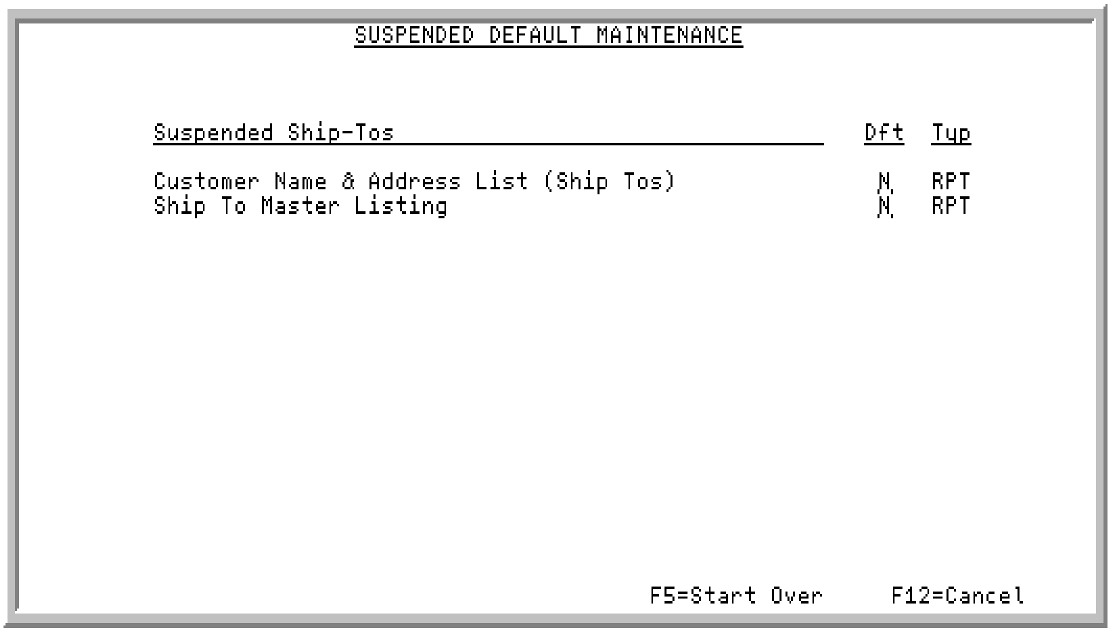
```
                    SUSPENDED DEFAULT MAINTENANCE


         Suspended Items                                    Dft  Typ

         Item Description Search                             Y   INQ
         Item Description Search (From OE)                   Y   INQ
         Inventory Turns Analysis                            Y   RPT
         Cycle Count Analysis                                Y   RPT

         Item Price List (IAREPT)                            Y   RPT
         BOM Inquiry / Component Where Used Inquiry          Y   INQ
         Item Price List (OEREPT)                            Y   RPT
         Search (REQ/PO)                                     Y   INQ

         Expedite Report (IM&P/AIM)                          Y   RPT
         Safety Stock Analysis (IM&P/AIM)                    N   RPT
         Service Level Analysis (IM&P/AIM)                   Y   RPT
         Ordering Level Analysis (IM&P/AIM)                  N   RPT


                                         F5=Start Over     F12=Cancel
```



```
                    SUSPENDED DEFAULT MAINTENANCE


         Suspended Items                                    Dft  Typ

         Item Master Listing                                 Y   RPT
         Item Balance Listing                                N   RPT


                                         F5=Start Over     F12=Cancel
```



```
                        SUSPENDED DEFAULT MAINTENANCE


         Suspended Customers                                 Dft  Typ

         Customer Search                                      Y   INQ
         Customer Profile                                     Y   RPT
         Mailing Labels                                       Y   RPT
         Customer Name & Address List                         Y   RPT

         Comment File Listing                                 Y   RPT
         Customer Master Listing                              Y   RPT









                                         F5=Start Over     F12=Cancel
```



```
                        SUSPENDED DEFAULT MAINTENANCE


         Suspended Ship-Tos                                  Dft  Typ

         Customer Name & Address List (Ship Tos)              N   RPT
         Ship To Master Listing                               N   RPT











                                         F5=Start Over     F12=Cancel
```

This screen displays after selecting option 3 Suspended Defaults Maintenance from MENU XAFIL2. The initial screens to display show suspended item numbers. As you press ENTER, screens showing options for suspended customers and ship-tos will then appear.

Use the screens in this menu option to determine the default values for the way suspended items, customers, and ship-tos will be displayed on various inquiry screens and printed on various reports.

The status for suspended (and discontinued) items are checked at the Item Balance level.

For inquiry type jobs, the default value indicates if suspended items, customers, and ship-tos will be included initially upon entry into the inquiry. Once in the inquiry, you will have the ability to press a function key as needed to include or exclude the items, customers, or ship-tos.

For report type jobs, the default value will be placed on the prompt screen initially, but it can be modified (if necessary) before running the report.

Suspended Default Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Suspended Items / Suspended Customers / Suspended Ship-Tos	The category you are defining defaults for: • Suspended Items • Suspended Customers • Suspended Ship-Tos Display
Dft	Use this field to select the default value for the corresponding inquiry or report. This value will be presented as the default for the 'include suspended' prompt, or 'include suspended/discontinued' prompt, as applicable, which is then presented when running the noted report or inquiry option; you will still have the ability to change that default prompt value for any specific report/ inquiry. Key Y to have the corresponding inquiry or report default to this value when you access that inquiry or report. Any suspended (or, if applicable, suspended and discontinued) items, customers, and ship-tos will be included within the report detail or during inquiries. Key N to have the corresponding inquiry or report default to this value when you access that inquiry or report. Any suspended (or, if applicable, suspended and discontinued) items, customers, and ship-tos will be excluded within the report detail or during inquiries. NOTE: Currently, only the IM&P and AIM Reports noted, as well as the Item Master/Balance Listings, utilize an 'include suspended/discontinued' prompt; all other reports/inquiries will prompt to only 'include suspended'. *Valid Values:* Y or N (N 1,0) Required
Typ	The type of job for which you are defining defaults: • INQ (inquiry type) • RPT (report type) Display

Suspended Default Maintenance Selection Screen Fields and Function Keys

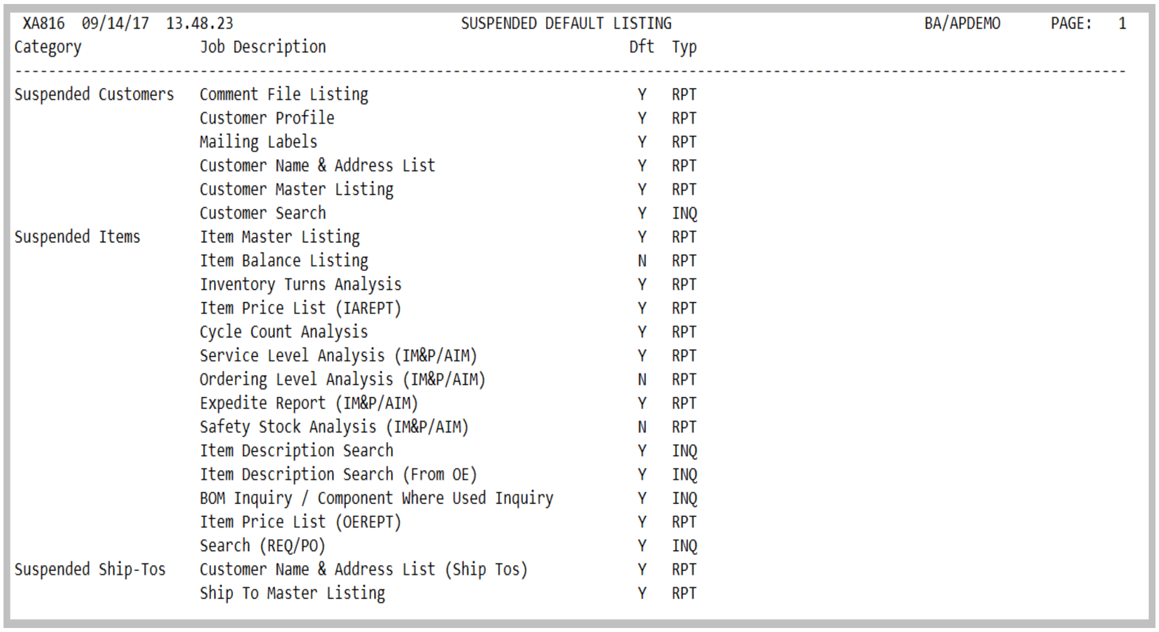
Field/Function Key	Description
F5=Start Over	Press F5=START OVER to reset the values for suspended items, suspended customers, and/or suspended ship-tos to the last updated values. All changes just made will be lost for all three categories, and original default values will be restored.
F12=Cancel	Press F12=CANCEL to back up one category at a time or exit to the main menu if no more categories exist. For each category that is backed out of, any current changes will not be saved and default values will be restored.
Enter	Press ENTER to advance through the three categories (suspended items, suspended customers, and/or suspended ship-tos) and apply your default values. When you are displaying suspended ship-to values, and you press ENTER, you will be returned to the main menu and your values will be updated.

Suspended Default Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Suspended Default Listing	Prints the default values for how suspended items, customers, and ship-tos will be displayed on various inquiry screens and printed on various reports.

Suspended Default Listing



```
 XA816  09/14/17  13.48.23                         SUSPENDED DEFAULT LISTING                                                   BA/APDEMO      PAGE:    1
Category             Job Description                                         Dft  Typ
------------------------------------------------------------------------------------------------------------------------------------
Suspended Customers   Comment File Listing                                     Y   RPT
                      Customer Profile                                         Y   RPT
                      Mailing Labels                                           Y   RPT
                      Customer Name & Address List                             Y   RPT
                      Customer Master Listing                                  Y   RPT
                      Customer Search                                          Y   INQ
Suspended Items       Item Master Listing                                      Y   RPT
                      Item Balance Listing                                     N   RPT
                      Inventory Turns Analysis                                 Y   RPT
                      Item Price List (IAREPT)                                 Y   RPT
                      Cycle Count Analysis                                     Y   RPT
                      Service Level Analysis (IM&P/AIM)                        Y   RPT
                      Ordering Level Analysis (IM&P/AIM)                       N   RPT
                      Expedite Report (IM&P/AIM)                               Y   RPT
                      Safety Stock Analysis (IM&P/AIM)                         N   RPT
                      Item Description Search                                  Y   INQ
                      Item Description Search (From OE)                        Y   INQ
                      BOM Inquiry / Component Where Used Inquiry               Y   INQ
                      Item Price List (OEREPT)                                 Y   RPT
                      Search (REQ/PO)                                          Y   INQ
Suspended Ship-Tos    Customer Name & Address List (Ship Tos)                  Y   RPT
                      Ship To Master Listing                                   Y   RPT
```

This listing prints after you press ENTER on the Report Options Screen, which appears when you select option 13 - Suspended Default Listing from MENU XAFIL2. For an explanation of this screen, refer to the Report Options Screen (p. A-2) as explained in the appendix of this users guide.

This listing prints the default values for how suspended items, customers, and ship-tos will be displayed on various inquiry screens and printed on various reports. These values were defined through Suspended Defaults Maintenance (MENU XAFIL2).

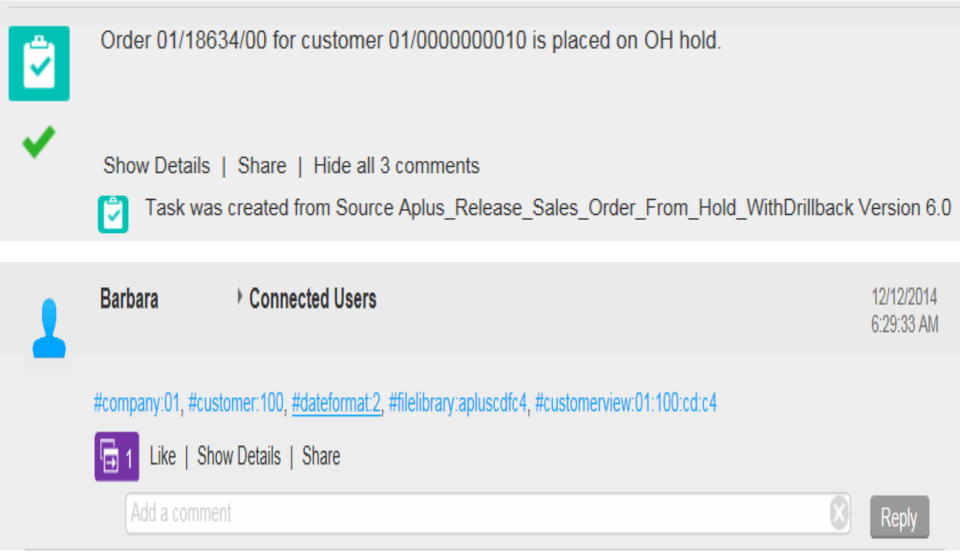
CHAPTER 27

Context Messaging Maintenance

27

This option allows you to create and modify context messages that are shared between Distribution A+ when deployed through Infor Ming.le and Infor ION. Context messaging is JavaScript API's that are used for sharing context between Distribution A+ and a Web Part.

A sample Context Message in Infor Ming.le may look like these:



Order 01/18634/00 for customer 01/0000000010 is placed on OH hold.

Task was created from Source Aplus_Release_Sales_Order_From_Hold_WithDrillback Version 6.0

Barbara ▸ Connected Users 12/12/2014 6:29:33 AM

#company:01, #customer:100, #dateformat:2, #filelibrary:apluscdfc4, #customerview:01:100:cd:c4

Important

This menu option is a tool that will create JavaScript code to be saved to the server where Distribution A+ WEB is installed. This will create JSON messaging at run time. It should only be used by System Administrators and those familiar with Java programming.

Selection of this menu option is only available when logged on to Distribution A+ through Distribution A+ WEB or Infor Ming.le. On the Distribution A+ WEB Application Navigation Bar, click the Settings icon and select Context Messaging Maintenance from the drop down list. Context messaging requires customized Distribution A+ WEB screens with unique panel IDs.

Context Message creation is a multi-step process:

- determine which Distribution A+ WEB window will generate the message
- log on to Distribution A+ WEB and navigate to that screen
- simultaneously launch Context Messaging Maintenance.

The program will read the Distribution A+ WEB customized window panel and capture all the field information and have it available for message creation. The Message Type is created first, attributes to identify the field tags are identified next. Each message is unique to the specific Distribution A+ WEB customized web page.

NOTE: For more information on attributes, entities, views, and drill backs refer to the Infor Distribution A+ Integration Guide to Infor Ming.le.

Create a Context Message for releasing orders in Distribution A+ WEB

In this example a Company tag with a CustomerView Drill Back will be added to the Share message for all users regardless of the environment when viewing an order to be released from Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN).

1. Open Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN) and on the Order Release Screen, key a valid order number and press ENTER. The Order Release Order Header Screen (which is Distribution A+ WEB Panel 436) displays.
2. Select the Settings icon and Context Messaging Maintenance from the drop down list. The user must be authorized to use the Context Message Maintenance function through Application Authority Maintenance (MENU XASCTY).
3. The Context Messaging Maintenance Selection Screen will display.
4. A Message Type is made up of Attributes. Some are also made up of Entities. First, select the **Message Type** of inforBusinessContext from the drop down box. This message type is the Web Part for ION Share messages.

   To maintain the attributes, for the **Maintain attributes of the** field, select Message Type and press ENTER.
5. The Context Messaging Maintenance Screen screen displays. The **Attribute** of screenid is required by the **Message Type** of inforBusinessContext and is the only attribute needed. Click the check box in the **Opt** column to select the first row for the screenid **Attribute**. Type Customers into the **Field Value** column of the same row. Press F10=UPDATE.
6. The Context Messaging Maintenance Screen will redisplay with all the rows selected. Press ENTER to save the selected attribute.
7. The message being created will include a company tag (i.e., #company). The company tag will be an Attribute of an Entity of the Message Type. To add the company tag, on the Context Messaging Maintenance Selection Screen, select **Message Type** of inforBusinessContext, select change **Maintain attributes of the** field to Entity Level 1, for **Entity Level 1** select entities, select **Seq** 1 and press ENTER.
8. The Context Messaging Maintenance Screen displays. The **Attribute** is entityType and is required by the **Entity Level 1** entities value. Click the check box in the **Opt** column to select the first row for the entities **Attribute**. Type company for the **Field Value** of the same row. Press PAGE DOWN to display the next screen of available fields.
9. The id1 **Attribute** will be a tag value which comes from the Distribution A+ WEB panel. In this example, the company is part of the Distribution A+ WEB combined company and customer

number **Field Name** called K2CUSI, and shows as company/customer. To select part of a slash delimited field, precede the **Attribute** value with the position followed by a slash. To retrieve the company portion of this combined K2CUSI **Field Name**, prepend 1/ to the value shown in the **Attribute** column preceding the displayed value id1. The completed edit will show as /1id1. Click the check box in the **Opt** column for the /1id1 row. Press F10=UPDATE.

10. The Context Messaging Maintenance Screen will redisplay with all the selected rows. Press ENTER to save the selected **Attributes**.
11. The Customer Drill Back will be an Entity of an Entity of the Message Type. To create the drill back select the **Message Type** of inforBusinessContext, change **Maintain attributes of the** to Entity Level 2, select entities in the **Entity Level 1**, select **Sequence** 1, select drillbackURL in **Entity Level 2** and press ENTER.
12. The Context Messaging Maintenance Screen displays. To assist in determining the **Attributes** needed for each drill back, follow the steps below.
    - The drillbackViewId **Attribute** is required by the **Entity Level 2** drillbackURL. Select CustomerView for the **Field Value** column of the drillbackURL row. Click the check box in the **Opt** column to select this row.
    - The filelibrary **Attribute** is sent by Distribution A+ WEB and is a required field for drillbackURL. Select or type filelibrary in the **Attribute** column in the row where the **Field Name** is filelibrary. Click the check box in the **Opt** column to select this row. Press PAGE DOWN to display the next screen of available fields.
13. The company and customer **Attributes** use the same Distribution A+ WEB combined K2CUSI **Field Name**. Multiple attributes can be assigned to the same **Attribute** field separated by commas.
    - Type in 1/id1,2/id2 in the **Attribute** column of the **Field Name** K2CUSI row. Click the check box in the **Opt** column. Press F10=UPDATE.
14. The Context Messaging Maintenance Screen will redisplay with all the selected rows. Press ENTER to save the selected **Attributes**.
15. Press F5=GENERATE JS to generate the JavaScript file with all customized APIs.
16. The JavaScript file named infor-aplusgui-modBB.js (where BB is the Base ID) is created in the directory that is designated for Distribution A+ WEB Exports (**URLDIR** from the anywhere.lwm file); if that entry is blank in the anywhere.lwm file, the export directory is the default directory for the local installation of the Distribution A+ WEB client (standard is C:\Users\UserName\AppData\Roaming\Rocket Software\LegaSuite Windows Client\anywhere) and is opened in Notepad.
    - Copy the file to the LegaSuite folder on the IBM i or Windows Server used for the installation.
    - Add a reference to the new infor-aplusgui-modBB.js file in the mingle.html on the server. The reference only needs to be added once for all drill backs to be added. For example, if the base is BB the following line would be added to the <head> section:

    <script language="JavaScript" type="text/javascript" src="infor-aplusgui-modBB.js"></script>)

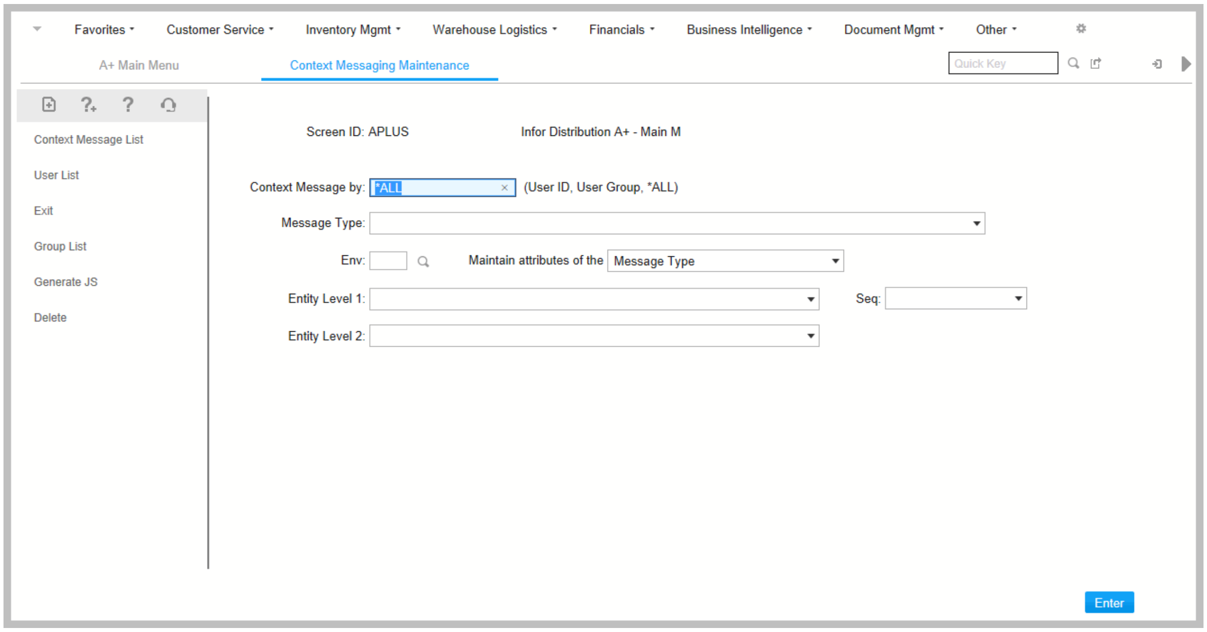
    - Change the modified date on the anywhere.lwc file. The next time users start Ming.le the Context Message will be used.

Context Messaging Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Context Messaging Maintenance Selection Screen	Used to select the fields to be assigned to and passed in the context message.
Context Messaging Maintenance List Screen	Displays all the message information fields assigned to the selected Distribution A+ WEB customized page.
Context Messaging Maintenance Screen	Determines the specific attributes and entity tags for the message.
Context Messaging Maintenance Note Screen	Use to create notes that will become JavaScript comments for the message.

Context Messaging Maintenance Selection Screen



Screen ID: APLUS Infor Distribution A+ - Main M

Context Message by: *ALL (User ID, User Group, *ALL)

Message Type:

Env:

Maintain attributes of the: Message Type

Entity Level 1:

Seq:

Entity Level 2:

This screen displays after selecting the **Settings** icon and then selecting **Context Messaging Maintenance** from the drop down list.

Use this screen to determine the default values for the way items, customers, and ship-tos will be displayed on various inquiry screens and printed on various reports.

Context Messaging Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Screen ID	The active Distribution A+ WEB screen identifier. The title of the active screen is displayed to the right of the **Screen ID**. Display
Context Message by	Use to limit the messaging by • a specific Distribution A+ User ID • a specific Distribution A+ User Group • *ALL for All Users (A 10) Required

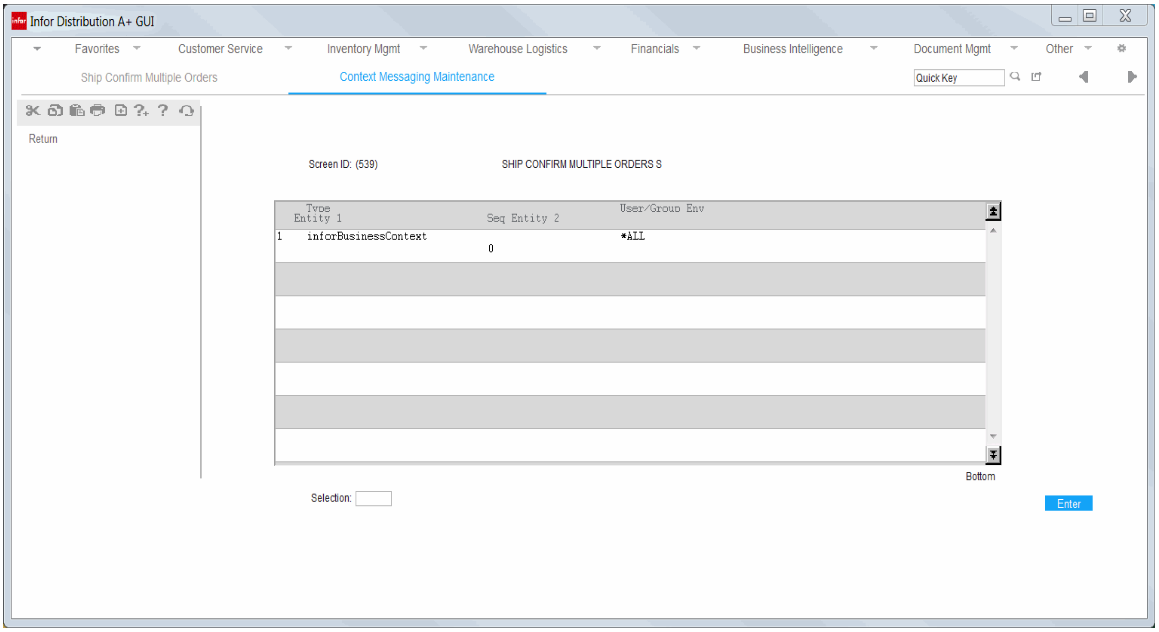
Context Messaging Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Message Type	Use this field to enter the grandparent, parent, child levels of context messaging. The grandparent level is a message type without entity level values. The next parent level is a message type and entity level 1. And the lowest child level contains the message type, entity level 1, and entity level 2 values. Enter a Message Type which is assigned to a Web Part. The values that display in the **Message Type** drop down list are from the anywhere.lwm file on line type **CMSGTYPE**. The message type values on this line type are separated by a semi-colon. The message type values display based on their sequence of entry on the **CMSGTYPE** line. When creating custom Web Parts, the anywhere.lwm file will need to be updated using any text editor to include the name of the custom Web Part to make it available for this tool. *Valid Values:* the following values are included in the anywhere.lwm file: address – The address message type is used for the Map Web Part and includes the street, city, state, zip code, and country. This message type is attribute level only; there are no entity levels attached. inforBusinessContext - Infor Business Context provides a flexible JSON structure using the web based user interface of Infor Applications which can send the current screen details and the identifiers relating to the main entities associated with the current screen. ShippingEstimator – used to send freight rate information to the Freight Rate Web Part. Normally, this message type does not have entity levels attached. (A 20) Required
Env	Use to limit a message to a specific environment or allow it across all environments in the current Distribution A+ Base ID. *Valid Values:* an existing Environment ID within the Base ID to which you are logged on. Leave blank to include all environments. (A 2) Optional
Maintain attributes of the	The type of entities or attributes to maintain. Select the type of attribute to be maintained. When entering a new message, select the value based on the creation step number you are on; message attributes are created first and entity details are created second. *Valid Values:* Message Type, Entity Level 1, Entity Level 2
Entity Level 1	This field is the first level of the message type. For example, the **Message Type** may be inforBusinessContext. The **Entity Level 1** value would be entities. Using the parent/child relationship model the parent is inforBusinessContext and the child is entities.

Context Messaging Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Seq	This field identifies the sequence in which the **Entity Level 1** values will be processed. For example, company should be processed before the order number or customer number so the **xxCONO** field would be sequence 1 and the **xxORNO** or **xxCSNO** fields would be sequence 2.
Entity Level 2	This field is the second level of the message type. For example, the **Message Type** may be inforBusinessContext. If **Entity Level 1** showed a value of entities; the **Entity Level 2** could be drillbackURL. Using the parent/child relationship model the grandparent is inforBusinessContext, the parent is entities and the child is drillbackURL.
F2=User List	Press F2=USER LIST to display the User List Screen. Selecting a user from the User List Screen will fill the **Context Message by** field with the chosen User ID field. Refer to the User Security User Guide for more information on the *User List Screen*.
F3=Exit	Press F3=EXIT to return to the menu.
F4=Group List	Press F4=GROUP LIST to display the User Group List Screen. Selecting a user group from the User Group List Screen will fill the **Context Message by** field with the chosen User Group. Refer to the User Security User Guide for more information on the *User Group List Screen*.
F5=Generate JS	Press F5=GENERATE JS to generate a JavaScript file with customized APIs. It will open the Notepad text editor program on your computer for further editing.
F6=Context Message List	Press F6=CONTEXT MESSAGE LIST to display all the message information fields assigned to the selected Distribution A+ WEB customized screen. The Context Messaging Maintenance List Screen (p. 27-8) displays.
F24=Delete	Press F24=DELETE to clear the **Message Type**, **Entity Level 1**, **Sequence of Entity Level 1**, **Entity Level 2**, and **Sequence of Entity Level 2** fields.
Enter	Press ENTER to edit the selection fields and display Context Messaging Maintenance Screen (p. 27-10).

Context Messaging Maintenance List Screen



```
Screen ID: (539)                    SHIP CONFIRM MULTIPLE ORDERS S

     Type                                     User/Group Env
   Entity 1                 Seq Entity 2
1    inforBusinessContext                     *ALL
                            0

Selection:
```

This screen displays after pressing F6=CONTEXT MESSAGE LIST on the Context Messaging Maintenance Selection Screen (p. 27-5). Use this screen to display all the message information fields assigned to the selected Distribution A+ WEB customized page.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

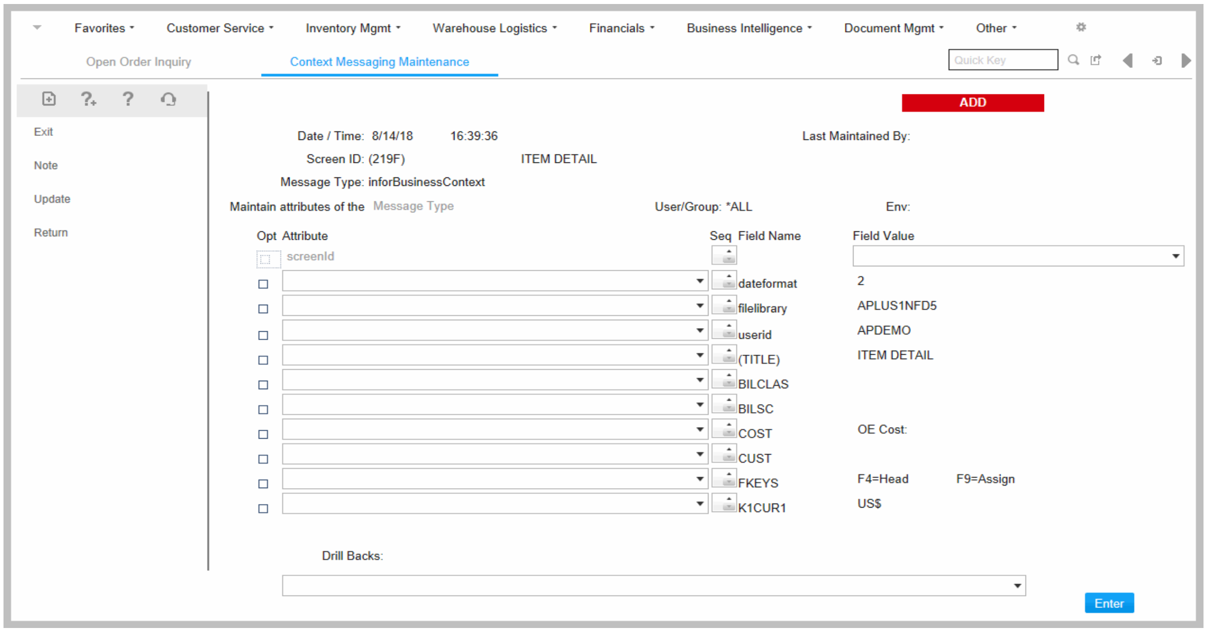
Context Messaging Maintenance List Screen

Field/Function Key	Description
Screen ID	The Distribution A+ WEB customized panel name and title. Display
(Reference Number)	The reference number of the messages displayed on this screen. This number is 1 through 6 for the six messages that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion using the F13-F18 TO CHG function keys. Display

Context Messaging Maintenance List Screen

Field/Function Key	Description
Type	The Message Type which is assigned to a Web Part. Available values are • address • inforBusinessContext • ShippingEstimator. Display
User/Group	The Distribution A+ User ID or User Group used to limit the availability of this message. All user access shows as ***ALL**. Display
Env	The Distribution A+ Environment designator restricts this message to only the specific file environment. Display
Entity 1	The first level entity assigned to this message. Display
Seq	The sequence number assigned to the first level entity. Display
Entity 2	The second level entity assigned to this message. Display
Selection	Key the **Reference Number** of the message being selected. (2,0 N) Required
F12=Return	Press F12=RETURN to return to Context Messaging Maintenance Selection Screen (p. 27-5) without selecting a message.
Enter	Press ENTER with a **Reference Number** in the **Selection** field to choose a message to be maintained. The Context Messaging Maintenance Screen (p. 27-10) displays.

Context Messaging Maintenance Screen



Date / Time: 8/14/18 16:39:36

Last Maintained By:

Screen ID: (219F) ITEM DETAIL

Message Type: inforBusinessContext

Maintain attributes of the Message Type

User/Group: *ALL

Env:

Opt	Attribute	Seq	Field Name	Field Value
☐	screenId			
☐			dateformat	2
☐			filelibrary	APLUS1NFD5
☐			userid	APDEMO
☐			(TITLE)	ITEM DETAIL
☐			BILCLAS	
☐			BILSC	
☐			COST	OE Cost:
☐			CUST	
☐			FKEYS	F4=Head F9=Assign
☐			K1CUR1	US$

Drill Backs:

This screen displays after completing the selection criteria on the Context Messaging Maintenance Selection Screen (p. 27-5) and pressing ENTER. Use this screen to select the rows of information to be used in the JavaScript that will be created for the message and the drill back.

The Context Messaging Maintenance Screen has two views: Entry View (shown above) and Confirmation View. Entry View has all the available selection and input fields. Confirmation View displays after pressing ENTER on the Entry View and will only show the rows that were selected to be included in this JavaScript.

Processing methodology is to find and sequence the **Field Value** by scrolling through the displayed fields in that column on the screen (captured from the selected customized screen), selecting the fields to be included or maintained by marking the specific lines in the **Opt** column and then assigning the sequence number and press ENTER to redisplay the screen in Confirmation View. Press F10=UPDATE to accept and continue or F12=RETURN to redisplay the screen in Entry View. The **Seq** field determines the sequence that will be displayed in the drill back message.

NOTE: When adding **Message Type** inforBusinessContext with **Maintain attributes of the** Message Type, the **Attribute** field has a required value of screenId and is the only attribute needed.

Context Messaging Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	The type of transaction being performed. The value will display as **ADD** or **CHANGE**. Display

Context Messaging Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Date / Time	The date and time when the current transaction was added or last maintained. Display
Last Maintained By	The User ID of last user to maintain the attributes. Display
Screen ID	The Distribution A+ WEB customized panel name and title. Display
Message Type	The selected Message Type that is assigned to a Web Part. address – The address message type is used for the Map Web Part and includes the street, city, state, zip code, and country. This message type is attribute level only; there are no entity levels attached. inforBusinessContext - Infor Business Context provides a flexible JSON structure using the web based user interface of Infor Applications which can send the current screen details and the identifiers relating to the main entities associated with the current screen. ShippingEstimator – The Freight Rate Web Part. Display
Maintain attributes of the	Displays the type of entities or attributes to maintain selected on the Context Messaging Maintenance Selection Screen (p. 27-5). Display values will be: • Message Type • Entity Level 1 • Entity Level 2. Display
User/Group	The limiting messaging criteria. Display values will be: • the User ID of the selected user • the User Group ID if the selected user group • ***ALL** - when All Users was selected. Display
Env	The selected Environment ID for this message. The field displays blank if the message is available across all environments in the current Distribution A+ Base ID. Display
Opt	Select the check box to add a row to the message. Rows that are not selected will not be used in the JavaScript when it is created. (A 1 x 11) Required

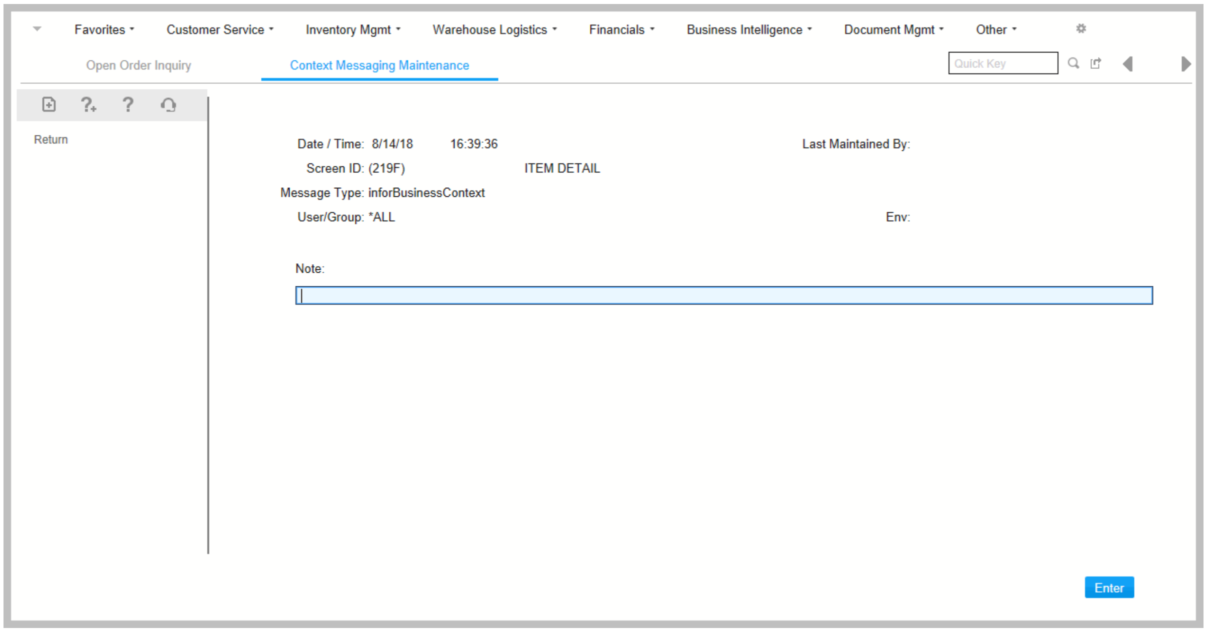
Context Messaging Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Attribute	Use this field to select either the **Attribute** or the **Field Value** for a particular line. Key the name of the attributes to maintain. The value keyed will be the label of the field being sent to the Web Part. For example, the **Field Name** may display **K2CONO**; by keying Company Number in the **Attribute** column, the context message then displays that text before the data extracted from the transaction. For the grandfather level **Message Type** inforBusinessContext and **Maintain attributes of the** Message Type, this field has a required value of screenId and is the only attribute needed. (A 25 x 11) Required/Optional
Seq	This field is used to control the order of Attribute in the JavaScript. For example, the sequence can be used to control order the order of tags in the Share Message. Key the sequence number in which the corresponding **Field Value** will be used. *Valid Values:* 1-9 (A 1 x 11) Required
Field Name	This field displays the actual Distribution A+ WEB screen field name used in the program. Most often, they will be the same field names used in the IBM i DDS (Data Description Specifications) program format. Display
Field Value	The **Field Value** serves two purposes. The **Field Value** is the current value shown on the Distribution A+ WEB panel field. This information will not show in the JavaScript. The purpose is only to help identify what **Field Name** should be used. When the **Attribute** column field has a value defaulted into it (such as screenId), the **Field Value** opens up to input the static data needed for the **Attribute**. Display / (A 1 x 30) Required
Drill Backs	When **Entity Level 1** is set to Entities, the dropdown list shows the available Drill Backs and the Attributes required for each. Select the specific drill back to be assigned to the message type being maintained. Display
F3=Exit	F3=EXIT only displays on the Entry View of this screen. Press F3=EXIT to return to the original session to continue processing.

Context Messaging Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F5=Note	F5=NOTE only displays on the Entry View of this screen. Press F5=NOTE to display the Context Messaging Maintenance Note Screen (p. 27-15) where you may enter additional reference information about this message.
F10=Update	F10=UPDATE only displays on the Entry View of this screen. Press F10=UPDATE to generate a JavaScript file with customized APIs.
F12=Return	F12=RETURN displays on the Entry View of this screen. Press F12=RETURN to return to the Context Messaging Maintenance Selection Screen (p. 27-5).
F12=More Changes	F12=MORE CHANGES displays on the Confirmation View of this screen. Press F12=MORE CHANGES to return to the Entry View to make additional selection criteria edits before completing this update.
Enter	*Entry View* Press ENTER to edit the data displayed on the screen. From Entry View, the selected data is edited for errors. If none are found, the screen re-displays in Confirmation View. *Confirmation View* From Confirmation View, press ENTER to update the Context Message. It will open the Notepad text editor on your computer for further editing. NOTE: This process will read the Context Messaging Header File (XAICTX) and Context Messaging Detail File (XAICTXD) in their entirety and recreate the JavaScript for *all* messages each time this is completed. The JavaScript is created in the directory that is designated for Distribution A+ WEB Exports (**URLDIR** from the anywhere.lwm file); if that entry is blank in the anywhere.lwm file, the export directory is the default directory for the local installation of the Distribution A+ WEB client (standard is C:\Users\UserName\AppData\Roaming\Rocket Software\LegaSuite Windows Client\anywhere). You will need to manually move the JavaScript exports from the exports folder to the LegaSuite folder on the IBM i or Windows Server used for the installation • If you named your install something other than LEGASUITE (i.e. LEGASUITE723), use that name here. The file named infor-aplusgui-modBB.js (where BB is the Base ID) is created in the URLDIR directory defined in the anywhere.lwm and is opened in Notepad.

Context Messaging Maintenance Note Screen



Date / Time: 8/14/18 16:39:36

Last Maintained By:

Screen ID: (219F) ITEM DETAIL

Message Type: inforBusinessContext

User/Group: *ALL

Env:

Note:

This window displays after selecting F5=NOTE on the Context Messaging Maintenance Screen (p. 27-10), Use this window to enter additional note / comment reference information about this Context Message. This will be included as a comment in the JavaScript file.

Context Messaging Maintenance Note Screen Fields and Function Keys

Field/Function Key	Description
Date / Time	The date and time when of the current transaction was last completed. Display
Last Maintained By	The User ID of last user to maintain the attributes. Display
Screen ID	The Distribution A+ Cross Applications panel name and title. Display
Message Type	The selected Message Type that is assigned to a Web Part. address – The address message type is used for the Map Web Part and includes the street, city, state, zip code, and country. inforBusinessContext - Infor Business Context provides a flexible JSON structure using the web based user interface of Infor Applications which can send the current screen details and the identifiers relating to the main entities associated with the current screen. ShippingEstimator – The Freight Rate Web Part. Display

Context Messaging Maintenance Note Screen Fields and Function Keys

Field/Function Key	Description
User/Group	The limiting messaging criteria. Display values will be: • the User ID of the selected user • the User Group ID if the selected user group • ***ALL** - when All Users was selected Display
Env	The selected Environment ID for this message. The field displays blank if the message is available across all environments in the current Distribution A+ Base ID. Display
Note	Key the information note for the Context Message being maintained. (A 70) Required
F12=Return	Press F12=RETURN to return to the Context Messaging Maintenance Screen (p. 27-10) without editing the note.
Enter	Press ENTER to add/change the information note. The Context Messaging Maintenance Selection Screen (p. 27-5) displays.

CHAPTER 28

Define MaxRecall Queries

28

Distribution A+ provides integration data to MaxRecall to help you manage document storage and retrieval. With the integration of Distribution A+ and MaxRecall, you can define MaxRecall queries and display documents quickly. Launched from within Distribution A+, MaxRecall lets you use a query definition to retrieve any document that has been stored in the system. Storing and retrieving documents with MaxRecall reduces the number of paper documents stored for historical purposes and eliminates the time a customer service representative would spend searching through files for a particular document. For example, if a customer calls to request information about a particular delivery, a customer service representative can display the document through the MaxRecall integration and provide the information the customer needs without leaving Distribution A+.

Through this menu option, you can define different queries by document type. The screens available allow you to:

- view predefined MaxRecall Query definitions provided with this menu option
- view previously defined MaxRecall Query definitions created by a user
- launch MaxRecall
- define a new MaxRecall Query
- maintain an existing MaxRecall Query

Predefined queries are provided with the software for the following documents:

- Acknowledgement
- Invoice
- Pack List
- Pick List
- Purchase Order
- Vendor Invoice

NOTE: Prior to running this menu option, security must first be defined through the Distribution A+ Security Menu (MENU XASCTY). Through Application Authority, you determine the user/user groups who will be authorized to access this menu option. Through Application Action Authority, you define the authorities for the application actions associated with this function. Actions (system level) for this function include **Maintain MaxRecall Queries** and **Run MaxRecall Query**. For both of these actions you determine if All Users, Master

Users Only, Selected Users or No Users will be authorized to perform these functions.

Once security has been defined, the MaxRecall integration must be activated through the Activate MaxRecall option on this menu (MENU XAMFILE). The MaxRecall integration will be activated for all companies when Activate MaxRecall is selected. If you select this menu option without first activating MaxRecall, an informational screen will display informing you that MaxRecall is not active and the option will be canceled. You will be prompted to press ENTER to continue and will be returned to MENU XAMFILE.

Defining MaxRecall Queries is performed through MaxRecall Query Definition on the MaxRecall - File Maintenance Menu (MENU XAMFILE).

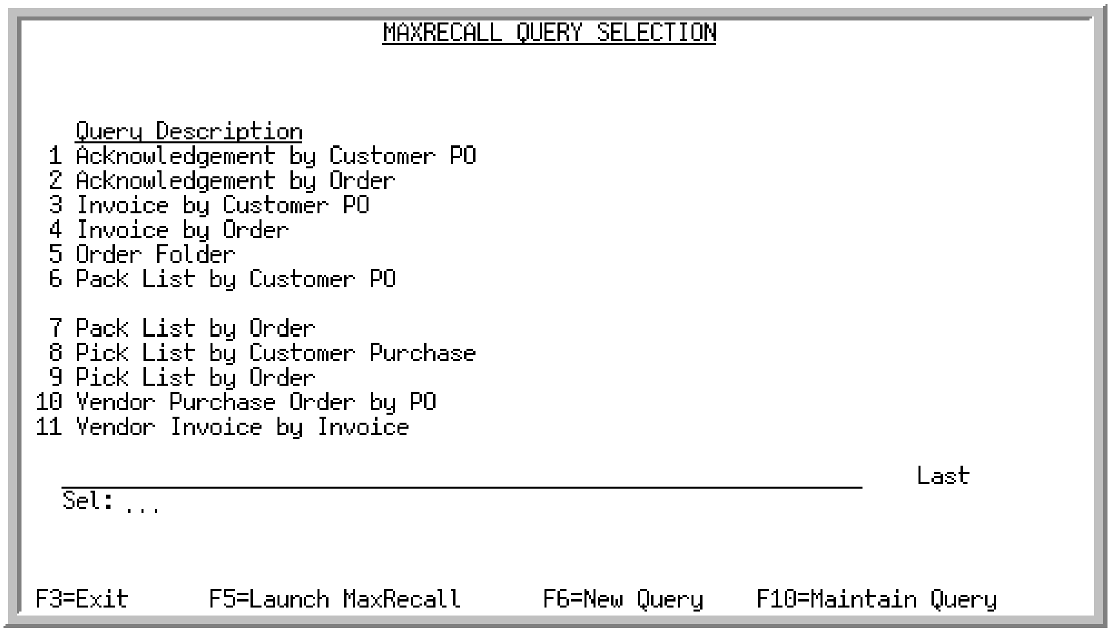
For complete information about MaxRecall, visit their web site at http://www.maxrecall.com/.

MaxRecall Query Definition

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Description
MaxRecall Query Selection Screen	Used to view predefined and previously defined queries, and to create, maintain, or launch MaxRecall Queries.
MaxRecall Query Screen	Used to launch MaxRecall, add a new query definition, or maintain a selected query.

MaxRecall Query Selection Screen



```
                        MAXRECALL QUERY SELECTION



   Query Description
 1 Acknowledgement by Customer PO
 2 Acknowledgement by Order
 3 Invoice by Customer PO
 4 Invoice by Order
 5 Order Folder
 6 Pack List by Customer PO

 7 Pack List by Order
 8 Pick List by Customer Purchase
 9 Pick List by Order
10 Vendor Purchase Order by PO
11 Vendor Invoice by Invoice
                                                        Last
  Sel: ...



F3=Exit      F5=Launch MaxRecall      F6=New Query    F10=Maintain Query
```

This screen displays after selecting option 1 - MaxRecall Query Definitionfrom MENU XAMFILE, or from the Task Selection Screen (p. C-6) when you press F11=MAXRECALL if parameters are defined. Use this screen to:

- view the 10 standard predefined MaxRecall Query definitions provided with the base shipment for this functionality; predefined queries are provided for the following documents:
  - Acknowledgement
  - Invoice
  - Pack List
  - Pick List
  - Purchase Order
  - Vendor Invoice
- view previously defined (if any) MaxRecall Query definitions created by a user
- launch MaxRecall (using the **Sel** field and F5=LAUNCH MAXRECALL)
- define a new MaxRecall Query (using F6=NEW QUERY)
- maintain an existing MaxRecall Query (using the **Sel** field and F10=MAINTAIN QUERY)

NOTE: Security for viewing and maintaining MaxRecall Queries is defined through Application Action Authority (MENU XASCTY). Based on security, you may or may not be able to view or maintain queries through this menu option.

For complete information about MaxRecall, visit their web site at http://www.maxrecall.com/.

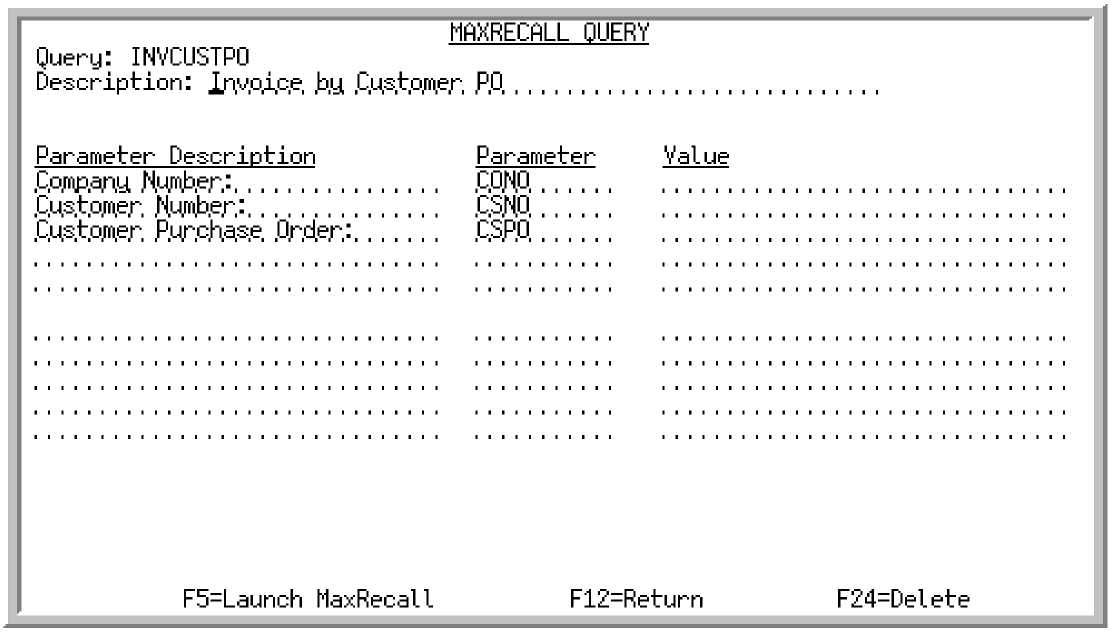
MaxRecall Query Selection Screen Fields and Function Keys

Field/Function Key	Description
Query Description	Predefined queries (provided with the software) and previously defined queries (created by a user) display on this screen. Queries are defined on the MaxRecall Query Screen (p. 28-6). NOTE: Security for viewing and maintaining MaxRecall Queries is defined through Application Action Authority (MENU XASCTY). Based on security, you may or may not be able to view or maintain queries through this menu option. Display
Sel	Use this field to select a query for which you want to launch MaxRecall or maintain the selected query. Key the reference number of the query you want to select and press F5=LAUNCH MAXRECALL or F10=MAINTAIN QUERY, depending on the function you want to perform. If you press F5=LAUNCH MAXRECALL, the MaxRecall Query Screen (p. 28-6) displays. If you press F10=MAINTAIN QUERY, the MaxRecall Query Screen (p. 28-6) also displays in maintenance mode providing additional functionality. (A 2) Optional
F3=Exit	Press F3=EXIT to exit this option.
F5=Launch MaxRecall	After entering the reference number of a query in the **Sel** field, press the F5=LAUNCH MAXRECALL function key to launch MaxRecall. The MaxRecall Query Screen (p. 28-6) displays and you will be prompted to key a value(s) (in the *Value* field) that you want to select for the query. Please refer to MaxRecall documentation for instructions on how to install and set up MaxRecall. All setup and installation for the Server and Client must be completed in order for the launch to be successful. NOTE: MaxRecall will automatically run if you were in an inquiry and then chose MaxRecall from the Task Selection and all parameters have been passed. If all the parameters were not available on the inquiry or you just accessed this screen from MENU XAMFILE, then you will be presented with the MaxRecall Query Screen (p. 28-6).

MaxRecall Query Selection Screen Fields and Function Keys

Field/Function Key	Description
F6=New Query	Press F6=NEW QUERY to create a new query definition. The MaxRecall Query Screen (p. 28-6) displays in entry mode. When a query is added in Distribution A+, it must also be added to MaxRecall and the proper links must be established in order for the query to run. For steps on how to add custom queries, refer to Defining Custom Queries (p. 28-9).
F10=Maintain Query	The F10=MAINTAIN QUERY function key displays on this screen only if you are authorized to maintain queries, as determined by the **Maintain MaxRecall Queries** application action in Application Action Authority Maintenance (MENU XASCTY). After entering a reference number of a query in the **Sel** field, press F10=MAINTAIN QUERY to maintain that query definition. The MaxRecall Query Screen (p. 28-6) displays.

MaxRecall Query Screen



```
                                   MAXRECALL QUERY
Query: INVCUSTPO
Description: Invoice by Customer PO


Parameter Description           Parameter     Value
Company Number:                 CONO
Customer Number:                CSNO
Customer Purchase Order:        CSPO








            F5=Launch MaxRecall          F12=Return          F24=Delete
```

This screen appears after you press F5=Launch MaxRecall, F6=New Query or F10=Maintain Query from the MaxRecall Query Selection Screen (p. 28-3).

If you accessed this screen after pressing F5=Launch MaxRecall, use this screen to launch MaxRecall.

If you accessed this screen after pressing F6=New Query, use this screen to add a new query definition. When you add a new query definition, you are defining a query in Distribution A+ to link to a MaxRecall Query, by defining a query ID and parameters which will link to a MaxRecall Query already defined. Therefore, prior to defining a new MaxRecall Query definition, you should first define a query in MaxRecall. For steps on how to add custom queries, refer to Defining Custom Queries (p. 28-9).

If you accessed this screen after pressing F10=Maintain Query, use this screen to maintain the selected query. You can maintain queries that are predefined and provided with this menu option, and user defined and created on this screen.

Note: This screen may also be accessed from the Task Selection Screen (p. C-6) when you press F11=MaxRecall if parameters are not defined (you will be prompted to enter a **Value** for the query).

MaxRecall Query Screen Fields and Function Keys

Field/Function	Description
Query	This field represents the ID of the Query. If you selected to launch MaxRecall or maintain a query, this field is for display-purposes only and cannot be maintained. If you selected to add a new query, key the ID of the query. For predefined queries provided with this menu option, this ID was already defined for the document type. *Valid Values:* Must match exactly what is defined in MaxRecall (that is, it must match the **View ID** field on the Host Viewer Window in MaxRecall Administration). (A 10) Optional/Display
Description	This field represents the description of the query. If you selected to launch MaxRecall, you will not be able to maintain this field. If you selected to maintain a query, you will be allowed to modify this description. For predefined queries provided with this menu option, the query description was already defined for the document type. If you selected to add a new query, key text describing this query. (A 50) Optional/Display
Application Action Authority	This field displays only if you selected to add a new query definition. This field determines if the query being added will be secured by user. Key Y to secure who will have authority to this query. If you key Y, through Application Action Authority (MENU XASCTY), you will be allowed to define the users or user groups that will be allowed to access this query. Key N if you do not want to select who has the authority to access this query. If you key N, any user will be allowed to run this query. (A 1) Required
Parameter Description	This field represents the description of the parameter located in the **Parameter** field. If you selected to launch MaxRecall, you will not be able to maintain this field. If you selected to maintain a query, you will be allowed to modify this description. For predefined queries provided with this menu option, the parameter description was already defined for the document type. If you selected to add a new query, key text representing the parameter description. For example, key Company Number. (10 @ A 30) Optional/Display

MaxRecall Query Screen Fields and Function Keys

Field/Function	Description
Parameter	This field represents the parameter of the query. The parameter is used to link the data in the iSeries query to MaxRecall index information when information is being sent to MaxRecall. If you selected to launch MaxRecall, you will not be able to maintain this field. If you selected to maintain a query, you will be allowed to modify the parameter. For predefined queries provided with this menu option, the parameter was already defined for the document type. If you selected to add a new query, key the parameter for this query. *Valid Values:* Must match exactly what is defined in MaxRecall (that is, it must match the **Host Value** field on the Macro Window in the document retrieval query definition section in MaxRecall). (10 @ A 10) Optional/Display
Value	This field represents the default value used for the query. For example, the value could be a specific warehouse or company and when MaxRecall is launched for the query it will automatically default to this value. If you selected to launch MaxRecall or maintain a query, you will be allowed to modify this field. For predefined queries provided with this menu option, the parameter description was already defined for the document type. If you selected to add a new query, key text representing the default value to be used for this query. (10 @ A 30) Optional
F5=Launch MaxRecall	This function key displays only if you have selected to maintain a query definition or add a new query. It does not display if you have selected to launch MaxRecall. See ENTER for further details. Press the F5=LAUNCH MAXRECALL function key to launch MaxRecall. The system will run the query in MaxRecall to display the document(s) selected in the Parameter list. For complete information about MaxRecall, visit their web site at http://www.maxrecall.com/.
F12=Return	Press the F12=RETURN function key to return to the previous screen without saving your entries.
F24=Delete	The F24=DELETE function key displays only if you have selected to maintain a query definition. It does not display if you have selected to launch MaxRecall or add a new query. Press the F24=DELETE function key to delete the selected query definition. You will be prompted to confirm deletion.

MaxRecall Query Screen Fields and Function Keys

Field/Function	Description
Enter	If you are maintaining or adding a new query definition, press the ENTER key to confirm your entries and continue. If you are launching MaxRecall, press the ENTER key to confirm your entry in the **Value** fields and to launch MaxRecall.

Defining Custom Queries

The following steps describe how to add a new custom query within MaxRecall Query Definition Maintenance (MENU XAMFILE) and MaxRecall.

1. Define Document Type in MaxRecall.
   a. Launch MaxRecall and click the ADMINISTRATION link to first define the query task (document type).
   b. Select document setup and document types and click the RUN icon.
   c. Add a new document and specify the keywords for the document (refer to MaxRecall Help for additional information).
2. Create Query ID to generate a new Query in MaxRecall Document Retrieval.
   a. Launch MaxRecall and click DOCUMENT RETRIEVAL.
   b. Select QUERY TASKS in the Query Task drop down.
   c. Select a pre-existing query task to copy.
   d. Define the lines on the query.

NOTE: The lines of the query are the field values which will link to a specific field value parameter in custom MaxRecall Query Definition Maintenance (MENU XAMFILE). Company, Customer, Customer PO No are also values which are defined in MaxRecall Query Definition Maintenance. The **DocTypes** field defines the document types to select when the query is run.

   e. After the lines on the query are defined, edit the macro by right clicking on the keyword. Select Host Input in the **Macro Type** field. In the **Host Value** field enter the parameter defined in MaxRecall Query Definition Maintenance (MENU XAMFILE).
   f. After the macros for each line have been edited, save the query. Right click in the bottom window pane, select query options and then select to save as new query.
   g. Enter a description for your query and select the TASK check box.
   h. Click SAVE.
3. Define a new Host Viewer in MaxRecall Administration.

   Once a query has been defined through MaxRecall Document Retrieval, you will need to perform an additional step to assign the query a Viewer ID. This Viewer ID will be used in linking with the Query ID in MaxRecall Document Retrieval.

   a. Select START > PROGRAMS > MAXRECALL ADMINISTRATION.

  b. On the first drop down, select MISC PROCESSES.
  c. On the second drop down, select HOST VIEWER.
  d. Click the RUN icon.
  e. Once the host viewer list displays, click the ADD button to add a new host viewer.
  f. Enter a Viewer ID (used in linking with the Query ID defined in MaxRecall Document Retrieval). The ID entered must be equal to or less than 10 characters.
  g. Enter a Description.
  h. In the **Query ID** field, enter the ID of the query task you defined in the MaxRecall Document Retrieval. You can also click the List button to locate this ID.
  i. Click FINISH.

4. Define MaxRecall in Distribution A+.
  a. In Distribution A+, access the MaxRecall Query Definition Maintenance option (MENU XAMFILE - Option 1).
  b. On the MaxRecall Query Selection Screen (p. 28-3), press F6=NEW QUERY to add a new query.
  c. In the **Query** field, enter a Query ID. This ID must match exactly what is defined in MaxRecall (that is, it must match the **View ID** field on the Host Viewer Window in MaxRecall Administration).
  d. In the **Description** field, enter text describing the query.
  e. In the **Application Action Authority** field, determine if you want security for this query. Key Y to secure who will have authority to this query. If you key Y, through Application Action Authority (MENU XASCTY), you will be allowed to define the users or user groups that will be allowed to access this query. Key N if you do not want to select who has the authority to access this query. If you key N, any user will be allowed to run this query.
  f. Define **Parameters**. The parameter entered must match exactly what is defined in MaxRecall (that is, it must match the **Host Value** field on the Macro Window in the MaxRecall document retrieval query definition section in MaxRecall).
  g. Enter the description of the parameter located in the **Parameter** field.

Special Notes

If you are launching MaxRecall from the Distribution A+ Task Selection Screen from within the attention key, then depending on where you are in Distribution A+ and how you have defined your query, you may be able to launch a query without being prompted for values. If you are in the Accounts Payable Inquiry, Customer Inquiry, Order Inquiry, or PO Inquiry, then certain parameter values are automatically passed to MaxRecall. If all these parameter values passed to MaxRecall match the parameter values defined in the query you have selected, then MaxRecall will run automatically without prompting you for values. Therefore, when defining a new custom query in MaxRecall, it may be beneficial to define the custom query with parameter names identical to the ones being passed. For example, if you want to define a new query for a specific company and customer and you want this to be accessed from within the Order Inquiry, you would want to define the parameters as CONO and CSNO. By doing this, Distribution A+ will automatically pass the customer and company and provide the exact link to launch MaxRecall for the specific company and customer selected in the Order Inquiry.

A list of Parameters are as follows:

Customer A/R Inquiry (AR201)

- CONO (company)
- CSNO (customer number)

Customer Detail Inquiry (AR201)

- CONO (company)
- CSNO (customer number)
- CSPO (customer PO number)
- INNO (invoice number)
- ORNO (order number)
- ORGN (order generation number)

Order Inquiry (OE211)

- CONO (company)
- CSNO (customer number)
- INNO (invoice number)
- ORNO (order number)
- ORGN (order generation number)
- CSPO (customer PO number)

Open Order Inquiry (OEORDR) and Order History Inquiry (OEHIST)

- CONO (company)
- CSNO (customer number)
- CSPO (customer PO number)
- INNO (invoice number)
- NOTE (misc. notes
- ORNO (order number)
- ORGN (order generation number)
- SHP# (ship to number)
- SHNM (ship to name)

Order History Inquiry (OEHIST)

- CONO (company)
- CSNO (customer number)
- CSPO (customer PO number)
- INNO (invoice number)

- NOTE (misc. notes
- ORNO (order number)
- ORGN (order generation number)
- SHP# (ship to number)
- SHNM (ship to name)

Requisition/PO Inquiry (PO201)

- CONO (company)
- PONO (purchase order number)
- VNNO (vendor number)

A/P Inquiry (AP200C)

- CONO (company)
- PONO (purchase order number)
- INVC (vendor invoice)
- VONO (voucher number)
- VNNO (vendor number)

CHAPTER 29

Define MaxRecall Options

29

Use this menu option to define options for exporting documents for MaxRecall. Distribution A+ integrates with MaxRecall to help you manage document storage and retrieval. With the integration of Distribution A+ and MaxRecall, you can define MaxRecall queries and display documents quickly. For further details about defining different queries by document type, refer to CHAPTER 28: *Define MaxRecall Queries*.

Define options for MaxRecall through MaxRecall Options on the MaxRecall - File Maintenance Menu (MENU XAMFILE).

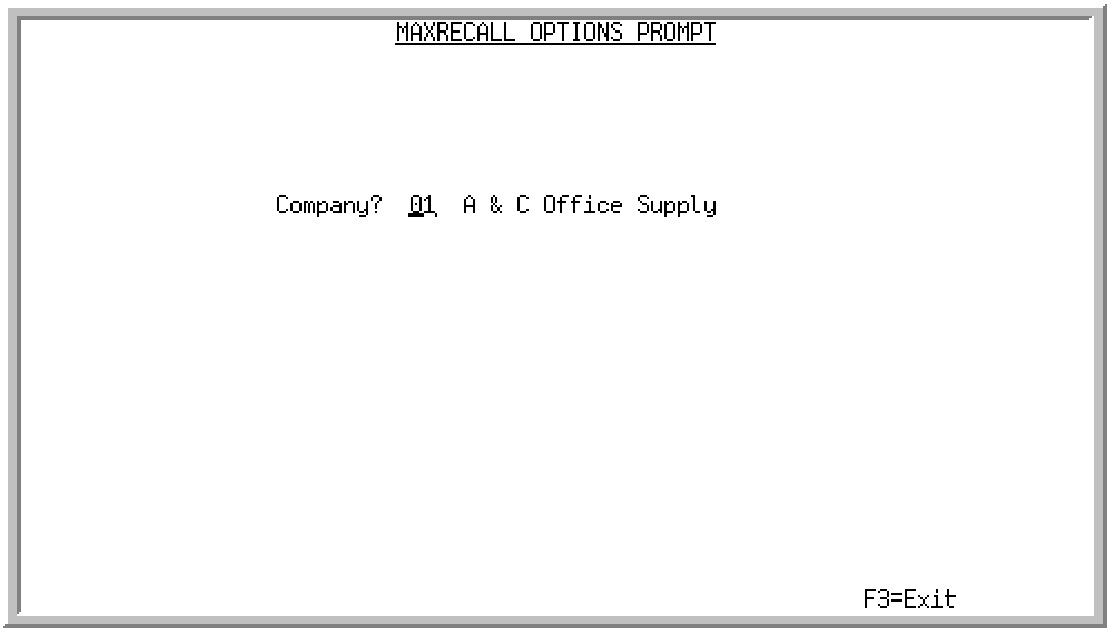
For complete information about MaxRecall, visit their web site at http://www.maxrecall.com/.

MaxRecall Options

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
MaxRecall Options Prompt Screen	Use to select the company for which you are adding or changing MaxRecall options.
MaxRecall Options Screen	Use to define options for exporting documents.

MaxRecall Options Prompt Screen



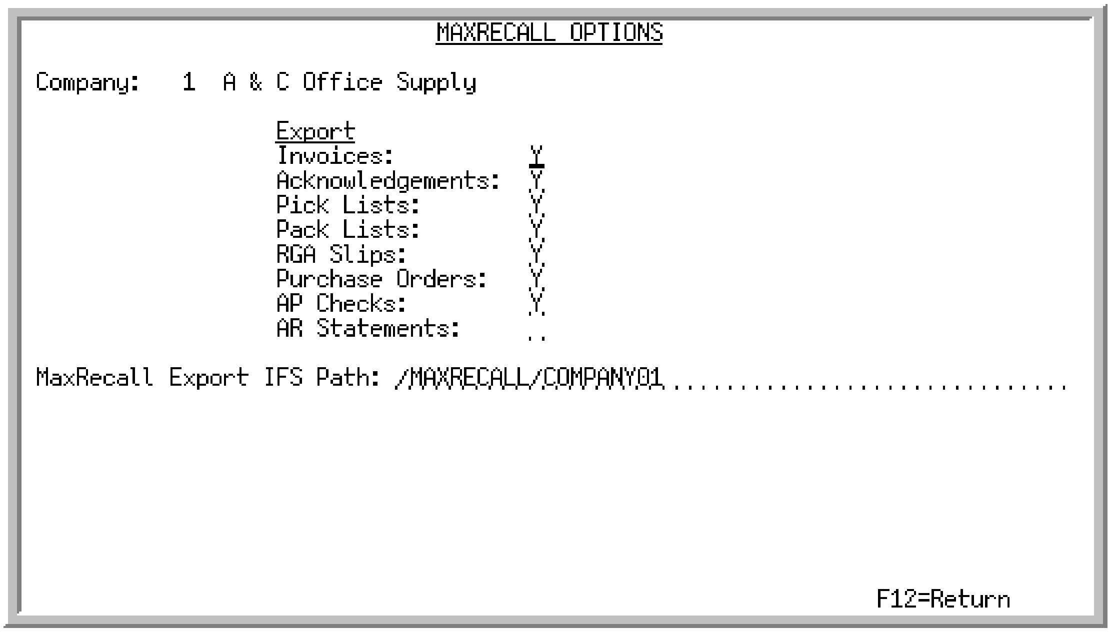
```
                              MAXRECALL OPTIONS PROMPT



                    Company?  01  A & C Office Supply








                                                                    F3=Exit
```

This screen displays after selecting option 6 - MaxRecall Options (MENU XAMFILE). Use this screen to select the company for which you are adding or changing MaxRecall options.

MaxRecall Options Prompt Screen Fields and Function Keys

Field/Function Key	Description
Company	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE). Use this field to key the company number for which you are adding or changing MaxRecall options. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selection. The MaxRecall Options Screen (p. 29-3) will display.

MaxRecall Options Screen



```
                                MAXRECALL OPTIONS

Company:   1  A & C Office Supply

                  Export
                  Invoices:         Y
                  Acknowledgements: Y.
                  Pick Lists:       Y.
                  Pack Lists:       Y.
                  RGA Slips:        Y.
                  Purchase Orders:  Y.
                  AP Checks:        Y.
                  AR Statements:    ..

MaxRecall Export IFS Path: /MAXRECALL/COMPANY01..............................






                                                               F12=Return
```

This screen displays after pressing ENTER on the MaxRecall Options Prompt Screen (p. 29-2). Use this screen to define options for exporting documents.

NOTE: Only **Form Type 1** and non Optio documents can be exported. If you have Optio and want to view an Optio document through MaxRecall, you can select to output the Optio document to a PDF and then configure MaxRecall to locate and open up the Optio PDF document. Contact Professional Services for further information.

MaxRecall Options Screen Fields and Function Keys

Field/Function Key	Description
Export	Use this field to select the documents that you want to export to the Integrated File System (IFS) you key in the **MaxRecall Export IFS Path** field. Currently, the following documents can be exported: • Invoices • Acknowledgements • Pick Lists • Pack Lists • RGA Slips • Purchase Orders • AP Checks • AR Statements Key Y next to those documents that you want to be exported. Key N next to those documents that you do not want to be exported. *Default Value:* N (A 1) Required
MaxRecall Export IFS Path	Use this field to key the Integrated File System (IFS) path where the selected documents (in the **Export** field) will be exported to. If the path you key doesn't already exist, after pressing ENTER you will be prompted to press F5=CREATE PATH to create the path. (A 50) Required
F5=Create Path	The F5=CREATE PATH function key appears if the path you key in the **MaxRecall Export IFS Path** field doesn't exist. Press F5=CREATE PATH to create a path for the value you keyed in the **MaxRecall Export IFS Path** field.
F12=Return	Press F12=RETURN to return to the MaxRecall Options Prompt Screen (p. 29-2) without saving changes on this screen.
Enter	Press ENTER to confirm your selections. You will be returned to the MaxRecall Options Prompt Screen (p. 29-2).

CHAPTER 30

Activate MaxRecall

30

Use this menu option to activate MaxRecall, enabling data to get passed to MaxRecall from Distribution A+. You must activate MaxRecall in order to define queries through MaxRecall Query Definition (MENU XAMFILE). When you select this menu option, MaxRecall will be activated for all companies.

Activate MaxRecall through Activate MaxRecall on the MaxRecall - File Maintenance Menu (MENU XAMFILE).

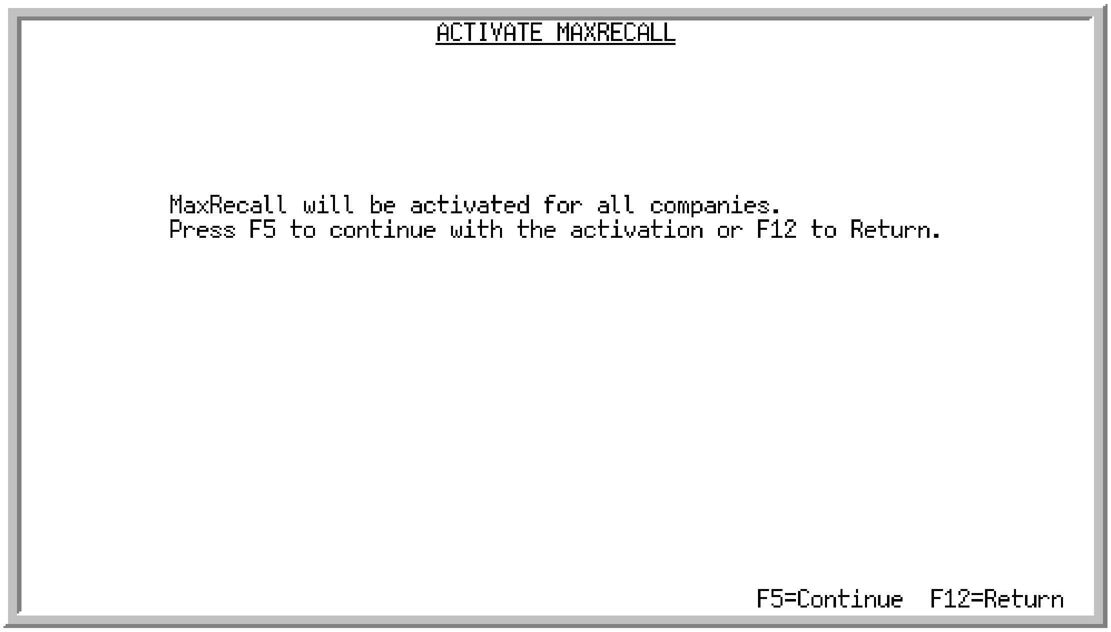
For complete information about MaxRecall, visit their web site at http://www.maxrecall.com/.

Activate MaxRecall

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Description
Activate MaxRecall Screen	Used to activate MaxRecall for all companies.

Activate MaxRecall Screen



ACTIVATE MAXRECALL

MaxRecall will be activated for all companies.
Press F5 to continue with the activation or F12 to Return.

If MaxRecall has not yet been activated, this screen displays after selecting option 50 - Activate MaxRecall from MENU XAMFILE. Use this screen to activate MaxRecall for all companies.

NOTE: If MaxRecall has already been activated, you will receive a message informing you that MaxRecall is already active. You will be prompted to press Enter to continue, and will be returned to MENU XAMFILE.

Activate MaxRecall Screen Fields and Function Keys

Field/Function Key	Description
F5=Continue	Press the F5=CONTINUE function key to continue. MaxRecall will be activated for all companies and you will be returned to MENU XAMFILE.
F12=Return	Press the F12=RETURN function key to return to MENU XAMFILE without activating MaxRecall.

CHAPTER 31 Stop A+

Use this option to stop Distribution A+ in the current environment. This prevents users from signing onto new jobs within Distribution A+. Jobs currently executing will be allowed to complete normally.

NOTE: -If EDI is installed, selecting this option also stops the EDI Transaction Processor and the auto release of incoming EDI documents, if auto release is being used.

-If web@work is installed, you must stop the web@work Information Broker through Stop Web Information Broker (MENU WBMAIN) before you stop Distribution A+. Refer to that option in the web@work User Guide for additional information.

-If Mail Server is installed, you must stop the Mail Server Broker through Stop Mail Server Broker (MENU MSMAIN) before you stop Distribution A+. Refer to that option in the Mail Server User Guide for additional information.

-If Workflow is installed, you must stop the Workflow Alert Processor through Stop Workflow Alert Processor (MENU MGMAIN) before you stop Distribution A+. Refer to that option in the Workflow User Guide for additional information.

Select this option prior to running any of the following dedicated procedures:

- Day-End Processing (MENU XAMAST), only if you are running a “dedicated” portion of day-end; you do not have to stop Distribution A+ if you are running the “non-dedicated” day-end
- Save Files (MENU XAMAST)
- Save A+ History Library (MENU XAMAST)

Additionally, you must stop Distribution A+ prior to executing any of the following menu options:

- Rebuild the Customer Search File (MENU XAMAST)
- Rebuild the Item Search File (MENU XAMAST)
- Remove Deleted Records from Files (MENU XAMAST)
- Rebuild Vendor Search File (MENU APMAST/MENU POMAST)
- Delete Completed TP Requests (MENU APMAST)
- Zero out YTD fields in Vendor Performance file (MENU POMAST)

- Reset PO Receipt Groups (MENU POMAST)
- Resequence AR Comments File (MENU ARMAST)
- Activate RF Picking (MENU RFMAST)
- Initialize CRM Files (MENU OSMAST or MENU SWMAST)

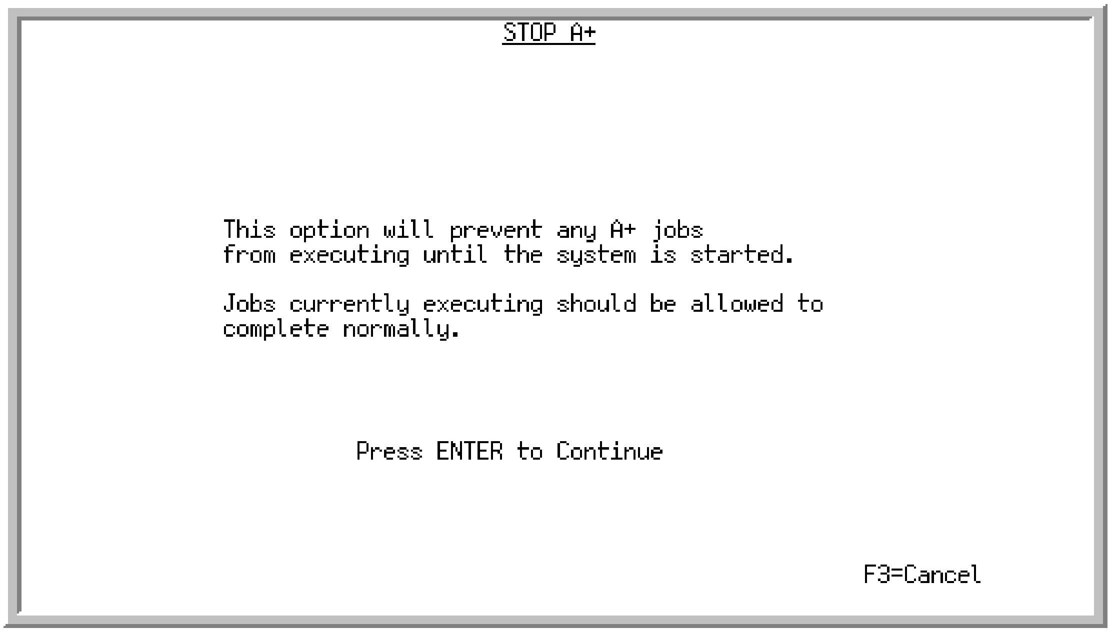
Perform this option through Stop A+ on the Cross Application - Master Menu (MENU XAMAST) or the Accounts Payable - Master Menu (MENU APMAST).

Stop A+

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Stop A+ Screen	Use to stop Distribution A+.
Stop A+ Confirmation Screen	Use to confirm that Distribution A+ has been stopped and dedicated processing may begin.
Stop A+ Confirmation with Active Users Screen	Use to review the active jobs that are using the Distribution A+ file library.
Stop A+ Error Message Screens	Use these screens to understand why Distribution A+ cannot be stopped at this time and what needs to be done to set conditions so Distribution A+ can be stopped.
A+ Must Be Stopped to Perform This Function Screen	Used to inform the user that the menu option selected requires dedicated mode processing.
A+ Has Been Stopped Screen	Used to inform the user that Distribution A+ has been stopped and no additional jobs can begin.

Stop A+ Screen



STOP A+

This option will prevent any A+ jobs
from executing until the system is started.

Jobs currently executing should be allowed to
complete normally.

Press ENTER to Continue

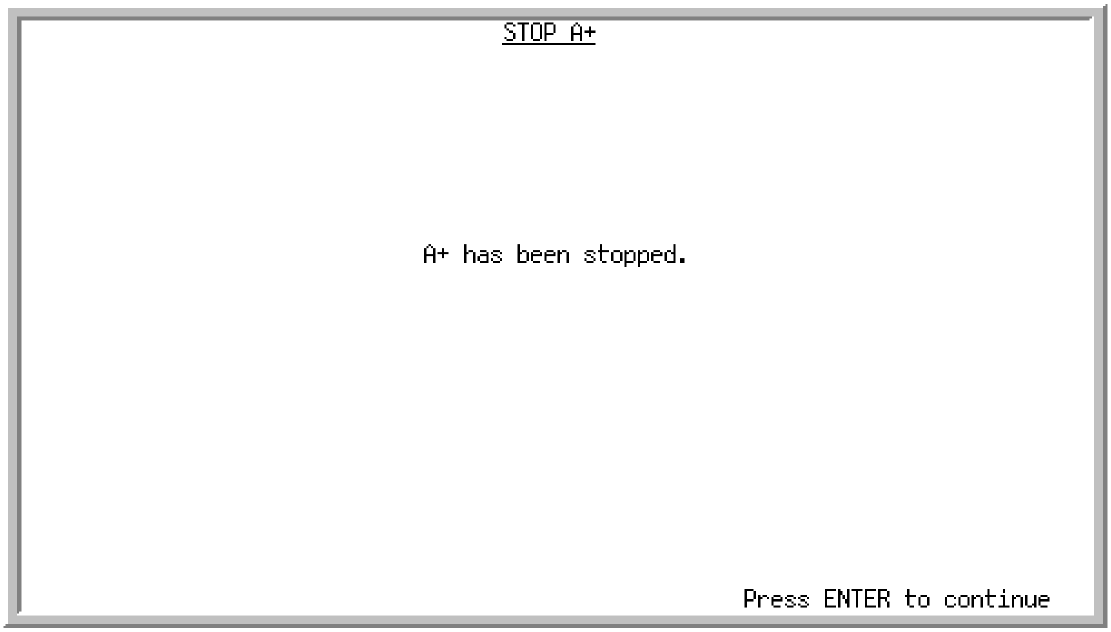
F3=Cancel

This screen displays after selecting option 1 - Stop A+ from MENU XAMAST or option 23 - Stop A+ from MENU APMAST. Use this screen to stop Distribution A+. All jobs currently executing in the queue will be allowed to finish. Users will be prevented from initiating any new Distribution A+ jobs. but any new jobs will not be allowed to be submitted to the Transaction Processor.

Stop A+ Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press the F3=CANCEL function key to cancel this option and return to the menu.
Enter	Press ENTER to continue with this option. If dedicated procedures are running, the Stop A+ Error Message Screens (p. 31-7) will display; if other users are signed onto Distribution A+, the Stop A+ Confirmation with Active Users Screen (p. 31-5) will display; otherwise, the Stop A+ Confirmation Screen (p. 31-4) will display.

Stop A+ Confirmation Screen



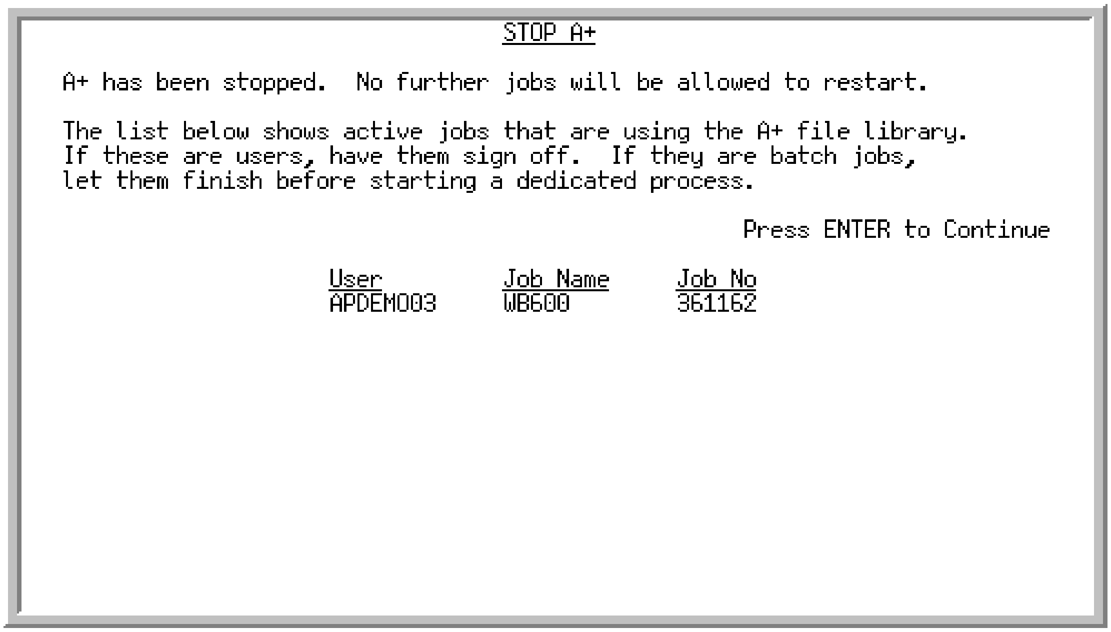
```
STOP A+

A+ has been stopped.

Press ENTER to continue
```

This screen displays after pressing ENTER on the Stop A+ Screen (p. 31-3) if there are not any dedicated procedures running and no other users are signed onto Distribution A+. This screen confirms that Distribution A+ has been stopped and dedicated processing may begin.

Stop A+ Confirmation Screen Fields & Function Keys

Field/Function Key	Description
Press ENTER to continue	Press ENTER to return to the menu. You may proceed to run any Distribution A+ associated procedure that requires dedicated processing mode.

Stop A+ Confirmation with Active Users Screen



```
                                    STOP A+

   A+ has been stopped.  No further jobs will be allowed to restart.

   The list below shows active jobs that are using the A+ file library.
   If these are users, have them sign off.  If they are batch jobs,
   let them finish before starting a dedicated process.

                                                   Press ENTER to Continue

                     User         Job Name     Job No
                     APDEM003     WB600        361162
```

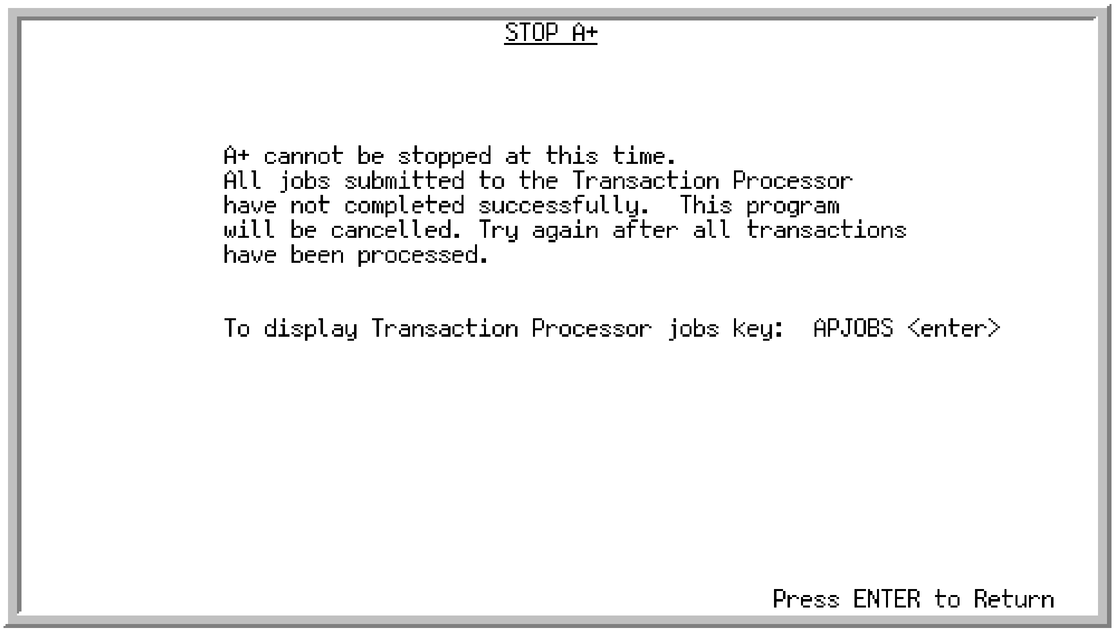
This screen displays after pressing ENTER on the Stop A+ Screen (p. 31-3) if there are other users are signed onto Distribution A+.

This screen shows the active jobs that are using the Distribution A+ file library. If users are signed onto Distribution A+, have them sign off. If batch jobs are running, allow them to finish. Once jobs are finished, you may continue with any dedicated procedure.

Stop A+ Confirmation with Active Users Screen Fields and Function Keys

Field/Function Key	Description
User	The user who is actively working in an Distribution A+ job or the user who submitted a job to run. Display
Job Name	This is the procedure that is currently being run. If a device name is shown (which is system generated or user defined), the user is signed on to Distribution A+. If a procedure name is shown (e.g., AR800), a job has been submitted but has not completed. Display
Job No	This is the System i assigned job number.
Press ENTER to Continue	Press the ENTER function key after you have noted which users are running jobs and have informed them that you intend to run dedicated procedures. Distribution A+ will be stopped and no other jobs will be allowed to run. The menu will display.

Stop A+ Error Message Screens



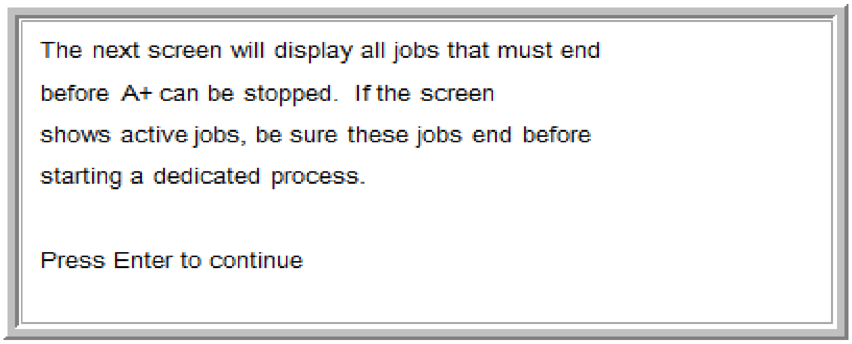
```
                              STOP A+


           A+ cannot be stopped at this time.
           All jobs submitted to the Transaction Processor
           have not completed successfully.  This program
           will be cancelled. Try again after all transactions
           have been processed.


           To display Transaction Processor jobs key:  APJOBS <enter>








                                          Press ENTER to Return
```

This screen displays after pressing ENTER on the Stop A+ Screen (p. 31-3) if there are jobs running in the Distribution A+ Transaction Processor, the EDI Transaction Processor, or the SOA BOD Event Processor, or if Credit Card Settlement Jobs are still processing in batch.

The message text that displays is unique to the issue preventing the stop command from completing. If batch jobs are running, allow them to finish. Once jobs are finished, you may continue with any dedicated procedure.

Some examples of the unique messages that may be issued are as follows:

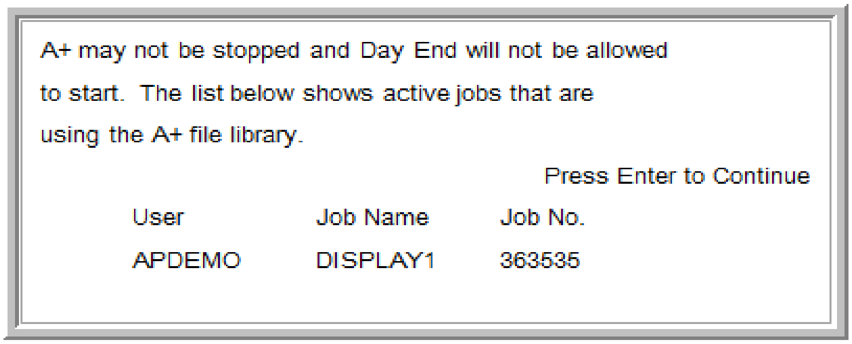
A+ cannot be stopped at this time



The next screen will display all jobs that must end
before A+ can be stopped. If the screen
shows active jobs, be sure these jobs end before
starting a dedicated process.

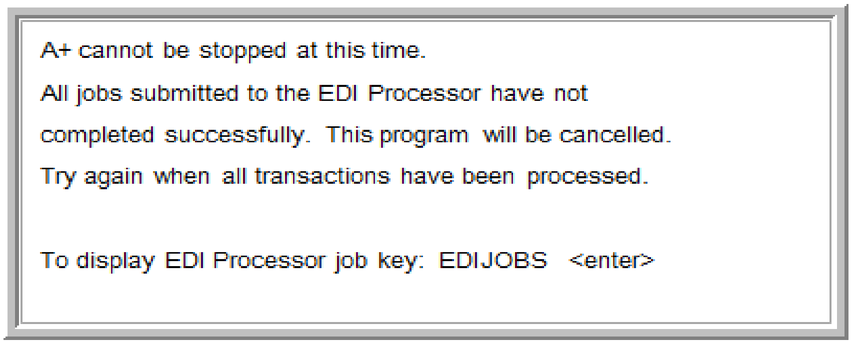
Press Enter to continue

A+ may not be stopped - Day-End



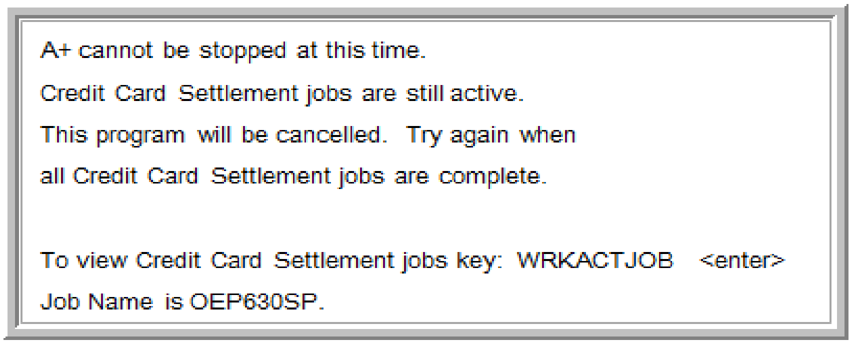
```
A+ may not be stopped and Day End will not be allowed
to start.  The list below shows active jobs that are
using the A+ file library.
                                      Press Enter to Continue
        User            Job Name        Job No.
        APDEMO          DISPLAY1        363535
```

A+ cannot be stopped at this time - EDI



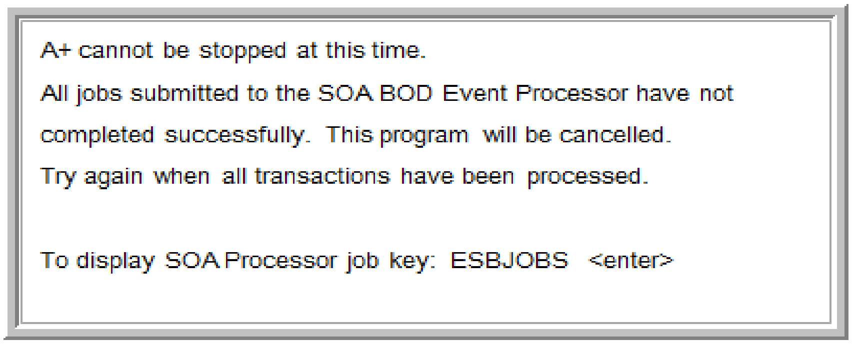
```
A+ cannot be stopped at this time.
All jobs submitted to the EDI Processor have not
completed successfully.  This program will be cancelled.
Try again when all transactions have been processed.

To display EDI Processor job key:  EDIJOBS   <enter>
```

A+ cannot be stopped at this time - Credit Cards



```
A+ cannot be stopped at this time.
Credit Card Settlement jobs are still active.
This program will be cancelled.  Try again when
all Credit Card Settlement jobs are complete.

To view Credit Card Settlement jobs key:  WRKACTJOB   <enter>
Job Name is OEP630SP.
```

A+ cannot be stopped at this time - On-Ramp Service Processor



A+ cannot be stopped at this time.

All jobs submitted to the SOA BOD Event Processor have not completed successfully. This program will be cancelled.

Try again when all transactions have been processed.

To display SOA Processor job key: ESBJOBS <enter>

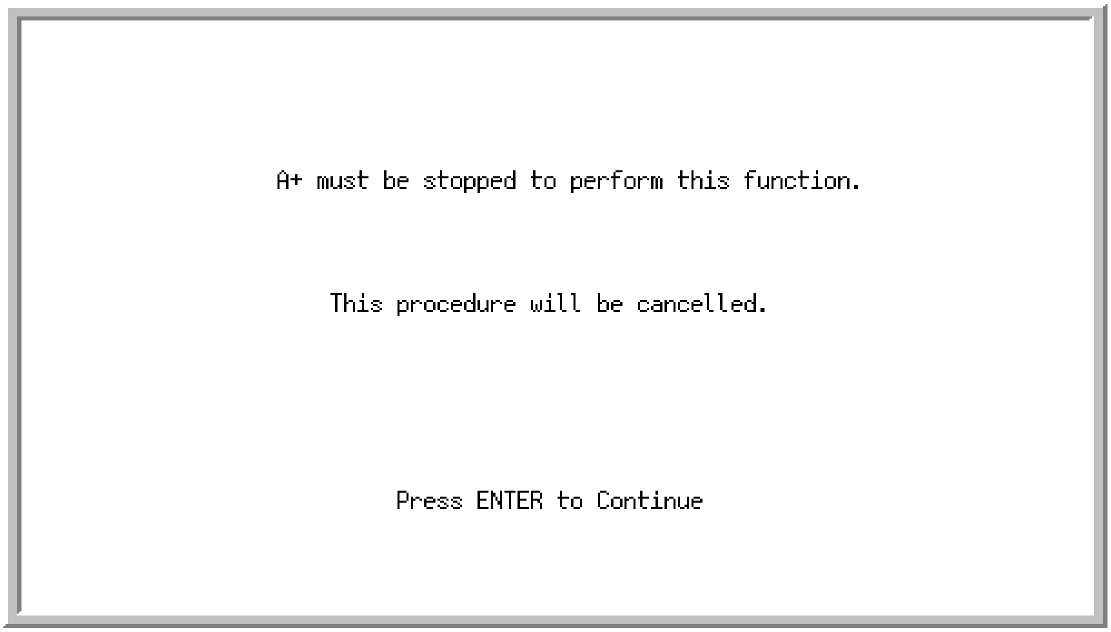
Stop A+ Error Message Screens Fields and Function Keys

Field/Function Key	Description
To display Transaction Processor jobs key	When this message displays, there is a job in the Transaction Processor that has not yet completed. Press ENTER to clear this message and return to the menu. Key: **APJOBS** and press ENTER or select option 21 - Transaction Processor Inquiry (MENU XAMAST) to review the jobs in the Transaction Processor. Display
To display EDI Processor job key	When this message displays, there is a job in the EDI Transaction Processor that has not yet completed. Press ENTER to clear this message and return to the menu. Key: **EDIJOBS** and press ENTER or select option 4 - EDI Processor Inquiry (MENU EIMAIN) to review the jobs in the EDI Transaction Processor. Display
To view Credit Card Settlement jobs key	When this message displays, the Credit Card Settlement program is still running. Press ENTER to clear this message and return to the menu. To view Credit Card Settlement jobs, key: **WRKACTJOB** and press ENTER and look for job name OEP630SP. Display
To display On Ramp Service Processor job key	When this message displays, there is a SOA BOD Event job in the On Ramp Service Processor that has not yet completed. Press ENTER to clear this message and return to the menu. Key: **ESBJOBS** and press ENTER or select option 10 - On-Ramp Service Processor Inquiry (MENU ESMAIN) to review the jobs in the On-Ramp Service Transaction Processor. Display

Stop A+ Error Message Screens Fields and Function Keys

Field/Function Key	Description
Enter	Use the ENTER key to either display the next message screen or to clear this message and return to the menu.

A+ Must Be Stopped to Perform This Function Screen



```
A+ must be stopped to perform this function.

This procedure will be cancelled.

Press ENTER to Continue
```

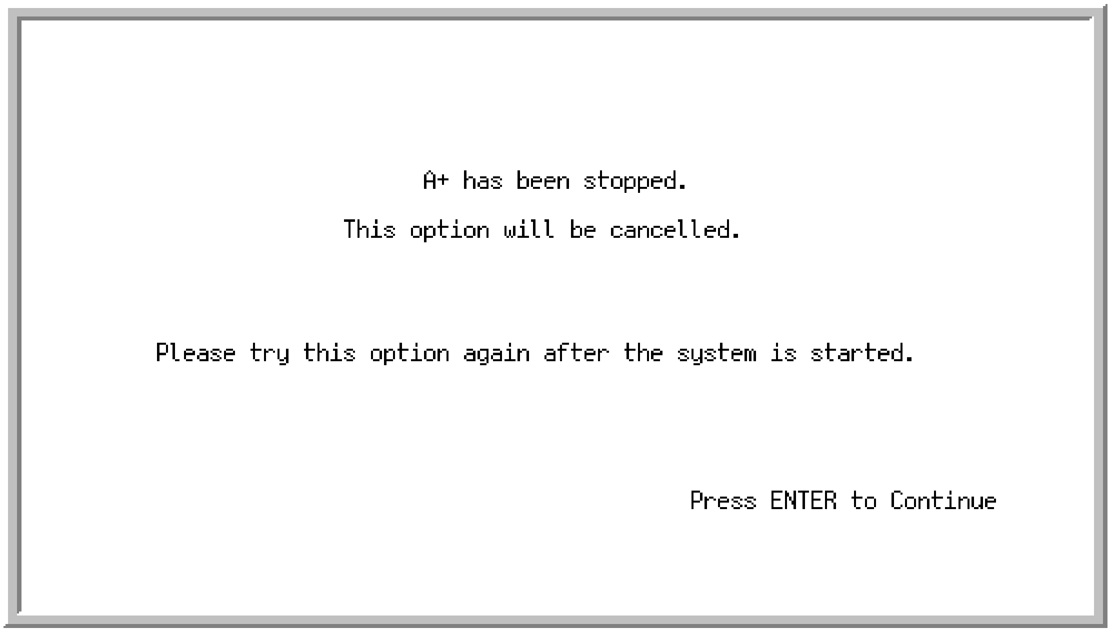
This screen displays after selecting an option that requires a dedicated system when Distribution A+ has not been stopped:

- Save Files (MENU XAMAST)
- Save A+ History Library (MENU XAMAST)
- Rebuild the Customer Search File (MENU XAMAST)
- Rebuild the Item Search File (MENU XAMAST)
- Remove Deleted Records from Files (MENU XAMAST)
- Rebuild Vendor Search File (MENU APMAST/MENU POMAST)
- Delete Completed TP Requests (MENU APMAST)
- Zero out YTD fields in Vendor Performance file (MENU POMAST)
- Reset PO Receipt Groups (MENU POMAST)
- Resequence AR Comments File (MENU ARMAST)
- Activate RF Picking (MENU RFMAST)
- Initialize CRM Files (MENU OSMAST or MENU SWMAST)

A+ Must Be Stopped To Perform This Function Screen Fields & Function Keys

Field/Function Key	Description
Press ENTER to continue	Press ENTER to return to the menu. From MENU XAMAST or MENU APMAST, select Stop A+, and then reselect the job that requires dedicated processing mode.

A+ Has Been Stopped Screen



A+ has been stopped.

This option will be cancelled.

Please try this option again after the system is started.

Press ENTER to Continue

This screen displays after selecting any Distribution A+ menu option when the system has been stopped so dedicated processing can occur.

A+ Has Been Stopped Screen Fields & Function Keys

Field/Function Key	Description
Press ENTER to continue	Press ENTER to return to the menu. No new jobs may be started until the dedicated processing has completed.

CHAPTER 32 Day-End Processing

32

This option executes Day-End Processing. You should run this option after all activity for the current day is complete. If you want Day-End to run automatically, you can define an automated Day-End and/or Invoicing job through Auto Day-End Invoicing Job Name Maintenance (MENU OEFIL3).

Through Day-End, you have the option to create your own job parameters on-the-fly each time you run Day End (selecting companies, optional jobs, and output queues/reports), or use a predefined job template. Job templates are created through Job Template Maintenance (MENU XAFILE) to allow for pre-established company selections, optional job selections, and output queues/report selections. In Day-End, on the A+ Day-End Processing Selection Screen (p. 32-12), you would simply enter the job template name you want used, and all of the criteria pre-established for that template will be utilized for that Day End. The use of a template eliminates the need for you to go through each step repeatedly. For added flexibility, if most of a template's selections are needed, but a few changes would be required, the template's selections can be modified on-the-fly, for the current Day End submission. This would be of great benefit if you wanted to only manipulate one or two selections for a particular Day End run – you do not have to reestablish each and every selection nor do you have to perform maintenance on the job template itself to reflect the temporary changes you wanted for just this run.

If you are running a "dedicated" portion of day-end, Distribution A+ must be stopped through Stop A+ (MENU XAMAST) and if you have other modules, like Mail Server, the transaction processors or brokers associated with those modules must be stopped as well. You do not have to stop Distribution A+ if you are running the "non-dedicated" portion of day-end.

Day-End Processing (non-dedicated portion only) runs in the Transaction Processor and executes the tasks listed on the Day-End Processing Status Screen (p. 32-33); tasks are executed in the sequence in which they are displayed. If you are also running a dedicated day-end (Distribution A+ is stopped), that portion will be processed interactively before the non-dedicated portion gets submitted to the Transaction Processor. Additionally, you may indicate the time and date you would like Day-End Processing to start running in the Transaction Processor. For detailed information regarding the Transaction Processor, refer to Understanding the Transaction Processor (p. 1-5).

NOTE: Day-End Processing will not run if errors are detected in the G/L Transfer Definition during the G/L Pre-Edit that runs. Review the G/L Report (XA999) to identify the errors that were detected. Once you have corrected the errors, you can then select to run Day-End Processing.

Certain jobs submitted to the Transaction Processor after processing has started will be allowed to run. Those jobs include:

- AP130PP - AP Voucher Post
- AP140P – AP Payment Selection
- AP150P – AP Print Checks
- AP170P – AP Record Check Numbers
- AP187P – Post Check Reversals
- AP192P – Post Manual Checks
- AP610P – Post Bank Account Transactions
- AP620P – Pre-Receipt Invoice Validation
- AR102PP – Cash & Adjustment Post
- AR120PP – Invoice Post
- AR170PP – Auto Pay Cash Post
- GL130PP – Post GL Transactions
- GL681P – Post Fixed Asset Transactions to GL
- IA601P – Process IA Transactions
- IA601XP – Process IA Transactions in TP
- IA651P – Update Physical Inventory
- IA691P – Post IA Transactions to GL
- IC611P – Revalue Receipts/Landing Costs Pending Invoicing
- IC620P – Revalue Open Payables
- IC650P – Revalue Open Invoices
- OB601P – Process BOM Transactions
- OE665P – Immediate Returns Processing
- OE690P – Create Backorders
- OER100PQ – Vendor Rebate Post
- PO170PP – Special Order Automatic Requisition Creation
- PO397P – Create Requisitions from Suggested Orders
- PO604P – Print Purchase Orders
- PO605P – Post Purchase Order Receipts
- PO685P – Automatic WH Transfer Order Creation
- PO812P – PO Reset On Order Quantity
- WM420PQ – WM Move Post
- WM780P - WM Update Inventory Counts
- WO605P – Post Work Order Receipts

Once Day-End Processing has been submitted to the Transaction Processor, you can access this menu option to review the day-end jobs that are pending and/or active, select a job to review in detail, submit a new day-end job even if other day-end jobs are active and/or pending in the Transaction Processor (refer to the Submitted Day-End Jobs Screen (p. 32-24)), or delete a pending day-end job. You also will have the option to change the scheduled start time and start date, if it is a scheduled start time and date in the future and processing has not yet started.

Updates that can occur during Day-End Processing

This section describes the updates or procedures that may occur for Distribution A+ modules. Some updates depend on system and module options; other updates are always performed for a module. When options play a role, this section generally indicates the option that controls the process.

Accounts Receivable

- Invoices will pass from Order Entry to Accounts Receivable.
- Split terms invoices will be generated and Accounts Receivable updated; cash discounts will also be applied to the invoices, if they apply.
- Customer audit activity information will be purged.
- Open receivables will be re-aged.

Advanced Inventory Management

- AIM Monthly Update will be performed.

Bill of Material

- Before order specific kits are purged for invoiced orders, order specific BOM parents/components (BOMCO, BOMPR) will be written to history (BOMCOH, BOMPRH).

bizLinx

- Invoices printed through Order Entry for customers that are set up to use eBill are passed to Commerce Gateway for processing through eBill.

Cross Applications (XA)

- Completed jobs from the Transaction Processor will be removed.
- Refresh the Executive Summary.
- Deleted records will be reorganized.
- The Item Search Optimizer File will be rebuilt.

- The Customer/Ship-To Optimizer File will be rebuilt.
- Unused workstations will be purged.

Electronic Data Interchange

- PAD documents will be created for each vendor who requires it.
- PAD documents will be sent to vendors.
- The Product Activity Data Detail (PADDT) and the Product Activity Data Header (PADHD) files will be purged.
- The start auto release will occur for the Incoming/Outgoing EDI broker.
- Outgoing EDI documents will be sent and purged.

Electronic Payments

- Expiration days for credit card payment types will be verified.
- Expiration dates for individual credit cards will be verified.
- Orders settled by the merchant ID will be compiled and totaled, and a report will be generated.
- An accounts receivable group for the settlement amount will be created and posted to the credit card customer account.
- Credit card transaction log will be purged.
- Key encryption notification will be determined.

Checking the Expiration Days

For credit card orders (not invoices) that have been authorized, but not settled, day-end processing checks the status of the authorization. If the authorization has exceeded the number of days specified in the **Expiration Days** field for the credit card in Payment Types Maintenance (MENU ARFILE), the order will be placed on Expired Authorization hold. For example, assume a credit card order exists with a Visa payment type where the Expiration Days field was set to 5. If the order was authorized on January 1, but had not been settled by January 6, during day-end processing, the order would be placed on Expired Authorization hold and the order information would print on the Credit Card Expired Authorization List.

Checking the Expiration Date

Day-end processing also checks for the expiration of individual credit cards used to pay for orders (not invoices). For example, if the Visa card for customer 100 has an expiration date of January 2012, and you run Day-End Processing on February 2012, orders using that particular VISA card will be placed on Expired Authorization hold and the order information would print on the Credit Card Expired Authorization List. Also, if an authorization for an order is expired, the original authorization and all additional authorizations will be voided and deleted.

Settlement Report

Day-end processing will produce reports that list all of the credit card payments for orders and invoices that have been settled by the payment service provider, including settlement and credits. The Credit Card Settlement Report provides totals for each credit card type and for all credit cards by company and merchant. The settlement report is printed in the **Settlement Output Queue** specified for each company in the Credit Card Options Maintenance (MENU EPFILE).

AR Group Creation and Posting

Day-end processing creates an AR group for the settlement amount and posts it to the credit card customer account for each credit card type.

NOTE: If you are using Verifone JCharge, Verifone will settle orders based on merchant ID. Any order that has been marked for settlement during invoicing will be settled by Verifone. If invoicing is run while day-end processing is running, Verifone will settle orders which have not yet gone to history and have not updated Accounts Receivable for the credit card customer. These settled orders will not go to history or update Accounts Receivable until the next time you run Day-End Processing (MENU XAMAST).

General Ledger

- General Ledger will be updated for sales and cost of goods sold.
- General Ledger will be updated for unallocated shipments.
- General Ledger information will be incorporated into all applicable item files, once General Ledger postings occur.

International Currency

- IC revaluation of open receivables will be performed.

Inventory Accounting

- Inventory stock outs will be updated.
- Inventory moves, recommended moves (move downs) will be performed.
- Inventory allocations will be reset.
- Discontinued items (flagged at the Item Master level) whose on-hand quantity reaches zero in all warehouses will be suspended unless:
  - open orders contain the item
  - consignment warehouses contain the item
  - unprocessed inventory accounting transaction contain the item
  - unprocessed receipts or receivers contain the item

- open work orders contain the item as a parent

NOTE: Discontinued items (flagged at the Item Balance level but not at the Item Master level) will also be marked as suspended when the above criteria applies for that specific warehouse.

Inventory Management & Planning

- IM&P Monthly Update will be performed.

Mobile Order Entry

- Data in the Customer Call Schedule History File (OSCCS) will be purged; this purge is run with this option every seven days.
- Customer call schedules will be purged.

Order Entry

- The OE Today’s Invoices Header File (INHED), OE Today’s Invoices Detail File (INDET), Order Invoicing Payment File (INPAY), IC Today’s Invoices Header Extension File (ICINHD), and IC Today’s Invoices Detail Extension File (ICINDT) will be cleared, prior to Distribution A+ deleting files.
- Invoiced orders will update the Days-In-Process Measurements files and the Sales Recap files.
- Inventory will be re-costed; each invoiced item will update with the new current cost before calculating profit.
- Inventory for regular (type “O”) orders will be allocated at order entry time and on-hand quantities will be updated during Day-End Processing.
- All future orders for warehouses that use allocation time period for which the current date is greater than the allocation date will be released automatically to regular (type “O”) orders; allocation quantities for the released orders will be updated.
- Sales of items that have overridden cost will update the items’ average cost.
- Safety Data Sheets (SDS) will print.
- Daily extracts and updates of open order recap values will take place automatically.
- Original order information will be moved from the Open Orders File to the History Detail File.
- The Shipped Orders File (SHPORD) will be purged; all activity older than seven days prior to the current day will be purged.
- Contracts will be updated.
- Item Rebates will be updated.
- Customer master open order value will be reduced by today’s invoices.
- Backorders will be created.
- The Parent Order File (OEPAR) will be purged.

- The Pick List run (PLCTL, PLPRT, PLSUM) will be purged.
- The Order Hold Code Files (OEHLD and ORDHLD) for invoiced orders will be purged.
- Box history will be updated and purged.
- Today's order flag will be updated.
- The immediate returns flag will be reset.
- Country of origin will be moved to the OE Order History Detail File (HSDET) when an invoiced order is moved to history.
- The **Country of Origin** field in the OE Order History Detail File (HSDET) will be filled with '*M', if a line item on an order was shipped with more than one country of origin (determined by reservations being checked in the WM Location Reservations File (WMRSV) for the order).
- If the **Qualify for Rebate at Day-End** field is set to Y through Rebate Options Maintenance (MENU OERMAIN), the system will check for relevant rebates when invoicing orders during Day-End Processing. Orders without an existing rebate will have a rebate applied if the order qualifies.
- If the **Recost Rebate at Day-End** field is set to Y through Rebate Options Maintenance (MENU OERMAIN), costs that have changed since an order was entered and the order qualified for a rebate, will be updated to the current cost used by the rebate.
- Reducible customer inventory reservations are adjusted to reflect the total quantity shipped to the customer for all open orders (excluding returns, future orders, master orders, and quotes). Reservations that reach zero are deleted. If you are tracking customer inventory reservation activity, activity records are created for reservation changes.
- Order activity is not dependent on a costing method (FIFO/LIFO) being used. If the cost is changed on the order, regardless of which option triggered it, activity will be written.
- FIFO/LIFO cost layers will be reduced by the orders being shipped.

Purchasing

- Purchasing history files will be updated.
- The Special Order Summary File (SPSUM) will be rebuilt.
- The on-order quantity will be reset.
- For warehouse transfers, the PO Warehouse Transfer In Transit File (POXFR) will be updated by quantity shipped on invoice printed orders by program OE690.
- Country of origin will be moved to the PO Purchase Order History Detail File (PHDET) when a fully received purchase order is moved to purchase order history.
- The **Country of Origin** field in the PO Purchase Order History Detail File (PHDET) will be filled with '*M', if more than one receipt has been entered for this purchase order's line item with more than one country of origin, which tracks all receipts for this line item on this purchase order.

Radio Frequency

- Radio Frequency staging files will be purged.

Sales Analysis

- Sales Analysis will be updated.
- Sales Analysis data will be saved at the detail level.
- Sales Analysis data will be saved at the ship-to address level.
- Sales Analysis data will be updated for all invoiced orders.
- Process changes will occur to Sales Analysis descriptive data.

Warehouse Management

- The pick quantity will be adjusted.
- The aging date for a returned lot item will be determined and updated in the WM Balance File (WMBAL) as follows:
  - If a pre-existing WM Balance File (WMBAL) record for this item/lot #/location already exists in the location where the returned item was being returned to, the earliest age date of the two would be used.
  - If a pre-existing WM Balance File (WMBAL) record for this item/lot #/location does not exist in the location where the returned item was being returned to:
    - If an overridden Lot Age Date was entered on the Lot Assignment Screen, that date would be used.
    - If an overridden Lot Age Date was not entered on the Lot Assignment Screen, the original age date of the lot item according to the sales issue (Z type) would be used.
    - If a sales issue record could not be retrieved, then the current transaction date of the return being processed would be used.
- The Location Audit Report will be generated.
- The Location Movement History will be purged.

NOTE: This purge runs every seven days, not each time Day-End Processing is run.

- Warehouse Management will be updated with invoiced orders (Location Movement History is added to and Warehouse Management Balance is updated).

Web@work

- The web broker will be started, if it was stopped.

Workflow Management

- Workflow alerts (GN114) and order cancel date (GN106) will be generated.

User Security Note

When jobs are run during Day End Processing, only company level authorization security checks will occur. Warehouse and Salesrep authorization security checks will not occur for jobs run during Day End.

Perform this option through Day End Processing on the Cross Application - Master Menu (MENU XAMAST).

Day-End Processing

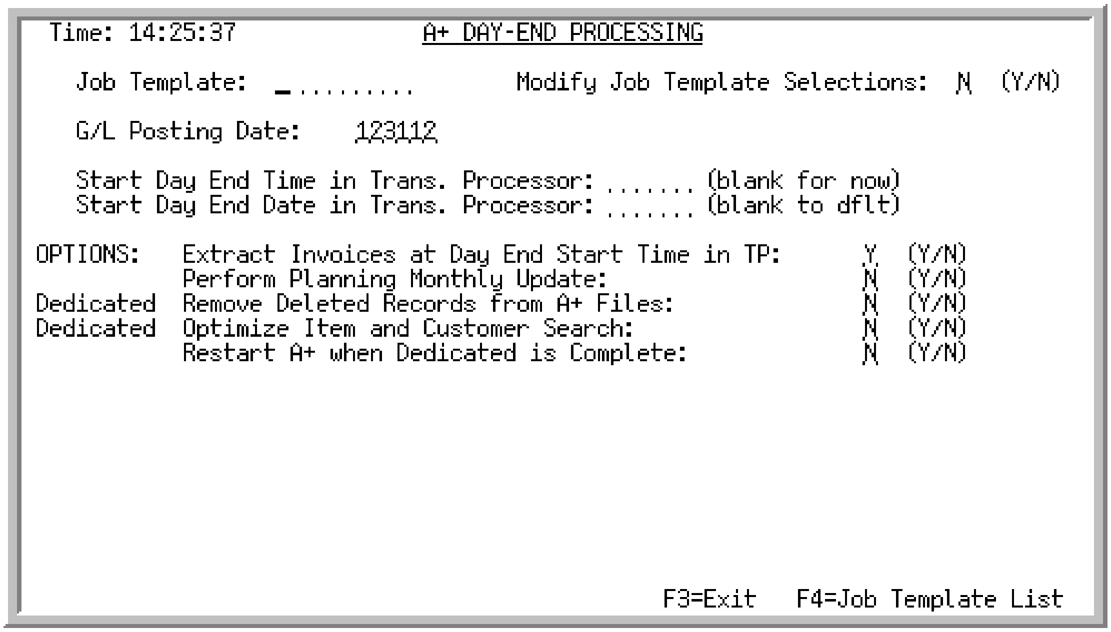
The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	**Purpose**
A+ Day-End Processing Selection Screen	Use to select options specific to performing Day-End Processing.
Planning Monthly Update Screen	Use to inform you that this option should only be run once (at the beginning of each month), after the last day-end for the month and Sales Analysis Month End is completed for all companies.
Day-End Dedicated System Processing Screen	Use to review the status of Day-End “dedicated” Processing as it progresses.
Submitted Day-End Jobs Screen	Use to review the day-end jobs that are pending and/or active, select a job to review in detail, or submit a new day-end job.
A+ Day-End Processing Submitted Day-End Jobs/Transaction Processor Inquiry Screen	Use to review details about a day-end job, change parameters for a *pending* (not active) job, delete a pending job, review what step is being processed for an *active* day-end job, or review parameters for which a completed day-end job ran.
Day-End Processing Status Screen	Use to review the status of Day-End Processing as it progresses in the Transaction Processor.
Today’s Backorder Detail Summary Report - By Item	Use this report to review all items that have been put on backorder since the completion of the last Day-End Processing.

Title	Purpose
Today’s Backorder Detail Summary Report - For Non-Stock Items	Use this report to review all non-stock items that have been put on backorder since the last Day-End Processing completed.
Open Order Summary Report	Use this report to review open order types.
Invoice Register Report	Use this report to review detailed information (totals by order type and payment type within company) for each invoice contained on this report.
Location Audit Report	Use this report to review items that are assigned to the warehouse management unknown location (assigned the location of all 9’s), or items that have a negative quantity.
Kit Exception Report	Use this report to review all items that are kits that have a quantity on hand other than zero.
Accounts Receivable Transaction Register Report	Use this report to review all of the invoices that were passed to Accounts Receivable during this Day-End Processing.
G/L Transaction Post Journal	Use this report as your record of the transactions posted to G/L.
G/L Transaction Entry Edit - Error Report	Use this report to determine if any errors exist in a transaction group entered through Transaction Entry (MENU GLMAIN).
G/L Transaction Post Report (OE685Z)	Use this report to review if any debits and credits are not equal.
Open Purchase Order Summary Report	Use this report to review all existing open purchase orders and/or open requisitions.
Inventory Planning Exception Report	Use this report to review items with significant changes to the minimum and maximum balances.
Recommended Move Report	Use this report to review those items which should be moved from one unit of measure to another.
Model Change Report	Use this report to review all items that were re-forecast with the low usage model.
Safety Stock Audit Report	Use this report to review items that have a safety stock which is greater than a given percent of the minimum on-hand quantity.

Title	Purpose
Shipping Manifest	Use a Shipping Manifest to review the contents put on a vehicle for shipment. (Prints if you selected to print Pick Lists by route.)
Invoice Manifest	Use an Invoice Manifest to review the contents put on a vehicle for shipment. (Prints if you selected to print Invoices by route.)
Off Line Order Entry Report	Use this report to review all orders that were imported into Distribution A+ using Off Line Order Entry (MENU OEMAIN).
Allocation Date Order Release Report	Use this report to review all future orders that were released because the requested ship date falls within the allocation window.
Credit Card Expired Authorization List	Use this listing to review all of the orders for which credit card payment authorization has exceeded the number of days specified in the **Expiration Days** field for the credit card in Payment Types Maintenance (MENU ARFILE) or for which the individual card used has exceeded its expiration date.
Credit Card Settlement Report	Use this report to review all of the orders and invoices that were settled with the third-party payment service provider during day-end.
Credit Card Settlement Report-Company and Merchant Totals	Use this report to review the total currency amount settled for each company and merchant ID combination and for the company as a whole.
Contract File Errors	Use this report to see if any errors exist in the OE Contract/Special Pricing File (CONTR).

A+ Day-End Processing Selection Screen



```
 Time: 14:25:37              A+ DAY-END PROCESSING

   Job Template: _.........       Modify Job Template Selections:  N  (Y/N)

   G/L Posting Date:    123112

   Start Day End Time in Trans. Processor: ....... (blank for now)
   Start Day End Date in Trans. Processor: ....... (blank to dflt)

OPTIONS:   Extract Invoices at Day End Start Time in TP:      Y  (Y/N)
           Perform Planning Monthly Update:                   N  (Y/N)
Dedicated  Remove Deleted Records from A+ Files:              N  (Y/N)
Dedicated  Optimize Item and Customer Search:                 N  (Y/N)
           Restart A+ when Dedicated is Complete:             N  (Y/N)









                                      F3=Exit   F4=Job Template List
```

This screen displays after selecting option 2 - Day-End Processing from MENU XAMAST, if no day-end jobs are pending and/or active. If day-end jobs are pending and/or active, the Submitted Day-End Jobs Screen (p. 32-24) will display instead. This screen can also be displayed by pressing F6=NEW DAY-END from the Submitted Day-End Jobs Screen (p. 32-24).

Use this screen to select options specific to performing Day-End Processing. You can choose to identify a job template or enter your own job parameters on-the-fly for the current submission.

If you are running a “dedicated” portion of day-end (Distribution A+ is stopped via MENU XAMAST), dedicated procedures will also display on this screen.

A+ Day-End Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates may be defined through Job Template Maintenance (MENU XAFILE) to allow for pre-established company selections, optional job selections, and output queues/report selections for a particular job. For the current Day End submission, you have the option to leave this field blank and enter your own job parameters on-the-fly, or enter a predefined job template that was created through Job Template Maintenance (MENU XAFILE). Use this field if you want to select a predefined job template that was previously created. The use of a template eliminates the need for you to go through each step repeatedly. Key the name of the job template that you want to use for this Day End submission or press F4=JOB TEMPLATE LIST if you cannot recall the job template name you wish to use. All of the criteria pre-established for that template will be utilized for this Day End. Leave this field blank if you want to enter your own job parameters during Day End. NOTE: You also have the option to use a template but modify the selections if only a few changes are needed (see the **Modify Job Template Selections** field for details). *Valid Values:* A job template created through Job Template Maintenance (MENU XAFILE). (A 10) Optional
Modify Job Template Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen), this field determines if you will be allowed to modify the selections of the job template for this current Day End submission. Key Y if you want to be able to modify the selections of the indicated job template. Any changes you make to the template through Day End will not impact the actual predefined template. The changes apply for this run of Day End only. If you key Y, a series of selection screens will display allowing you to make changes. For details about the screens that display, refer to CHAPTER 22: *Job Templates Maintenance/Listing*. Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed. *Valid Values:* Y or N; cannot be Y if the **Job Template** field is blank. (A1) Optional

A+ Day-End Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
G/L Posting Date	This field reflects the date to which Distribution A+ will post the General Ledger transactions. Key the date for which the day's transactions will be posted. *Default Value:* Current System i system date *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Start Day End Time in Trans. Processor	This field allows you to indicate a scheduled time to start the run of Day-End Processing in the Transaction Processor. Since non-dedicated Day-End Processes do not require Distribution A+ to be stopped, you may enter a future start time. Key the scheduled start time in the military format to start Day-End Processing (e.g., if you want Day-End Processing to begin at 8:00 a.m. today, key 80000; if you want Day-End Processing to begin at 6:00 p.m. today, key 180000). The time will display after this field once you press Enter, so that you can confirm your selection. (The date will also display in the **Start Day End Date in Trans. Processor** field once you press ENTER, if that field is left blank.) The start time will be based on the system time. If your business spans multiple time zones, you should determine what the system time will be when the last region closes business. For example, if the last region closes business at 4:00 p.m. in a time zone that is 2 hours earlier than the system time zone, key 180000 (a system time of 6:00 p.m.). Leave this field blank if you want Day-End Processing to begin running in the Transaction Processor at the current time. If you keyed in a time of day that is prior to the current time, the system sets day-end to the next date for that time (if no date is keyed in the **Start Day End Date in Trans. Processor** field). For example, if the current time is 2:00 p.m., and you keyed in 1:00 p.m. (13:00:00), day end will be set for 1:00 p.m. tomorrow (unless a date is keyed in the **Start Day End Date in Trans. Processor** field, in which case day end will be set for 1:00 p.m. on the date specified). (N 6,0) Optional

A+ Day-End Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Start Day End Date in Trans. Processor	This field allows you to indicate a scheduled date to start the run of Day-End Processing in the Transaction Processor. Key the date for which the day's transactions will be posted. Leave this field blank if you want Day-End Processing to begin running in the Transaction Processor at the current date. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Extract Invoices at Day End Start Time in TP	When Day-End Processing begins running in the Transaction Processor, use this field to indicate if you want invoices included in the processing of day-end at the scheduled start time, or if you want them extracted interactively at the current time (i.e., extracted now before day-end is submitted to the Transaction Processor). Key Y to extract invoices at the scheduled time/date you specified in the **Start Day End Time in Trans. Processor** field and **Start Day End Date in Trans. Processor** field. Key N if you do not want invoices extracted at the time of the scheduled day-end and instead want invoices extracted interactively (now) before day-end is submitted to the Transaction Processor. If you select to extract invoices before Day-End Processing starts to run in the Transaction Processor, those invoices will be considered "open" and will show in the Open Order files (ORHED and ORDET) until Day-End Processing starts to run. NOTE: Any invoices printed after the invoice extract will be included in the next scheduled Day-End Processing. *Default Value:* N (A 1) Required

A+ Day-End Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Perform Planning Monthly Update	Use this field to determine if you want Inventory Management & Planning (IM&P) and/or the Advanced Inventory Management (AIM) forecasts updated during Day-End Processing. This update should only be run once (at the beginning of each month), after the last day-end for the month and Sales Analysis Month End is completed for all companies. Keep in mind that this update may be a long running process. Key Y if you would like the IM&P and/or AIM Monthly Update performed. If IM&P is installed, the IM&P Month End will run. If AIM is installed, the AIM Month End will run. If both IM&P and AIM are installed, both the IM&P and AIM Month Ends will run. If you select Y, the Planning Monthly Update Screen (p. 32-21) will display. This update is the same as performing the IM&P Monthly Update (MENU IMMAST) and/or the AIM Monthly Update (MENU AIMAST). It resets IM&P and/or AIM variables, calculates your forecast quantities, recalculates minimum and maximum balances, and prints appropriate reports. Refer to those menu options for the specifics of those reports and follow-up tasks to be considered. NOTE: Do not select Y unless you have previously selected Period End Processing (MENU SAMAST). Key N if you do not want to perform the IM&P and/or AIM Monthly Update during Day-End Processing. The Planning Monthly Update Screen (p. 32-21) will not display. *Default Value:* N (A 1) Required

A+ Day-End Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Dedicated Remove Deleted Records from A+ Files	NOTE: This field displays only if you are running a dedicated portion of Day-End Processing and Distribution A+ has been stopped; Distribution A+ must be stopped for dedicated procedures only. Additionally, this function can be run unattended and Day-End Processing automatically will be submitted to the Transaction Processor upon completion of this function. This field determines if records which have been deleted from all Distribution A+ files will be physically removed prior to the running of Day-End Processing in the Transaction Processor. Key Y to physically remove deleted records prior to running Day-End Processing. Records will be deleted prior to Day-End Processing being submitted to the Transaction Processor. This will extend the time it takes the dedicated portion of Day-End Processing to execute and will allow for faster processing during the day. It is suggested that you frequently key Y in this field to maximize disk space. Key N if you do not want to remove deleted records prior to running Day-End Processing; this process will be skipped during the dedicated Day-End Processing. If you choose not to run this option before Day-End Processing is submitted to the Transaction Processor, you may remove deleted records on demand through Remove Deleted Records from Files (MENU XAMAST). *Default Value:* N (A 1) Required

A+ Day-End Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Dedicated Optimize Item and Customer Search	NOTE: This field displays only if you are running a dedicated portion of Day-End Processing and Distribution A+ has been stopped; Distribution A+ must be stopped for dedicated procedures only. This field determines if the item and customer searches will be optimized prior to running of Day-end Processing in the Transaction Processor. Key Y to optimize the Item Search File and Customer Search File prior to running Day-End Processing, making keyword search for items and customers faster. Both files will be optimized before day-end is submitted to the Transaction Processor. This will extend the time it takes the dedicated portion of Day-End Processing to execute, but will allow for faster processing during the day. It is suggested that you key Y in this field frequently. The frequency of running the optimization should be based on how often customer maintenance to names and addresses and item descriptions are processed and the frequency and volume of new customers and items. Key N if you do not want to optimize the Item Search File and Customer Search File prior to running Day-End Processing; this process will be skipped during the dedicated Day-End Processing. If you choose not to run this option before Day-End Processing is submitted to the Transaction Processor, you may optimize files automatically through Rebuild the Customer Search File (MENU XAMAST) and Rebuild the Item Search File (MENU XAMAST), respectively. *Default Value:* N (A 1) Required

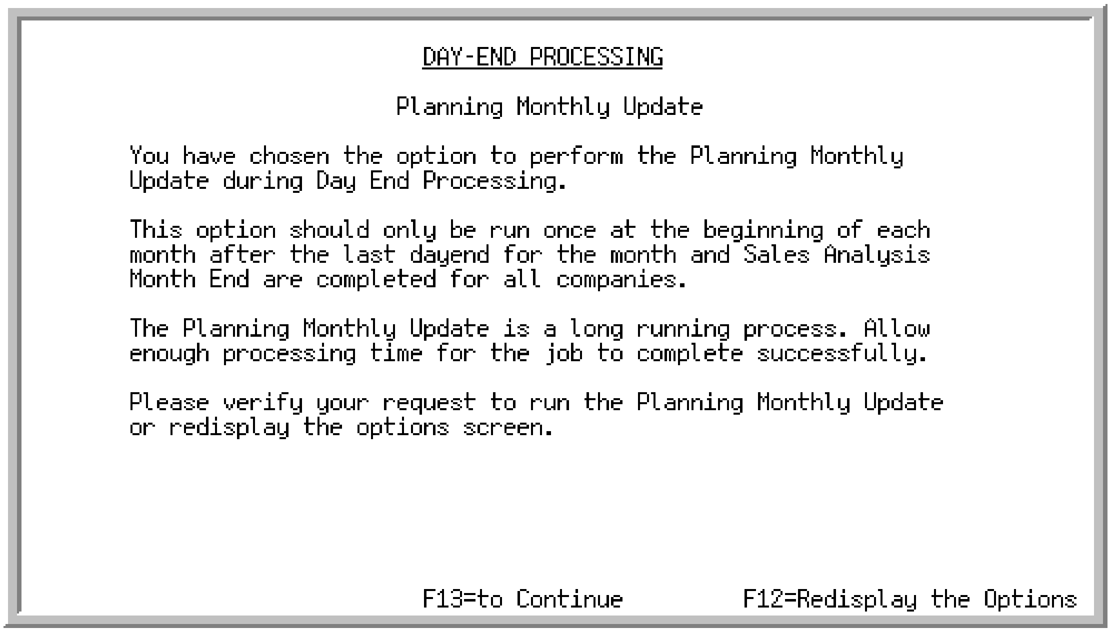
A+ Day-End Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Restart A+ when Dedicated Day End is Complete	NOTE: This field displays only if you are running a dedicated portion of Day-End Processing and Distribution A+ has been stopped; Distribution A+ must be stopped for dedicated procedures only. Additionally, this function can be run unattended and Day-End Processing automatically will be submitted to the Transaction Processor upon completion of this function. Use this field to specify if you want to restart Distribution A+ before dedicated Day-End Processing is submitted to the Transaction Processor, or if you want Distribution A+ to remain stopped once the dedicated procedures of day-end have completed. Key Y to restart Distribution A+ prior to submitting Day-End Processing to the Transaction Processor. This is the same as selecting Start A+ (MENU XAMAST). If you have the EDI module installed, keying a Y also restarts the EDI Transaction Processor and the auto release process for incoming EDI documents, if auto release is being used. Key N to leave Distribution A+ stopped after the dedicated procedures of Day-End Processing have finished. If you choose to leave Distribution A+ stopped, you may select Start A+ (MENU XAMAST) when you are ready to restart Distribution A+. *Default Value:* N (A 1) Required
F3=Exit	Press the F3=EXIT function key to cancel this option and return to the menu.
F4=Job Template List	Press the F4=JOB TEMPLATE LIST function key to display the Job Template List Screen (p. 22-8), where you can review a list of existing job templates.

A+ Day-End Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections and proceed to the next screen. NOTE: When errors exist, an edit of the GL Transfer Definitions is run when you press ENTER. (The edit will occur either after pressing ENTER on the A+ Day-End Processing Selection Screen (p. 32-12) if **Modify Template** was Y with a Job Template identified or if **Modify Template** was N with no Job Template identified, or when pressing ENTER a second time if **Modify Template** was N with a Job Template identified.) The General Ledger Day End Pre-Edit Screen appears and prevents day-end from running until the errors are corrected. Errors that can prevent day-end from running can be one or both of the following: -A company has not been defined in the G/L Transfer files -An invalid G/L account exists in the G/L Transfer files Errors appear on the G/L Errors Report (GLX999). Day-End can be restarted from the Main Menu after the errors have been corrected.

Planning Monthly Update Screen



```
                         DAY-END PROCESSING

                       Planning Monthly Update

        You have chosen the option to perform the Planning Monthly
        Update during Day End Processing.

        This option should only be run once at the beginning of each
        month after the last dayend for the month and Sales Analysis
        Month End are completed for all companies.

        The Planning Monthly Update is a long running process. Allow
        enough processing time for the job to complete successfully.

        Please verify your request to run the Planning Monthly Update
        or redisplay the options screen.




                         F13=to Continue         F12=Redisplay the Options
```

This screen displays only if you have chosen the option to perform the Planning Monthly Update during Day-End Processing, as determined on the A+ Day-End Processing Selection Screen (p. 32-12).

This screen informs you that this option should only be run once (at the beginning of each month), after the last day-end for the month and Sales Analysis Month End is completed for all companies. This procedure may be a long running process.

If IM&P is installed, the IM&P Month End will run during this procedure. If AIM is installed, the AIM Month End will run. If both IM&P and AIM are installed, both the IM&P and AIM Month Ends will run.

This update is the same as performing the IM&P Monthly Update (MENU IMMAST) and/or the AIM Monthly Update (MENU AIMAST). It resets IM&P and/or AIM variables, calculates your forecast quantities, recalculates minimum and maximum balances, and prints appropriate reports.

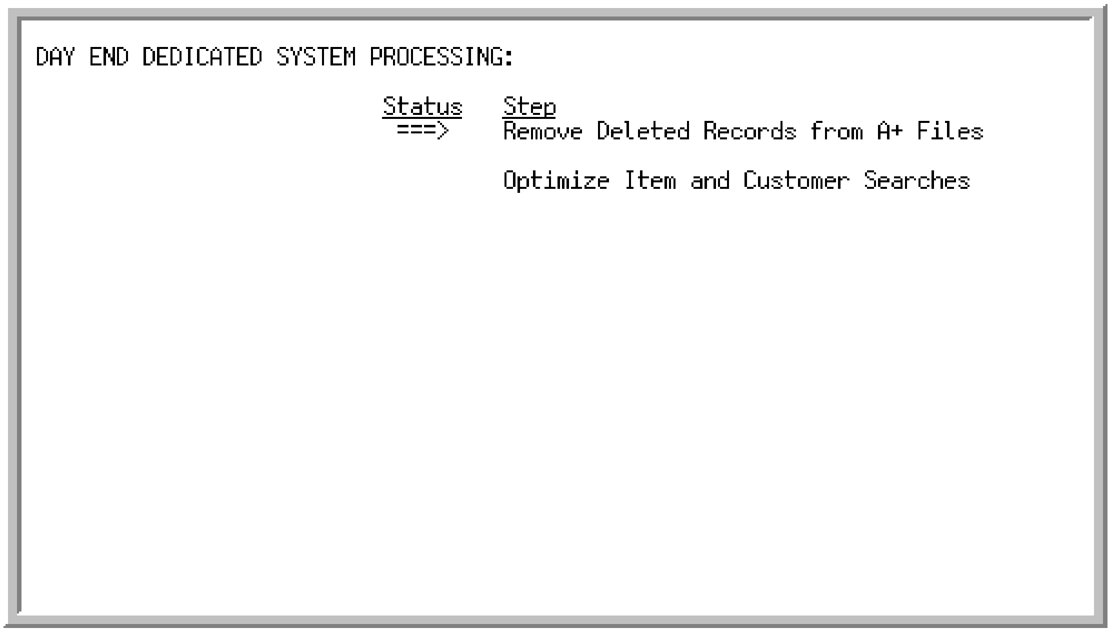
Planning Monthly Update Screen Fields and Function Keys

Field/Function Key	Description
F13=to Continue	Press the F13=TO CONTINUE function key if you want the Planning Monthly Update to run during Day-End Processing. If Distribution A+ is stopped and you are running a dedicated portion of day-end, the Day-End Dedicated System Processing Screen (p. 32-23) will display. If Distribution A+ is not stopped and you are running the non-dedicated day-end, the Submitted Day-End Jobs Screen (p. 32-24) will display.

Planning Monthly Update Screen Fields and Function Keys

Field/Function Key	Description
F12=Redisplay the Options	Press the F12=REDISPLAY THE OPTIONS function key to return to the A+ Day-End Processing Selection Screen (p. 32-12), where you may redisplay (and re-select) the options.

Day-End Dedicated System Processing Screen



```
DAY END DEDICATED SYSTEM PROCESSING:

                          Status   Step
                           ===>    Remove Deleted Records from A+ Files

                                   Optimize Item and Customer Searches
```

This screen displays only if you have stopped Distribution A+ to run a dedicated portion of Day-End Processing. This screen, which is a display screen only, shows you the status of Day-End "dedicated" Processing as it progresses. It is continually updated as steps are completed.

Day-End Dedicated System Processing Screen Fields and Function Keys

Field/Function Key	Description
Status	The status of each dedicated step is continually updated: • ==> indicates which dedicated job step is currently being performed. • Done indicates that the dedicated job step is completed. • Blank indicates that the function is yet to be performed. • Skip indicates that this dedicated job step has been processed previously, or you have selected to ignore this step, as determined on the A+ Day-End Processing Selection Screen (p. 32-12) or as determined by the options defined through MENU XAFILE. Display
Step	This column displays each dedicated job as it is processed. Display

Submitted Day-End Jobs Screen

```
                              SUBMITTED DAY-END JOBS

                  Submit           Scheduled Start
Sl Sts Run#     Date      Time      Date      Time    Selected Companies
 1 ACT    2 06/22/11 22:40:48 06/22/11 22:40:47 01 02 03 99










                                                                    Last
  Select: _ .


                                   F3=Exit    F5=Refresh    F6=New Day-End
```

This screen displays after selecting option 2 -Day-End Processing (p. 32-9) from MENU XAMAST if there are day-end jobs pending and/or active in the Transaction Processor for the current environment. Use this screen to review the day-end jobs that are pending and/or active, select a job to review in detail, or submit a new day-end job.

Submitted Day-End Jobs Screen Fields and Function Keys

Field/Function Key	Description
Sl	This is the **Reference Number** associated with the corresponding day-end job. Use this number to select the corresponding job that you would like to review in detail by keying this number in the Select field. Display
Sts	This field displays the status of the day-end job: • PND (pending) displays when the job is waiting to be processed • ACT (active) displays when the job is currently being processed Completed day-end jobs do not display on this screen. Display
Run#	This is the run number associated with this day-end job. This number will range from 1 to 9,999. After 9,999 is used, the system will start the run number back at 1. Display

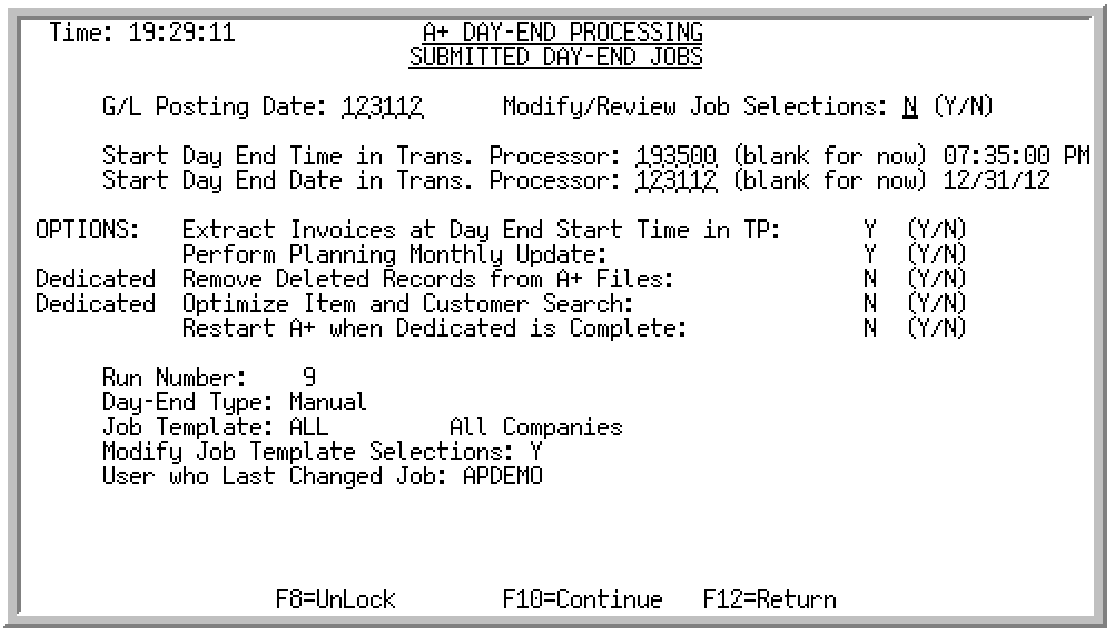
Submitted Day-End Jobs Screen Fields and Function Keys

Field/Function Key	Description
Submit Date	This is the date on which this day-end job was submitted to the Transaction Processor. Display
Submit Time	This is the time when this day-end job was submitted to the Transaction Processor. Display
Scheduled Start Date	This is the date that the run of this day-end job is scheduled to start in the Transaction Processor. Display
Scheduled Start Time	This is the time that the run of this day-end job is scheduled to start in the Transaction Processor. Display
Selected Companies	This is the company or companies to be processed when this day-end job is submitted to the Transaction Processor (up to 10 companies will display). Display
Select	Use this field to select an existing day-end job you would like to review in detail. Key the **Reference Number** of the job you want to choose, and press ENTER to display the A+ Day-End Processing Submitted Day-End Jobs/Transaction Processor Inquiry Screen (p. 32-27). (N 2,0) Optional
F3=Exit	Press the F3=EXIT function key to exit this screen and return to MENU XAMAST.
F5=Refresh	Press the F5=REFRESH function key to refresh this screen and update the information of the jobs shown. If you have just submitted a job or would like to review additional jobs which have been submitted, it may be necessary to press F5=REFRESH in order to display the jobs.
F6=New Day-End	Press the F6=NEW DAY-END function key to access the A+ Day-End Processing Selection Screen (p. 32-12), where you can select options specific to performing a new day-end process. NOTE: You will be able to submit a new day-end job to the Transaction Processor even if other jobs are active and/or pending in the Transaction Processor.

Submitted Day-End Jobs Screen Fields and Function Keys

Field/Function Key	Description
Enter	After selecting an existing day-end job in the **Select** field, press ENTER to review the job in detail. Key the **Reference Number** of the job you want to choose, and press ENTER to display the A+ Day-End Processing Submitted Day-End Jobs/Transaction Processor Inquiry Screen (p. 32-27).

A+ Day-End Processing Submitted Day-End Jobs/Transaction Processor Inquiry Screen



```
 Time: 19:29:11              A+ DAY-END PROCESSING
                            SUBMITTED DAY-END JOBS

     G/L Posting Date: 123112      Modify/Review Job Selections: N (Y/N)

     Start Day End Time in Trans. Processor: 193500 (blank for now) 07:35:00 PM
     Start Day End Date in Trans. Processor: 123112 (blank for now) 12/31/12

OPTIONS:   Extract Invoices at Day End Start Time in TP:      Y  (Y/N)
           Perform Planning Monthly Update:                   Y  (Y/N)
Dedicated  Remove Deleted Records from A+ Files:              N  (Y/N)
Dedicated  Optimize Item and Customer Search:                 N  (Y/N)
           Restart A+ when Dedicated is Complete:             N  (Y/N)

     Run Number:    9
     Day-End Type: Manual
     Job Template: ALL         All Companies
     Modify Job Template Selections: Y
     User who Last Changed Job: APDEMO



                  F8=UnLock        F10=Continue   F12=Return
```

This screen displays:

- after selecting a job from the Submitted Day-End Jobs Screen (p. 32-24).
- after selecting a job from the Transaction Processor Jobs Screen (p. 40-2) and then pressing F2=VIEW/CHANGE SELECTIONS on the Transaction Processor Jobs Detail Screen (p. 40-7) during Transaction Processor Inquiry (MENU XAMAST).
- after keying **APJOBS** on a command line, which displays the Transaction Processor Jobs Screen (p. 40-2).

If this screen is accessed from the Submitted Day-End Jobs Screen (p. 32-24) in Day-End Processing (MENU XAMAST), the sub-title of this screen is **Submitted Day-End Jobs**. If this screen is accessed from the Transaction Processor Jobs Detail Screen (p. 40-7) in Transaction Processor Inquiry (MENU XAMAST) or by keying APJOBS on a command line to access this screen from the Transaction Processor Inquiry, the sub-title of this screen is **Transaction Processor Inquiry**.

Use this screen to review details about a day-end job, change parameters for a pending (not active or completed) job using F8=UNLOCK, delete a pending job using F24=DELETE, review what step is being processed for an *active* day-end job using F4=DSP PROGRESS, or review parameters for which a completed day-end job ran. When you first access this screen, all fields are protected with the exception of the **Modify/Review Job Selections** field. If a job is active, pending or complete, you will be able to use the **Modify/Review Job Selections** field to review parameters for the job. If a job is pending, you will be able to press F8=UNLOCK to maintain the **G/L Posting Date**, **Start Day End Time in Trans. Processor**, and **Start Day End Date in Trans. Processor** fields. You will also be able to then modify the parameters for the job using the **Modify/Review Job Selections** field.

A+ Day-End Processing Submitted Day-End Jobs/Transaction Processor Inquiry Screen Function Keys

Field/Function Key	Description
G/L Posting Date	This field displays the date to which Distribution A+ will post or has posted the General Ledger transactions. When you first access this screen, this field is protected. If the day-end job is pending, you will have the option to use the F8=UNLOCK function key to maintain this field. When maintaining this field, key the date for which the day’s transactions will be posted. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). Display/Optional
Modify/Review Job Selections	When you first access this screen, all fields are protected with the exception of this field. You will be able to use this field to either review job parameters if the day-end job is active or completed, or modify job parameters if the day-end job is pending with the F8=UNLOCK function key. Key Y to review or modify, if allowed, job parameters for the day-end job and press F10=CONTINUE to continue. Key N if you do not want to review or modify day-end job parameters. (A1) Optional
Start Day End Time in Trans. Processor	This field displays the scheduled time the run of Day-End Processing will start in the Transaction Processor. When you first access this screen, this field is protected. If the day-end job is pending, you will have the option to use the F8=UNLOCK function key to maintain this field. When maintaining this field, refer to the A+ Day-End Processing Selection Screen (p. 32-12) for details about this field. (N 6,0) Display/Optional
Start Day End Date in Trans. Processor	This field displays the scheduled date the run of Day-End Processing will start in the Transaction Processor. When you first access this screen, this field is protected. If the day-end job is pending, you will have the option to use the F8=UNLOCK function key to maintain this field. When maintaining this field, refer to the A+ Day-End Processing Selection Screen (p. 32-12) for details about this field. (N 6,0) Display/Optional

A+ Day-End Processing Submitted Day-End Jobs/Transaction Processor Inquiry Screen Function Keys

Field/Function Key	Description
Extract Invoices at Day End Start Time in TP	This field displays Y if invoices will be (or have been) extracted at the scheduled time/date you specified in the **Start Day End Time in Trans. Processor** field and **Start Day End Date in Trans. Processor** field on the A+ Day-End Processing Selection Screen (p. 32-12). This field displays N if invoices will not be (or have not been) extracted during the day-end job when it runs in the Transaction Processor. Display
Perform Planning Monthly Update	This field displays Y if the IM&P Monthly Update and/or AIM Monthly Update will be (or has been) performed during this day-end job. This field displays N if the IM&P Monthly Update and/or AIM Monthly Update will not be (or has not been) performed during this day-end job. Display
Dedicated - Remove Deleted Records from A+ Files	This field displays Y if records which have been deleted from all Distribution A+ files will be (or have been) physically removed prior to the running of Day-End Processing in the Transaction Processor. This field displays N if records will not be (or have not been) removed prior to running Day-End Processing. Display
Dedicated - Optimize Item and Customer Search	This field displays Y if the Item Search File and Customer Search File will be (or has been) optimized prior to running Day-End Processing, making keyword search for items and customers faster. This field displays N if the Item Search File and Customer Search File will not be (or has not been) optimized prior to running Day-End Processing. Display
Dedicated - Restart A+ when Dedicated is Complete	This field displays Y if Distribution A+ will be restarted prior to submitting Day-End Processing to the Transaction Processor. This field displays N if Distribution A+ will remain stopped after the dedicated procedures of Day-End Processing have finished. Display
Run Number	This field displays the run number associated with this day-end job. This number will range from 1 to 9,999. After 9,999 is used, the system will start the run number back at 1. Display

A+ Day-End Processing Submitted Day-End Jobs/Transaction Processor Inquiry Screen Function Keys

Field/Function Key	Description
Day-End Type	This field displays the type of day-end processing submitted to the Transaction Processor. **Manual** displays if the type of day-end job submitted to the Transaction Processor was a manual submission performed through this menu option. **Auto** displays if the type of day-end job submitted to the Transaction Processor was from an automated day-end and/or invoicing job performed through Auto Day-End Invoicing Job Name Maintenance (MENU OEFIL3). If this field is Auto, the job is active and you will be able to review job selections only. Display
Auto Day-End Job Name	This field displays for automated day-end and/or invoicing jobs only (the **Day-End Type** field is **Auto**). This field displays the name and description of the automated day-end and/or invoicing job submitted to the Transaction Processor from Auto Day-End Invoicing Job Name Maintenance (MENU OEFIL3). Refer to the Order Entry User Guide for details. Display
Job Template	This field displays for manual day-end jobs only (the **Day-End Type** field is **Manual**). For the current day-end submission, if you entered a predefined job template that was created through Job Template Maintenance (MENU XAFILE), the name of the job template displays in this field. If you entered your own job parameters on-the-fly and did not select to use a predefined job template, this field will be blank. Display
Modify Job Template Selections	This field displays for manual day-end jobs only (the **Day-End Type** field is **Manual**). This field displays Y if the job template, if one was used, was modified for this run of day-end only This field displays N if the job template, if one was used, was not modified for this run of day-end, or if you did not select to use a job template. Display
User who Last Changed Job	This field displays if the job selections for this day-end job have been modified since its original submission (that is, the **Modify/Review Job Selections** field on this screen was changed to Y and F8=UNLOCK was pressed and job selections were then modified). This field displays the name of the user who last made changes to the job selections for this day-end job. Display

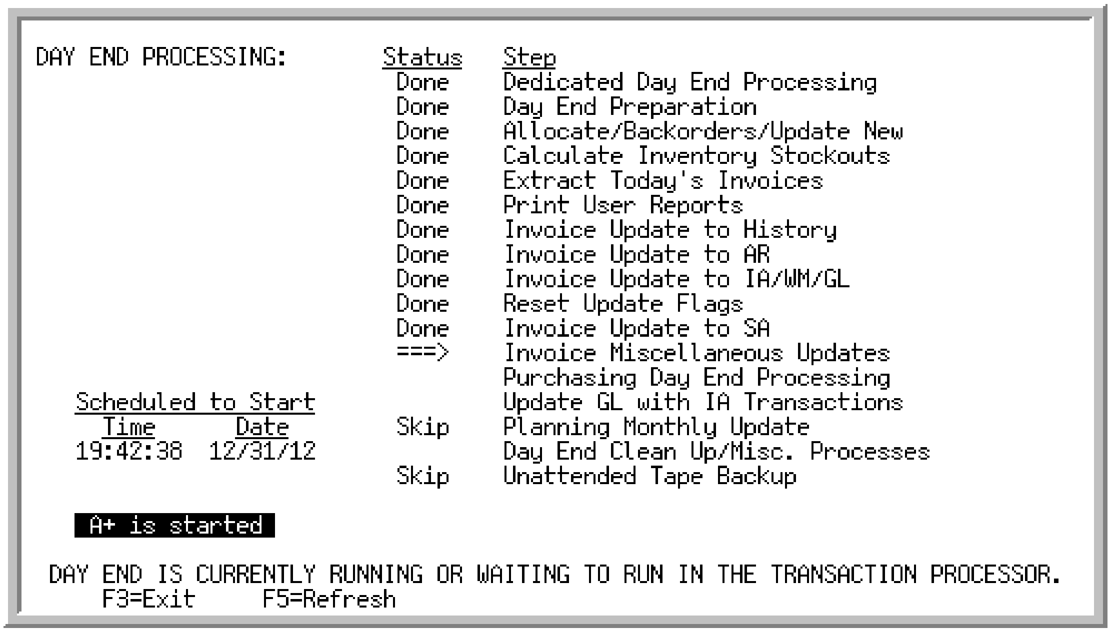
A+ Day-End Processing Submitted Day-End Jobs/Transaction Processor Inquiry Screen Function Keys

Field/Function Key	Description
User who Deleted Job	This field displays on this screen only if a day-end job has been deleted. This field displays the name of the user who deleted the day-end job. Display
F4=Dsp Progress	The F4=DSP PROGRESS function key displays only if the day-end job is active. Press the F4=DSP PROGRESS function key to review what step is being processed for an active day-end job. The Day-End Processing Status Screen (p. 32-33) appears.
F6=Rmv In-Use	The F6=RMV IN-USE function key displays only if there is a value in the **In-Use** field (indicating that the job is frozen in-use). If you press F8=UNLOCK to unlock fields, the **In-Use** field status will change to “held” and this job will be bypassed in the Transaction Processor while the job is being changed. Press the F6=RMV IN-USE function key to remove the **In-Use** job frozen in the Transaction Processor.
F8=Unlock	The F8=UNLOCK function is key displays only if the day-end job is pending. Press the F8=UNLOCK function key to change parameters for a *pending* day-end job. When you press this key, the **G/L Posting Date**, **Start Day End Time in Trans. Processor**, and **Start Day End Date in Trans. Processor** fields become unprotected and you will be able to maintain them, if desired. You will also be able to modify the parameters for the job if the **Modify/Review Job Selections** field is Y and you press F10=CONTINUE to continue. NOTE: When you press the F8=UNLOCK function key, the system will prevent the job from running (status will change to In-Use) in the Transaction Processor until changes have been updated or a deletion has occurred.

A+ Day-End Processing Submitted Day-End Jobs/Transaction Processor Inquiry Screen Function Keys

Field/Function Key	Description
F10=Continue	Press the F10=CONTINUE function key to continue to the next screen, updating this screen for a pending job. If the **Modify/Review Job Selections** field is Y, the Company Selection Screen (p. 22-18) will display. For pending jobs, you will have the option to change parameters for the job and then update the job with the new information. NOTE: If the **Extract Invoices at Day End Start Time in TP** field is N, company fields on the Company Selection Screen (p. 22-18) will be protected even if the job is pending. The system will not allow you to maintain the companies since invoices are being extracted interactively (now) before day-end is submitted to the Transaction Processor. You will, however, be able to change other job parameters, such as jobs and reports you want run. If the **Modify/Review Job Selections** field is N, the Submitted Day-End Jobs Screen (p. 32-24) or Transaction Processor Jobs Detail Screen (p. 40-7) will display, depending on if you are accessing this screen from this menu option or the Transaction Processor Inquiry (MENU XAMAST).
F12=Return	Press the F12=RETURN function key to return to the previous screen, without updating this screen.
F24=Delete	The F24=DELETE function key displays only after you press F8=UNLOCK to unlock fields, and only if you have authority to perform this function (See Application Action Authority on MENU XASCTY). You will be able to delete *pending* jobs only. Press the F24=DELETE function key to delete the pending day-end job. You will be returned to the previous screen.

Day-End Processing Status Screen



```
DAY END PROCESSING:        Status   Step
                            Done    Dedicated Day End Processing
                            Done    Day End Preparation
                            Done    Allocate/Backorders/Update New
                            Done    Calculate Inventory Stockouts
                            Done    Extract Today's Invoices
                            Done    Print User Reports
                            Done    Invoice Update to History
                            Done    Invoice Update to AR
                            Done    Invoice Update to IA/WM/GL
                            Done    Reset Update Flags
                            Done    Invoice Update to SA
                            ===>    Invoice Miscellaneous Updates
                                    Purchasing Day End Processing
   Scheduled to Start               Update GL with IA Transactions
     Time      Date         Skip    Planning Monthly Update
   19:42:38  12/31/12               Day End Clean Up/Misc. Processes
                            Skip    Unattended Tape Backup

   A+ is started

 DAY END IS CURRENTLY RUNNING OR WAITING TO RUN IN THE TRANSACTION PROCESSOR.
     F3=Exit     F5=Refresh
```

This screen displays after pressing F4=DSP PROGRESS on the A+ Day-End Processing Submitted Day-End Jobs/Transaction Processor Inquiry Screen (p. 32-27).

This screen, which is a display screen only, shows you the status of Day-End Processing as it progresses in the Transaction Processor. It is continually updated as steps are completed; press F5=REFRESH to review. When all steps are completed, MENU XAMAST will display.

NOTE: After processing, several reports may be generated. These reports are shown on the pages that follow.

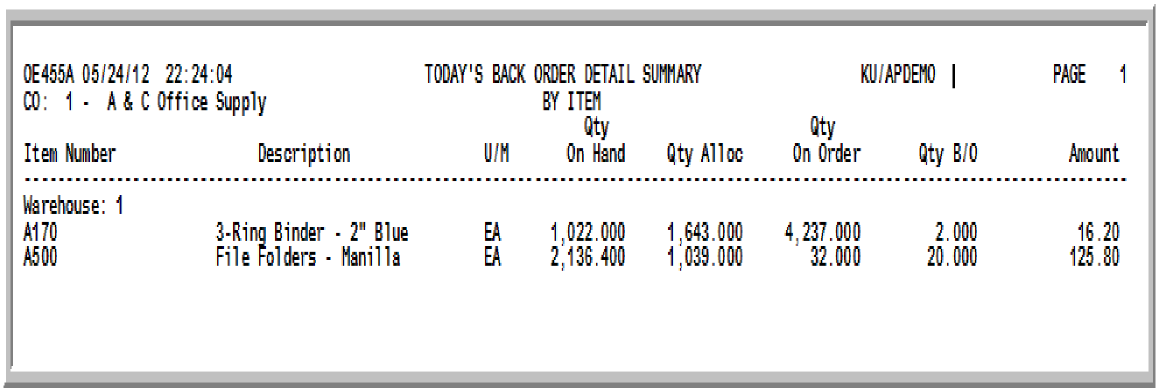
Day-End Processing Status Screen Fields and Function Keys

Field/Function Key	Description
Scheduled to Start (Time and Date)	These fields display the scheduled start time and date on which day-end will be submitted to the Transaction Processor. You will be able to change the schedule start time and date for pending jobs via the A+ Day-End Processing Submitted Day-End Jobs/Transaction Processor Inquiry Screen (p. 32-27), if the time reflected in this field is not the current time/date. The Transaction Processor will not start Day-End Processing until the scheduled start time and date in these fields have been reached. Display
A+ is started	This message displays in reverse image and indicates that Distribution A+ is started. This message does not display when Distribution A+ is stopped. Display

Day-End Processing Status Screen Fields and Function Keys

Field/Function Key	Description
Status	The status of each step of day-end is continually updated; press F5=REFRESH to see the step that is currently being processed: • ==> indicates which job step is currently being performed. • Done indicates that the job step is completed. • Blank indicates that the function is yet to be performed. • Skip indicates that this job step has been processed previously or you have selected to ignore this job step, as determined on the A+ Day-End Processing Selection Screen (p. 32-12) or as determined by the options defined through MENU XAFILE. Display
Step	This column displays each job as it is processed. Display
F3=Exit	Press the F3=EXIT function key to return to the menu.
F5=Refresh	Press the F5=REFRESH function key to see the step that is currently being processed in the Transaction Processor. Keep on pressing the F5=REFRESH function key to refresh the screen to display the most current step being processed. When all steps are done, press F3=EXIT. You may see any reports that were generated by keying **WRKOUTQ** (and then your User ID) on any command line within Distribution A+.

Today’s Backorder Detail Summary Report - By Item



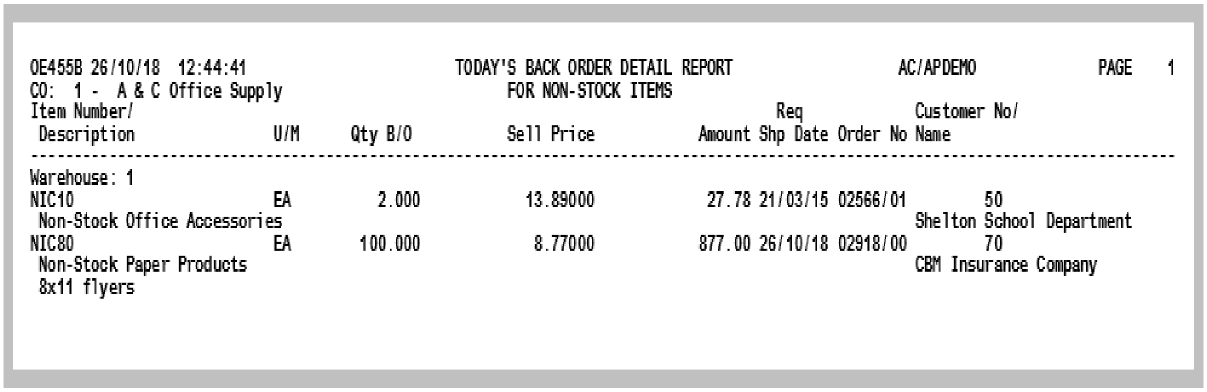
```
OE455A 05/24/12  22:24:04                 TODAY'S BACK ORDER DETAIL SUMMARY              KU/APDEMO |          PAGE    1
CO:  1 -  A & C Office Supply                            BY ITEM
                                                          Qty                      Qty
Item Number              Description          U/M      On Hand     Qty Alloc     On Order      Qty B/O         Amount
-----------------------------------------------------------------------------------------------------------------------
Warehouse: 1
A170                3-Ring Binder - 2" Blue    EA     1,022.000     1,643.000    4,237.000       2.000          16.20
A500                File Folders - Manilla     EA     2,136.400     1,039.000       32.000      20.000         125.80
```

This report prints all items that have been put on backorder since the completion of the last Day-End Processing by company, warehouse, and item.

Today’s Backorder Detail Summary Report - By Item

Report/Listing Fields	Description
Item Number/Description	The number and description of the item that is on backorder.
U/M	The unit of measure of the backorder item.
Toy On Hand	The quantity of the backorder item that is currently in stock.
Toy Allow	The quantity of the backorder item that has been allocated to previous orders.
Toy On Order	The quantity of the backorder item that is on order.
Toy B/O	The quantity of the item on backorder.
Amount	The dollar amount of the item on backorder.
Warehouse	The warehouse which stocks the item.

Today’s Backorder Detail Summary Report - For Non-Stock Items



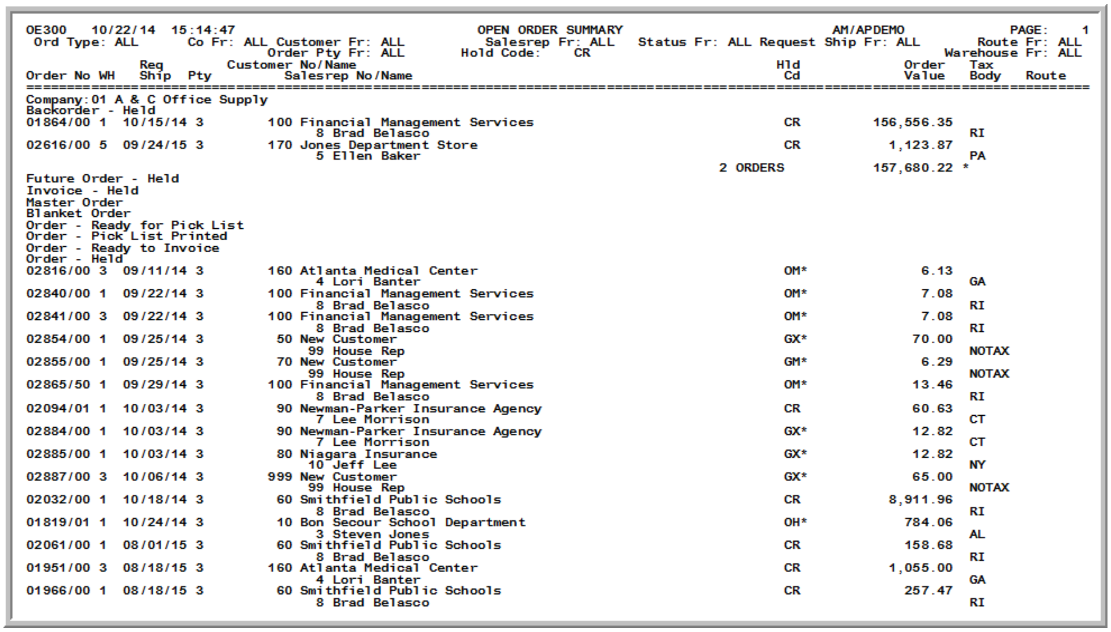
```
OE455B 26/10/18  12:44:41                        TODAY'S BACK ORDER DETAIL REPORT                    AC/APDEMO              PAGE    1
CO:  1 -  A & C Office Supply                          FOR NON-STOCK ITEMS
Item Number/                                                                          Req           Customer No/
 Description                U/M      Qty B/O            Sell Price            Amount Shp Date Order No Name
------------------------------------------------------------------------------------------------------------------------------------
Warehouse: 1
NIC10                       EA          2.000            13.89000             27.78 21/03/15 02566/01         50
 Non-Stock Office Accessories                                                                       Shelton School Department
NIC80                       EA        100.000             8.77000            877.00 26/10/18 02918/00         70
 Non-Stock Paper Products                                                                           CBM Insurance Company
 8x11 flyers
```

This report prints all non-stock items that have been put on backorder since the last Day-End Processing completed by company, warehouse, and item.

Today’s Backorder Detail Summary Report - For Non-Stock Items

Report/Listing Fields	Description
Item Number	The number of the non-stock item that is on backorder.
U/M	The unit of measure of the backordered non-stock item.
Qty B/O	The quantity of the non-stock item on backorder.
Sell Price	The selling price of the non-stock item on backorder.
Amount	The dollar amount of the non-item on backorder.
Req Shp Date	The customer’s requested ship date.
Order No	The order number and generation number assigned to the order. The generation reflects the number of times this order was backordered.
Customer No/Name	The customer number and name associated with the order.
Warehouse	The warehouse which stocks the item.

Open Order Summary Report

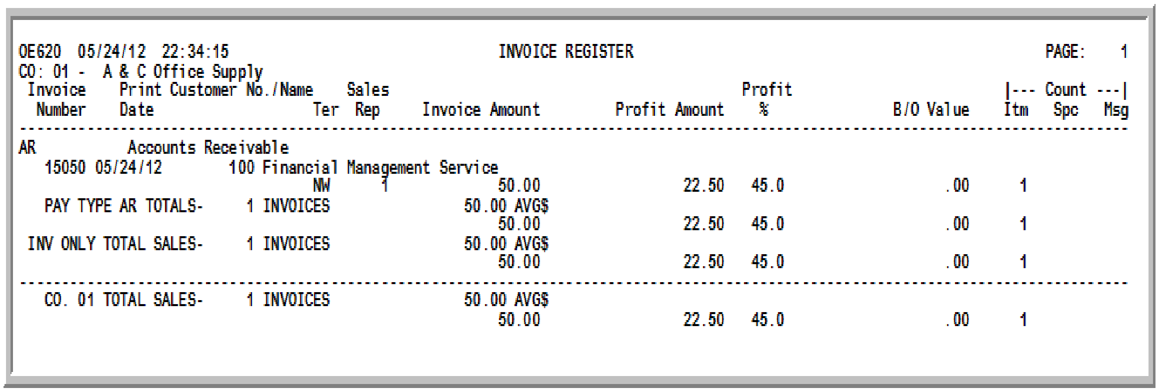


```
OE300   10/22/14  15:14:47                              OPEN ORDER SUMMARY                          AM/APDEMO            PAGE:     1
 Ord Type: ALL      Co Fr: ALL Customer Fr: ALL          Salesrep Fr: ALL   Status Fr: ALL Request Ship Fr: ALL       Route Fr: ALL
                              Order Pty Fr: ALL       Hold Code:    CR                                            Warehouse Fr: ALL
              Req        Customer No/Name                                                    Hld            Order    Tax
Order No WH   Ship  Pty         Salesrep No/Name                                              Cd            Value    Body   Route
====================================================================================================================================
Company:01 A & C Office Supply
Backorder - Held
01864/00 1  10/15/14 3        100 Financial Management Services                               CR         156,556.35
                                    8 Brad Belasco                                                                   RI
02616/00 5  09/24/15 3        170 Jones Department Store                                      CR           1,123.87
                                    5 Ellen Baker                                                                    PA
                                                                                      2 ORDERS           157,680.22 *
Future Order - Held
Invoice - Held
Master Order
Blanket Order
Order - Ready for Pick List
Order - Pick List Printed
Order - Ready to Invoice
Order - Held
02816/00 3  09/11/14 3        160 Atlanta Medical Center                                      OM*              6.13
                                    4 Lori Banter                                                                    GA
02840/00 1  09/22/14 3        100 Financial Management Services                               OM*              7.08
                                    8 Brad Belasco                                                                   RI
02841/00 3  09/22/14 3        100 Financial Management Services                               OM*              7.08
                                    8 Brad Belasco                                                                   RI
02854/00 1  09/25/14 3         50 New Customer                                                GX*             70.00
                                   99 House Rep                                                                      NOTAX
02855/00 1  09/25/14 3         70 New Customer                                                GM*              6.29
                                   99 House Rep                                                                      NOTAX
02865/50 1  09/29/14 3        100 Financial Management Services                               OM*             13.46
                                    8 Brad Belasco                                                                   RI
02094/01 1  10/03/14 3         90 Newman-Parker Insurance Agency                              CR              60.63
                                    7 Lee Morrison                                                                   CT
02884/00 1  10/03/14 3         90 Newman-Parker Insurance Agency                              GX*             12.82
                                    7 Lee Morrison                                                                   CT
02885/00 1  10/03/14 3         80 Niagara Insurance                                           GX*             12.82
                                   10 Jeff Lee                                                                       NY
02887/00 3  10/06/14 3        999 New Customer                                                GX*             65.00
                                   99 House Rep                                                                      NOTAX
02032/00 1  10/18/14 3         60 Smithfield Public Schools                                   CR           8,911.96
                                    8 Brad Belasco                                                                   RI
01819/01 1  10/24/14 3         10 Bon Secour School Department                                OH*            784.06
                                    3 Steven Jones                                                                   AL
02061/00 1  08/01/15 3         60 Smithfield Public Schools                                   CR             158.68
                                    8 Brad Belasco                                                                   RI
01951/00 3  08/18/15 3        160 Atlanta Medical Center                                      CR           1,055.00
                                    4 Lori Banter                                                                    GA
01966/00 1  08/18/15 3         60 Smithfield Public Schools                                   CR             257.47
                                    8 Brad Belasco                                                                   RI
```

This report prints open order types for your review.

For details about this report, refer to option 1 - Open Orders Summary (MENU OEREPT) in the Order Entry User Guide.

Invoice Register Report



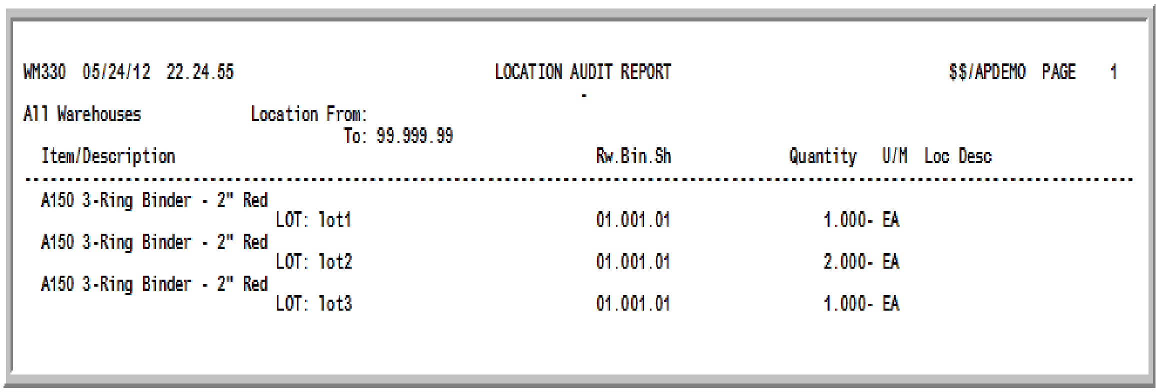
```
OE620  05/24/12  22:34:15                                INVOICE REGISTER                                                PAGE:    1
CO: 01 -  A & C Office Supply
 Invoice    Print Customer No./Name    Sales                                         Profit                          |--- Count ---|
  Number    Date                   Ter  Rep     Invoice Amount        Profit Amount    %               B/O Value     Itm  Spc   Msg
-----------------------------------------------------------------------------------------------------------------------------------
AR           Accounts Receivable
   15050 05/24/12        100 Financial Management Service
                                   NW      1             50.00                22.50   45.0                   .00      1
   PAY TYPE AR TOTALS-     1 INVOICES                50.00 AVG$
                                                         50.00                22.50   45.0                   .00      1
 INV ONLY TOTAL SALES-     1 INVOICES                50.00 AVG$
                                                         50.00                22.50   45.0                   .00      1
-----------------------------------------------------------------------------------------------------------------------------------
   CO. 01 TOTAL SALES-     1 INVOICES                50.00 AVG$
                                                         50.00                22.50   45.0                   .00      1
```

This report prints detailed information (totals by order type and payment type within company) for each invoice contained on this report. Note that the profit on this report is always calculated based on the G/L Cost regardless of any selected Order Entry Options (MENU XAFILE).

Invoice Register Report

Report/Listing Fields	Description
Invoice Number	The number of the invoice.
Print Date	The date when the Invoice was printed through Print Invoices (MENU OEMAIN).
Customer #/Name	The number and name of the customer associated with this invoice.
Ter	The sales territory to which the customer order is assigned.
Sales Rep	The number of the sales representative assigned to this customer order.
Invoice Amount	The total dollar amount of the invoice.
Profit Amount/%	The dollar amount of profit and the percentage this represents from the invoice amount. **Calculation:** [(Total Item Sales - Total Extended Item Cost) / Total Item)] X 100
B/O Value	The dollar value of backorders on the invoice. **Calculation:** (Total Order Value - Invoice Amount of Order)
(Counts)	• **Itm**: The number of items on the invoice. • **Spc**: The number of special charges included on the invoice. • **Msg**: The number of messages included on the invoice.

Location Audit Report

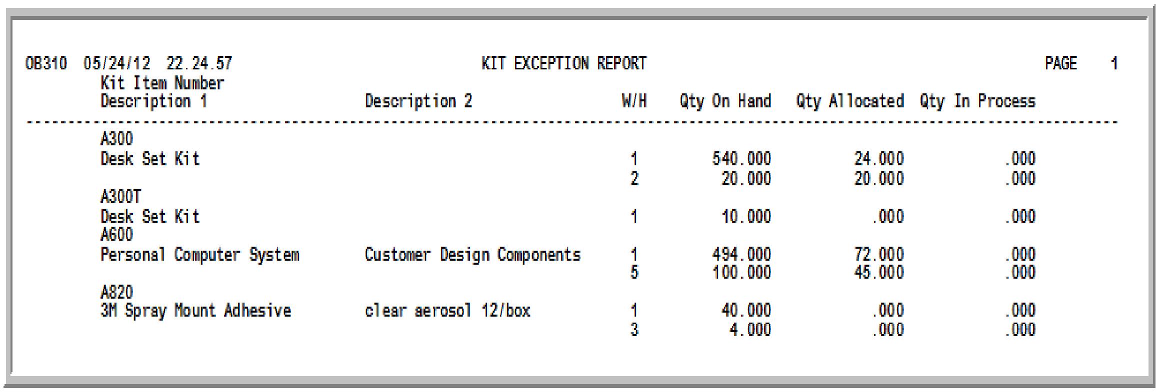


```
WM330  05/24/12  22.24.55                      LOCATION AUDIT REPORT                          $$/APDEMO  PAGE    1
                                                         -
All Warehouses            Location From:
                                     To: 99.999.99
  Item/Description                                    Rw.Bin.Sh             Quantity   U/M  Loc Desc
-----------------------------------------------------------------------------------------------------------
  A150 3-Ring Binder - 2" Red
                             LOT: lot1                01.001.01                1.000- EA
  A150 3-Ring Binder - 2" Red
                             LOT: lot2                01.001.01                2.000- EA
  A150 3-Ring Binder - 2" Red
                             LOT: lot3                01.001.01                1.000- EA
```

This report prints items that are assigned to the warehouse management unknown location (assigned the location of all 9’s), or items that have a negative quantity. Additionally, any items that are in the shipping dock location (assigned the location of all 5’s) that have been made available, by an order being deleted after it has been ship confirmed, will be shown.

For details about this report, refer to option 2 - Warehouse Location Audit (MENU WMREPT) in the Warehouse Management User Guide.

Kit Exception Report



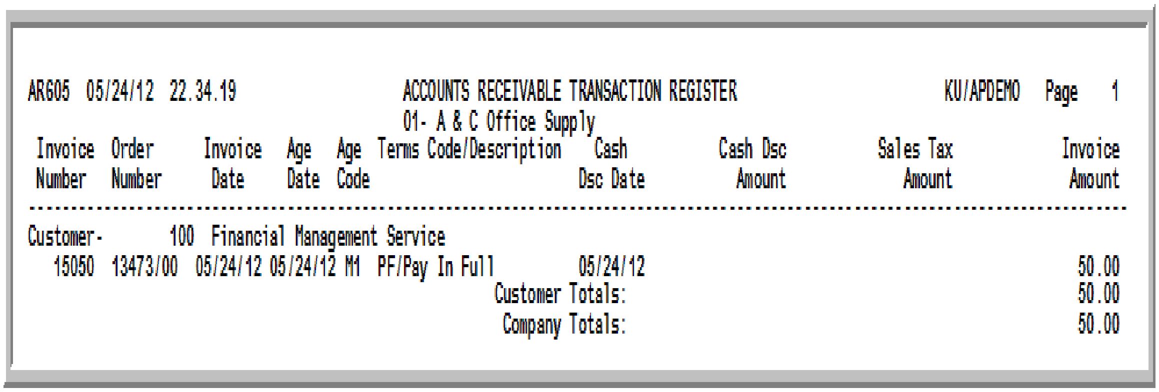
```
OB310  05/24/12  22.24.57                                  KIT EXCEPTION REPORT                                         PAGE    1
         Kit Item Number
         Description 1                   Description 2                   W/H    Qty On Hand   Qty Allocated  Qty In Process
-----------------------------------------------------------------------------------------------------------------------------------
         A300
         Desk Set Kit                                                     1        540.000          24.000            .000
                                                                          2         20.000          20.000            .000
         A300T
         Desk Set Kit                                                     1         10.000            .000            .000
         A600
         Personal Computer System        Customer Design Components       1        494.000          72.000            .000
                                                                          5        100.000          45.000            .000
         A820
         3M Spray Mount Adhesive         clear aerosol 12/box             1         40.000            .000            .000
                                                                          3          4.000            .000            .000
```

This report prints all items that are kits that have a quantity on hand other than zero.

Kit Exception Report

Report/Listing Fields	Description
Kit Item Number Description 1	The item number of the kit. The description of the item kit displays below the item number.
Description 2	The second line of the description, if any.
W/H	The warehouse in which the item is located.
Qty On Hand	The quantity of the kit item that is currently in stock.
Qty Allocated	The quantity of the kit item that has been allocated to previous orders.
Qty In Process	The quantity of the kit item that has been received into inventory, but has not yet been posted. The quantity of the item may be received into inventory through Receive Manufactured Parts into Inventory (MENU OBMAIN) or Enter/Update Transactions (MENU IAMAIN).

Accounts Receivable Transaction Register Report



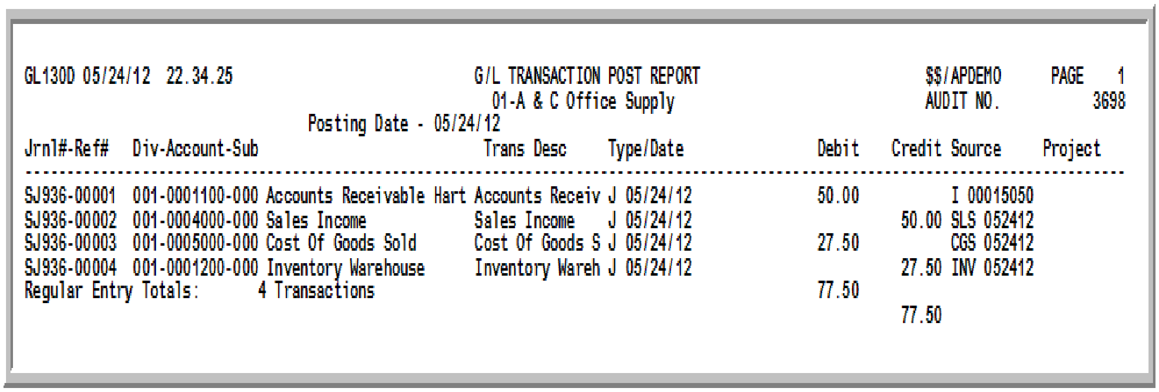
```
AR605  05/24/12  22.34.19                    ACCOUNTS RECEIVABLE TRANSACTION REGISTER                         KU/APDEMO   Page    1
                                             01- A & C Office Supply
 Invoice  Order      Invoice   Age   Age  Terms Code/Description    Cash           Cash Dsc           Sales Tax             Invoice
 Number   Number      Date     Date  Code                         Dsc Date           Amount              Amount              Amount
------------------------------------------------------------------------------------------------------------------------------------
Customer-        100  Financial Management Service
   15050  13473/00  05/24/12 05/24/12 M1  PF/Pay In Full          05/24/12                                                    50.00
                                                        Customer Totals:                                                      50.00
                                                         Company Totals:                                                      50.00
```

This report prints all of the invoices that were passed to Accounts Receivable during this Day-End Processing.

Accounts Receivable Transaction Register Report

Report/Listing Fields	Description
Invoice Number	The number of the invoice. The customer number and name is printed above the invoice number.
Order Number	The order number and generation number assigned to the order. The generation reflects the number of times this order was backordered.
Invoice Date	The date this invoice was printed.
Age Date	The aging date assigned based on the aging code for the customer. The current System i system date is compared to this date to determine where the invoice resides within the periods established by the corresponding aging code.
Age Code	The aging code associated with this customer. This code establishes the aging periods for an invoice.
Terms Code/Description	The terms code and description associated with this invoice.
Cash Dsc Date	The date a cash discount was given, if any.
Cash Dsc Amount	The dollar amount of the cash discount given, if any.
Sales Tax Amount	The total sales tax dollar amount of the invoice.
Invoice Amount	The total dollar amount of the invoice.

G/L Transaction Post Journal

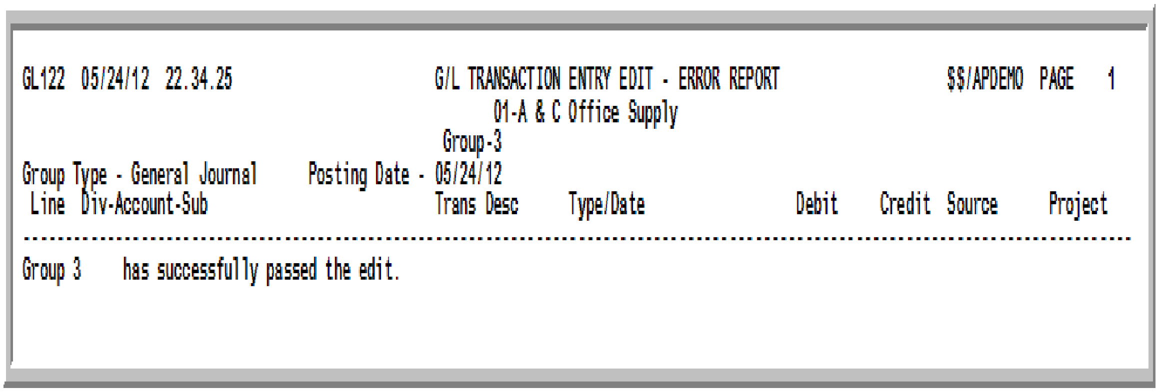


```
GL130D 05/24/12  22.34.25                             G/L TRANSACTION POST REPORT                        $$/APDEMO      PAGE    1
                                                        01-A & C Office Supply                           AUDIT NO.          3698
                                  Posting Date - 05/24/12
Jrnl#-Ref#   Div-Account-Sub                          Trans Desc     Type/Date                Debit    Credit Source      Project
------------------------------------------------------------------------------------------------------------------------------------
SJ936-00001  001-0001100-000 Accounts Receivable Hart Accounts Receiv J 05/24/12               50.00          I 00015050
SJ936-00002  001-0004000-000 Sales Income             Sales Income    J 05/24/12                         50.00 SLS 052412
SJ936-00003  001-0005000-000 Cost Of Goods Sold       Cost Of Goods S J 05/24/12               27.50            CGS 052412
SJ936-00004  001-0001200-000 Inventory Warehouse      Inventory Wareh J 05/24/12                         27.50 INV 052412
Regular Entry Totals:       4 Transactions                                                     77.50
                                                                                                         77.50
```

The G/L Transaction Post Journal prints each detail transaction that was posted. Use this journal as your record of the transactions posted to G/L. The journal is sorted by journal reference number; meaning, the order in which the transactions were keyed. A separate report is generated for each journal type.

For details about this report and the different journal types that may print on this report, refer to option 4 - Post Transactions (MENU GLMAIN) in the General Ledger User Guide.

G/L Transaction Entry Edit - Error Report

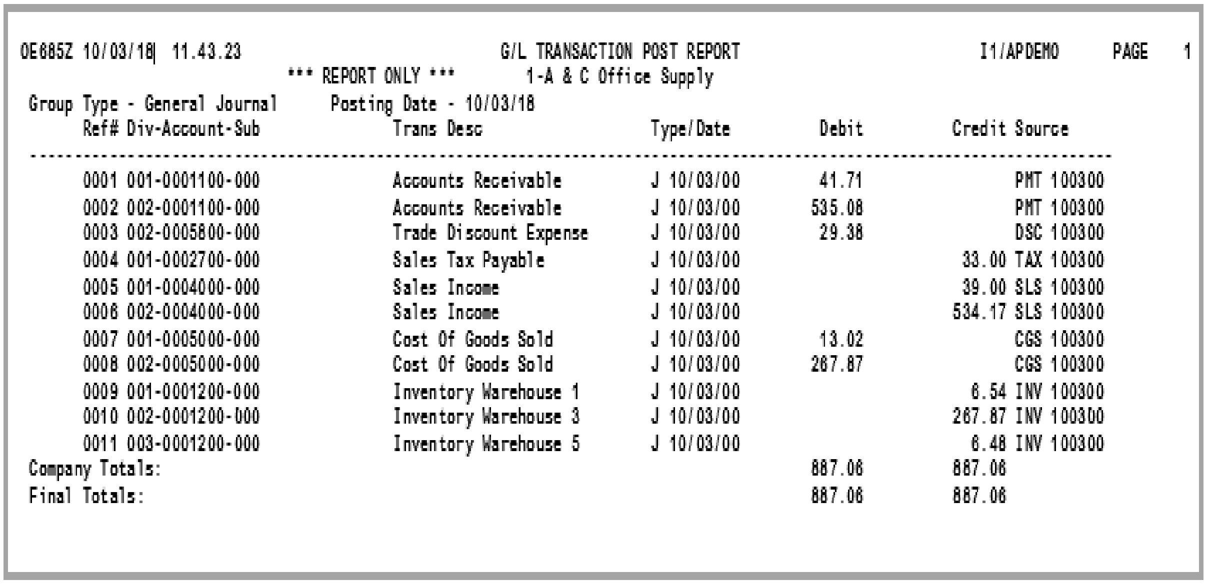


```
GL122  05/24/12  22.34.25                   G/L TRANSACTION ENTRY EDIT - ERROR REPORT              $$/APDEMO  PAGE    1
                                                   01-A & C Office Supply
                                              Group-3
Group Type - General Journal     Posting Date - 05/24/12
 Line  Div-Account-Sub                        Trans Desc      Type/Date              Debit     Credit  Source      Project
--------------------------------------------------------------------------------------------------------------------------
Group 3     has successfully passed the edit.
```

Use this report to determine if any errors exist in a transaction group entered through Transaction Entry (MENU GLMAIN).

For details about this report, refer to option 3 - Transaction Edit List (MENU GLMAIN) in the General Ledger User Guide.

G/L Transaction Post Report (OE685Z)



```
OE685Z 10/03/18| 11.43.23                   G/L TRANSACTION POST REPORT                      I1/APDEMO     PAGE    1
                             *** REPORT ONLY ***      1-A & C Office Supply
 Group Type - General Journal     Posting Date - 10/03/18
      Ref# Div-Account-Sub               Trans Desc                  Type/Date         Debit         Credit Source
 ---------------------------------------------------------------------------------------------------------------------
      0001 001-0001100-000               Accounts Receivable         J 10/03/00        41.71                PMT 100300
      0002 002-0001100-000               Accounts Receivable         J 10/03/00       535.08                PMT 100300
      0003 002-0005800-000               Trade Discount Expense      J 10/03/00        29.38                DSC 100300
      0004 001-0002700-000               Sales Tax Payable           J 10/03/00                       33.00 TAX 100300
      0005 001-0004000-000               Sales Income                J 10/03/00                       39.00 SLS 100300
      0006 002-0004000-000               Sales Income                J 10/03/00                      534.17 SLS 100300
      0007 001-0005000-000               Cost Of Goods Sold          J 10/03/00        13.02                CGS 100300
      0008 002-0005000-000               Cost Of Goods Sold          J 10/03/00       267.87                CGS 100300
      0009 001-0001200-000               Inventory Warehouse 1       J 10/03/00                        6.54 INV 100300
      0010 002-0001200-000               Inventory Warehouse 3       J 10/03/00                      267.87 INV 100300
      0011 003-0001200-000               Inventory Warehouse 5       J 10/03/00                        6.48 INV 100300
 Company Totals:                                                                  887.06         887.06
 Final Totals:                                                                    887.06         887.06
```

This report is printed when you press ENTER on the Report Options Screen (p. A-2) if the **O/E to G/L** field is set to R through Company Name Maintenance (MENU XAMAST).

NOTE: If the **O/E to G/L** field is set to Y and debits and credits are not equal for the transactions, the following message is printed on the report:

DEBITS AND CREDITS ARE NOT EQUAL
Out of Balance has been retained as GL Transaction group XXxxx

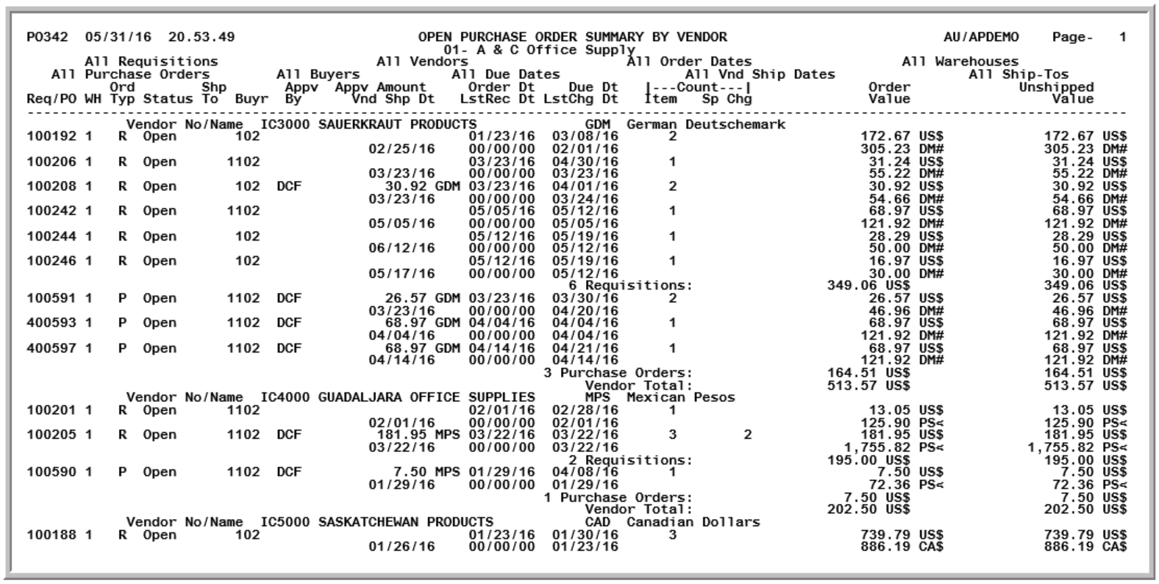
XXxxx is the group ID that you can use to correct the transaction group through Transaction Entry (MENU GLMAIN). A journal number is also assigned to the group at this time, however, only the journal type will print on this report. This journal number will be used when the corrected group is posted.

If the **O/E to G/L** field is set to R through Company Name Maintenance (MENU XAMAST), the message will print for out-of-balance transactions. The data for the out-of-balance transactions will be retained for correction and re-posting.

The total debits and credits at the end of the report on the line marked **Company Totals**.

For a description of the fields on this report, refer to the G/L Transaction Post Journal in Post Transactions (MENU GLMAIN) of the General Ledger User Guide.

Open Purchase Order Summary Report

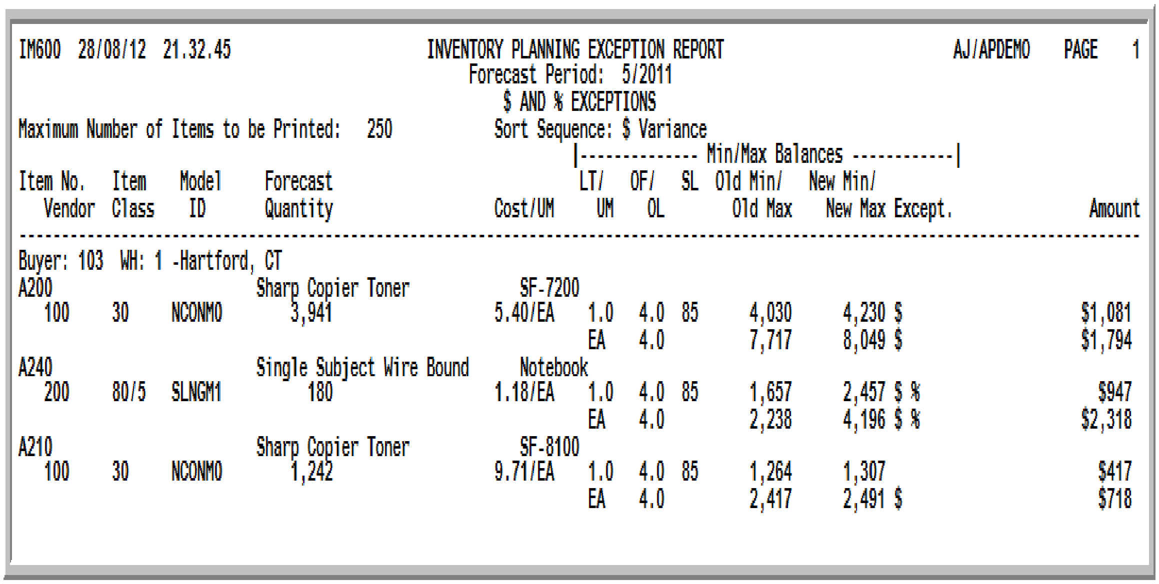


```
PO342  05/31/16  20.53.49                      OPEN PURCHASE ORDER SUMMARY BY VENDOR                          AU/APDEMO    Page-   1
                                                  01- A & C Office Supply
       All Requisitions                   All Vendors                   All Order Dates                  All Warehouses
   All Purchase Orders        All Buyers           All Due Dates               All Vnd Ship Dates                All Ship-Tos
          Ord        Shp       Appv  Appv Amount     Order Dt    Due Dt    |---Count---|             Order             Unshipped
Req/PO WH Typ Status To  Buyr  By      Vnd Shp Dt   LstRec Dt LstChg Dt    Item  Sp Chg              Value                 Value
------------------------------------------------------------------------------------------------------------------------------------
            Vendor No/Name  IC3000 SAUERKRAUT PRODUCTS             GDM  German Deutschemark
100192 1   R  Open       102                         01/23/16  03/08/16      2                      172.67 US$            172.67 US$
                                         02/25/16    00/00/00  02/01/16                             305.23 DM#            305.23 DM#
100206 1   R  Open      1102                         03/23/16  04/30/16      1                       31.24 US$             31.24 US$
                                         03/23/16    00/00/00  03/23/16                              55.22 DM#             55.22 DM#
100208 1   R  Open       102  DCF          30.92 GDM 03/23/16  04/01/16      2                       30.92 US$             30.92 US$
                                         03/23/16    00/00/00  03/24/16                              54.66 DM#             54.66 DM#
100242 1   R  Open      1102                         05/05/16  05/12/16      1                       68.97 US$             68.97 US$
                                         05/05/16    00/00/00  05/05/16                             121.92 DM#            121.92 DM#
100244 1   R  Open       102                         05/12/16  05/19/16      1                       28.29 US$             28.29 US$
                                         06/12/16    00/00/00  05/12/16                              50.00 DM#             50.00 DM#
100246 1   R  Open       102                         05/12/16  05/19/16      1                       16.97 US$             16.97 US$
                                         05/17/16    00/00/00  05/12/16                              30.00 DM#             30.00 DM#
                                                                 6 Requisitions:                349.06 US$            349.06 US$
100591 1   P  Open      1102  DCF          26.57 GDM 03/23/16  03/30/16      2                       26.57 US$             26.57 US$
                                         03/23/16    00/00/00  04/20/16                              46.96 DM#             46.96 DM#
400593 1   P  Open      1102  DCF          68.97 GDM 04/04/16  04/04/16      1                       68.97 US$             68.97 US$
                                         04/04/16    00/00/00  04/04/16                             121.92 DM#            121.92 DM#
400597 1   P  Open      1102  DCF          68.97 GDM 04/14/16  04/21/16      1                       68.97 US$             68.97 US$
                                         04/14/16    00/00/00  04/14/16                             121.92 DM#            121.92 DM#
                                                              3 Purchase Orders:                164.51 US$            164.51 US$
                                                                   Vendor Total:                513.57 US$            513.57 US$
            Vendor No/Name  IC4000 GUADALJARA OFFICE SUPPLIES      MPS  Mexican Pesos
100201 1   R  Open      1102                         02/01/16  02/28/16      1                       13.05 US$             13.05 US$
                                         02/01/16    00/00/00  02/01/16                             125.90 PS<            125.90 PS<
100205 1   R  Open      1102  DCF         181.95 MPS 03/22/16  03/22/16      3        2             181.95 US$            181.95 US$
                                         03/22/16    00/00/00  03/22/16                           1,755.82 PS<          1,755.82 PS<
                                                                 2 Requisitions:                195.00 US$            195.00 US$
100590 1   P  Open      1102  DCF           7.50 MPS 01/29/16  04/08/16      1                        7.50 US$              7.50 US$
                                         01/29/16    00/00/00  01/29/16                              72.36 PS<             72.36 PS<
                                                              1 Purchase Orders:                  7.50 US$              7.50 US$
                                                                   Vendor Total:                202.50 US$            202.50 US$
            Vendor No/Name  IC5000 SASKATCHEWAN PRODUCTS           CAD  Canadian Dollars
100188 1   R  Open       102                         01/23/16  01/30/16      3                      739.79 US$            739.79 US$
                                         01/26/16    00/00/00  01/23/16                             886.19 CA$            886.19 CA$
```

This report prints a summary by vendor or PO number of all existing open purchase orders and/or open requisitions.

For details about this report, refer to option 1 - Open Purchase Order Summary (MENU POREPT) in the Purchasing User Guide.

Inventory Planning Exception Report

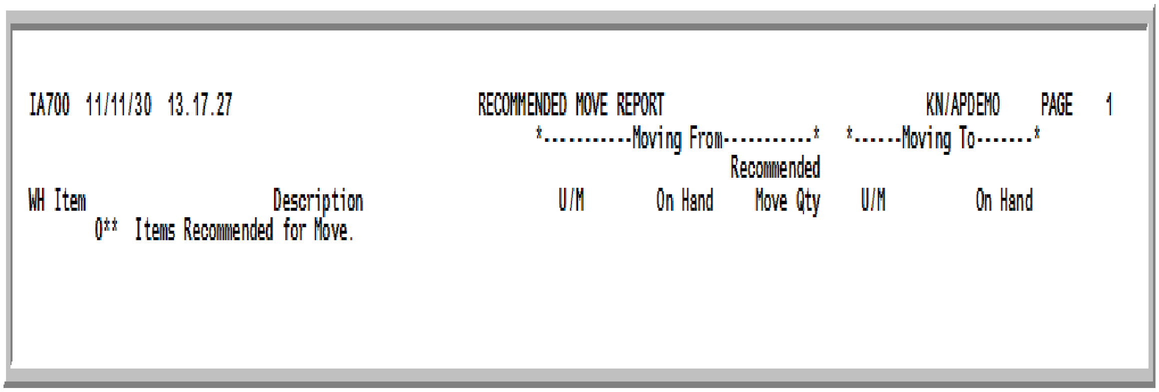


```
IM600  28/08/12  21.32.45                       INVENTORY PLANNING EXCEPTION REPORT                         AJ/APDEMO    PAGE    1
                                                    Forecast Period:  5/2011
                                                        $ AND % EXCEPTIONS
Maximum Number of Items to be Printed:   250           Sort Sequence: $ Variance
                                                                 |------------- Min/Max Balances -----------|
Item No.   Item    Model     Forecast                             LT/   OF/   SL  Old Min/    New Min/
   Vendor  Class    ID       Quantity               Cost/UM       UM    OL          Old Max     New Max Except.                Amount
-----------------------------------------------------------------------------------------------------------------------------------
Buyer: 103  WH: 1 -Hartford, CT
A200                        Sharp Copier Toner         SF-7200
   100     30     NCONMO        3,941               5.40/EA    1.0   4.0  85       4,030       4,230 $                     $1,081
                                                               EA    4.0           7,717       8,049 $                     $1,794
A240                        Single Subject Wire Bound  Notebook
   200     80/5   SLNGM1          180               1.18/EA    1.0   4.0  85       1,657       2,457 $ %                     $947
                                                               EA    4.0           2,238       4,196 $ %                   $2,318
A210                        Sharp Copier Toner         SF-8100
   100     30     NCONMO        1,242               9.71/EA    1.0   4.0  85       1,264       1,307                         $417
                                                               EA    4.0           2,417       2,491 $                       $718
```

This report is generated for your review if you selected to perform the IM&P Monthly Update during Day-End Processing. This report prints items with significant changes to the minimum and maximum balances.

For details about this report, refer to option 3 - Reset IM&P Variables (MENU IMMAST) in the Inventory Management & Planning User Guide.

Recommended Move Report



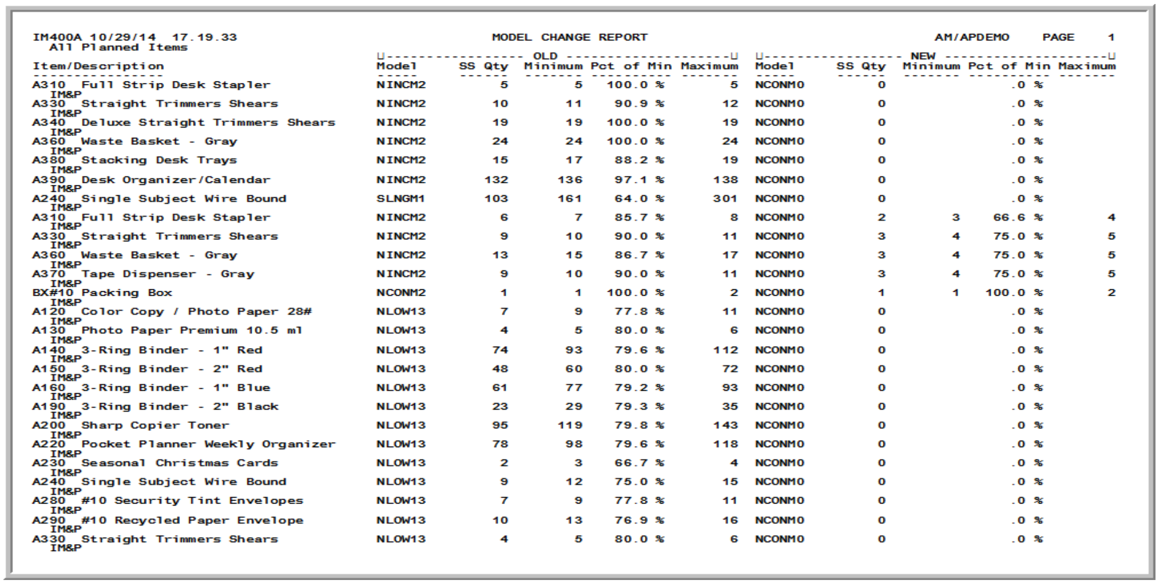
```
IA700  11/11/30  13.17.27                    RECOMMENDED MOVE REPORT                      KN/APDEMO    PAGE   1
                                                  *----------Moving From----------*  *------Moving To-------*
                                                                       Recommended
WH Item                      Description              U/M        On Hand      Move Qty    U/M          On Hand
        0**  Items Recommended for Move.
```

This report prints only if multiple units of measure are being used, a negative amount exists in the smaller unit of measure, and if the "Automatic Move Down" feature [activated through Inventory Accounting Options Maintenance (MENU XAFILE)] is not being used. It prints during Day-End Processing to recommend those items which should be moved from one unit of measure to another.

Recommended Move Report

Report/Listing Fields	Description
W/H	The warehouse in which the item is stocked.
Item/Description	The item number and its description.
U/M Moving From	The moving from unit of measure of the item.
On Hand	The quantity of the item that is on hand.
Recommended Move Qty	The quantity of the item that should be moved.
U/M Moving To	The recommended moving to unit of measure of the item.
On Hand	The moving to on hand quantity of the item.

Model Change Report

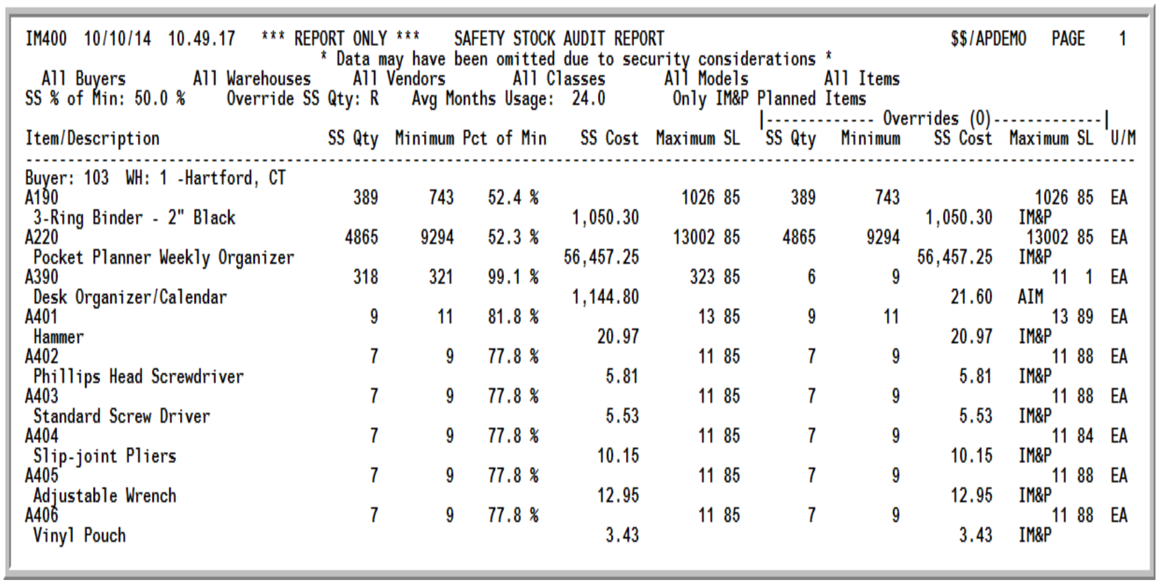


```
IM400A 10/29/14  17.19.33                                 MODEL  CHANGE  REPORT                            AM/APDEMO     PAGE     1
  All Planned Items
                                            ⊔----------------- OLD --------------------⊔  ⊔----------------- NEW --------------------⊔
Item/Description                            Model      SS Qty Minimum Pct of Min Maximum  Model      SS Qty Minimum Pct of Min Maximum
----------------                            -----      ------ ------- ---------- -------  -----      ------ ------- ---------- -------
A310  Full Strip Desk Stapler               NINCM2          5       5    100.0 %       5  NCONM0          0               .0 %
   IM&P
A330  Straight Trimmers Shears              NINCM2         10      11     90.9 %      12  NCONM0          0               .0 %
   IM&P
A340  Deluxe Straight Trimmers Shears       NINCM2         19      19    100.0 %      19  NCONM0          0               .0 %
   IM&P
A360  Waste Basket - Gray                   NINCM2         24      24    100.0 %      24  NCONM0          0               .0 %
   IM&P
A380  Stacking Desk Trays                   NINCM2         15      17     88.2 %      19  NCONM0          0               .0 %
   IM&P
A390  Desk Organizer/Calendar               NINCM2        132     136     97.1 %     138  NCONM0          0               .0 %
   IM&P
A240  Single Subject Wire Bound             SLNGM1        103     161     64.0 %     301  NCONM0          0               .0 %
   IM&P
A310  Full Strip Desk Stapler               NINCM2          6       7     85.7 %       8  NCONM0          2       3     66.6 %       4
   IM&P
A330  Straight Trimmers Shears              NINCM2          9      10     90.0 %      11  NCONM0          3       4     75.0 %       5
   IM&P
A360  Waste Basket - Gray                   NINCM2         13      15     86.7 %      17  NCONM0          3       4     75.0 %       5
   IM&P
A370  Tape Dispenser - Gray                 NINCM2          9      10     90.0 %      11  NCONM0          3       4     75.0 %       5
   IM&P
BX#10 Packing Box                           NCONM2          1       1    100.0 %       2  NCONM0          1       1    100.0 %       2
   IM&P
A120  Color Copy / Photo Paper 28#          NLOW13          7       9     77.8 %      11  NCONM0          0               .0 %
   IM&P
A130  Photo Paper Premium 10.5 ml           NLOW13          4       5     80.0 %       6  NCONM0          0               .0 %
   IM&P
A140  3-Ring Binder - 1" Red                NLOW13         74      93     79.6 %     112  NCONM0          0               .0 %
   IM&P
A150  3-Ring Binder - 2" Red                NLOW13         48      60     80.0 %      72  NCONM0          0               .0 %
   IM&P
A160  3-Ring Binder - 1" Blue               NLOW13         61      77     79.2 %      93  NCONM0          0               .0 %
   IM&P
A190  3-Ring Binder - 2" Black              NLOW13         23      29     79.3 %      35  NCONM0          0               .0 %
   IM&P
A200  Sharp Copier Toner                    NLOW13         95     119     79.8 %     143  NCONM0          0               .0 %
   IM&P
A220  Pocket Planner Weekly Organizer       NLOW13         78      98     79.6 %     118  NCONM0          0               .0 %
   IM&P
A230  Seasonal Christmas Cards              NLOW13          2       3     66.7 %       4  NCONM0          0               .0 %
   IM&P
A240  Single Subject Wire Bound             NLOW13          9      12     75.0 %      15  NCONM0          0               .0 %
   IM&P
A280  #10 Security Tint Envelopes           NLOW13          7       9     77.8 %      11  NCONM0          0               .0 %
   IM&P
A290  #10 Recycled Paper Envelope           NLOW13         10      13     76.9 %      16  NCONM0          0               .0 %
   IM&P
A330  Straight Trimmers Shears              NLOW13          4       5     80.0 %       6  NCONM0          0               .0 %
   IM&P
```

This report prints all items that were re-forecast with the low usage model. Information is shown in the OLD column and NEW column for comparative purposes.

For details about this report, refer to option 4- Safety Stock Audit Report (MENU IMREPT) in the Inventory Management & Planning User Guide.

Safety Stock Audit Report



```
IM400  10/10/14  10.49.17   *** REPORT ONLY ***    SAFETY STOCK AUDIT REPORT                                  $$/APDEMO   PAGE    1
                                   * Data may have been omitted due to security considerations *
  All Buyers        All Warehouses     All Vendors        All Classes       All Models         All Items
SS % of Min: 50.0 %     Override SS Qty: R    Avg Months Usage:  24.0        Only IM&P Planned Items
                                                                                        |------------- Overrides (0)-------------|
Item/Description                     SS Qty Minimum Pct of Min    SS Cost  Maximum SL   SS Qty   Minimum    SS Cost  Maximum SL  U/M
------------------------------------------------------------------------------------------------------------------------------------
Buyer: 103  WH: 1 -Hartford, CT
A190                                    389     743    52.4 %                 1026 85      389       743                1026 85  EA
 3-Ring Binder - 2" Black                                        1,050.30                                  1,050.30   IM&P
A220                                   4865    9294    52.3 %                13002 85     4865      9294               13002 85  EA
 Pocket Planner Weekly Organizer                                56,457.25                                 56,457.25   IM&P
A390                                    318     321    99.1 %                  323 85        6         9                  11  1  EA
 Desk Organizer/Calendar                                         1,144.80                                     21.60   AIM
A401                                      9      11    81.8 %                   13 85        9        11                  13 89  EA
 Hammer                                                             20.97                                     20.97   IM&P
A402                                      7       9    77.8 %                   11 85        7         9                  11 88  EA
 Phillips Head Screwdriver                                           5.81                                      5.81   IM&P
A403                                      7       9    77.8 %                   11 85        7         9                  11 88  EA
 Standard Screw Driver                                               5.53                                      5.53   IM&P
A404                                      7       9    77.8 %                   11 85        7         9                  11 84  EA
 Slip-joint Pliers                                                  10.15                                     10.15   IM&P
A405                                      7       9    77.8 %                   11 85        7         9                  11 88  EA
 Adjustable Wrench                                                  12.95                                     12.95   IM&P
A406                                      7       9    77.8 %                   11 85        7         9                  11 88  EA
 Vinyl Pouch                                                         3.43                                      3.43   IM&P
```

This report prints if you selected to run the IM&P Monthly Update. This report prints only if items exist that have a safety stock which is greater than a given percent of the minimum on-hand quantity. The **Safety Stock % of Minimum** field value is defined through IM&P System Options Maintenance (MENU IMFILE).

For details about this report, refer to option 11 - Safety Stock Audit Report (MENU IMREPT) in the Inventory Management & Planning User Guide.

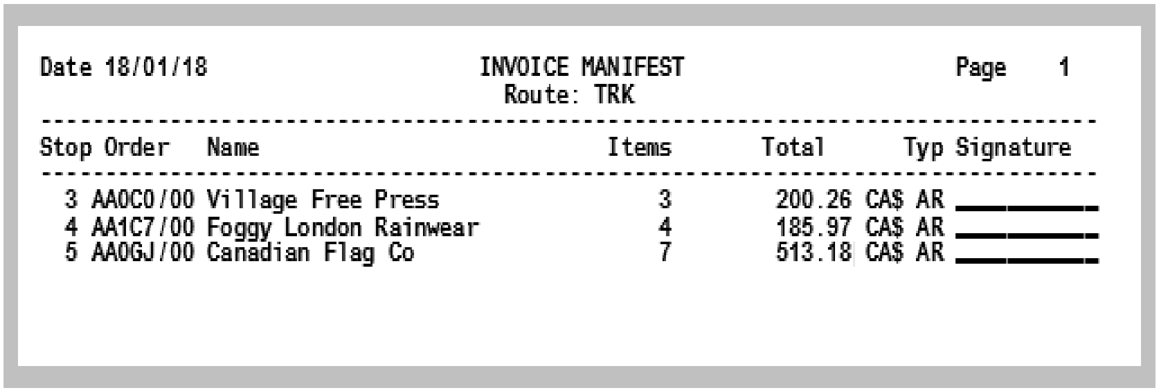
Shipping Manifest

```
Date 18/01/18                    SHIPPING MANIFEST                      Page    1
                                    Route: TRK1
--------------------------------------------------------------------------------
                                                                  Pay
Stop Order   Name                          Items         Total  Typ Signature
--------------------------------------------------------------------------------
 12 D1629/00 Financial Bookkeeping             1         14.54 AR  ____________
 23 D1630/00 Hartford Medical Association      1         18.39 AR  ____________
```

A Shipping Manifest is produced only if you selected to print Pick Lists by route. A Shipping Manifest is a detailed statement of the contents put on a vehicle for shipment. A copy of this manifest should be kept with the cargo for identification purposes and should also be stored in a safe place so that the exact cargo is known.

For details about this manifest, refer to option 22 - Print Pick Lists (MENU OEMAIN) in the Order Entry User Guide.

Invoice Manifest

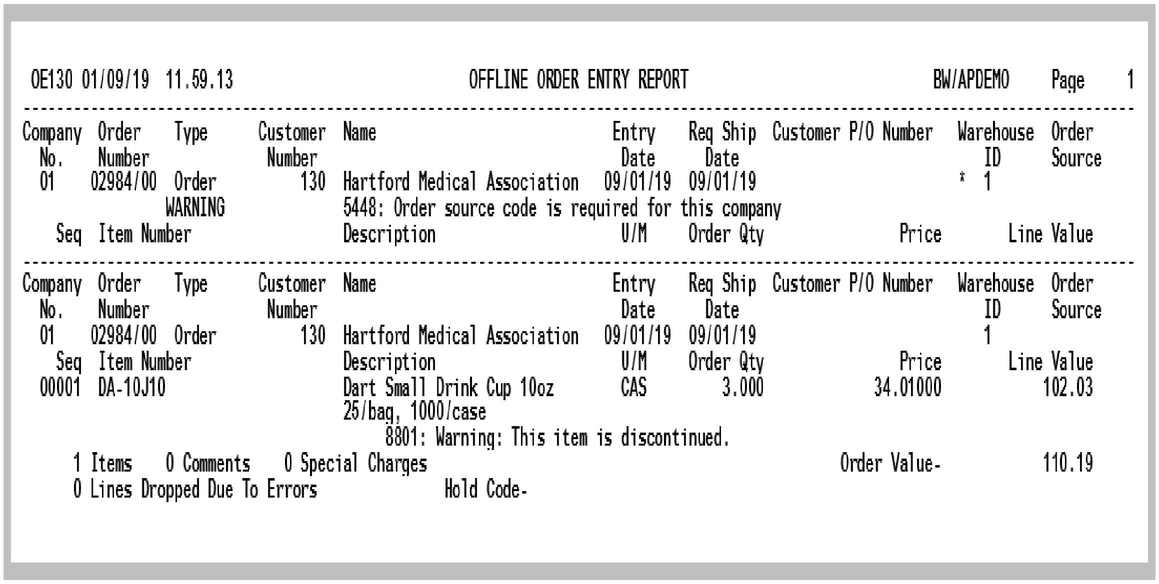


```
Date 18/01/18                   INVOICE MANIFEST                      Page    1
                                   Route: TRK
--------------------------------------------------------------------------------
Stop Order   Name                           Items       Total      Typ Signature
--------------------------------------------------------------------------------
  3 AA0C0/00 Village Free Press                 3       200.26 CA$ AR __________
  4 AA1C7/00 Foggy London Rainwear              4       185.97 CA$ AR __________
  5 AA0GJ/00 Canadian Flag Co                   7       513.18 CA$ AR __________
```

An Invoice Manifest is produced only if you selected to print Invoices by route. A manifest is a detailed statement of the contents put on a vehicle for shipment. A copy of this manifest should be kept with the cargo for identification purposes and should be stored in a safe place so that the exact cargo is known.

For details about fields on this manifest, refer to the Shipping Manifest in option 21 - Print Pick Lists (MENU OEMAIN) of the Order Entry User Guide. Also refer to the **Print Invoice Manifest** field in Warehouse Numbers Maintenance (MENU IAFILE).

Off Line Order Entry Report

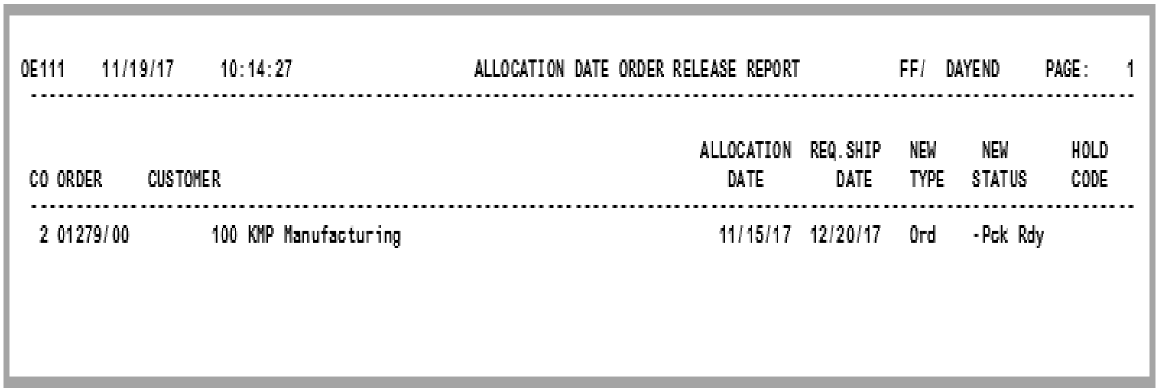


```
 OE130 01/09/19  11.59.13                   OFFLINE ORDER ENTRY REPORT                       BW/APDEMO    Page    1
--------------------------------------------------------------------------------------------------------------------
Company  Order    Type      Customer  Name                          Entry     Req Ship  Customer P/O Number  Warehouse  Order
  No.    Number             Number                                  Date      Date                           ID        Source
  01    02984/00  Order         130   Hartford Medical Association  09/01/19  09/01/19                     *  1
                  WARNING             5448: Order source code is required for this company
    Seq  Item Number                  Description                   U/M       Order Qty            Price       Line Value
--------------------------------------------------------------------------------------------------------------------
Company  Order    Type      Customer  Name                          Entry     Req Ship  Customer P/O Number  Warehouse  Order
  No.    Number             Number                                  Date      Date                           ID        Source
  01    02984/00  Order         130   Hartford Medical Association  09/01/19  09/01/19                        1
    Seq  Item Number                  Description                   U/M       Order Qty            Price       Line Value
  00001  DA-10J10                     Dart Small Drink Cup 10oz     CAS           3.000         34.01000           102.03
                                      25/bag, 1000/case
                                           8801: Warning: This item is discontinued.
       1 Items    0 Comments    0 Special Charges                                           Order Value-           110.19
       0 Lines Dropped Due To Errors             Hold Code-
```

This report prints all orders that were imported into Distribution A+ using Off Line Order Entry (MENU OEMAIN).

Refer to option 6 - Off Line Order Entry (MENU OEMAIN) in the Order Entry User Guide for details about this report.

Allocation Date Order Release Report



```
OE111    11/19/17     10:14:27               ALLOCATION DATE ORDER RELEASE REPORT         FF/  DAYEND     PAGE:    1
----------------------------------------------------------------------------------------------------------------------

                                                                  ALLOCATION  REQ.SHIP   NEW     NEW      HOLD
 CO ORDER     CUSTOMER                                                DATE        DATE   TYPE   STATUS    CODE
----------------------------------------------------------------------------------------------------------------------
  2 01279/00        100 KMP Manufacturing                           11/15/17  12/20/17   Ord    -Pck Rdy
```

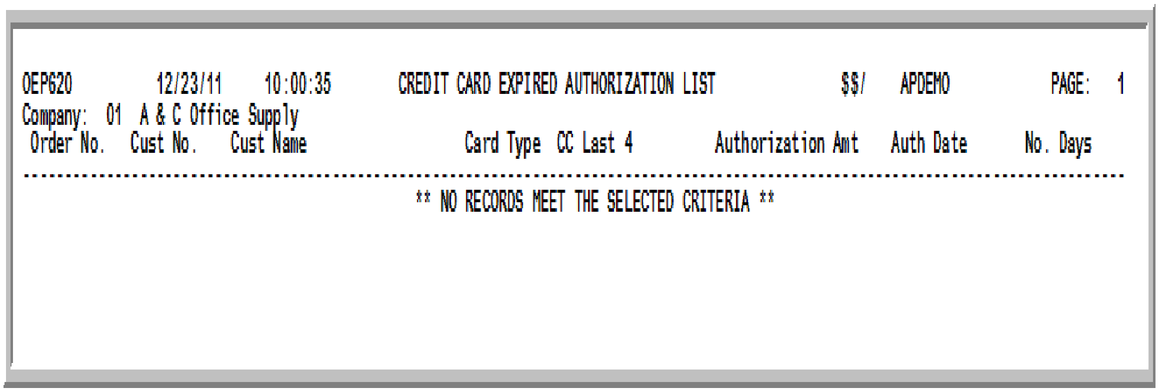
This report prints all future orders that were released because the requested ship date falls within the allocation window.

For details about how the allocation window is calculated, refer to the description of the **Alloc Inv** field on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN) of the Order Entry User Guide.

Allocation Date Order Release Report

Report/Listing Fields	Description
Co	The company number for which the order was entered.
Order	The order number.
Customer	The customer number and customer name for the order.
Allocation Date	The allocation date calculated by Distribution A+ for this order. This is the date on which inventory will be allocated to fill the order.
Req. Ship Date	The shipment date requested by the customer.
New Type	The order type to which the order was converted upon release.
New Status	The order status of the released order.
Hold Code	The hold code for any hold placed on the order after it was released. Future orders released by Day-End Processing are examined for any applicable holds following their release.

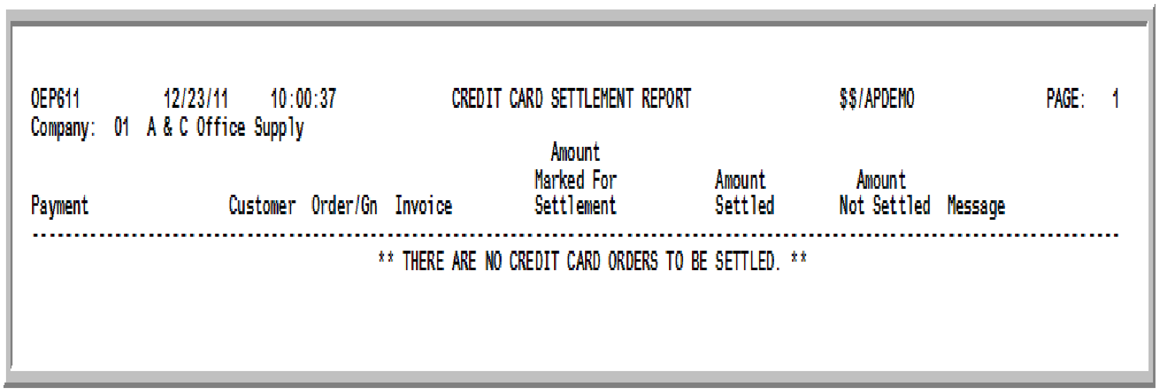
Credit Card Expired Authorization List



```
OEP620       12/23/11    10:00:35      CREDIT CARD EXPIRED AUTHORIZATION LIST          $$/    APDEMO        PAGE:   1
Company:  01  A & C Office Supply
 Order No.   Cust No.    Cust Name                 Card Type  CC Last 4        Authorization Amt    Auth Date      No. Days
------------------------------------------------------------------------------------------------------------------------
                                                ** NO RECORDS MEET THE SELECTED CRITERIA **
```

This report prints following Day-End Processing and lists all of the orders for which credit card payment authorization has exceeded the number of days specified in the **Expiration Days** field for the credit card in Payment Types Maintenance (MENU ARFILE) or for which the individual card used has exceeded its expiration date. Orders on this list must be re-authorized before they can be settled.

Credit Card Settlement Report



```
OEP611        12/23/11    10:00:37          CREDIT CARD SETTLEMENT REPORT              $$/APDEMO           PAGE:   1
Company:  01  A & C Office Supply
                                                      Amount
                                                    Marked For          Amount         Amount
Payment                Customer  Order/Gn  Invoice    Settlement          Settled       Not Settled  Message
-------------------------------------------------------------------------------------------------------------------
                                   ** THERE ARE NO CREDIT CARD ORDERS TO BE SETTLED. **
```

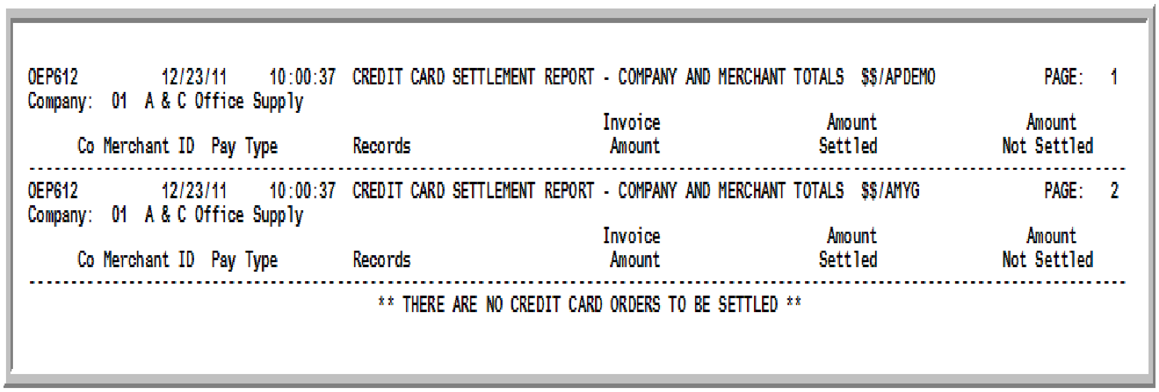
This report prints following Day-End Processing and lists all of the orders and invoices that were settled with the third-party payment service provider during day-end. The information on this report is sorted by merchant ID and payment totals will display for each merchant ID.

Totals are provided by payment type, credit card customer number, and company. If you are using International Currency, the currency code prints to the right of the total for the company.

If the payment type for a credit card customer is not set to update accounts receivable [i.e. the **Update AR** field is set to N for the payment type through Payment Types Maintenance (MENU ARFILE)], NO RECEIVABLE will print for the credit card customer number and invoice number on this report because the accounts receivable value is zero.

During Day-End Processing, an N type transaction is created for manual credit card authorizations and a P type transaction is created for phone credit card authorizations. These transactions will appear on this report.

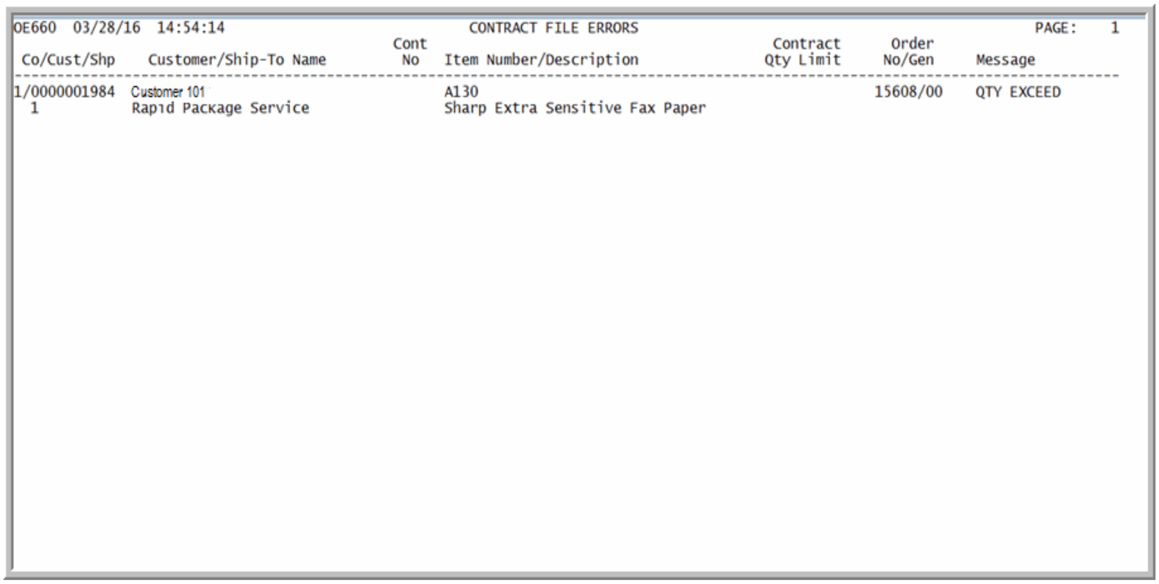
Credit Card Settlement Report-Company and Merchant Totals



```
OEP612        12/23/11    10:00:37  CREDIT CARD SETTLEMENT REPORT - COMPANY AND MERCHANT TOTALS  $$/APDEMO          PAGE:   1
Company:  01  A & C Office Supply
                                                              Invoice              Amount                Amount
      Co Merchant ID  Pay Type        Records                 Amount               Settled             Not Settled
--------------------------------------------------------------------------------------------------------------------------
OEP612        12/23/11    10:00:37  CREDIT CARD SETTLEMENT REPORT - COMPANY AND MERCHANT TOTALS  $$/AMYG            PAGE:   2
Company:  01  A & C Office Supply
                                                              Invoice              Amount                Amount
      Co Merchant ID  Pay Type        Records                 Amount               Settled             Not Settled
--------------------------------------------------------------------------------------------------------------------------
                                       ** THERE ARE NO CREDIT CARD ORDERS TO BE SETTLED **
```

This report prints following Day-End Processing and lists the total currency amount settled for each company and merchant ID combination and for the company as a whole. If you are using International Currency, the currency code prints to the right of the totals.

Contract File Errors



```
OE660  03/28/16  14:54:14                    CONTRACT FILE ERRORS                              PAGE:    1
                                        Cont                                    Contract     Order
 Co/Cust/Shp    Customer/Ship-To Name    No   Item Number/Description          Qty Limit    No/Gen     Message
-------------------------------------------------------------------------------------------------------------
1/0000001984  Customer 101                    A130                                          15608/00   QTY EXCEED
  1           Rapid Package Service           Sharp Extra Sensitive Fax Paper
```

This report prints following Day-End Processing and lists any errors located in the OE Contract/ Special Pricing File (CONTR).

If errors exist, the report will indicate the company, customer, and ship-to (if any) for which the error occurred. The customer/ship-to name, contract number, item number/description, contract quantity limit, order number/generation, and error message will also be included.

CHAPTER 33

Save Files

33

This option saves your Distribution A+ file environment library files, that is, the files in the APLUSbbFee library where bb is the Base ID and ee is the Environment ID. The control library APLUS and the base library APLUSbb or any other APLUS program libraries are not saved in this step because they are shared across file environments. The system administrator should develop a backup/restore strategy for those additional libraries as part of the company's computer system disaster recovery plan.

Before executing this option, Distribution A+ must be stopped through Stop A+ (MENU XAMAST).

If you have sales@work or Mobile Order Entry installed, this option will also save the Integrated File System (IFS) directory /APLUSbbPC/Notetext (where bb is the base ID).

NOTE: You may also run this option automatically through Day-End Processing (MENU XAMAST) by keying Y in the **Unattended Tape Backup** field.

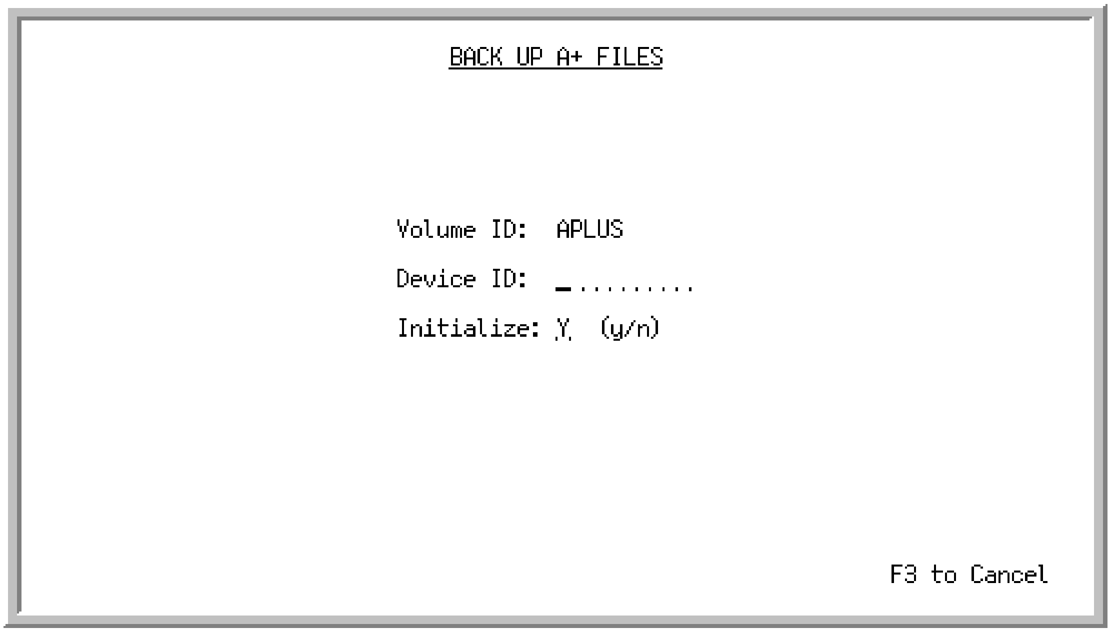
Perform this option through Save Files on the Cross Application - Master Menu (MENU XAMAST).

Save Files

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	**Purpose**
Back Up A+ Files Screen	Use to initialize your media or continue backing up your files.
Initialize a Tape Screen	Use to initialize multiple tapes.
Back Up A+ Files In Process Screen	Used to monitor the process of the backup.

Back Up A+ Files Screen



```
                         BACK UP A+ FILES



                  Volume ID:  APLUS
                  Device ID:  _.........
                  Initialize: Y  (y/n)




                                             F3 to Cancel
```

This screen displays after selecting option 3 - Save Files from MENU XAMAST. Use this screen to initialize your media or continue backing up your files.

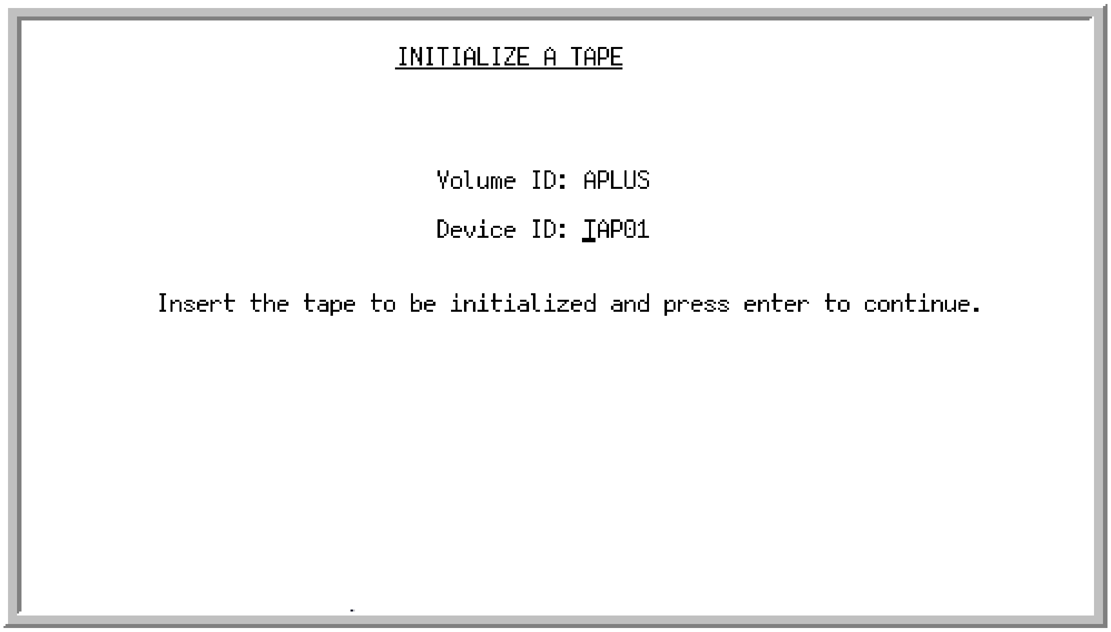
Back Up A+ Files Screen Fields and Function Keys

Field/Function Key	Description
Volume ID	This field displays the volume ID (defined on the IBM i) as a way for you to identify the tapes on the media. Display
Device ID	Use this field to select the IBM i device identification for your tape drive. If you do not know the device name, key **WRKDEVD *TAP** on any command line and press ENTER. This will display the tape devices on your system. Key the device ID. *Default Value:* None *Valid Values:* Any device ID defined on the IBM i, or type **WRKDEVD** *TAP to display valid tape devices (A 10) Required

Back Up A+ Files Screen Fields and Function Keys

Field/Function Key	Description
Initialize	Use this field to initialize the tape before saving your files. Key Y to destroy the data that currently resides on the tape. If you select Y, the Initialize a Tape Screen (p. 33-4) will display when you press ENTER. Key N if you would like to retain multiple backups on one tape. It is suggested that you keep several separate tapes for backups. If you select N, you will view the message "Distribution A+ files are being backed up ... Press ENTER to Continue." The Initialize a Tape Screen (p. 33-4) will not display. *Default Value:* Y (A 1) Required
F3=to Cancel	Press the F3=TO CANCEL function key to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Initialize a Tape Screen (p. 33-4) will display if Y was selected in the **Initialize** field on this screen; otherwise, the Back Up A+ Files In Process Screen (p. 33-5) will display.

Initialize a Tape Screen



```
                         INITIALIZE A TAPE



                           Volume ID: APLUS

                           Device ID: TAP01

          Insert the tape to be initialized and press enter to continue.
```

This screen displays after pressing ENTER on the Back Up A+ Files Screen (p. 33-2) if Y was selected in the **Initialize** field on that screen; otherwise, this screen will not display. This screen allows for the initialization of multiple tapes.

Initialize a Tape Screen Fields and Function Keys

Field/Function Key	Description
Do you want to initialize another tape (Y/N)	When initialization is complete, the prompt: "**Do you want to initialize another tape _ (Y/N)**" will display. Key Y to initialize another tape and continue. Key N when all the tapes needed for the backup have been initialized.
F12=Return	Once all of your tapes have been initialized, press F12=RETURN to continue and save your files. The Back Up A+ Files In Process Screen (p. 33-5) will display.
Enter	Press ENTER to start the initialization process.

Back Up A+ Files In Process Screen

BACK UP A+ FILES

A+ files are being backed up ...

Press Enter to Continue

This screen displays after pressing F12=RETURN on the Initialize a Tape Screen (p. 33-4) once all the tapes needed for the backup have been initialized. After ENTER is pressed, your files will be backed up and MENU XAMAST will display.

Back Up A+ Files In Process Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to continue with the back up process. Once you press ENTER, back up will continue and when finished you will be returned to the menu.

CHAPTER 34 Start A+

34

If Distribution A+ has been stopped through Stop A+ (MENU XAMAST/MENU APMAST), use this option to start Distribution A+. Users can use options and/or procedures once the Start A+ Screen (p. 34-3) is displayed.

If you have the Electronic Data Interchange (EDI) module installed, this option also starts the EDI Transaction Processor and the auto release of incoming EDI documents, if auto release is being used.

If the Mail Server module is installed, this option will start the Mail Server Broker if the **Start Mail Server Broker when A+ is started** field is set to Y through Mail Server System Options Maintenance (MENU MSFILE). Alternatively, you can select the Start Mail Server Broker option from MENU MSMAIN.

If the Workflow module is installed, this option will start the Workflow Alert Broker if the **Start Alert Processor when A+ is started** field is set to Y through Workflow System Options Maintenance (MENU MGFILE). Alternatively, you can select the Start Workflow Alert Processor option from MENU MGMAIN.

If the Storefront module is installed, this option will start the Item Availability Broker if the **Start Item Avail Broker when A+ is started** field is set to Y through Commerce Catalog Options Maintenance (MENU CTFILE). Alternatively, you can select the Start Item Availability Broker option from MENU CTMAIN.

If the sales@work, CORrelation, or Mobile Order Entry modules are installed, this option will start the Sync Information Broker if the **Start Sync Broker when A+ is started** field is set to Y through sales@work System Options Maintenance (MENU SWFILE). Alternatively, you can select the Start Sync Information Broker option from MENU SWMAIN or MENU OSMAIN.

If the web@work module is installed, this option will start the web@work Information Broker if the **Start Web Broker when A+ is started** field is set to Y through Web Options Maintenance (MENU WBMAIN). Alternatively, you can select the Start Web Information Broker option from MENU WBMAIN.

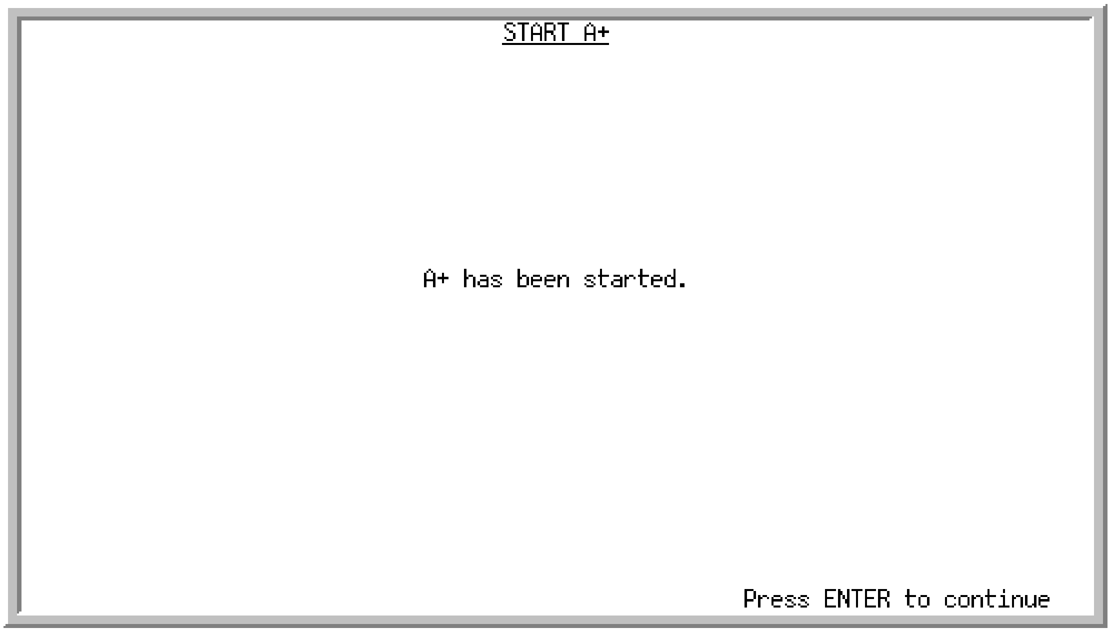
Perform this option through Start A+ on the Cross Application - Master Menu (MENU XAMAST) or the Accounts Payable - Master Menu (MENU APMAST).

Start A+

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Start A+ Screen	Use to review that Distribution A+ has been started.
Start A+ Error Screen	Informs you that Distribution A+ has not been started.
A+ Cannot Be Started At This Time Screen	Used to inform the user that Distribution A+ cannot be started at this time.

Start A+ Screen



START A+

A+ has been started.

Press ENTER to continue

This screen displays after selecting option 4 - Start A+ from MENU XAMAST or option 24 - Start A+ from MENU APMAST. The screen will display in one of two formats:

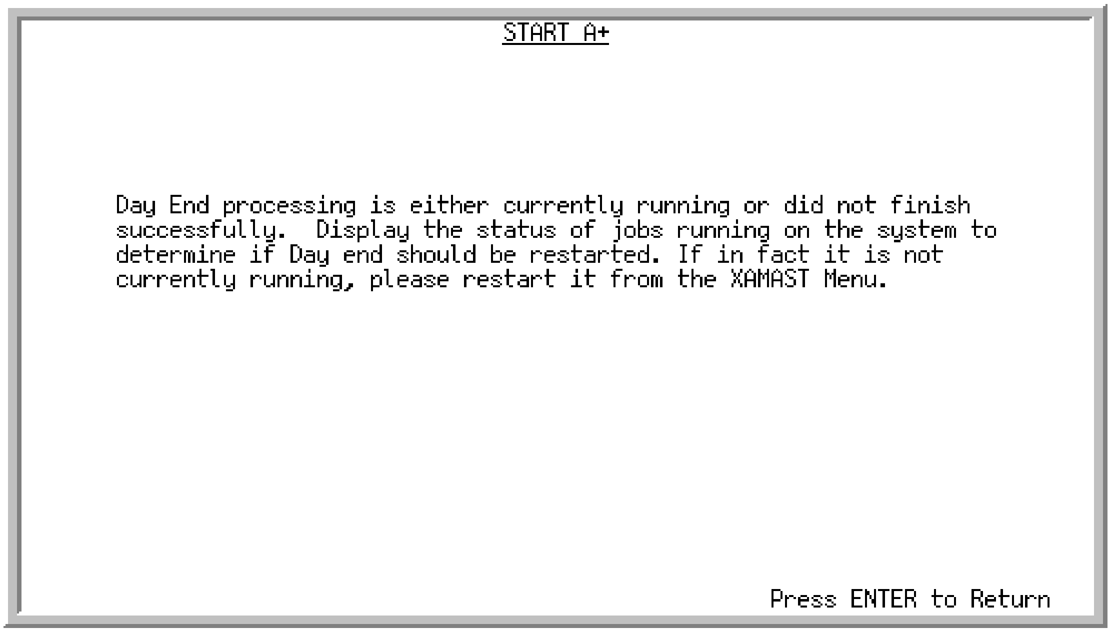
- if there are no existing dedicated procedures still running, the screen informs you that Distribution A+ has been started.
- if Distribution A+ is not stopped, the screen informs you that Distribution A+ is already running.

If dedicated procedures have not completed processing, the Start A+ Error Screen (p. 34-4) will display.

Start A+ Screen Fields and Function Keys

Field/Function Key	Description
Press ENTER to continue	Press ENTER to continue. MENU XAMAST will display.

Start A+ Error Screen



START A+

Day End processing is either currently running or did not finish successfully. Display the status of jobs running on the system to determine if Day end should be restarted. If in fact it is not currently running, please restart it from the XAMAST Menu.

Press ENTER to Return

This screen displays after selecting option 4 - Start A+ from MENU XAMAST or option 24 - Start A+ from MENU APMAST, if there are dedicated procedures still running. This screen informs you that Distribution A+ has not been started.

Start A+ Error Screen Fields and Function Keys

Field/Function Key	**Description**
Press ENTER to Return	Press Enter to return to MENU XAMAST. Key **APJOBS** and press ENTER or select option 21 - Transaction Processor Inquiry (MENU XAMAST) to review the status of Day-End Processing.

A+ Cannot Be Started At This Time Screen

START A+

A+ cannot be started at this time.

This procedure will be cancelled.

Press ENTER to Continue

This screen displays after selecting option 4 - Start A+ from MENU XAMAST/MENU APMAST and there are still dedicated processing mode jobs running.

A+ Cannot Be Started At This Time Screen Fields and Function Keys

Field/Function Key	Description
Press ENTER to Return	Press Enter to return to the menu. Distribution A+ cannot be started until the dedicated processing has completed.

CHAPTER 35

Rebuild the Customer Search File

35

Use this option to rebuild the Customer/Ship To Search File (ASCHX) after restoring Accounts Receivable files or changing the customer search settings in System Options Maintenance (MENU XAFILE).

It is not necessary to rebuild the file each time customers are added or changed because the file is automatically updated when existing customers are added or changed through Customer/Ship to Master Maintenance (MENU ARFILE).

NOTE: This option requires exclusive use of the Customer Search File. Therefore, prior to executing this option, select to Stop A+ (MENU XAMAST). When the rebuild is complete, select to Start A+ (MENU XAMAST).

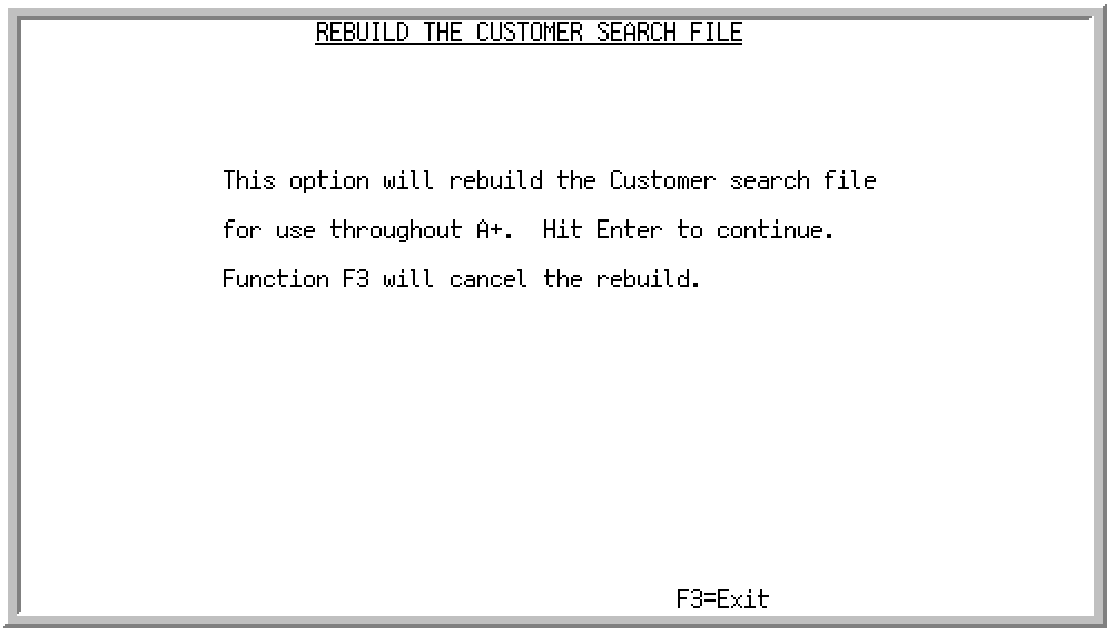
Perform this option through Rebuild the Customer Search File on the Cross Application - Master Menu (MENU XAMAST).

Rebuild the Customer Search File

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	**Purpose**
Rebuild the Customer Search File Screen	Used to initiate the rebuilding process.

Rebuild the Customer Search File Screen



```
                    REBUILD THE CUSTOMER SEARCH FILE



              This option will rebuild the Customer search file

              for use throughout A+.  Hit Enter to continue.

              Function F3 will cancel the rebuild.









                                            F3=Exit
```

This screen displays after selecting option 10 - Rebuild the Customer Search File from MENU XAMAST. Use this screen to update the Customer/Ship To Search File (ASCHX).

Rebuild the Customer Search File Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press the F3=EXIT function key to cancel this option and return to the menu.
Enter	Press ENTER to rebuild the Customer Search File. After processing, you will be returned to the menu. If Distribution A+ has not been stopped, the A+ Must Be Stopped Screen will display.

CHAPTER 36

Rebuild the Item Search File

36

This option requires exclusive use of the Item Search File. Therefore, prior to running this option, Stop A+ (MENU XAMAST). When the rebuild is complete, Start A+ (MENU XAMAST).

Use the Rebuild the Item Search File option on the Cross Application - Master Menu (MENU XAMAST) after restoring Inventory Accounting files or upon initial installation of Infor Distribution A+. It is not necessary to perform this function on a regular basis, or each time items are added or changed, as the file is automatically updated when existing items are added or changed through Item Master Maintenance (MENU IAFILE).

Activation of searching the **Item Description 2** field can be completed through System Options Maintenance (MENU XAFILE). If you activate the **Second Item Description** field to be included in the Item Search, you must then be sure to rebuild the Item Search File (ISCHX) to include this data in the search files.

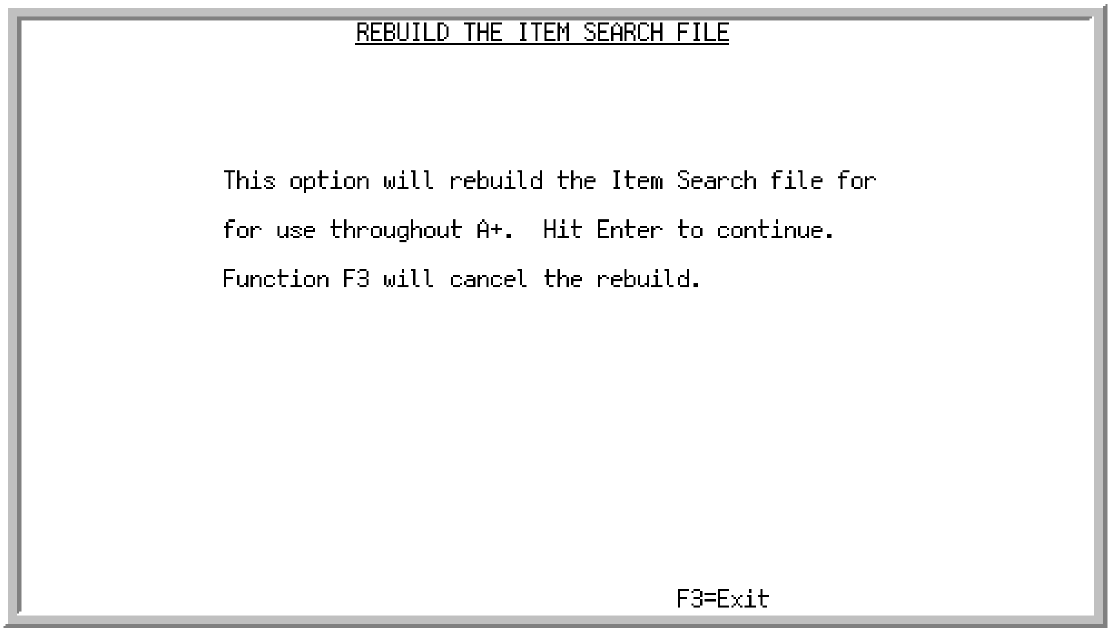
Various other information can be included in the Advanced Item Search. Refer to the Application Action Authorities Appendix in the User Security User Guide for more information.

Rebuild the Item Search File

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Rebuild the Item Search File Screen	Use to update the Item Search File (ISCHX).

Rebuild the Item Search File Screen



```
                    REBUILD THE ITEM SEARCH FILE



          This option will rebuild the Item Search file for

          for use throughout A+.  Hit Enter to continue.

          Function F3 will cancel the rebuild.








                                        F3=Exit
```

This screen displays after selecting option 11 - Rebuild the Item Search File from MENU XAMAST. Use this screen to update the Item Search File (ISCHX).

Rebuild the Item Search File Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press F3=Exit to cancel this option and return to Menu XAMAST.
Enter	Press Enter to rebuild the Item Search File (ISCHX). The job is submitted to batch and while processing, MENU XAMAST will display.

CHAPTER 37 Reorganize A+ History Files

37

NOTE: This option is dedicated to one Workstation ID only. If this option is being run at another workstation, you will not be allowed to gain entry into this option.

This option allows you to purge, by date, Distribution A+ History files. You individually select each file (file grouping) that you would like to reorganize and determine how much history will be stored for that file. This prevents the size of the file from getting too large with outdated information.

The reorganization process runs interactively from the display station that started the purge(s). If the display station fails for any reason the programs have restart logic and will pick up where it failed when you select the option 18 -Reorganize A+ History Files again.

The reorganization(s) can be run while users are on the system, but we suggest that they be run during off-hours so this process does not slow your system down. The time it takes to perform each reorganization (which could be just minutes or many hours) is based on the amount of records in your files and the number of programs that run for each process.

For some files, you will have the option to save the data that is being removed from the selected file(s) to a same named file in library APLUSbbRXX, where bb is the base ID and XX is the environment name. These files will be added to if the reorganization is run more than once.

You can later save these libraries to tape using Save A+ History Library (MENU XAMAST).

We also recommend that you reclaim your disk space after reorganization and save processes are completed. See CHAPTER 42: *Remove Deleted Records from Files* for information on removing deleted records from your history files. Additionally, this process can be run as part of Day-End Processing; see CHAPTER 32: *Day-End Processing* for mote details.

Perform this option through Reorganize A+ History Files on the Cross Application - Master Menu (MENU XAMAST).

Reorganize A+ History Files

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

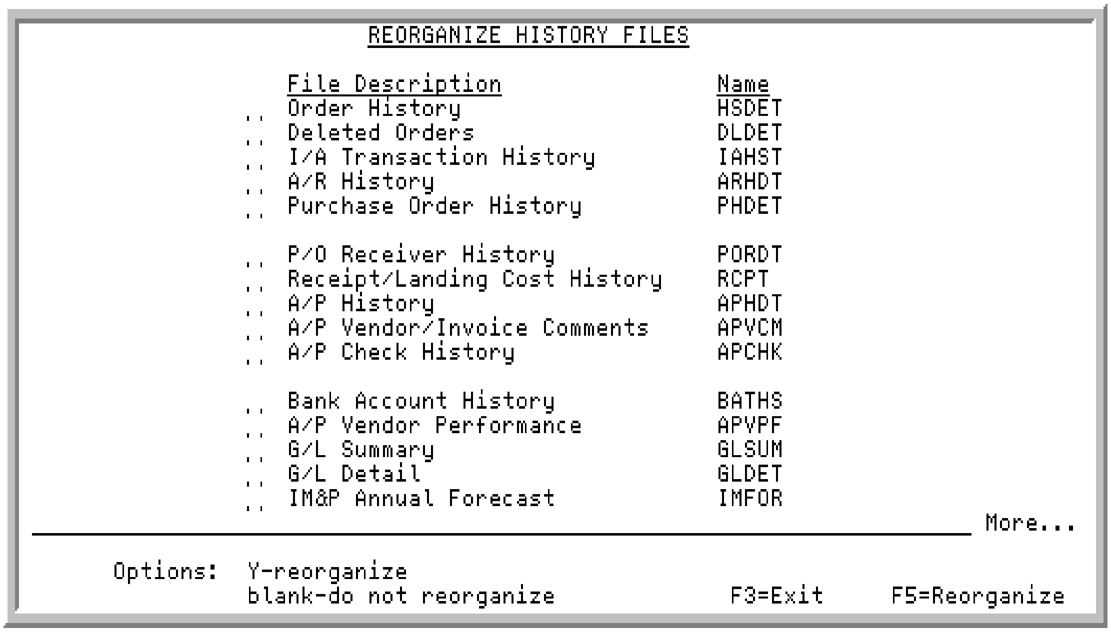
Title	Purpose
Reorganize History Files Selection Screen	Use to select the files you would like to reorganize.
Reorganize the Order History Files Screen	When reorganizing Order History, use to select the history information you want to delete from the Order History File and related file(s), if applicable.
Reorganize the Deleted Orders Files Screen	Use to select which entered orders you would like to delete from the Deleted Orders File and related file(s), if applicable.
Reorganize Inventory Transaction History File Screen	Use to select which inventory transactions you would like to delete from the I/A Transaction History File and related file(s), if applicable.
A/R History Purge Screen	Use to select which fully paid invoices you would like to be deleted from the A/R History File and related file(s), if applicable.
Reorganize the Purchase Order History Files Screen	Use to select which outdated records you want deleted from the Purchase Order History File and related file(s), if applicable.
Reorganize PO Receiver History Files Screen	Use to select which completed receivers you want deleted from the P/O Receiver History File and related file(s), if applicable.
Reorganize the Receipt/Landing Cost History Files Screen	Use to select the records you want deleted from the Receipt History/Landing Cost History File and related file(s), if applicable.
A/P History Purge Screen	Use to select which paid invoices you want to delete from the A/P History File and related file(s), if applicable.
A/P Comment Purge Screen	Use to select the records you want deleted from the A/P Vendor/Invoice Comments File and related file(s), if applicable.
A/P Check History Purge Screen	Use to select the checks which you would like to delete from the A/P Check History File and related file(s), if applicable.

Title	**Purpose**
Reorganize the Bank Account Transaction History Files Screen	Use to select the records you want deleted from the Bank Account History File and related file(s), if applicable.
A/P Vendor Performance Purge Screen	Use to select the vendor performance records which you would like to delete from the A/P Vendor Performance File and related file(s), if applicable.
Reorganize General Ledger Summary File Screen	Use to select the general ledger history which you would like to delete from the G/L Summary File and related file(s), if applicable.
GL Detail Purge Screen	Use to select the detail transactions which you would like to delete from the G/L Detail File and related file(s), if applicable.
IM&P Annual Forecast Purge Screen	Use to select the warehouse(s) for which annual forecast data will be deleted from the IM&P Annual Forecast File and related file(s), if applicable.
Salesrep Sales File Reorganization Screen	Use to select the sales information to be deleted from the Sales Rep Sales File and related file(s), if applicable.
Customer Sales File Reorganization Screen	Use to select the customer information to be deleted from the Customer Sales File and related file(s), if applicable.
Item Sales File Reorganization Screen	Use to select the item information to be deleted from the Item Sales File and related file(s), if applicable.
Detail Sales File Reorganization Screen	Use to select the detail sales information to be deleted from the Detail Sales File and related file(s), if applicable.
Reorganize Future Price File Screen	Use to reorganize the Future Price File and related file(s), if applicable.
Reorganize Temporary General Ledger Screen	Use to reorganize the Temporary General Ledger File and related file(s), if applicable.
Reorganize Lot/Serial History Files Screen	Use to select the criteria to be deleted from the Lot/ Serial History Files and related file(s), if applicable.
Reorganize Move History Files Screen	Use to select the criteria to be deleted from the Move History File and related file(s), if applicable.
Reorganize the Revaluation History File Screen	Use to select which outdated records you want deleted from the Cash Disbursements Drill-Down File and related file(s), if applicable.

Title	Purpose
Reorganize the Exchange Rate File Screen	Use to select which expired rates you want deleted from the I/C Exchange Rate File and related file(s), if applicable.
Reorganize the PO Receiver Event Files Screen	Use to select which outdated records you want deleted from the PO Receiver Event File and related file(s), if applicable.
Reorganize the Cash Disbursements Drill-Down File Screen	Use to select which outdated records you want deleted from the Cash Disbursements Drill-Down File and related file(s), if applicable.
Reorganize the Sales Journal Drill-Down File Screen	Use to select which outdated records you want deleted from the Sales Journal Drill-Down File and related file(s), if applicable.
Reorganize the Cash Receipts Drill-Down File Screen	Use to select which outdated records you want deleted from the Cash Receipts Drill-Down File and related file(s), if applicable.
Reorganize the Purchase Journal Drill-Down File Screen	Use to select which outdated records you want deleted from the Purchase Journal Drill-Down File and related file(s), if applicable.
Reorganize the Work Order History Files Screen	When reorganizing Work Order History, use to select which outdated records you want deleted from the Work Order History Header Detail and related file(s), if applicable.
Reorganize the Bid & Quote History Files Screen	When reorganizing Bid & Quote History, use to select which outdated records you want to delete from the Bid & Quote History File and related file(s), if applicable.
Reorganize the Order Activity File Screen	Use to select which outdated records you want to delete from the Order Activity File.
Reorganize the Days In Process Files Screen	When reorganizing Days In Process, use to select the records you want to delete from the Days In Process Files.
Reorganize the Sales Recap Files Screen	When reorganizing Sales Recap, use to select the history information you want to delete from the Sales Recap Files and related file(s).
Reorganize the Open Order Recap Files Screen	When reorganizing the Open Order Recap, use to select the records you want to delete from the Open Order Recap Files.

Title	Purpose
Reorganize the Purchasing Activity Files Screen	Use to select which outdated records you want to delete from the Purchasing Activity File.
Reorganize A/R Customer Comments Screen	Use to select which closed customer comments you want to delete.
Reorganize the Work Order Activity Files Screen	Use to select which outdated records you want to delete from the Work Order Activity File.
Reorganize Deleted Contract Activity File Screen	Use to select which outdated records you want to delete from the Contract Activity Detail File.
AIM Annual Forecast Purge Screen	Use to select the warehouse(s) for which AIM annual forecast data will be deleted from the AIM Annual Forecasts File (AIFOR).
Reorganize Inventory Count History File Screen	Use to select which outdated records you want to delete from the Inventory Count History File (IACNTH).

Reorganize History Files Selection Screen



```
                         REORGANIZE HISTORY FILES

                   File Description                Name
               ..  Order History                   HSDET
               ..  Deleted Orders                  DLDET
               ..  I/A Transaction History         IAHST
               ..  A/R History                     ARHDT
               ..  Purchase Order History          PHDET

               ..  P/O Receiver History            PORDT
               ..  Receipt/Landing Cost History    RCPT
               ..  A/P History                     APHDT
               ..  A/P Vendor/Invoice Comments     APVCM
               ..  A/P Check History               APCHK

               ..  Bank Account History            BATHS
               ..  A/P Vendor Performance          APVPF
               ..  G/L Summary                     GLSUM
               ..  G/L Detail                      GLDET
               ..  IM&P Annual Forecast            IMFOR
                                                                     More...

      Options:  Y-reorganize
                blank-do not reorganize              F3=Exit     F5=Reorganize
```

This screen displays after selecting option 18 - Reorganize A+ History Files from MENU XAMAST. Use this screen to select the files you would like to reorganize. A different screen will display for each file selected.

The files that display on this screen are the files that are currently being used on your system and contain records; therefore, the list of files displayed may vary.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

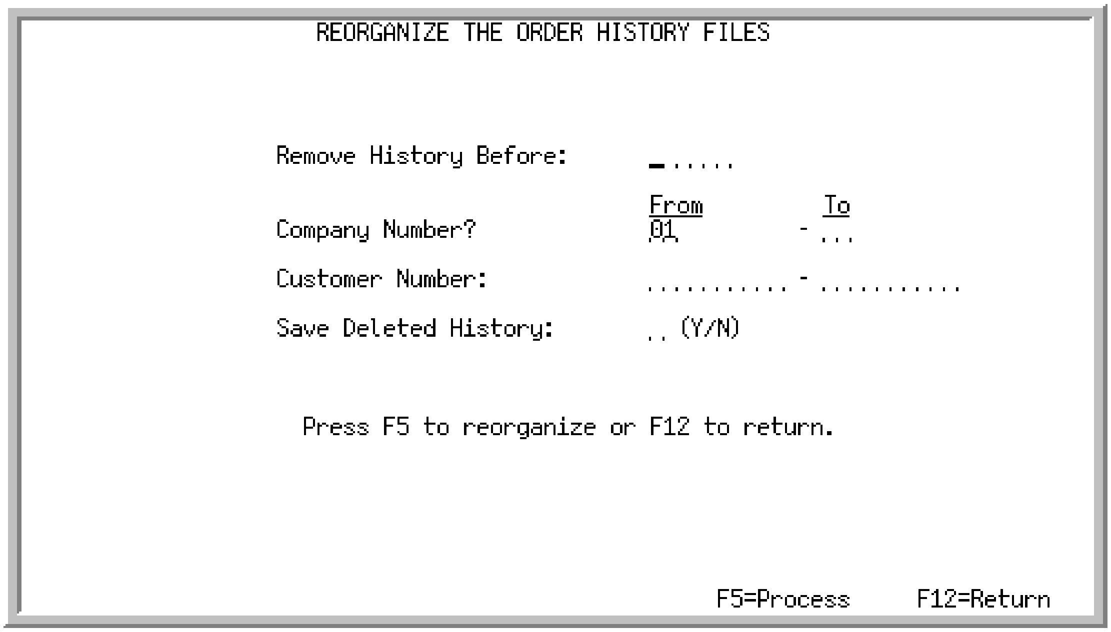
Reorganize History Files Selection Screen Fields and Function Keys

Field/Function Key	Description
File Description/Name	The file descriptions and their names are displayed. Use this field to select the files that you would like to reorganize. Key Y before those files that you would like to reorganize. If you do not want the file reorganized, leave the preceding field blank. *Valid Values:* Y or blank (A 1) Optional

Reorganize History Files Selection Screen Fields and Function Keys

Field/Function Key	Description
Options	This field informs you that Y reorganizes the files and blank omits the file from being reorganized. Display
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F5=Reorganize	Press F5=REORGANIZE to continue with the reorganization of the file(s) selected. A different screen will display for each file selected. The appropriate screen for the first file selected on this screen will display. If there are any other files selected, the next appropriate screen will display. If no other files are selected, MENU XAMAST will display.

Reorganize the Order History Files Screen



```
                    REORGANIZE THE ORDER HISTORY FILES


                  Remove History Before:      _.....

                                              From         To
                  Company Number?             01         - ...

                  Customer Number:            ........... - ...........

                  Save Deleted History:       . (Y/N)


                    Press F5 to reorganize or F12 to return.



                                                   F5=Process     F12=Return
```

This screen displays after selecting to reorganize Order History and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6).

Use this screen to select the history information you want to delete from the Order History Files and related file(s), as applicable.

- Order History
  - Order History Detail (HSDET)
  - Order History Header (HSHED)
  - Order History Override Names (HSNAM)
  - Credit Card Header (ORHCC)
  - Bill of Material Components History (BOMCOH)
  - Bill of Material Parent History (BOMPRH)
  - I/C Order History Detail (ICHSDT)
  - I/C Order History Header (ICHSHD)

If **Track Order Activity** is Y in Order Entry Options Maintenance (MENU XAFILE), the Order Activity File is automatically included whenever you select to reorganize Order History. If you want to reorganize only the Order Activity File, and not the other order history files, select **Order Activity History** from the list of files on the Reorganize History Files Selection Screen (p. 37-6).

- Order Activity
  - Order Activity (ORACT)

If Special Order History (SPOHS) is being retained, as determined through Special Order Options Maintenance (MENU XAFILE), the following files (if being used) will also be purged when you select to reorganize the Order History Files:

- Special Orders
    - Special Order History File (SPOHS)
    - Special Order Change Request Header File (SPCHD)
    - Special Order Change Request Detail File (SPCDT)
    - Special Order Change Request Activity Header File (SPCAC)
    - Special Order Change Request Activity Field Changes File (SPCAF)
    - Special Order Change Request Notes File (SPCNT)
    - Special Order Comment Reference FIle (SPCMT)

If Point of Sale is installed, the following files will also be purged when you select to reorganize the Order History Files:

- Point of Sale
    - Point of Sale Header File (PSHED)
    - Point of Sale Detail File (PSDET)
    - Point of Sale Lot/Serial File (PSLSR)
    - Point of Sale Payments File (PSPAY)

If Electronic Payments is installed and activated, the following file will also be purged when you select to reorganize the Order History Files.

- Electronic Payments
    - Credit Card Header File (ORHCC)

The following files, associated with Order History records, will also be purged:

- Automated Charge files
    - Automated Order Charge – Charge Override (HSAUCHO)
    - Automated Item Charge – Charge Override History (AICHO)
    - Automated Item Charge – Charge Override (POS) (PSAICO)
    - Automated Order Charge – Charge Override (POS) (PSAOCO)
- Customer Promotion files
    - Customer Get Products (CSGETS)
    - Customer Get Detail (CSGDET)
    - Customer Buy Requirements Purchased (CSBUYS)
    - Customer Buy Detail (CSBDET)

The selection of Order History will not display on the Reorganize History Files Selection Screen (p. 37-6), if there are no records in the Orders History Detail File (HSDET).

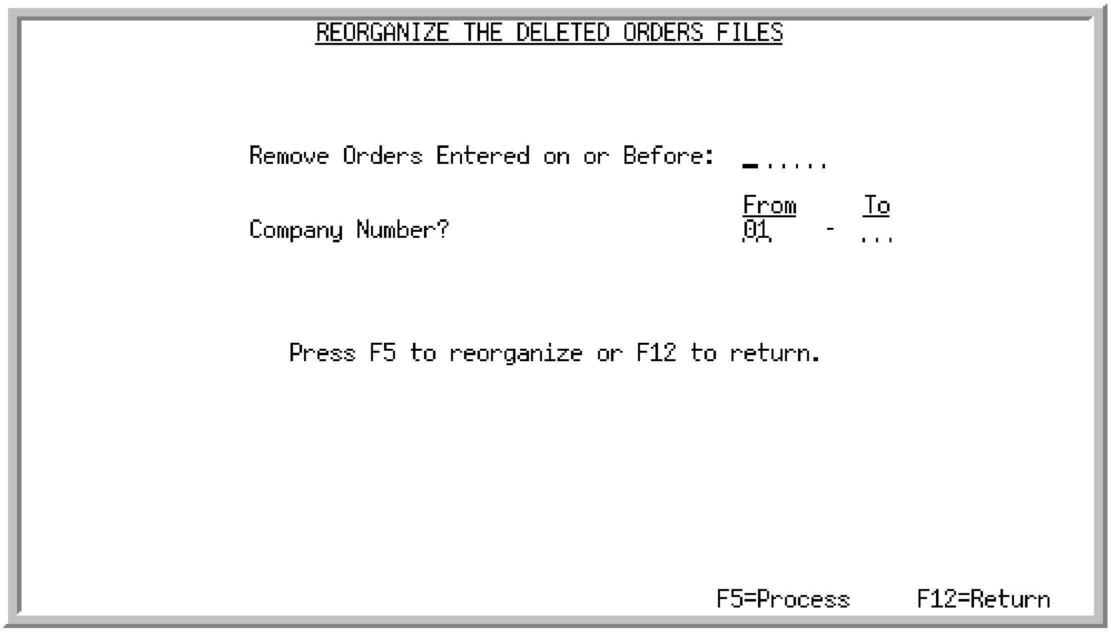
Reorganize the Order History Files Screen Fields and Function Keys

Field/Function Key	Description
Remove History Before	This field determines the history data that will be removed from the applicable file(s). All order history data stored with an **Invoice Date** field equal to or prior to the date keyed in this field will be removed. Order history will not be purged for: • orders with open (unposted) rebates • orders with open A/R invoices • orders where there is still an open order (based on generation numbers • orders where the consolidated invoice has not been printed. Key the desired date. The reorganization of the Order History Files is based on the **Invoice Date** field (OAIPDT) in the Order History Header File (HSHED). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	The data will be removed for the company or range of companies selected in this field. Key the company number or range of companies for which data will be removed. Leave this field blank to include all companies in the reorganization of order history. *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional
Customer Number	Use this field to limit the data to be removed to the customer (or customers) you select in this field. The data to be deleted will be limited to this customer only or the range of customers entered. Key the customer number or range of customer numbers for which data will be removed. Leave this field blank to include all customers in the reorganization of order history. (2 @ N 10,0) Optional

Reorganize the Order History Files Screen Fields and Function Keys

Field/Function Key	Description
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted data saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted data saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the Deleted Orders Files Screen



```
                    REORGANIZE THE DELETED ORDERS FILES



        Remove Orders Entered on or Before: _.....

                                            From     To
        Company Number?                     01    -  ...



           Press F5 to reorganize or F12 to return.







                                    F5=Process     F12=Return
```

This screen displays after selecting to reorganize Deleted Orders and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if Order History was selected, this screen displays after pressing F5=PROCESS on the Reorganize the Order History Files Screen (p. 37-8)].

Use this screen to select which entered orders you would like to remove from the Deleted Orders File and related file(s), as applicable.

- Deleted Orders
  - Deleted Orders Detail (DLDET)
  - Deleted Orders Header (DLHED)
  - I/C Deleted Orders Detail (ICDLDT)
  - I/C Deleted Orders Header (ICDLHD)

If Special Order History (SPOHS) is being retained, as determined through Special Order Options Maintenance (MENU XAFILE), the following files (if being used) will also be purged when you select to reorganize the Deleted Orders File (DLDET):

- Special Orders
  - Special Order History File (SPOHS)
  - Special Order Change Request Header File (SPCHD)
  - Special Order Change Request Detail File (SPCDT)
  - Special Order Change Request Activity Header File (SPCAC)
  - Special Order Change Request Activity Field Changes File (SPCAF)
  - Special Order Change Request Notes File (SPCNT)
  - Special Order Comment Reference FIle (SPCMT)

The selection of Deleted Orders will not display on the Reorganize History Files Selection Screen if there are no records in the Deleted Orders Detail File (DLDET).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

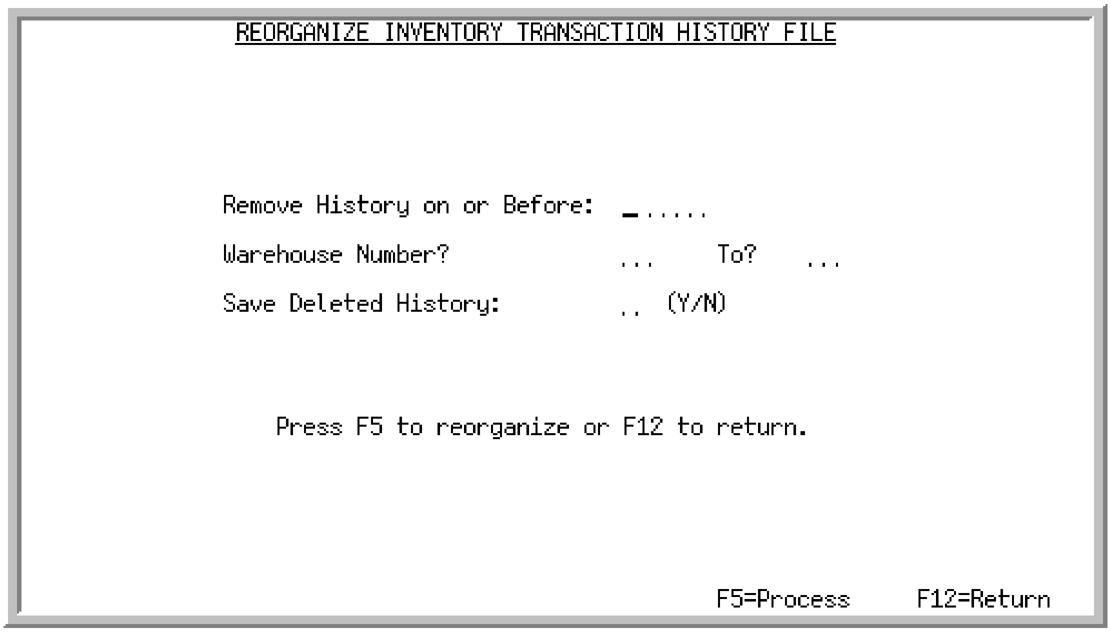
Reorganize the Deleted Orders Files Screen Fields and Function Keys

Field/Function Key	Description
Remove Orders Entered on or Before	This field determines the orders that will be removed from the applicable file(s). Deleted orders stored with an **Entry Date** field equal to or prior to the date keyed in this field will be removed. Key the desired date. The reorganization of the Deleted Order History Files is based on the **Entry Date** field (DHETCC, DHETDT) in the Deleted Order History Header File (DLHED). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to select the company or range of companies for which orders will be removed. Key the company number or range of companies. Leave this field blank to include all companies in the reorganization. *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional

Reorganize the Deleted Orders Files Screen Fields and Function Keys

Field/Function Key	Description
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize Inventory Transaction History File Screen



```
                REORGANIZE INVENTORY TRANSACTION HISTORY FILE




               Remove History on or Before:  _.....

               Warehouse Number?             ...    To?   ...

               Save Deleted History:         ..  (Y/N)



                   Press F5 to reorganize or F12 to return.




                                                      F5=Process     F12=Return
```

This screen displays after selecting to Reorganize Inventory Transaction History and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if Deleted Orders was selected, this screen displays after pressing F5=PROCESS on the Reorganize the Deleted Orders Files Screen (p. 37-12)].

Use this screen to select which inventory transactions you would like to delete from the Inventory Transaction History File and related file(s), as applicable.

- I/A Transaction History
  - Inventory Transaction History (IAHST)
  - Inventory Transaction History Comments (IAHCM)
  - Inventory Transaction History Cost Layers File (IAHSTCL)

If Customer Consignment is installed, the following file will also be purged when you select to reorganize the I/A Transaction History.

- Customer Consignment
  - Customer Consignment Transaction History (CNHST)

The selection of I/A Transaction History will not display on the Reorganize History Files Selection Screen if there are no records in the I/A Transaction History File (IAHST).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

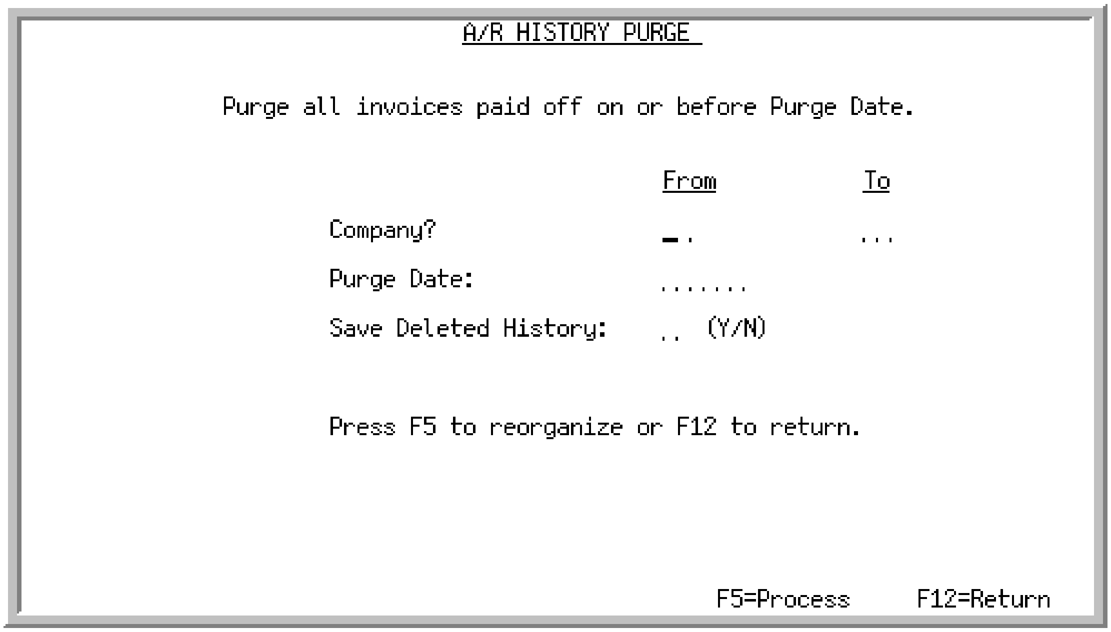
Reorganize Inventory Transaction History File Screen Fields and Function Keys

Field/Function Key	Description
Remove History on or Before	This field determines the inventory transactions that will be removed from the applicable file(s). Inventory transactions stored with a **Transaction Date** field equal to or prior to the date keyed in this field will be removed. Key the desired date. The reorganization of the Inventory Transaction History Files is based on the **Transaction Date** field (IATRCC, IATRDT) in the Inventory Transaction History File (IAHST). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Warehouse Number	Use this field to select the warehouse or range of warehouses for which inventory transactions will be removed. Key the warehouse number or range of warehouses. Leave this field blank to include all warehouses in the reorganization. (2 @ A 2) Required
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted data saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted data saved. (A 1) Required

Reorganize Inventory Transaction History File Screen Fields and Function Keys

Field/Function Key	Description
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

A/R History Purge Screen



```
                         A/R HISTORY PURGE

          Purge all invoices paid off on or before Purge Date.

                                   From          To
              Company?             _.            ...
              Purge Date:          .......
              Save Deleted History:  ..  (Y/N)

              Press F5 to reorganize or F12 to return.

                                   F5=Process     F12=Return
```

This screen displays after selecting to reorganize A/R History and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if I/A Transaction History was selected, this screen displays after pressing F5=PROCESS on the Reorganize Inventory Transaction History File Screen (p. 37-15)].

Use this screen to select which fully paid invoices you would like to be deleted from the A/R History File and related file(s), as applicable.

- A/R History
  - A/R History Invoice Detail (ARHDT)
  - A/R History Invoice Header (ARHHD)
  - A/R History Payment Comments (ARHPC)
  - A/R Invoice Comments (ARICM)
  - A/R Comment Header (ARCHD)
  - A/R Comment Detail (ARCDT)
  - I/C A/R History Invoice Detail (ICRHDT)
  - I/C A/R History Invoice Header (ICRHHD)

If Electronic Payments is installed, the following file will also be purged when you select to reorganize AR History.

- Electronic Payments
  - Credit Card Accounts Receivable (ARHCC)

The selection of A/R History will not display on the Reorganize History Files Selection Screen if there are no records in the A/R History Detail File (ARHDT).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

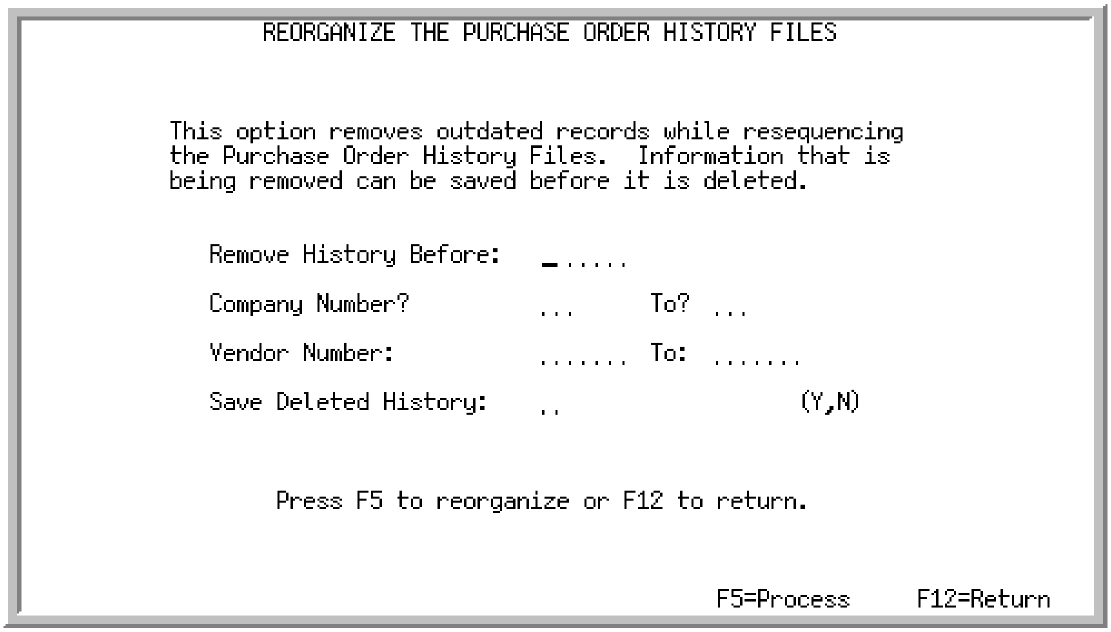
A/R History Purge Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to select the company or range of companies for which fully paid invoices will be removed. Key the company number or range of companies. (2 @ N 2,0) Optional
Purge Date	This field determines the fully paid invoices that will be purged, based on either the **Last Payment Date** from the A/R History Header file (ARHHD) or the **Last Transaction Date** from the A/R History Detail file (ARHDT). All invoices stored with a last payment date or last transaction date equal to or prior to the date keyed in this field will be removed. The **Last Transaction Date** will be used for the invoice if one of the following is true: • no payments have been processed against the invoice; • an invoice has a credit memo processed against it to zero out the balance; • an invoice has an adjustment processed against it to zero out the balance. Key the desired date. The reorganization of the A/R History Files is based on the **Last Payment Date** field (RALPCC, RALPDT) in the A/R History Header (ARHHD) or the **Last Transaction Date** field (RBTRCC, RBTRDT) A/R History Detail File (ARHDT) with the highest **Sequence Number** for the company/customer/invoice number. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required

A/R History Purge Screen Fields and Function Keys

Field/Function Key	Description
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted invoices saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted invoices saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the Purchase Order History Files Screen



```
                  REORGANIZE THE PURCHASE ORDER HISTORY FILES


           This option removes outdated records while resequencing
           the Purchase Order History Files.  Information that is
           being removed can be saved before it is deleted.

             Remove History Before:     _.....

             Company Number?            ...     To? ...

             Vendor Number:             ....... To: .......

             Save Deleted History:      ..                 (Y,N)


                  Press F5 to reorganize or F12 to return.


                                                 F5=Process    F12=Return
```

This screen displays after selecting to reorganize Purchase Order History and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if A/R History was selected, this screen displays after pressing F5=PROCESS on the A/R History Purge Screen (p. 37-18)].

Use this screen to select which outdated records you want deleted from the Purchase Order History File and related file(s), as applicable.

- Purchase Order History
  - Purchase Order Detail (PHDET)
  - Purchase Order Header (PHHED)
  - Purchase Order History Comment (PHCOM)
  - Purchase Order History Assignment (PHASG)
  - Purchase Order Activity (POACT)
  - I/C Purchase Order History Header Extension File (ICHHD)
  - I/C Purchase Order History Detail Extension File (ICHDT)

If Customer Consignment is installed, the following file will also be purged when you select to reorganize Purchase Order History.

- Customer Consignment
  - Customer Consignment PO History Header (CAPHH)

If **Track Purchase Order Activity** is Y in Purchasing Options Maintenance (MENU XAFILE), the Purchasing Activity File is automatically included whenever you select to reorganize Purchase Order History. If you want to reorganize only the Purchase Order Activity File, and not the other purchasing history files, select **Purchasing Activity File** from the list of files.

- Purchasing Activity File
  - Purchase Order Activity (POACT)

The selection of Purchase Order History will not display on the Reorganize History Files Selection Screen if there are no records in the Purchase Order History Header File (PODET).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

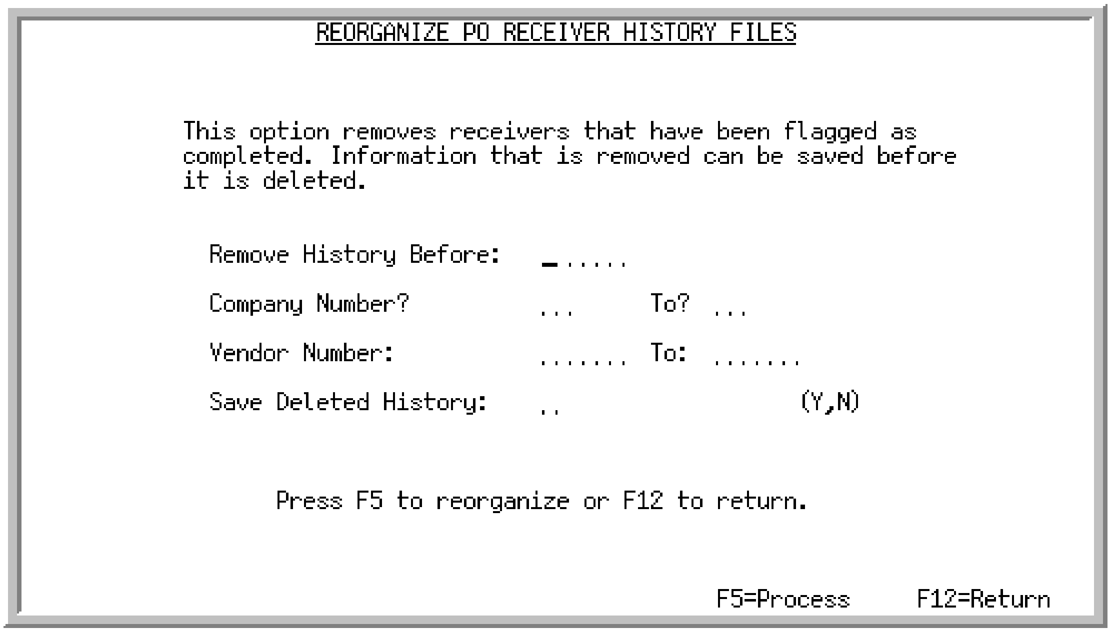
Reorganize the Purchase Order History Files Screen Fields and Function Keys

Field/Function Key	Description
Remove History Before	This field determines the history that will be deleted from the applicable file(s). History stored with a **Last Receipt Date** field equal to or prior to the date keyed in this field will be removed. If there is no **Last Receipt Date**, closed purchase orders use the **Due Date** field. Key the desired date. The reorganization of the P/O History Files is based on the **Last Receipt Date** field (PALRCC, PALRDT) or the **Due Date** field (PADUCC, PADUDT) in the P/O History Header (PHHED). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to select the company or range of companies for which history will be removed. Key the desired company number or range of companies; leave this field blank to include all companies in the reorganization of the file(s). (2 @ N 2,0) Optional
Vendor Number	Use this field to select the vendor or range of vendors for which history will be removed. Key the desired vendor number or range of vendors. Leave this field blank to include all vendors in the reorganization of the file(s). (2 @ A 6) Required

Reorganize the Purchase Order History Files Screen Fields and Function Keys

Field/Function Key	Description
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize PO Receiver History Files Screen



```
                      REORGANIZE PO RECEIVER HISTORY FILES


            This option removes receivers that have been flagged as
            completed. Information that is removed can be saved before
            it is deleted.

              Remove History Before:    _.....

              Company Number?           ...     To? ...

              Vendor Number:            ....... To:  .......

              Save Deleted History:     ..                (Y,N)


                   Press F5 to reorganize or F12 to return.


                                                F5=Process     F12=Return
```

This screen displays after selecting to reorganize P/O Receiver History and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if Purchase Order History was selected, this screen displays after pressing F5=PROCESS on the Reorganize the Purchase Order History Files Screen (p. 37-21)].

Use this screen to select which completed receivers you want deleted from the P/O Receiver History File and related file(s), as applicable.

- P/O Receiver History
  - PO Receiver Detail (PORDT)
  - PO Receiver Header (PORHD)
  - I/C PO Receiver History Header Extension File (ICRHD)
  - I/C PO Receiver History Detail Extension File (ICRDT)

The selection of P/O Receiver History will not display on the Reorganize History Files Selection Screen if there are no records in the P/O Receiver Detail File (POEDT).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

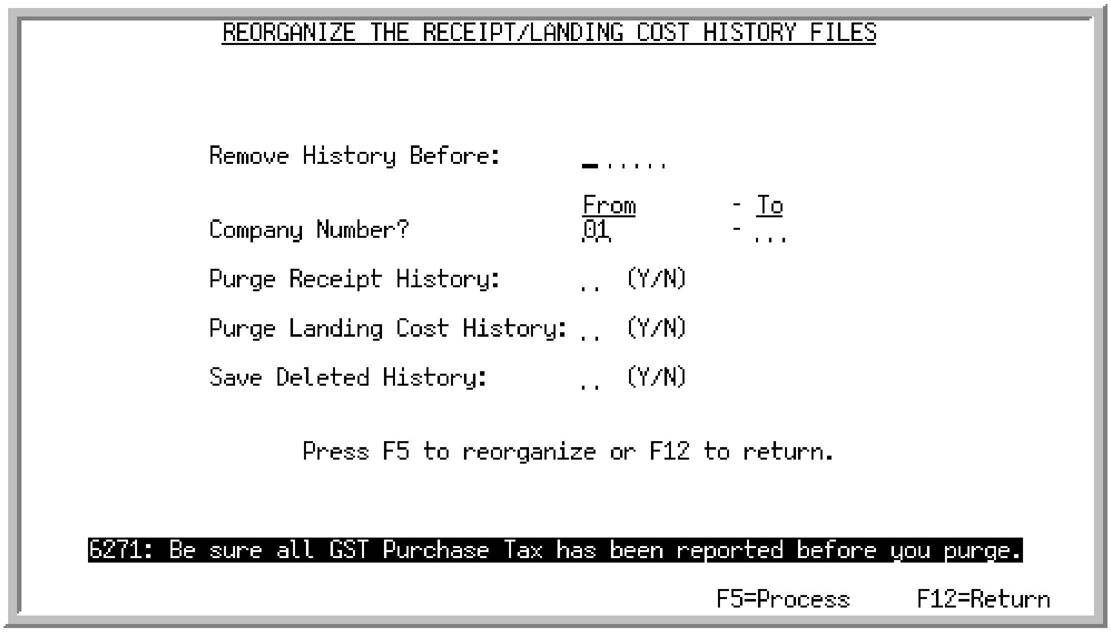
Reorganize PO Receiver History Files Screen Fields and Function Keys

Field/Function Key	Description
Remove History Before	This field determines the PO receivers with a completed **Status** field (C) that will be deleted from the applicable file(s). Receivers with a **G/L Posting Date** field equal to or prior to the date keyed in this field will be removed. Key the desired date. The reorganization of the P/O Receiver Files is based on the **G/L Posting Date** field (TDPOCC, TDPODT) in the PO Receiver Header (PORHD). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to select the company or range of companies for which history will be removed. Key the desired company number or range of companies; leave this field blank to include all companies in the reorganization of the file(s). (2 @ N 2,0) Optional
Vendor Number	Use this field to select the vendor or range of vendors for which history will be removed. Key the desired vendor number or range of vendors. Leave this field blank to include all vendors in the reorganization of the file(s). (2 @ A 6) Required

Reorganize PO Receiver History Files Screen Fields and Function Keys

Field/Function Key	Description
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the Receipt/Landing Cost History Files Screen



```
                REORGANIZE THE RECEIPT/LANDING COST HISTORY FILES



               Remove History Before:      _.....

                                           From       - To
               Company Number?             01         - ...

               Purge Receipt History:      ..  (Y/N)

               Purge Landing Cost History: ..  (Y/N)

               Save Deleted History:       ..  (Y/N)

                      Press F5 to reorganize or F12 to return.


      6271: Be sure all GST Purchase Tax has been reported before you purge.

                                                    F5=Process     F12=Return
```

This screen displays after selecting to reorganize Receipt/Landing Cost History and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if P/O Receiver History was selected, this screen displays after pressing F5=PROCESS on the Reorganize PO Receiver History Files Screen (p. 37-24)].

Use this screen to select the records you want deleted from the Receipt History/Landing Cost History File and related file(s), as applicable.

- Receipt/Landing Cost History
  - PO Purchase Order Receipt History (RCPT)
  - PO Landing Cost History (POLHS)
  - I/C P/O Receipt History Extension File (ICRCT)
  - I/C P/O Landing Cost History Extension File (ICLHS)

The selection of Receipt/Landing Cost History will not display on the Reorganize History Files Selection Screen if there are no records in the Receipt File (RCPT).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

Reorganize the Receipt/Landing Cost History Files Screen Fields and Function Keys

Field/Function Key	Description
Remove History Before	This field determines the history that will be deleted from the file(s). Receipt and Landing Cost History stored with a **Receipt Date** field equal to or prior to the date keyed in this field will be removed. History will not be purged if • Open purchase orders still exist • Open A/P Vouchers exist • Receipt Validation is being used [**PO-AP Transfer** is Y in Vendor Maintenance (MENU POFILE)] and there is no **Voucher No** on the receipt. Key the desired date. The reorganization of the Receipt Files is based on the **Receipt Date** field (RCRCCC, RCRCDT) in the Receipt History File (RCPT). The reorganization of the Landing Cost History Files is based on the **Receipt Date** field (LHRCC, LHRCDT) in the Landing Cost History File (POLHS). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to select the company or range of companies for which history will be removed. Key the desired company number or range of companies; leave this field blank to include all companies in the reorganization of the file(s). *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional

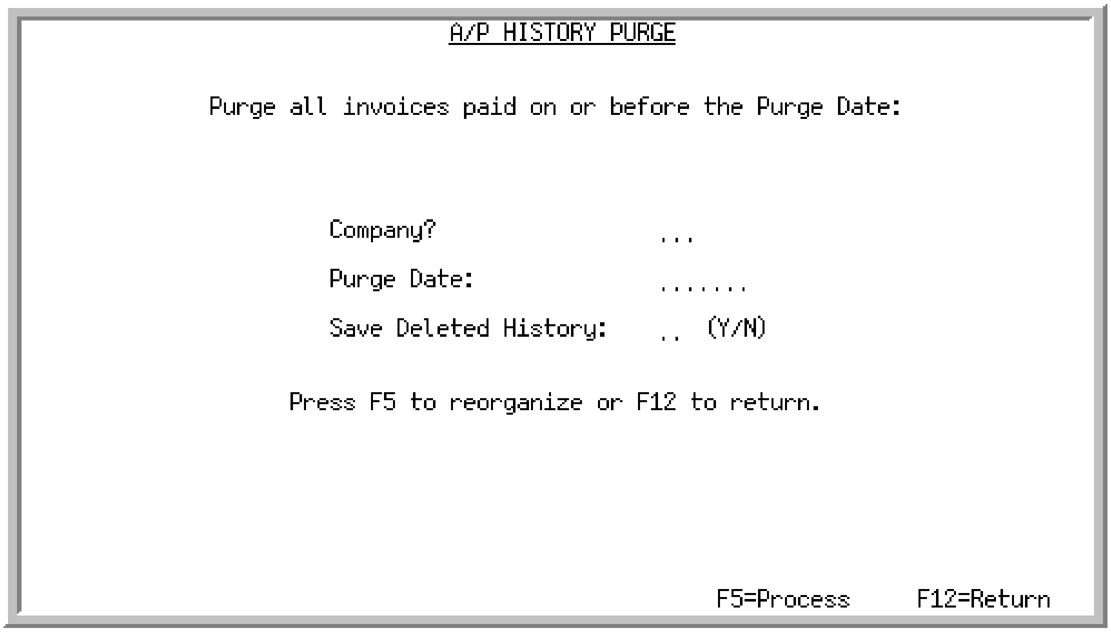
Reorganize the Receipt/Landing Cost History Files Screen Fields and Function Keys

Field/Function Key	Description
Purge Receipt History	This field determines if receipt history will be purged during the reorganization. Key Y if you want to purge receipt history. All receipt information will be removed based on the date entered in the **Remove History Before** field and the company or range of companies entered in the **Company Number** field. **Important** If you are calculating GST for purchases, all data for GST inputs audits and tax reporting will be purged for the range of companies specified. Do not key Y to purge this data if you will need this data for audits and reports. Key N if you do not want receipt history purged. (A 1) Required
Purge Landing Cost History	This field determines if landing cost history will be purged during the reorganization. Key Y if you want to purge landing cost history. All landing cost information will be removed based on the date entered in the **Remove History Before** field and the company or range of companies entered in the **Company Number** field. Key N if you do not want landing cost history purged. (A 1) Required
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required

Reorganize the Receipt/Landing Cost History Files Screen Fields and Function Keys

Field/Function Key	Description
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

A/P History Purge Screen



```
                         A/P HISTORY PURGE

           Purge all invoices paid on or before the Purge Date:


                  Company?                 ...
                  Purge Date:              .......
                  Save Deleted History:    ..  (Y/N)

                 Press F5 to reorganize or F12 to return.




                                          F5=Process     F12=Return
```

This screen displays after selecting to reorganize A/P History and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if Purchase Order History was selected, this screen displays after pressing F5=PROCESS on the Reorganize the Purchase Order History Files Screen (p. 37-21)].

Use this screen to select which paid invoices you want to delete from the A/P History File and related file(s), as applicable.

- A/P History
  - A/P History Detail (APHDT)
  - A/P History Header (APHHD)
  - A/P History Name and Address override (APHNM)
  - I/C A/P History Header Extension File (ICAPH)
  - I/C A/P History Detail Extension File (ICAPD)
  - GL Voucher Adjustment Detail File (GLVAD)

The selection of A/P History will not display on the Reorganize History Files Selection Screen (p. 37-6) if there are no records in the A/P History Detail File (APHDT).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

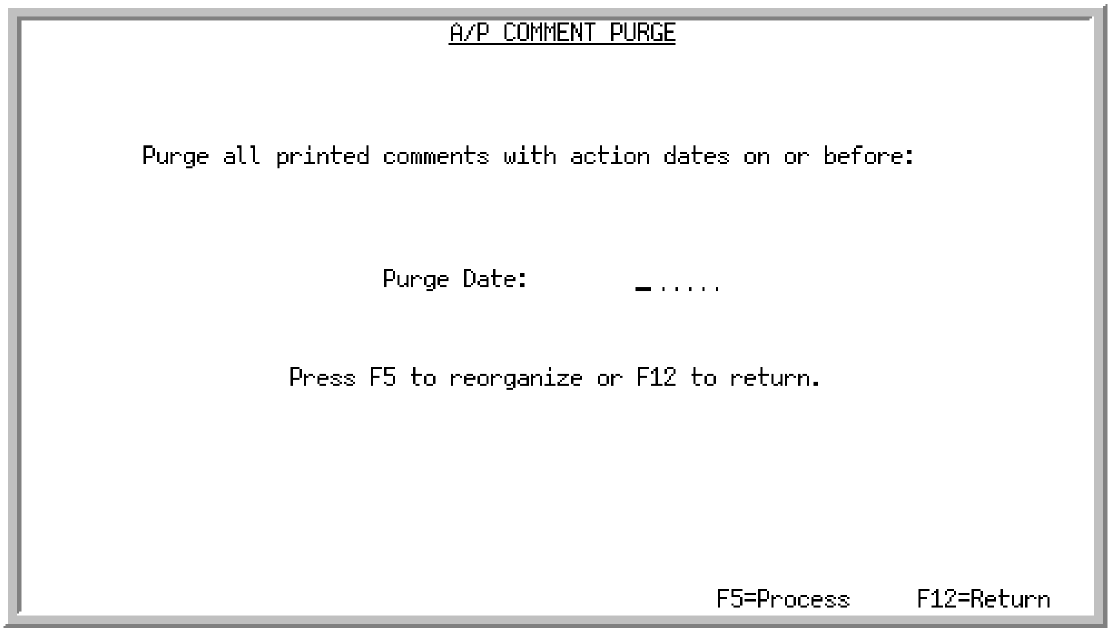
A/P History Purge Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to select the company for which fully paid invoices will be removed. Key the company number or leave blank for all companies. (N 2,0) Optional
Purge Date	This field determines the fully paid invoices that will be purged, based on the **History Date**. All invoices stored with a **History Date** date equal to or prior to the date keyed in this field will be removed, as long as the payments are reconciled. A/P History will not be removed for records that have not had the required 1099 form printed (**1099 Printed** Y) or if the check record has not yet been reconciled (**Status** U) based on the AP Check File (APCHK). Key the desired date. The reorganization of the A/P History Files is based on the **History Date** field (AAHSCC, AAHSDT) in the A/P History Header File (APHHD). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted invoices saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted invoices saved. (A 1) Required

A/P History Purge Screen Fields and Function Keys

Field/Function Key	Description
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

A/P Comment Purge Screen



```
                              A/P COMMENT PURGE


         Purge all printed comments with action dates on or before:


                        Purge Date:         _.....

                   Press F5 to reorganize or F12 to return.




                                               F5=Process     F12=Return
```

This screen displays after selecting to reorganize A/P Vendor/Invoice Comments and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if A/P History File was selected, this screen displays after pressing F5=PROCESS on the A/P History Purge Screen (p. 37-31)].

Use this screen to select the records you want deleted from the A/P Vendor/Invoice Comments File and related file(s), as applicable.

- A/P Vendor/Invoice Comments
    - A/P Vendor Comments (APVCM)
    - A/P Invoice Comments (APICM)

The selection of A/P Vendor/Invoice Comments will not display on the Reorganize History Files Selection Screen if there are no records in the A/P Vendor Comments File (APVCM).

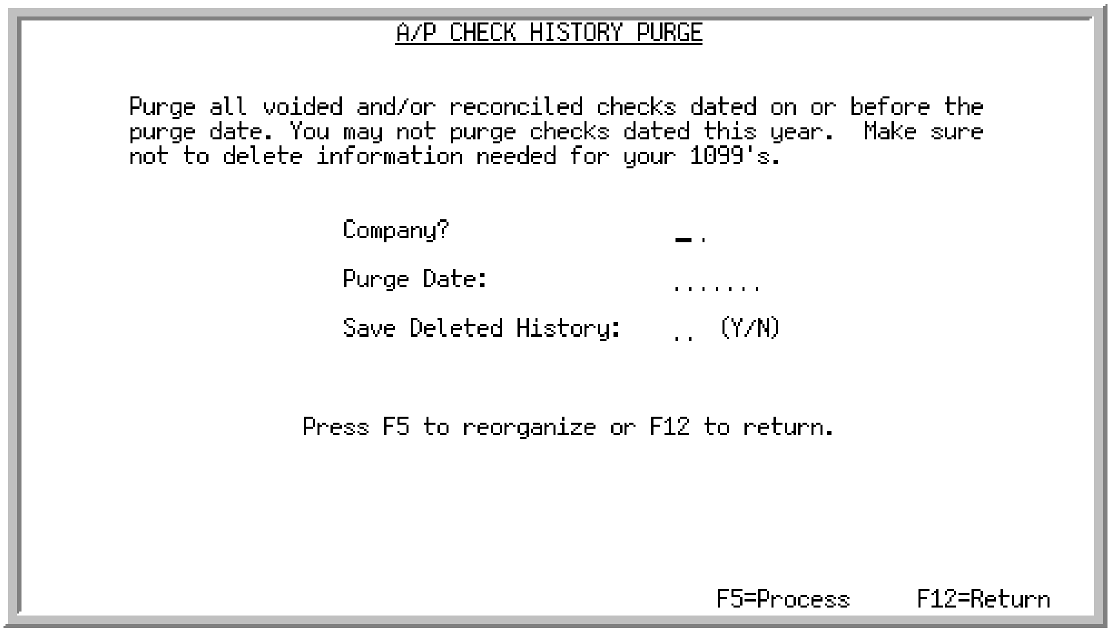
Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

A/P Comment Purge Screen Fields and Function Keys

Field/Function Key	Description
Purge Date	This field determines the printed comments that will be purged. All comments with a **Review Date** equal to or prior to the date entered in this field will be removed. Key the desired date. The reorganization of the A/P Vendor Comments Files is based on the **Review Date** field (ACRVCC, ACRVDT) in the A/P Vendor Comment File (APVCM). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

A/P Check History Purge Screen



```
                              A/P CHECK HISTORY PURGE


       Purge all voided and/or reconciled checks dated on or before the
       purge date. You may not purge checks dated this year.  Make sure
       not to delete information needed for your 1099's.


                       Company?                _.

                       Purge Date:             .......

                       Save Deleted History:   ..  (Y/N)



                   Press F5 to reorganize or F12 to return.






                                             F5=Process     F12=Return
```

This screen displays after selecting to reorganize A/P Check History and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if A/P Vendor/Invoice Comments was selected, this screen displays after pressing F5=REORGANIZE on the A/P History Purge Screen (p. 37-31)].

Use this screen to select the checks which you would like to delete from the A/P Check History File and related file(s), as applicable.

- A/P Check History
  - A/P printed checks (APCHK)
  - I/C A/P Check History Extension File (ICCHK)

NOTE: The system will not allow you to purge checks dated in the current year, nor will you be allowed to delete A/P Check History records with corresponding A/P History Header records (APHHD). If you attempt to purge these records, based on the company number and voucher number in the A/P Check History File (APCHK), the system will bypass the deletion of the appropriate records. Also you should be careful not to delete invoices/vouchers needed for your 1099's.

The selection of A/P Check History will not display on the Reorganize History Files Selection Screen if there are no records in the A/P Check History File (APCHK).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

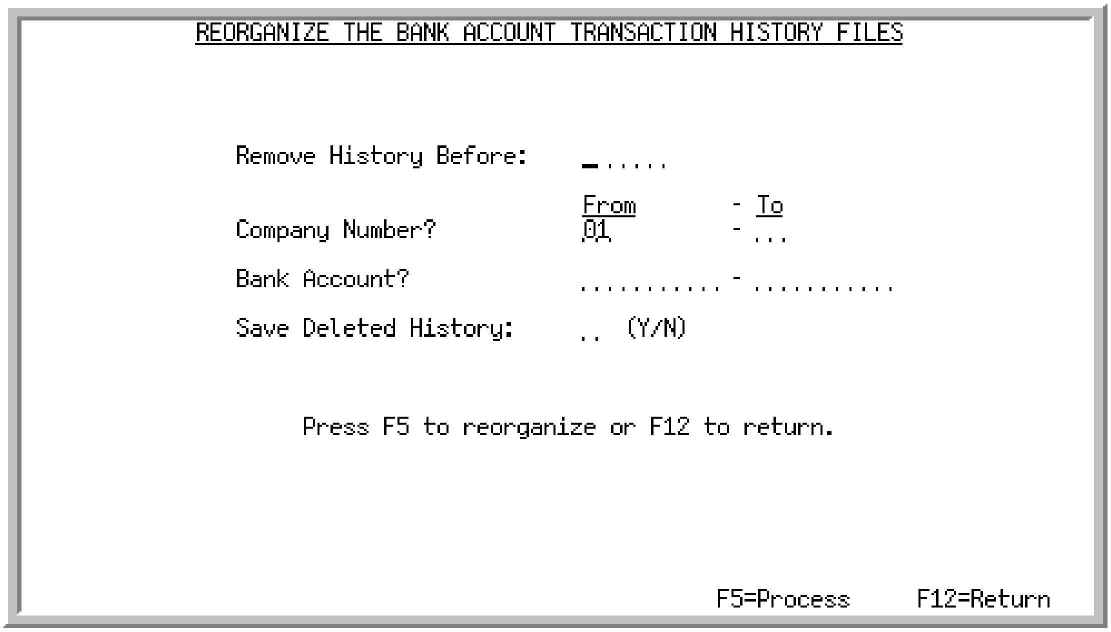
A/P Check History Purge Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to select the company for which check history will be removed. Key the company number or leave blank for all companies. (N 2,0) Optional
Purge Date	This field determines the fully paid invoices that will be purged, based on the **Check Print Date**. All invoices stored with a **Check Print Date** equal to or prior to the date keyed in this field will be removed. A/P Check data will not be removed for records that have not had the required 1099 form printed (**1099 Printed** Y) or if the check record has not yet been reconciled (**Status** U) based on the AP Check File (APCHK). Key the desired date. The reorganization of the A/P Check Files is based on the **Check Print Date** field (ZBCHCC, ZBCHDT) in the A/P Check File (APCHK). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required

A/P Check History Purge Screen Fields and Function Keys

Field/Function Key	Description
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the Bank Account Transaction History Files Screen



```
              REORGANIZE THE BANK ACCOUNT TRANSACTION HISTORY FILES



                 Remove History Before:     _.....

                                            From       - To
                 Company Number?            01         - ...

                 Bank Account?              ........... - ...........

                 Save Deleted History:      ..  (Y/N)


                      Press F5 to reorganize or F12 to return.




                                                       F5=Process     F12=Return
```

This screen displays after selecting to reorganize Bank Account History and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if A/P Check History was selected, this screen displays after pressing F5=PROCESS on the A/P Check History Purge Screen (p. 37-36)].

Use this screen to select the records you want deleted from the Bank Account History File and related file(s), as applicable.

- Bank Account History
  - Bank account transaction history (BATHS)
  - Bank account A/R check transaction history (BARHS)
  - Bank account A/P check transaction history (BAPHS)

The selection of Bank Account History will not display on the Reorganize History Files Selection Screen if there are no records in the Bank Account History File (BATHS).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

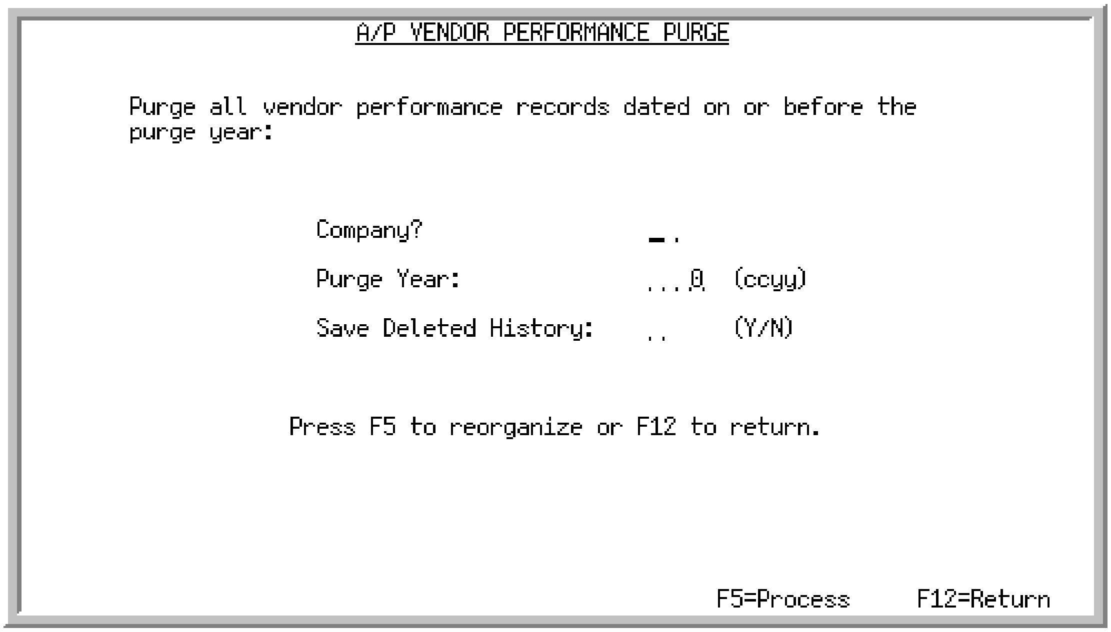
Reorganize the Bank Account Transaction History Files Screen Fields and Function Keys

Field/Function Key	Description
Remove History Before	This field determines the history that will be deleted from the applicable file(s). Bank Account Transaction History stored with a **Transaction Date** prior to the date keyed in this field will be removed. Key the desired date. The reorganization of the Bank Account Transaction History Files is based on the **Transaction Date** field (BQTRCC, BQTRDT) in the Bank Account Transaction History File (BATHS). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to select the company or range of companies for which history will be removed. Key the desired company number or range of companies; leave this field blank to include all companies in the reorganization of the file(s). *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional
Bank Account	Transactions for the bank account or range of bank accounts entered in this field will be removed, based on the date entered in the **Remove History Before** field and the company or range of companies entered in the **Company Number** field. Key the bank account or range of accounts for which transactions will be deleted. Leave this field blank to reorganize the applicable file(s) for all bank accounts. (2 @ A 10) Required

Reorganize the Bank Account Transaction History Files Screen Fields and Function Keys

Field/Function Key	Description
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

A/P Vendor Performance Purge Screen



```
                        A/P VENDOR PERFORMANCE PURGE


      Purge all vendor performance records dated on or before the
      purge year:


                     Company?                 _ .

                     Purge Year:              ...0  (ccyy)

                     Save Deleted History:    ..    (Y/N)


                  Press F5 to reorganize or F12 to return.




                                            F5=Process     F12=Return
```

This screen displays after selecting to reorganize A/P Vendor Performance and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if A/P Check History was selected, this screen displays after pressing F5=PROCESS on the A/P Check History Purge Screen (p. 37-36)].

Use this screen to select the vendor performance records which you would like to delete from the A/P Vendor Performance File and related file(s), as applicable.

- A/P Vendor Performance
    - A/P Vendor Performance (APVPF)

The selection of A/P Vendor Performance will not display on the Reorganize History Files Selection Screen if there are no records in the A/P Vendor Performance File (APVPF).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

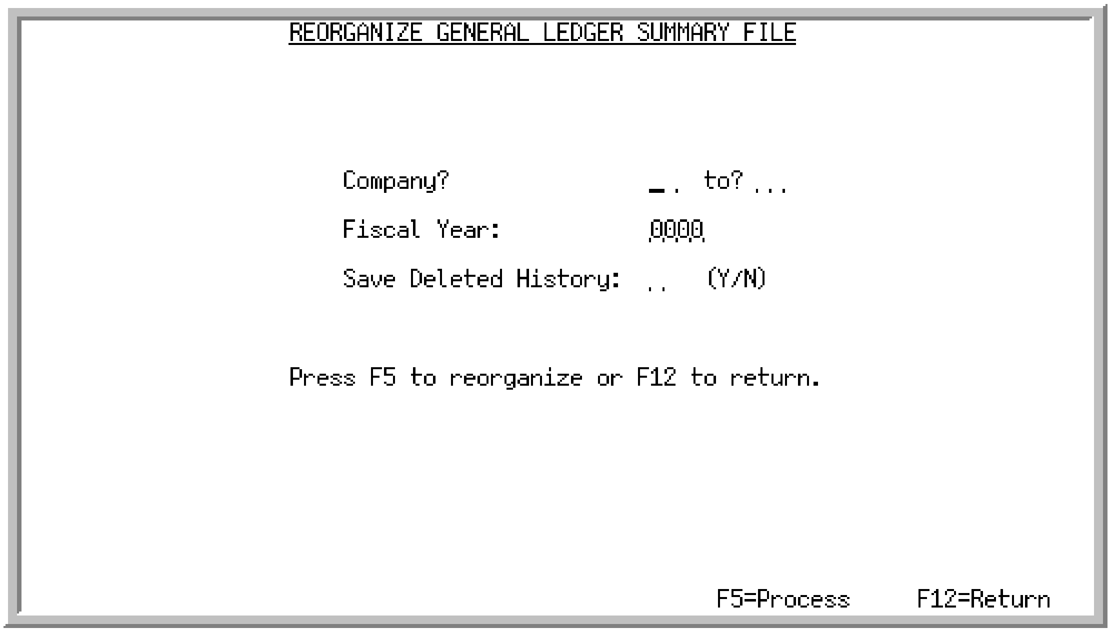
A/P Vendor Performance Purge Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to select the company for which vendor performance data will be removed. Key the company number or range of companies. (N 2,0) Optional
Purge Year	This field determines the vendor performance data that will be purged based on the **History Year**. All data stored with a **History Year** equal to or prior to the year keyed in this field will be removed. Key the desired date. The reorganization of the Vendor Performance Files is based on the **History Year** field (VAHSYR) in the A/P Vendor Performance (APVPF). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 4,0) Required
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required

A/P Vendor Performance Purge Screen Fields and Function Keys

Field/Function Key	Description
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize General Ledger Summary File Screen



REORGANIZE GENERAL LEDGER SUMMARY FILE

Company? _ . to? . . .

Fiscal Year: 0000

Save Deleted History: . . (Y/N)

Press F5 to reorganize or F12 to return.

This screen displays after selecting to reorganize G/L Summary and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if A/P Vendor Performance was selected, this screen displays after pressing F5=PROCESSS on the A/P Vendor Performance Purge Screen (p. 37-42)].

Use this screen to select the general ledger history which you would like to delete from the G/L Summary File and related file(s), as applicable.

- G/L Summary
  - G/L Summary File (GLSUM)

The selection of G/L Summary will not display on the Reorganize History Files Selection Screen if there are no records in the G/L Summary File (GLSUM).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

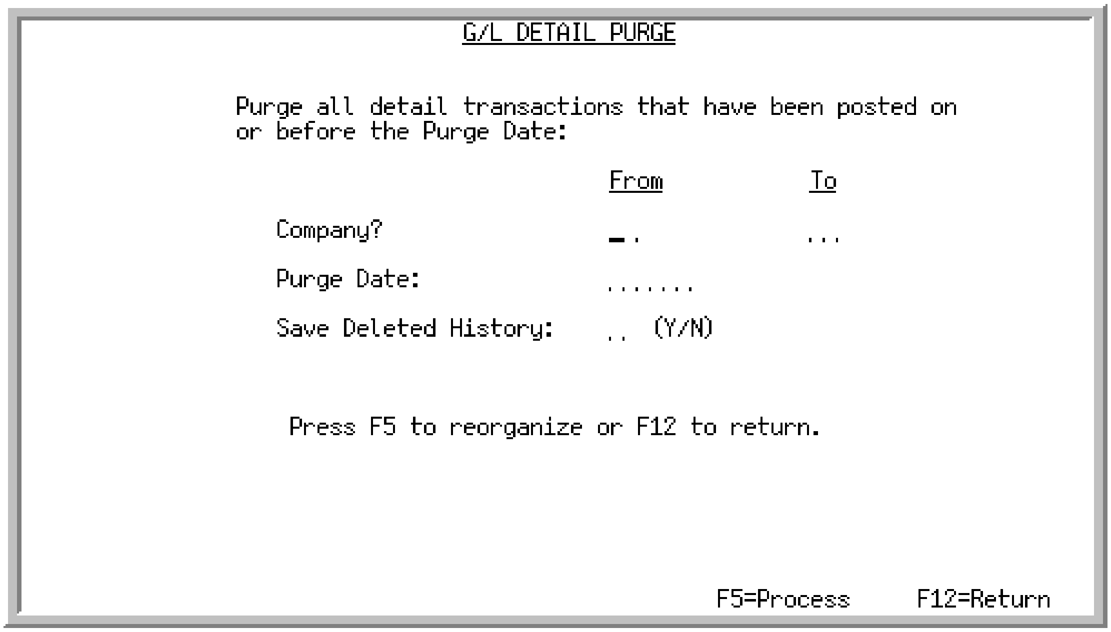
Reorganize General Ledger Summary File Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to select the company or range of companies for which fully paid invoices will be removed. Key the company number or range of companies. (2 @ N 2,0) Optional
Fiscal Year	This field determines the amount of G/L summary data that will be purged, based on the **Fiscal Year** field. All transactions stored with a **Fiscal Year** equal to the date keyed in this field will be removed. Additionally, the fiscal year must be flagged as closed. Key the desired date. The reorganization of the G/L Summary File is based on the **Fiscal Year** field (GSFSYR) in the G/L Summary File (**GLSUM**). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 4,0) Required
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required

Reorganize General Ledger Summary File Screen Fields and Function Keys

Field/Function Key	Description
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

GL Detail Purge Screen



```
                              G/L DETAIL PURGE

                 Purge all detail transactions that have been posted on
                 or before the Purge Date:

                                            From           To

                    Company?                 _.            ...

                    Purge Date:             .......

                    Save Deleted History:   ..  (Y/N)


                     Press F5 to reorganize or F12 to return.




                                                   F5=Process     F12=Return
```

This screen displays after selecting to reorganize G/L Detail and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if G/L Summary was selected, this screen displays after pressing F5=PROCESS on the Reorganize General Ledger Summary File Screen (p. 37-45)].

Use this screen to select the detail transactions which you would like to delete from the G/L Detail File and related file(s), as applicable.

- G/L Detail
  - G/L Transaction Detail (GLDET)
  - G/L Transaction Detail Expanded Description (GLDDS)

The selection of G/L Detail will not display on the Reorganize History Files Selection Screen if there are no records in the G/L Detail File (GLDET).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

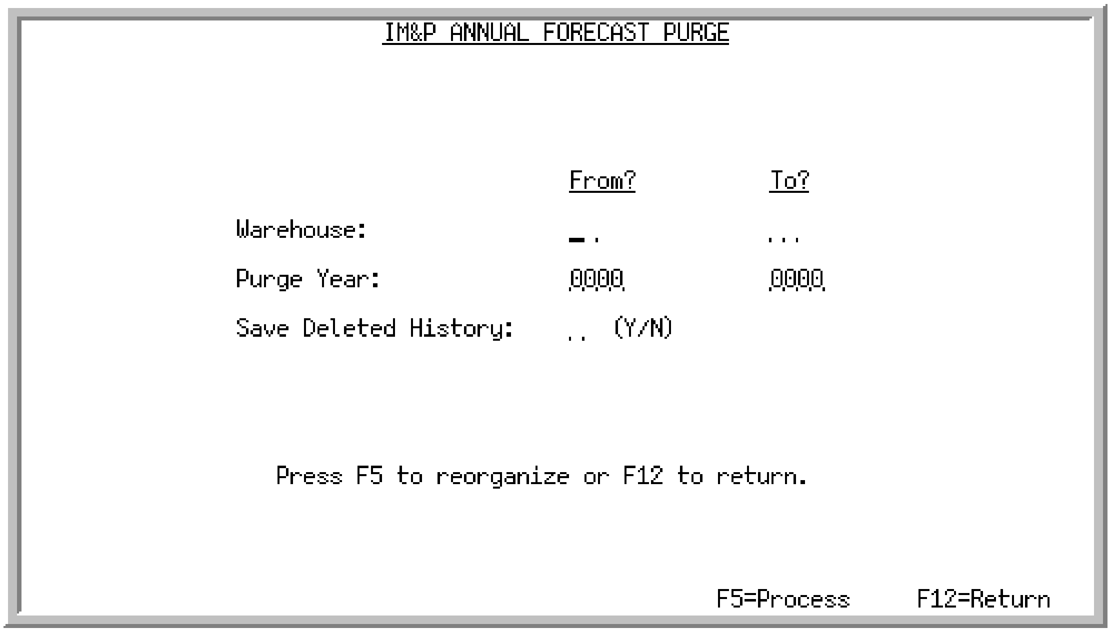
G/L Detail Purge Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to select the company or range of companies for which fully paid invoices will be removed. Key the company number or range of companies. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ N 2,0) Optional
Purge Date	All detail transactions with a **G/L Posting Date** field on or before the purge date on this screen will be removed. Key the desired date. The reorganization of the G/L Detail File is based on the **G/L Posting Date** field (GTPODT) in the G/L Detail File (GLDET). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register Register A+ (A+) User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.

G/L Detail Purge Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

IM&P Annual Forecast Purge Screen



```
                      IM&P ANNUAL FORECAST PURGE



                                    From?          To?
          Warehouse:
          Purge Year:               0000           0000
          Save Deleted History:        (Y/N)



             Press F5 to reorganize or F12 to return.



                                             F5=Process     F12=Return
```

This screen displays after selecting to reorganize IM&P Annual Forecast and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if G/L Detail was selected, this screen displays after pressing F5=PROCESS on the GL Detail Purge Screen (p. 37-48)].

Use this screen to select the warehouse(s) for which annual forecast data will be deleted from the IM&P Annual Forecast File and related file(s), as applicable.

- IM&P Annual Forecast
  - IM&P Annual Forecast (IMFOR)

All data within the year or range of purge years entered on this screen will be removed; the purge year entered cannot be the current year.

The selection of IM&P Annual Forecast will not display on the Reorganize History Files Selection Screen if there are no records in the IM&P Annual Forecast (IMFOR).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

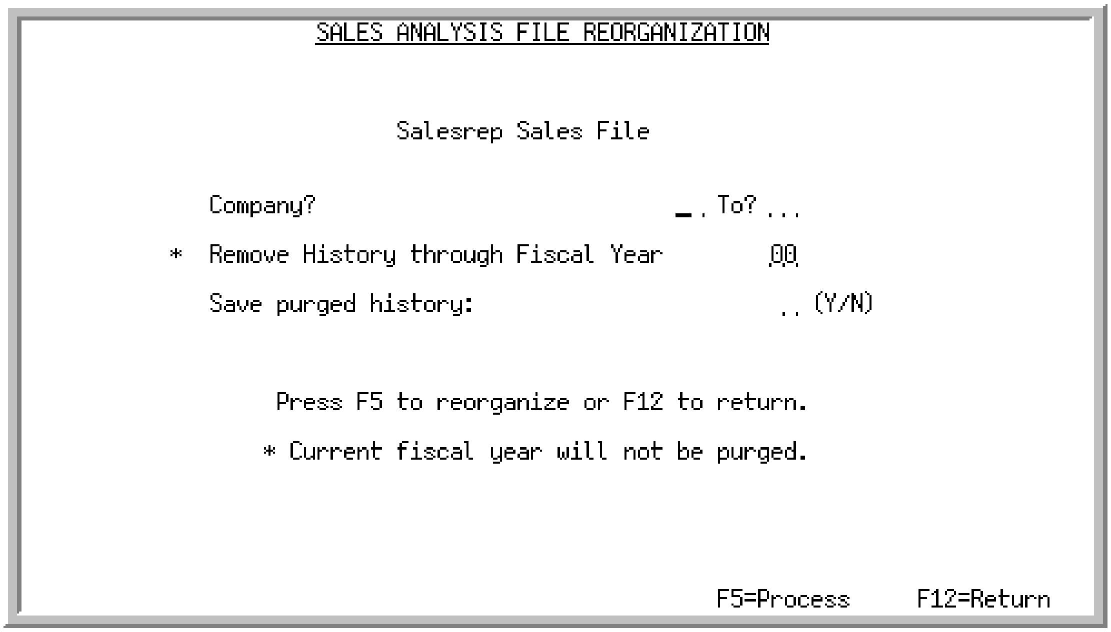
IM&P Annual Forecast Purge Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to select the warehouse or range of warehouses for which item forecasts will be removed. Key the warehouse or range of warehouses. (2 @ A 2) Optional
Purge Year	This field determines the item forecasts that will be purged. All forecasts with a **Forecast Year** field matching the purge year or range of purge years entered on this screen will be removed. The purge year entered cannot be the current year. Key the desired date. The reorganization of the IM&P Annual Forecast is based on the **Forecast Year** field (MFFRYR) in the IM&P Annual Forecast File (IMFOR). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 4,0) Required
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.

IM&P Annual Forecast Purge Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Salesrep Sales File Reorganization Screen



```
                    SALES ANALYSIS FILE REORGANIZATION


                          Salesrep Sales File

              Company?                          _ . To? . . .

           *  Remove History through Fiscal Year       00

              Save purged history:                     . . (Y/N)


                   Press F5 to reorganize or F12 to return.

                 * Current fiscal year will not be purged.



                                              F5=Process     F12=Return
```

This screen displays after selecting to reorganize Salesrep Sales and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if IM&P Annual Forecast was selected, this screen displays after pressing F5=PROCESS on the IM&P Annual Forecast Purge Screen (p. 37-51)].

Use this screen to select the sales information to be deleted from the Sales Rep Sales and Sales Rep Budget File and related file(s), as applicable.

- Salesrep Sales
  - Salesrep Sales History (REPSA)
  - Salesrep Budget (REPBD)

The last step in this process will update the Salesrep Master File (REPMS) to blank the **Sales History Code** flag for sales reps that now have no sales recorded in the Salesrep Sales (REPSA) file so the sales rep can be deleted.

The selection of Salesrep Sales will not display on the Reorganize History Files Selection Screen if there are no records in the Salesrep Sales (REPSA).

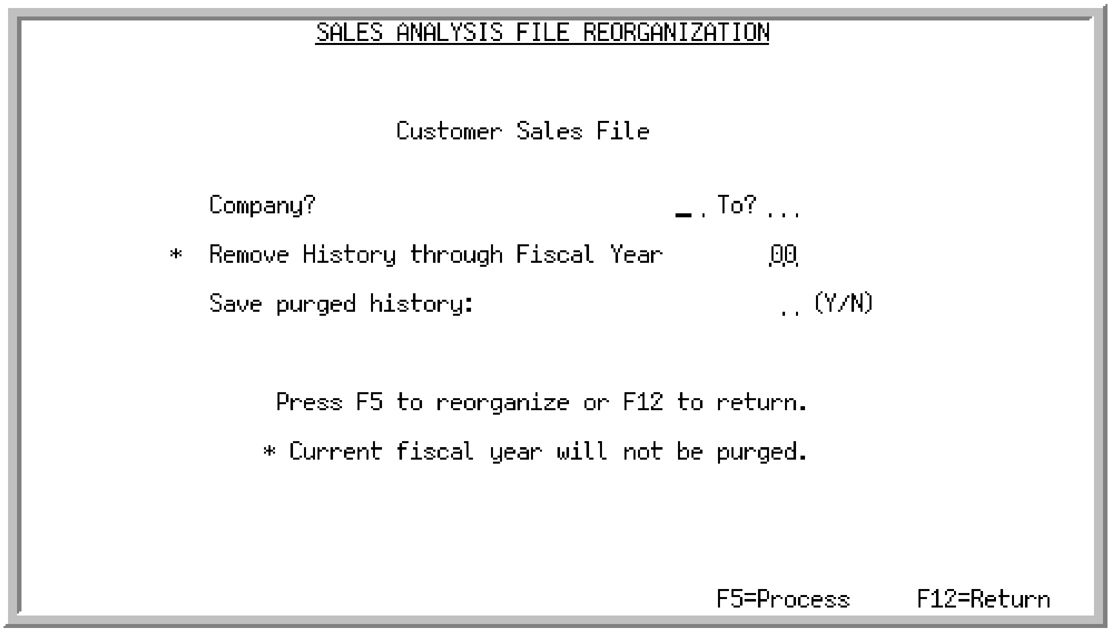
Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

Salesrep Sales File Reorganization Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to select the company or range of companies for which sales information will be removed. Key the desired company number or range of companies. Leave this field blank to include all companies in the reorganization of the file(s). (2 @ N 2,0) Optional
Remove History through Fiscal Year	This field determines the sales information that will be purged from the applicable file(s). Information stored with a **Year** field equal to or prior to the fiscal year entered in this field will be removed. Sales information for the current fiscal year cannot be purged Key the desired year in the YY format. The reorganization of the Salesrep Sales is based on the **Year** field (SSYEAR) in the Salesrep Sales File (REPSA). (N 2,0) Required
Save purged history	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize or exit the option.

Customer Sales File Reorganization Screen



```
                 SALES ANALYSIS FILE REORGANIZATION


                        Customer Sales File

     Company?                          _ . To? . . .
  *  Remove History through Fiscal Year        00
     Save purged history:                      . . (Y/N)


          Press F5 to reorganize or F12 to return.
        * Current fiscal year will not be purged.



                                        F5=Process     F12=Return
```

This screen displays after selecting to reorganize Customer Sales and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if Salesrep Sales was selected, this screen displays after pressing F5=PROCESS on the Salesrep Sales File Reorganization Screen (p. 37-54)].

Use this screen to select the customer information to be deleted from the Customer Sales File and related file(s), as applicable.

- Customer Sales
  - Customer Sales History (CUSSA)
  - Customer Corporate Group Sales (CCGSA)
  - Customer Ship-To Analysis (CSHSA)

The last step in this process will update the Customer Master File (CUSMS) to blank the **Sales History Code** flag for customers that now have no sales recorded in the Customer Sales (CUSSA) file so the customer can be deleted.

The selection of Customer Sales will not display on the Reorganize History Files Selection Screen if there are no records in the Customer Sales (CUSSA).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

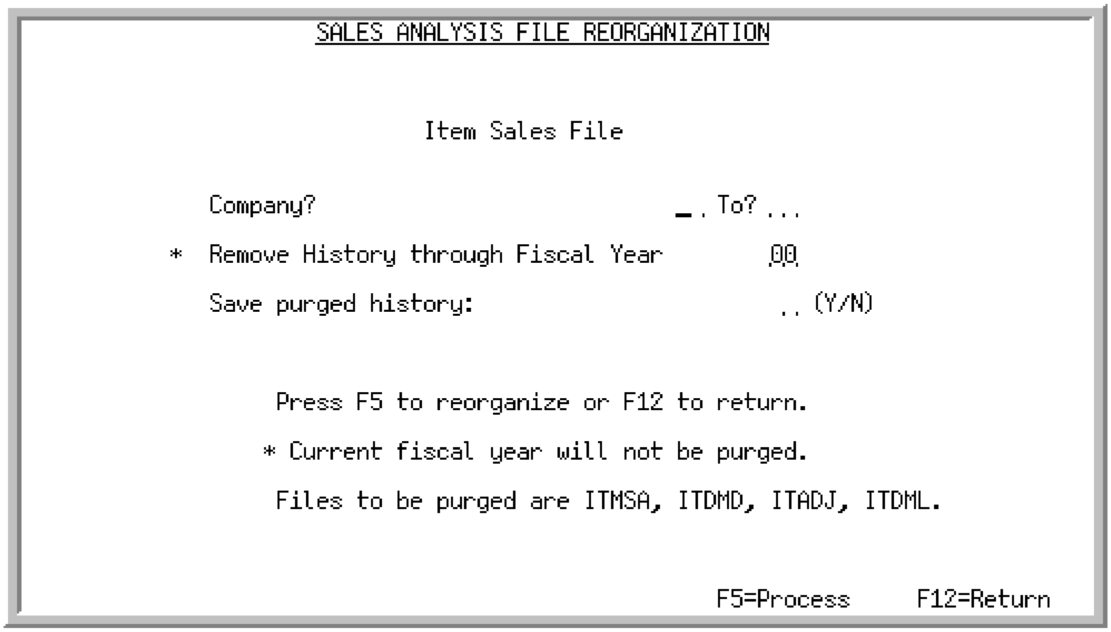
Customer Sales File Reorganization Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to select the company or range of companies for which sales information will be removed. Key the desired company number or range of companies. Leave this field blank to include all companies in the reorganization of the file(s). (2 @ N 2,0) Optional
Remove History through Fiscal Year	This field determines the sales information that will be purged from the applicable file(s). Information stored with a **Year** field equal to or prior to the fiscal year entered in this field will be removed. Customer sales information for the current fiscal year cannot be purged Key the desired year in the YY format. The reorganization of the Customer Sales is based on the **Year** field (CSYEAR) in the Customer Sales File (CUSSA). (N 2,0) Required
Save purged history	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required

Customer Sales File Reorganization Screen Fields and Function Keys

Field/Function Key	Description
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize or exit the option.

Item Sales File Reorganization Screen



```
                    SALES ANALYSIS FILE REORGANIZATION


                             Item Sales File

             Company?                          _ . To? . . .
          *  Remove History through Fiscal Year        00
             Save purged history:                      . . (Y/N)


                  Press F5 to reorganize or F12 to return.
                 * Current fiscal year will not be purged.
                  Files to be purged are ITMSA, ITDMD, ITADJ, ITDML.


                                            F5=Process     F12=Return
```

This screen displays after selecting to reorganize Item Sales and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if Customer Sales was selected, this screen displays after pressing F5=PROCESS on the Customer Sales File Reorganization Screen (p. 37-56)].

Use this screen to select the item information to be deleted from the Item Sales File and related file(s), as applicable.

- Item Sales
  - Item Sales History (ITMSA)
  - Item Sales System Demand Adjustments (ITDMD)
  - Item Sales Manual Demand Adjustments (ITADJ)

The last step in this process will update the Item Balance File (ITBAL) to blank the **Sales Analysis** flag for items that now have no sales recorded in the Item Sales (ITMSA) file so the item balance can be deleted.

  - Item Sales Demand Adjustment Log (ITDML)

The selection of Item Sales will not display on the Reorganize History Files Selection Screen if there are no records in the Item Sales (ITMSA).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

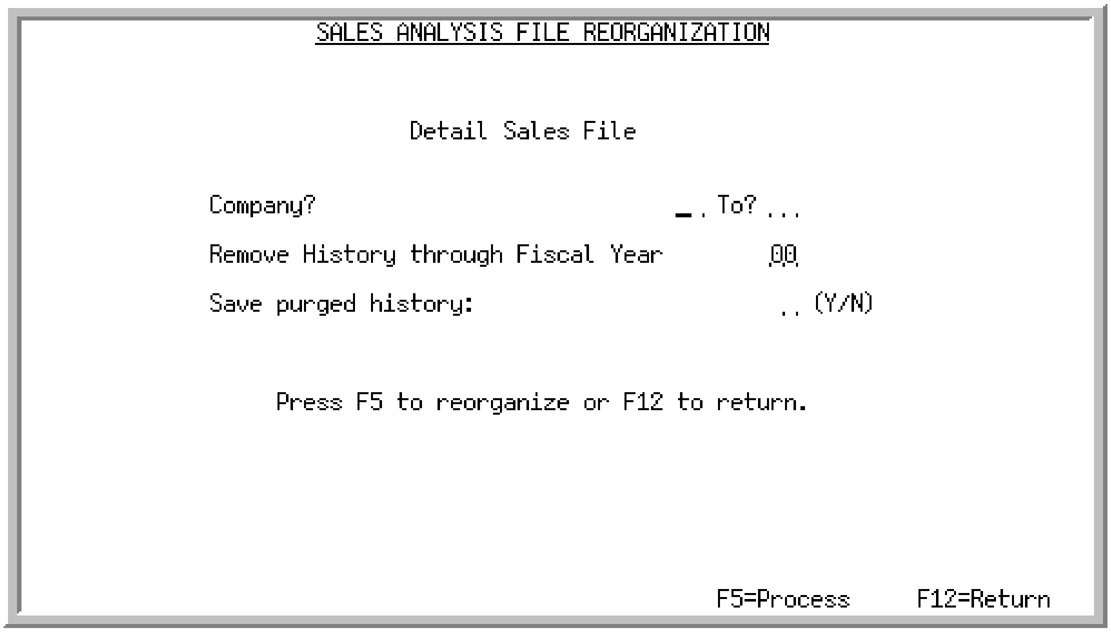
Item Sales File Reorganization Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to select the company or range of companies for which sales information will be removed. Key the desired company number or range of companies. Leave this field blank to include all companies in the reorganization of the file(s). (2 @ N 2,0) Optional
Remove History through Fiscal Year	This field determines the sales information that will be purged from the applicable file(s). Information stored with a **Year** field equal to or prior to the fiscal year entered in this field will be removed. Item sales information for the current fiscal year cannot be purged. Key the desired year in the YY format. The reorganization of the Item Sales is based on the **Year** field (ISYEAR) in the Item Sales File (ITMSA). (N 2,0) Required
Save purged history	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required

Item Sales File Reorganization Screen Fields and Function Keys

Field/Function Key	Description
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize or exit the option.

Detail Sales File Reorganization Screen



```
                    SALES ANALYSIS FILE REORGANIZATION


                           Detail Sales File

             Company?                          _ . To? . . .

             Remove History through Fiscal Year       00

             Save purged history:                     . . (Y/N)


                  Press F5 to reorganize or F12 to return.




                                               F5=Process     F12=Return
```

This screen displays after selecting to reorganize Detail Sales and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if Item Sales was selected, this screen displays after pressing F5=PROCESS on the Item Sales File Reorganization Screen (p. 37-59)].

Use this screen to select the detail sales information to be deleted from the Detail Sales File and related file(s), as applicable.

- Detail Sales
  - Customer/Item Sales History (DETSA)
  - Detail Corporate Group Sales Analysis (DCGSA)
  - Detail Ship-To Sales Analysis (DSHSA)
  - Deleted Ship-To Addresses (ADDRD)
    - If you are using Mobile Order Entry (MOE), deleted ship-to addresses (ADDRD) will not be deleted if the date of the history record is more recent than the date of any MOE users' last synchronization.

The selection of Detail Sales will not display on the Reorganize History Files Selection Screen if there are no records in the Detail Sales (DETSA).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

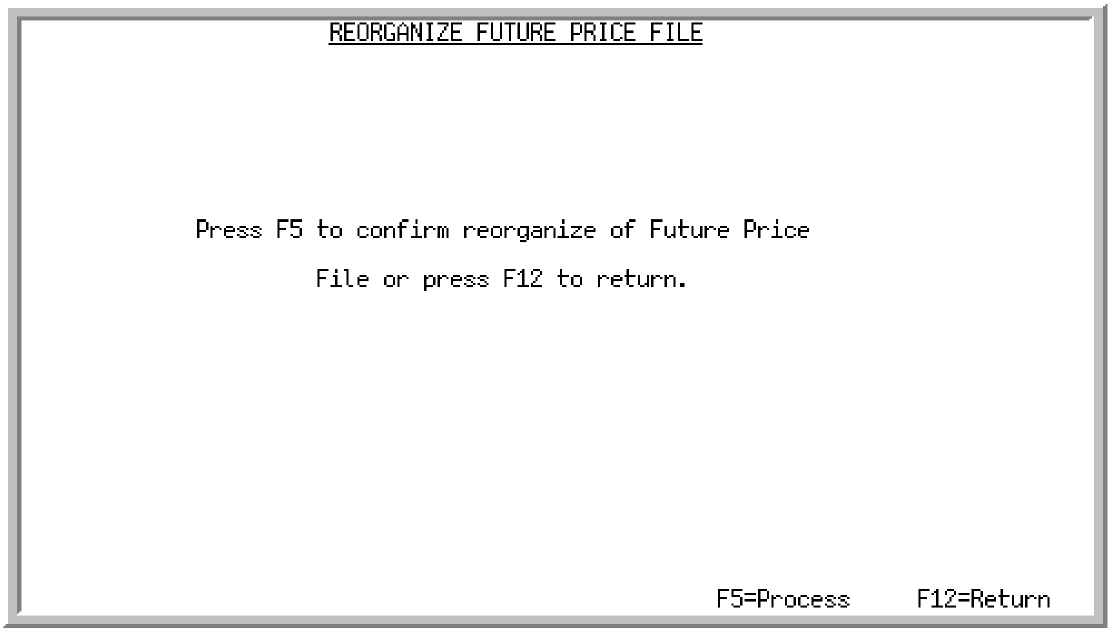
Detail Sales File Reorganization Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to select the company or range of companies for which sales information will be removed. Key the desired company number or range of companies. Leave this field blank to include all companies in the reorganization of the file(s). (2 @ N 2,0) Optional
Remove History through Fiscal Year	This field determines the sales information that will be purged from the applicable file(s). Information stored with a **Year** field equal to or prior to the fiscal year entered in this field will be removed. Detail sales information for the current fiscal year cannot be purged unless the Sales Analysis Options (MENU XAFILE) for **Keep Detailed Sales Analysis** has been set to N. Key the desired year in the YY format. The reorganization of the Detail Sales is based on the **Year** field (SDYEAR) in the Detail Sales File (DETSA). (N 2,0) Required
Save purged history	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required

Detail Sales File Reorganization Screen Fields and Function Keys

Field/Function Key	Description
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize or exit the option.

Reorganize Future Price File Screen



```
                         REORGANIZE FUTURE PRICE FILE




               Press F5 to confirm reorganize of Future Price

                        File or press F12 to return.









                                                   F5=Process    F12=Return
```

This screen displays after selecting to reorganize Future Prices and pressing F5=Reorganize on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if Detail Sales was selected, this screen displays after pressing F5=Process on the Detail Sales File Reorganization Screen (p. 37-62)].

Use this screen to reorganize the Future Price File and related file(s), as applicable.

- Future Prices
  - Price Maintenance Future Prices (PRICE)

All records in the Future Price File (PRICE) file that are marked with a P in the **Update Flag** field will be removed.

The selection of Future Prices will not display on the Reorganize History Files Selection Screen if there are no records in the Future Prices (PRICE).

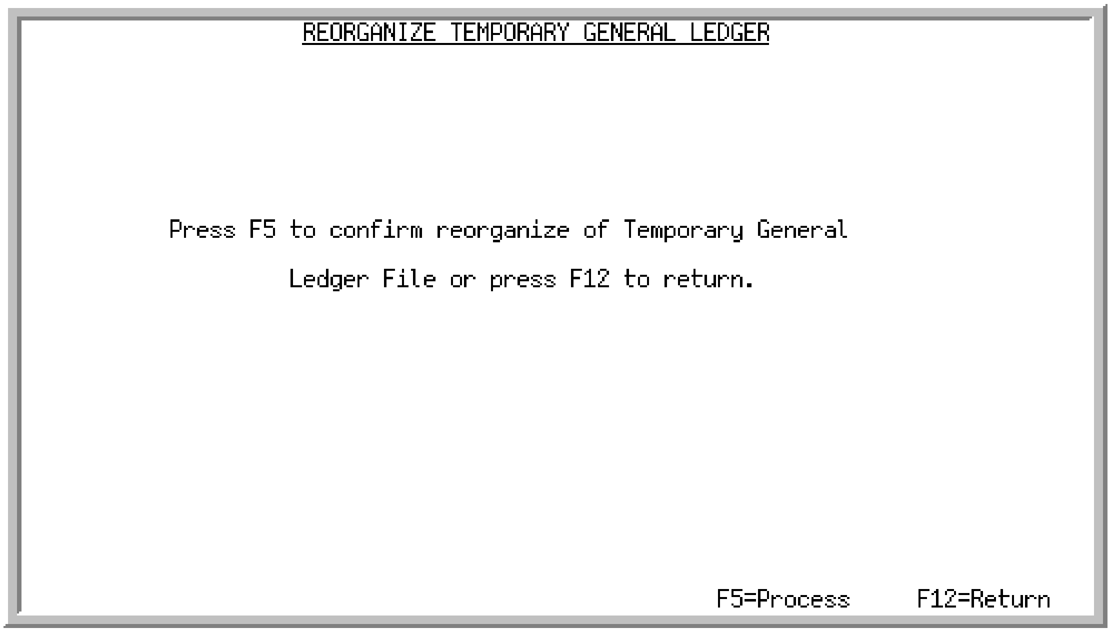
Important

If other files were selected on the list prior to this file and you press F12=Return on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=Process) in order for all files to be reorganized.

Reorganize Future Price File Screen Function Keys

Field/Function Key	Description
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize Temporary General Ledger Screen



REORGANIZE TEMPORARY GENERAL LEDGER

Press F5 to confirm reorganize of Temporary General
Ledger File or press F12 to return.

This screen displays after selecting to reorganize Temporary General Ledger and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if Future Prices was selected, this screen displays after pressing F5=PROCESS on the Reorganize Future Price File Screen (p. 37-65)].

Use this screen to reorganize the Temporary General Ledger File and related file(s), as applicable.

- Temporary G/L
  - Temporary G/L (TEMGN)

All records in the Temporary General Ledger File (TEMGN) file that are marked with an X in the **Post Code** field will be removed.

The selection of Temporary G/L will not display on the Reorganize History Files Selection Screen if there are no records in the Temporary G/L (TEMGN).

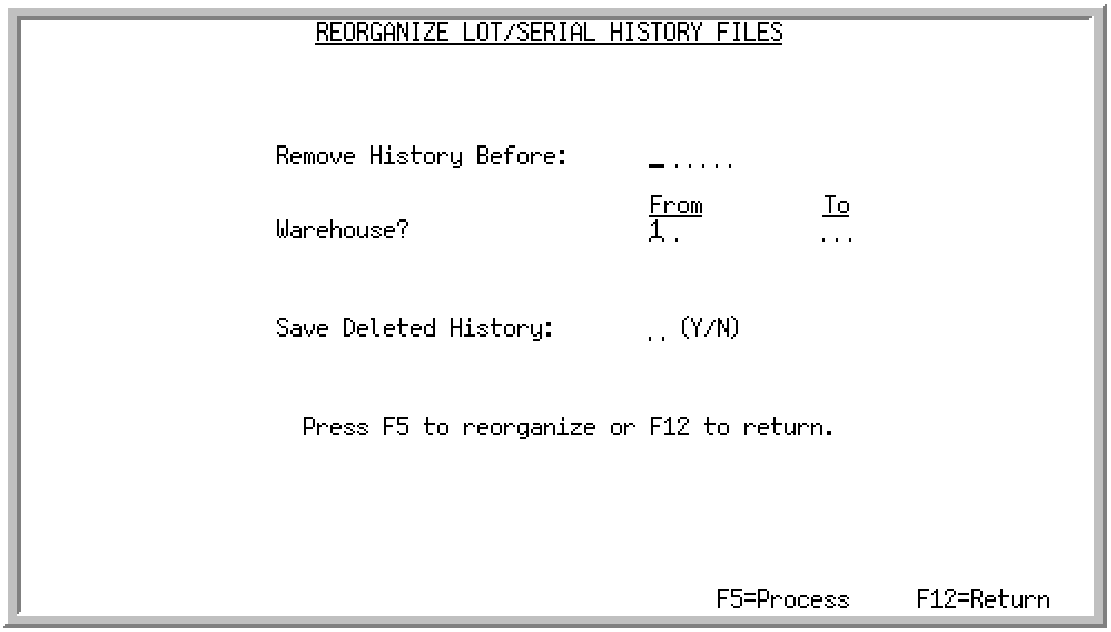
Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

Reorganize Temporary General Ledger Screen Function Keys

Field/Function Key	Description
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize Lot/Serial History Files Screen



```
                    REORGANIZE LOT/SERIAL HISTORY FILES


                 Remove History Before:      _.....

                                             From        To
                 Warehouse?                  1 .         ...


                 Save Deleted History:       .. (Y/N)


                   Press F5 to reorganize or F12 to return.



                                                 F5=Process     F12=Return
```

This screen displays after selecting to reorganize W/M Lot/Serial History and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if Detail Sales was selected, this screen displays after pressing F5=PROCESS on the Detail Sales File Reorganization Screen (p. 37-62)].

Use this screen to select the criteria to be deleted from the Lot/Serial History Files and related file(s), as applicable.

- W/M Lot/Serial History
  - WM Lot/Serial/COO Receipt History File (WMRHS)
  - WM Lot/Serial/COO Shipment History File (WMSHS)
  - WM Drop Shipment Lot/Serial File (WMLDS)
  - WM Lot/Serial/COO Rcpt/Ship History File (WMRSC)
  - WM Lot Date History File (WMLDH)
    - Temporarily stored records for warehouse transfer receipt processing are not considered in the reorganization purge. They are excluded from the selection of qualifying criteria.

The selection of W/M Lot/Serial History will not display on the Reorganize History Files Selection Screen if there are no records in the WM Lot/Serial/COO Shipment History File (WMSHS).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

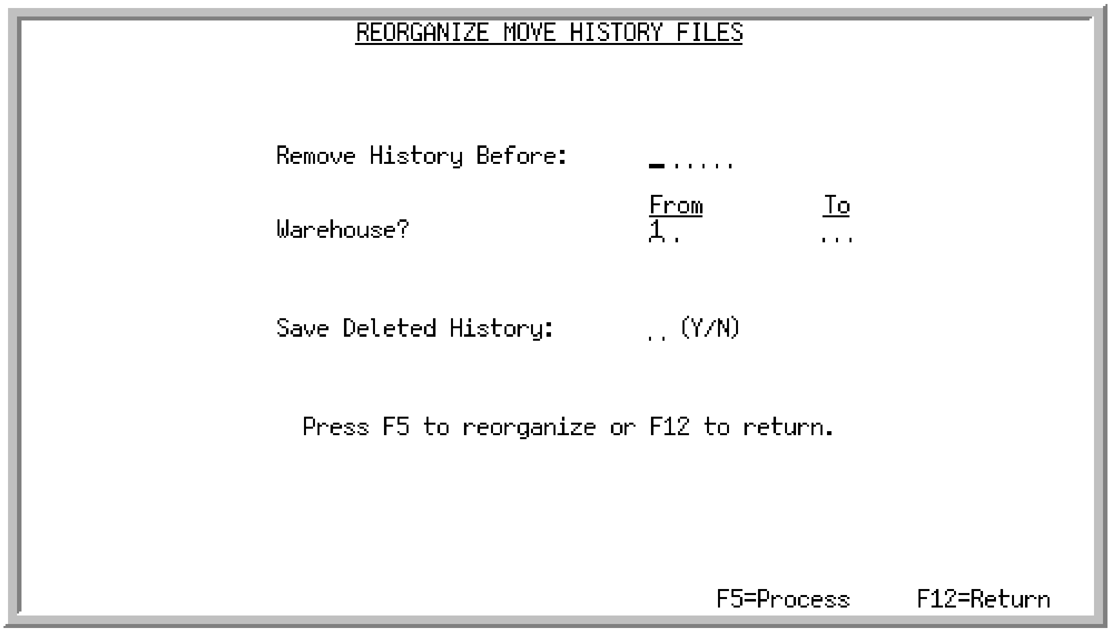
Reorganize Lot/Serial History Files Screen Fields and Function Keys

Field/Function Key	Description
Remove History Before	This field determines the history that will be deleted from the applicable file(s). Lot/Serial/COO Receipt History and Drop Shipment Lot/Serial History stored with a **Receipt Date** equal to or prior to the date keyed in this field will be removed. Lot/Serial/COO Shipment History stored with an **Invoice Date** equal to or prior to the date keyed in this field will be removed. Key the desired date. The reorganization of the receipt history is based on the **Receipt Date** field (WHCNTY, WHRCDT) in the Lot/Serial/COO Receipt History File (WMRHS) and the **Invoice Date** field (WICNTY, WIRCDT) in Lot/Serial/COO Shipment History File (WMSHS). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Warehouse	Use this field to select the warehouse or range of warehouses for which data will be removed from the history files. Key the warehouse number or range of warehouses. Leave this field blank to include all warehouses in the reorganization. *Default Value:* The default warehouse defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default warehouse defined through System Options Maintenance (MENU XAFILE). *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Optional

Reorganize Lot/Serial History Files Screen Fields and Function Keys

Field/Function Key	Description
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to the file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize Move History Files Screen



```
                    REORGANIZE MOVE HISTORY FILES


              Remove History Before:       _.....
                                           From        To
              Warehouse?                   1.          ...


              Save Deleted History:        .. (Y/N)


                Press F5 to reorganize or F12 to return.



                                             F5=Process     F12=Return
```

This screen displays after selecting to reorganize W/M Move History and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen [i.e., if W/M Lot/Serial History was selected, this screen displays after pressing F5=PROCESS on the Reorganize Lot/Serial History Files Screen (p. 37-69)].

Use this screen to select the criteria to be deleted from the Warehouse Management Move History File and the corresponding Radio Frequency Move Queue File. History can be purged for all warehouses or a range of warehouses.

- W/M Move History
  - Move Control (WMCTL)

The selection of W/M Move History will not display on the Reorganize History Files Selection Screen if there are no records in the Move Control (WMCTL).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

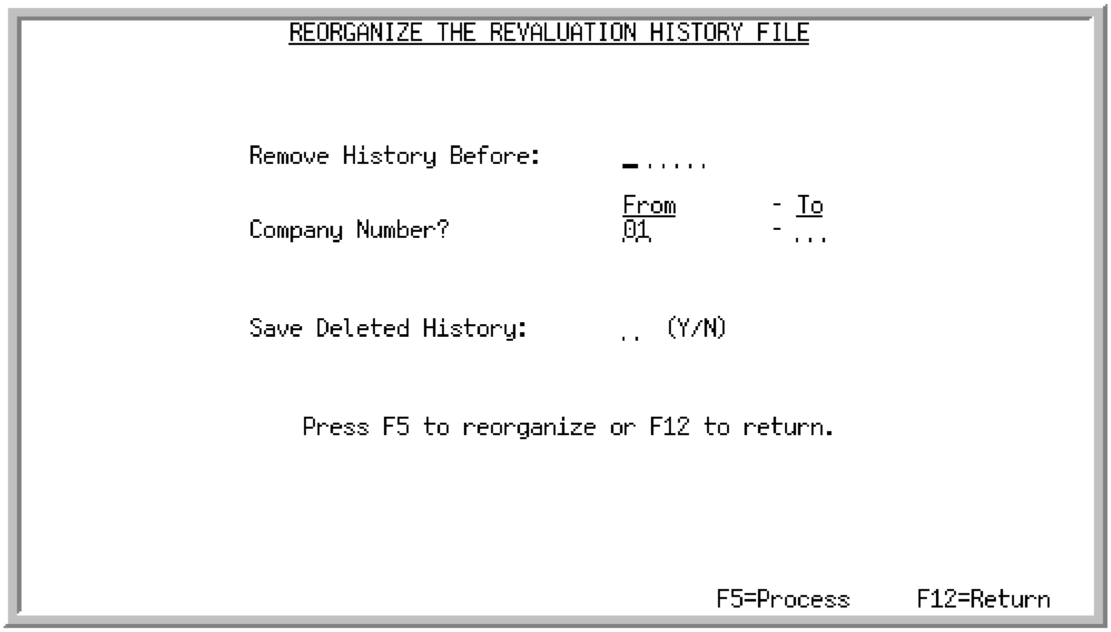
Reorganize Move History Files Screen Fields and Function Keys

Field/Function Key	Description
Remove History Before	This field determines the history that will be deleted from the applicable file(s). Move history records stored with a **Move Date** equal to or prior to the date keyed in this field and with a **Status** of X will be removed will be purged. Key the desired date. The reorganization of the receipt history is based on the **Move Date** field (WMCNTY, WMRCDT) in the W/M Move History File (WMCTL). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Warehouse	Use this field to select the warehouse or range of warehouses for which data will be removed from the history files. Key the warehouse number or range of warehouses. Leave this field blank to include all warehouses in the reorganization. *Default Value:* The default warehouse defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default warehouse defined through System Options Maintenance (MENU XAFILE). *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional

Reorganize Move History Files Screen Fields and Function Keys

Field/Function Key	Description
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to the file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the Revaluation History File Screen



```
                    REORGANIZE THE REVALUATION HISTORY FILE


                 Remove History Before:       _.....

                                              From       - To
                 Company Number?              01         - ...


                 Save Deleted History:        ..  (Y/N)


                     Press F5 to reorganize or F12 to return.



                                                  F5=Process     F12=Return
```

This screen displays after selecting to reorganize the Revaluation History File and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen.

Use this screen to select which outdated records you want deleted from the IC Revaluation History File and related file(s), as applicable.

- Revaluation History
  - I/C Revaluation Transaction History (ICRVH)

The selection of Revaluation History will not display on the Reorganize History Files Selection Screen if there are no records in the Revaluation History File (ICRVH).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

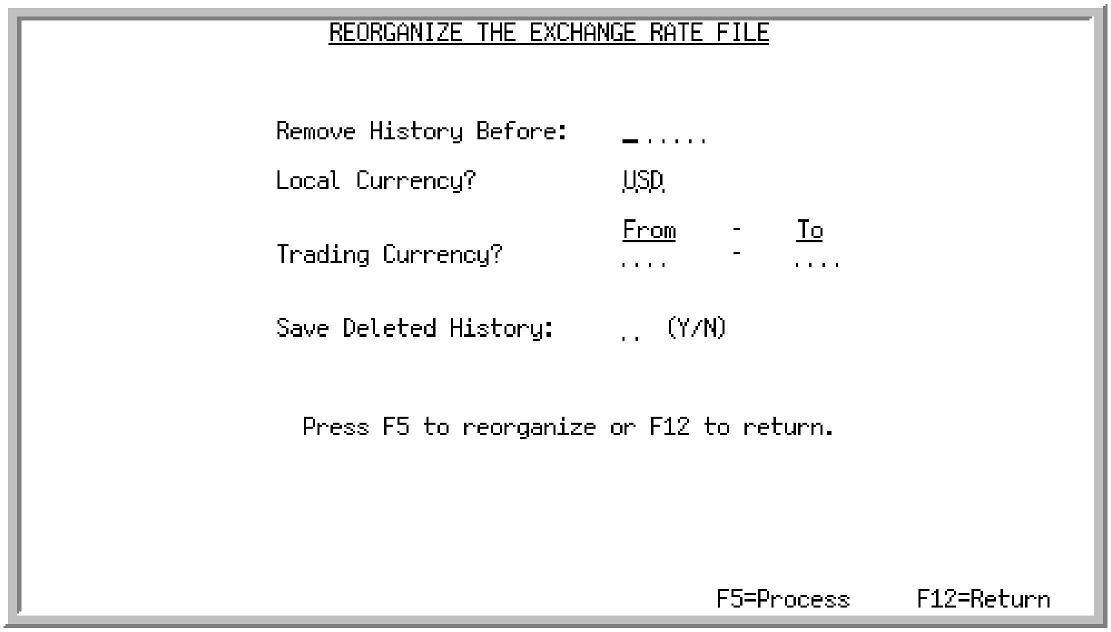
Reorganize the Revaluation History File Screen Fields and Function Keys

Field/Function Keys	Description
Remove History Before	This field determines the history that will be removed from the Revaluation History File. All data stored with a date equal to or prior to the date keyed in this field will be removed. Key the desired date. The reorganization of the revaluation history is based on the **G/L Post Date** field (HRPOCC, HRPODT) in the I/C Revaluation Transaction History (ICRVH). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to select the company or range of companies for which PO receiver event history will be removed. Key the desired company number or range of companies. Leave this field blank to include all companies in the reorganization of the file(s). *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to the file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required

Reorganize the Revaluation History File Screen Fields and Function Keys

Field/Function Keys	Description
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the Exchange Rate File Screen



```
                    REORGANIZE THE EXCHANGE RATE FILE


             Remove History Before:    _.....

             Local Currency?           USD

                                       From    -   To
             Trading Currency?         ....    -   ....

             Save Deleted History:     ..  (Y/N)


               Press F5 to reorganize or F12 to return.




                                       F5=Process     F12=Return
```

This screen displays after selecting to reorganize the Exchange Rates File History and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen.

Use this screen to select which outdated records you want deleted from the IC Exchange Rate File and related file(s), as applicable. International Currency must be LIVE for this option to process.

- Exchange Rates File
  - I/C Exchange Rates (ICEXC)

The selection of Exchange Rates File will not display on the Reorganize History Files Selection Screen if there are no records in the Exchange Rates File (ICEXC).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

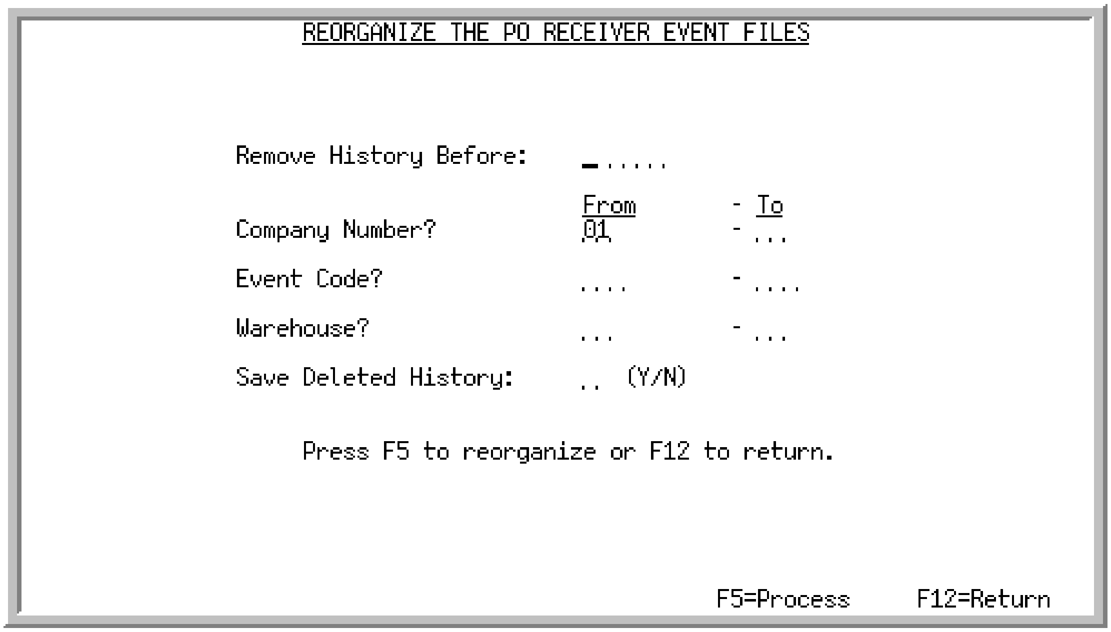
Reorganize the Exchange Rate File Screen Fields and Function Keys

Field/Function Keys	Description
Remove History Before	This field determines the history that will be removed from the Exchange Rates File. All exchange rates with a **Rate Date** field prior to the date keyed in this field will be removed. Undated exchange rates will not be removed. Key the desired date. The reorganization of the exchange rates is based on the **Exchange Rate Date** field (ERRTCC, ERRTDT) in the I/C Exchange Rates (ICEXC). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Local Currency	Use this field to enter the code for your benchmark currency. Exchange rates used to convert between the benchmark currency and the foreign currencies) you select in the Trading Currency field will be purged from the Exchange Rates File based on the date entered in the **Remove History Before** field. *Valid Values:* The code for the currency defined as the Benchmark currency through International Currency Options Maintenance (MENU ICFILE). (A 3) Required
Trading Currency	Use this field to select the currency or range of currencies for which exchange rates will be removed. Exchange rates used to convert between the benchmark currency identified on this screen and the currencies) identified in this field will be purged from the Exchange Rates File based on the date entered in the **Remove History Before** field. Key the desired currency code or range of codes for which exchange rates will be removed. Leave this field blank to include all currencies in the reorganization of the Exchange Rates File. *Valid Values:* Any currency defined through Currency/Exchange Codes Maintenance (MENU ICFILE) for which a relationship has been established with the benchmark currency through Currency Relationships Maintenance (MENU ICFILE). (2 @ A 3) Optional

Reorganize the Exchange Rate File Screen Fields and Function Keys

Field/Function Keys	Description
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to the file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the PO Receiver Event Files Screen



```
                    REORGANIZE THE PO RECEIVER EVENT FILES


               Remove History Before:    _.....

                                         From        - To
               Company Number?           01          - ...

               Event Code?               ....        - ....

               Warehouse?                ...         - ...

               Save Deleted History:     ..  (Y/N)

                    Press F5 to reorganize or F12 to return.



                                                F5=Process     F12=Return
```

This screen displays after selecting to reorganize the PO Receiver Event File and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen.

Use this screen to select which outdated records you want deleted from the PO Receiver Event Files and related file(s), as applicable.

- PO Receiver Events
  - PO Receiver Event Header File (POEHD)
  - PO Receiver Event Detail File (POEDT)

The selection of PO Receiver Event File will not display on the Reorganize History Files Selection Screen if there are no records in the PO Receiver Event File (POEHD).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

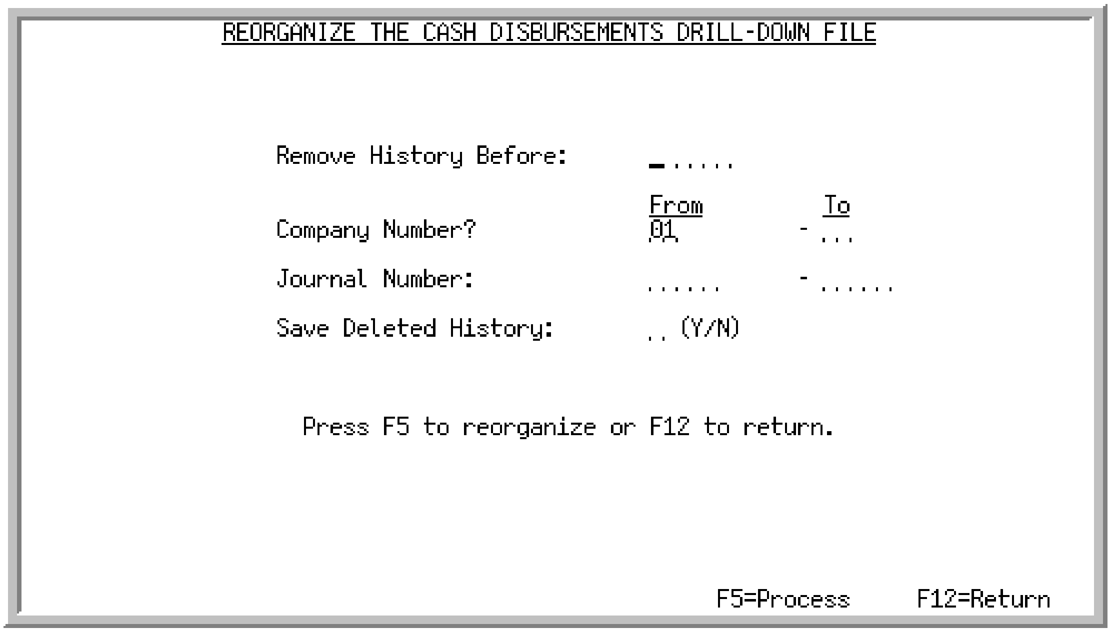
Reorganize the PO Receiver Event Files Screen Fields and Function Keys

Field/Function Key	Description
Remove History Before	This field determines the history that will be deleted from the applicable file(s). Receiver history stored with an **Event Date** field equal to or prior to the date keyed in this field will be removed. Key the desired date. The reorganization of the receiver events is based on the **Event Date** field (EPEVCC, EPEVDT) in the PO Receiver Event Header File (POEHD). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to select the company or range of companies for which PO receiver event history will be removed. Key the desired company number or range of companies. Leave this field blank to include all companies in the reorganization of the file(s). *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional
Event Code	Use this field to select the event code or range of event codes for which data will be removed from the history files. Key the event code or range of event codes. Leave this field blank to include all event codes in the reorganization. (2 @ A 3) Optional
Warehouse	Use this field to select the warehouse or range of warehouses for which PO receiver event history will be removed. Key the warehouse number or range of warehouses. Leave this field blank to include all warehouses in the reorganization. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional

Reorganize the PO Receiver Event Files Screen Fields and Function Keys

Field/Function Key	Description
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to the file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the Cash Disbursements Drill-Down File Screen



```
              REORGANIZE THE CASH DISBURSEMENTS DRILL-DOWN FILE


        Remove History Before:       _.....
                                     From        To
        Company Number?              01       - ...
        Journal Number:              ......   - ......
        Save Deleted History:        .. (Y/N)


          Press F5 to reorganize or F12 to return.



                                       F5=Process     F12=Return
```

This screen displays after selecting to reorganize the Cash Disbursements Drill-Down File and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen.

Use this screen to select which outdated records you want deleted from the Cash Disbursements Drill-Down File and related file(s), as applicable.

- Cash Disbursement Drill-Down
  - Cash Disbursement Drill-Down File (CDGL)

The selection of Cash Disb. Drill-Down File will not display on the Reorganize History Files Selection Screen if there are no records in the Cash Disbursements Drill-Down File (CDGL).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

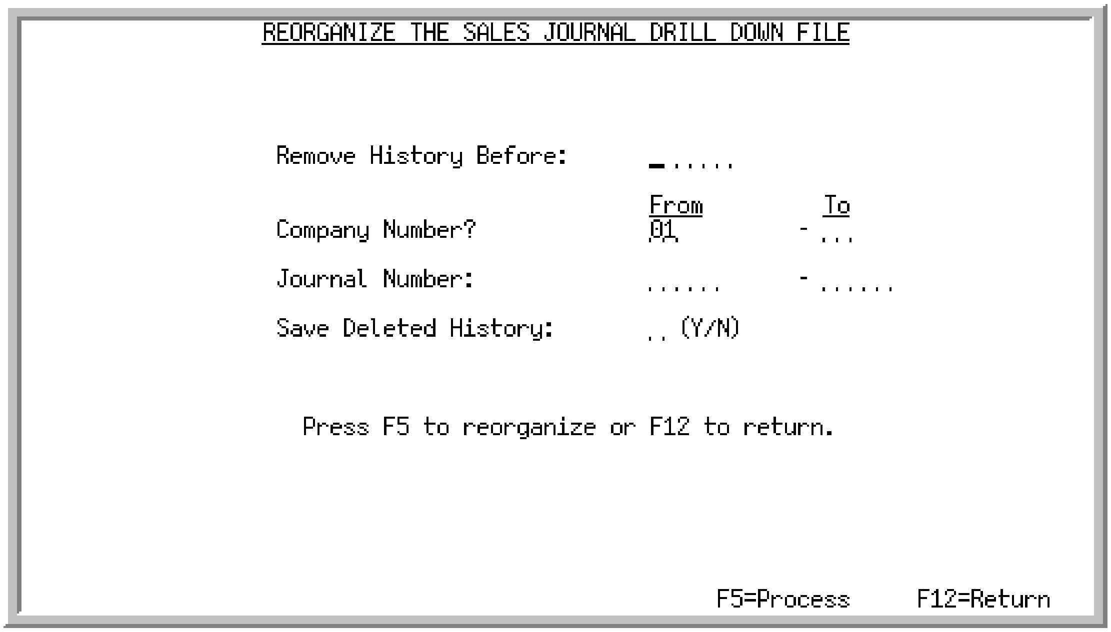
Reorganize the Cash Disbursements Drill-Down File Screen Fields and Function Keys

Field/Function Key	Description
Remove History Before	This field determines the cash disbursements history that will be deleted from the applicable file(s). Cash disbursements history stored with a **G/L Posting Date** field date prior to the date keyed in this field will be removed. Key the desired date. The reorganization of the cash disbursements history is based on the **G/L Posting Date** field (CDPOCC, CDPODT) in the Cash Disbursement Drill-Down File (CDGL). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to select the company or range of companies for which cash disbursement history will be removed. Key the desired company number or range of companies. Leave this field blank to include all companies in the reorganization of the file(s). *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional
Journal Number	Use this field to select the G/L journal number or range of journal numbers for which data will be removed from the history files. Cash disbursement journal numbers all begin with CD. Key the journal number or range of journal numbers. Leave this field blank to include all journal numbers in the reorganization. (2 @ A 5) Optional

Reorganize the Cash Disbursements Drill-Down File Screen Fields and Function Keys

Field/Function Key	Description
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to the file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the Sales Journal Drill-Down File Screen



```
                    REORGANIZE THE SALES JOURNAL DRILL DOWN FILE


                     Remove History Before:       _.....

                                                  From        To
                     Company Number?              01        - ...

                     Journal Number:              ......    - ......

                     Save Deleted History:        .. (Y/N)


                       Press F5 to reorganize or F12 to return.



                                                       F5=Process    F12=Return
```

This screen displays after selecting to reorganize the Sales Journal Drill-Down File and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen.

Use this screen to select which outdated records you want deleted from the Sales Journal Drill-Down File and related file(s), as applicable.

- Sales Journal Drill-Down
  - Sales Journal Drill-Down File (YSGL)

The selection of Sales Journal Drill-Down File will not display on the Reorganize History Files Selection Screen if there are no records in the Sales Journal Drill-Down File (YSGL).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

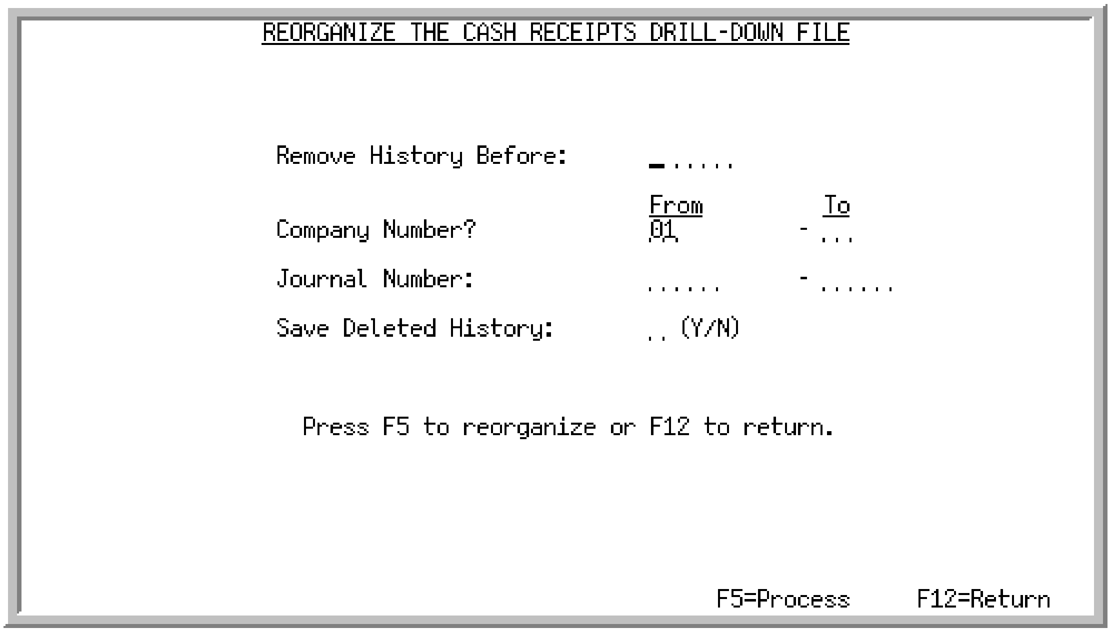
Reorganize the Sales Journal Drill-Down File Screen Fields and Function Keys

Field/Function Key	Description
Remove History Before	This field determines the sales journal history that will be deleted from the applicable file(s). Sales journal history stored with a **G/L Posting Date** field prior to the date keyed in this field will be removed. Key the desired date. The reorganization of the sales journal data is based on the **G/L Posting Date** field (YGPOCC, YGPODT) in the Sales Journal Drill-Down File (YSGL). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to select the company or range of companies for which cash disbursement history will be removed. Key the desired company number or range of companies. Leave this field blank to include all companies in the reorganization of the file(s). *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional
Journal Number	Use this field to select the G/L journal number or range of journal numbers for which data will be removed from the history files. Sales journal numbers all begin with SJ. Key the journal number or range of journal numbers. Leave this field blank to include all journal numbers in the reorganization. NOTE: This file may contain data without journal numbers if transactions are posted through day-end before the Company Options (MENU XAFILE) **Order Entry-GL** field is set to Y. (2 @ A 5) Optional

Reorganize the Sales Journal Drill-Down File Screen Fields and Function Keys

Field/Function Key	Description
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to the file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the Cash Receipts Drill-Down File Screen



```
REORGANIZE THE CASH RECEIPTS DRILL-DOWN FILE


Remove History Before:      _.....

                            From        To
Company Number?             01       -  ...

Journal Number:             ......   -  ......

Save Deleted History:       .. (Y/N)


  Press F5 to reorganize or F12 to return.



                                 F5=Process    F12=Return
```

This screen displays after selecting to reorganize the Cash Receipts Drill-Down File and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen.

Use this screen to select which outdated records you want deleted from the Cash Receipts Drill-Down File and related file(s), as applicable.

- Cash Receipts Drill-Down
  - Cash Receipts Drill-Down File (GLCRD)

The selection of Cash Receipts Drill-Down File will not display on the Reorganize History Files Selection Screen if there are no records in the Cash Receipts Drill-Down File (GLCRD).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

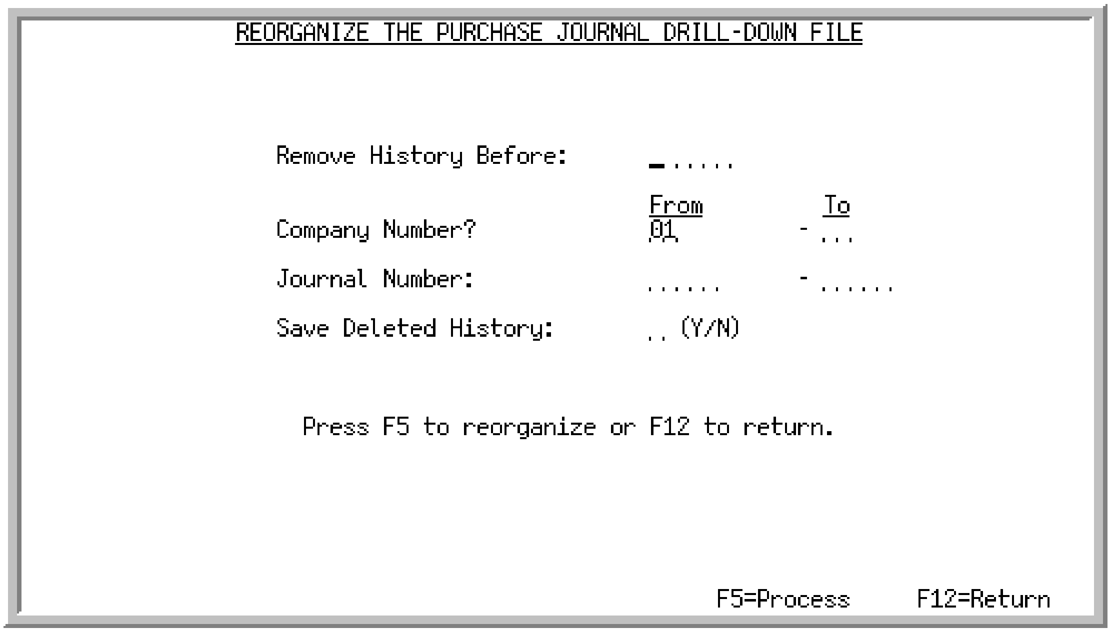
Reorganize the Cash Receipts Drill-Down File Screen Fields and Function Keys

Field/Function Key	Description
Remove History Before	This field determines the cash receipts history that will be deleted from the applicable file(s). Cash receipts history stored with a **G/L Posting Date** field prior to the date keyed in this field will be removed. Key the desired date. The reorganization of the cash receipts data is based on the **G/L Posting Date** field (CQPOCC, CQPODT) in the Cash Receipts Drill-Down File (GLCRD). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to select the company or range of companies for which cash disbursement history will be removed. Key the desired company number or range of companies. Leave this field blank to include all companies in the reorganization of the file(s). *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional
Journal Number	Use this field to select the G/L journal number or range of journal numbers for which data will be removed from the history files. Cash receipts journal numbers all begin with CR. Key the journal number or range of journal numbers. Leave this field blank to include all journal numbers in the reorganization. (2 @ A 5) Optional

Reorganize the Cash Receipts Drill-Down File Screen Fields and Function Keys

Field/Function Key	Description
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to the file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the Purchase Journal Drill-Down File Screen



```
                REORGANIZE THE PURCHASE JOURNAL DRILL-DOWN FILE



                   Remove History Before:      _.....

                                               From        To
                   Company Number?             01        - ...

                   Journal Number:             ......    - ......

                   Save Deleted History:       .. (Y/N)


                     Press F5 to reorganize or F12 to return.




                                                    F5=Process     F12=Return
```

This screen displays after selecting to reorganize the Purchase Journal Drill-Down File and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen.

Use this screen to select which outdated records you want deleted from the Purchase Journal Drill-Down File and related file(s), as applicable.

- Purchase Journal Drill-Down
  - Purchase Journal Drill-Down File (GLPJD)

The selection of Purchase Jrnl Drill-Down File will not display on the Reorganize History Files Selection Screen if there are no records in the Purchase Journal Drill-Down File (GLPJD).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

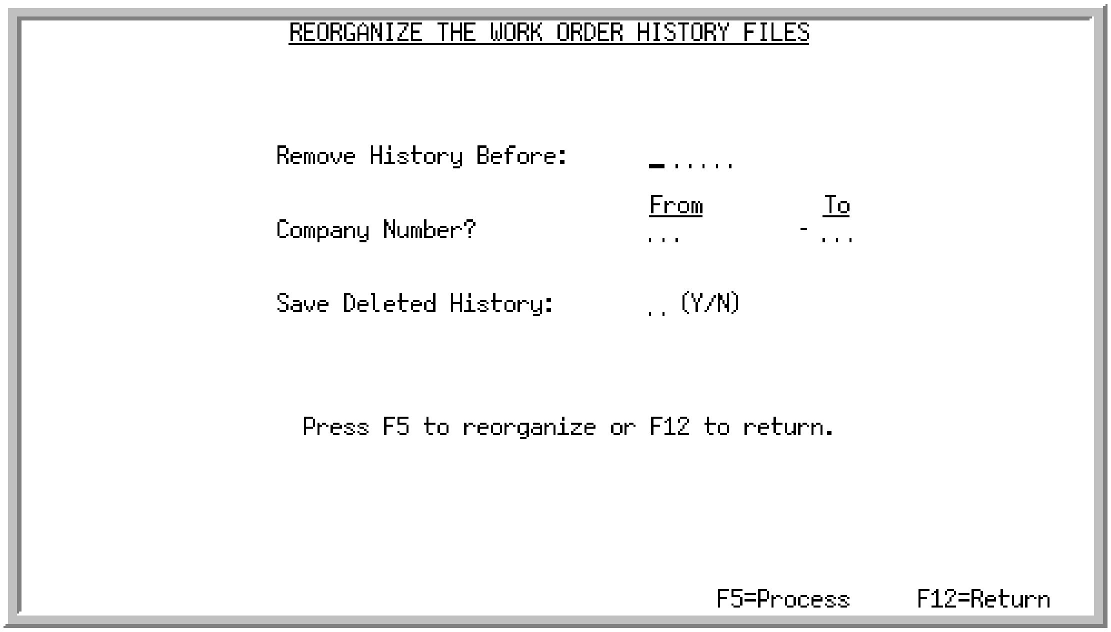
Reorganize the Purchase Journal Drill-Down File Screen Fields and Function Keys

Field/Function Key	Description
Remove History Before	This field determines the purchase journal history that will be deleted from the applicable file(s). Purchase journal history stored with a **G/L Posting Date** field prior to the date keyed in this field will be removed. Key the desired date. The reorganization of the purchase journal data is based on the **G/L Posting Date** field (VBPOCC, VBPODT) in the Purchase Journal Drill-Down File (GLPJD). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to select the company or range of companies for which cash disbursement history will be removed. Key the desired company number or range of companies. Leave this field blank to include all companies in the reorganization of the file(s). *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional
Journal Number	Use this field to select the G/L journal number or range of journal numbers for which data will be removed from the history files. Purchase journal numbers all begin with PJ. Key the journal number or range of journal numbers. Leave this field blank to include all journal numbers in the reorganization. (2 @ A 5) Optional

Reorganize the Purchase Journal Drill-Down File Screen Fields and Function Keys

Field/Function Key	Description
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to the file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the Work Order History Files Screen



```
                    REORGANIZE THE WORK ORDER HISTORY FILES


                   Remove History Before:      _.....
                                               From        To
                   Company Number?             ...       - ...

                   Save Deleted History:       .. (Y/N)


                     Press F5 to reorganize or F12 to return.



                                                     F5=Process     F12=Return
```

This screen displays after selecting to reorganize the Work Order History File and pressing F5=Reorganize on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen.

Use this screen to select which outdated records you want deleted from the Work Order History Header Detail and related file(s), as applicable.

- Work Order History Purge File
  - Work Order Header History (WHHED)
  - Work Order Production Activity History (WHACT)
  - Work Order Parent and Co-product History (WHCDT)
  - Work Order Component Issue History (WHCIH)
  - Work Order Due Date Change History (WHDDC)
  - Work Order Detail History (WHDET)
  - Work Order Labor Charge History (WHLCH)
  - Work Order Outside Service Charge History (WHOCH)
  - Work Order Outside Service Shipment History (WHOSH)
  - Work Order Pick List Run History (WHPLR)
  - Work Order Routing Comment History (WHRCD)
  - Work Order Routing History (WHRDT)
  - Work Order Frozen History Materials (WHFRC)
  - Work Order Frozen History Labor & Overhead (WHFRL)
  - Work Order Frozen History O/S Charges (WHFRO)
  - Work Order Activity (WOATV)

If **Track Work Order Activity** is Y in Work Order Options Maintenance (MENU WOFILE), the Work Order Activity File is automatically included whenever you select to reorganize Work Order History. If you want to reorganize only the Work Order Activity File, and not the other work order history files, select **Work Order Activity History** from the list of files on the Reorganize History Files Selection Screen (p. 37-6).

- Work Order Activity
  - Work Order Activity (WOATV)

The selection of Work Order History will not display on the Reorganize History Files Selection Screen if there are no records in the Work Order History Header File (WHHED).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

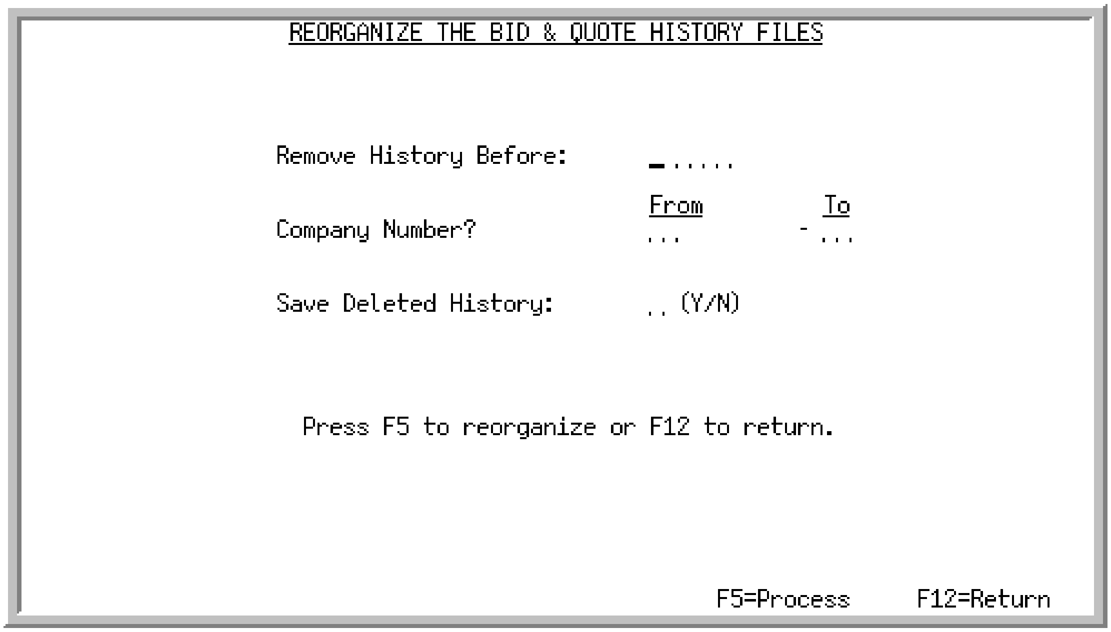
Reorganize the Work Order History Files Screen Fields and Function Keys

Field/Function Key	Description
Remove History Before	This field determines the history data that will be removed from the applicable file(s). All work order history data stored with a **Due Date** field equal to or prior to the date keyed in this field will be removed. Key the desired date. The reorganization of the Work Order History Files is based on the **Due Date** field (EKDUCC, EKDUDT) in the Work Order Header History File (WHHED). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system’s **Default Date Format** specified through System Options Maintenance (MENU XAFILE). N 6,0) Required

Reorganize the Work Order History Files Screen Fields and Function Keys

Field/Function Key	Description
Company Number	The data will be removed for the company or range of companies selected in this field. Key the company number or range of companies for which data will be removed. Leave this field blank to include all companies in the reorganization of the work order history files. *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted data saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted data saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the Bid & Quote History Files Screen



REORGANIZE THE BID & QUOTE HISTORY FILES

Remove History Before: _.....

Company Number? From ... - To ...

Save Deleted History: .. (Y/N)

Press F5 to reorganize or F12 to return.

This screen displays after selecting to reorganize the Bid & Quote File and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen.

Use this screen to select which outdated records you want deleted from the Bid & Quote Header, Detail, and related file(s), as applicable.

- Bid & Quote History
  - Bid & Quote Bid Header (BQHED)
  - Bid & Quote Item Detail (BQDET)
  - Bid & Quote Comments (BQCOM)
  - Bid & Quote Vendor Information Override (BQVIO)
  - Bid & Quote Customers Included in Rebate (BQRBT)
  - Bid & Quote Customers Excluded from Rebate (BQCEX)

The selection of Bid & Quote History will not display on the Reorganize History Files Selection Screen if there are no records in the Bid & Quote Detail File (BQDET).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

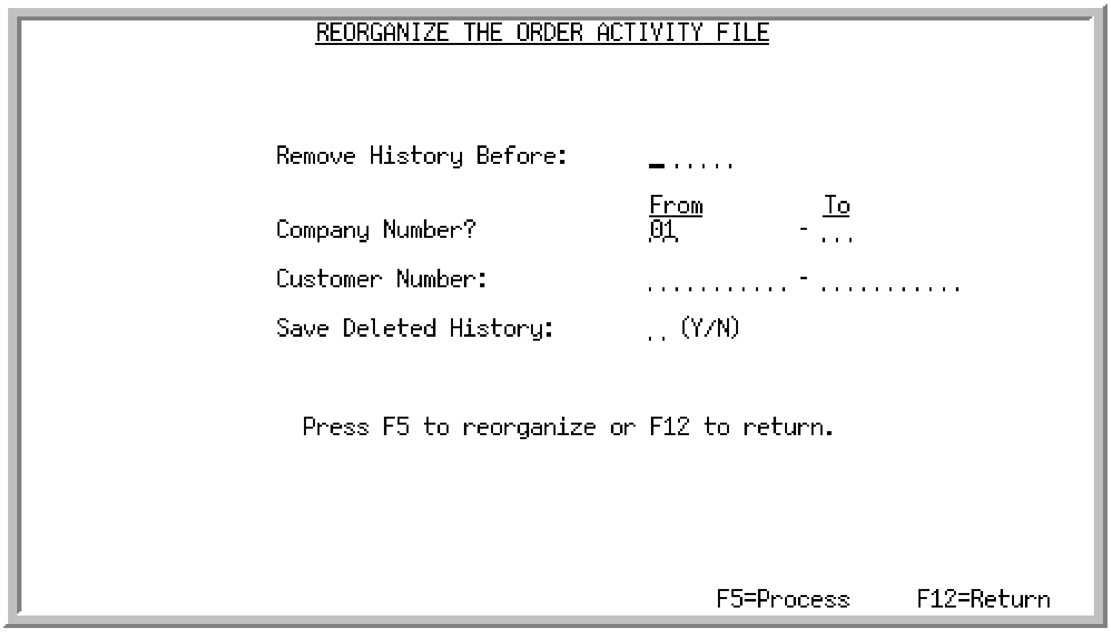
Reorganize the Bid & Quote History Files Screen Fields and Function Keys

Field/Function Key	Description
Remove History Before	This field determines the history data that will be removed from the applicable file(s). All bid & quote data stored with a **Entry Date** field equal to or prior to the date keyed in this field, and an **Open/Close Flag** field of C, and a **Bid Status Code** field of 6 will be removed. Key the desired date. The reorganization of the Bid & Quote Files is based on the **Entry Date** field (QEETCC, QEETDT) in the Bid & Quote Header File (BQHED). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	The data will be removed for the company or range of companies selected in this field. Key the company number or range of companies for which data will be removed. Leave this field blank to include all companies in the reorganization of the bid & quote history files. *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional

Reorganize the Bid & Quote History Files Screen Fields and Function Keys

Field/Function Key	Description
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted data saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted data saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the Order Activity File Screen



```
                    REORGANIZE THE ORDER ACTIVITY FILE



          Remove History Before:       _.....

                                       From        To
          Company Number?              01        - ...

          Customer Number:             ........... - ...........

          Save Deleted History:        .. (Y/N)


            Press F5 to reorganize or F12 to return.




                                            F5=Process     F12=Return
```

This screen displays after selecting to reorganize the Order Activity File and pressing F5=Reorganize on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen.

Use this screen to select which outdated records you want to delete from the Order Activity File and related file(s), as applicable.

- Order Activity History
  - Order Activity File (ORACT)

The records of activities for all orders in history that meet the selection criteria will be deleted, except orders for which a Consolidated Invoice has not been printed. If an order has a status of Ready for Consolidated Invoice, the activities for the order will be kept in the Order Activity File.

Note: If **Track Order Activity** is Y in Order Entry Options Maintenance (MENU XAFILE), the Order Activity File is automatically included whenever you select to reorganize Order History. Records are selected for deletion using the date and company number(s) you enter on the Reorganize the Order History Screen, and the Reorganize the Order Activity File Screen does not display.

The selection of Order Activity History will not display on the Reorganize History Files Selection Screen if there are no records in the Order Activity File (ORACT).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

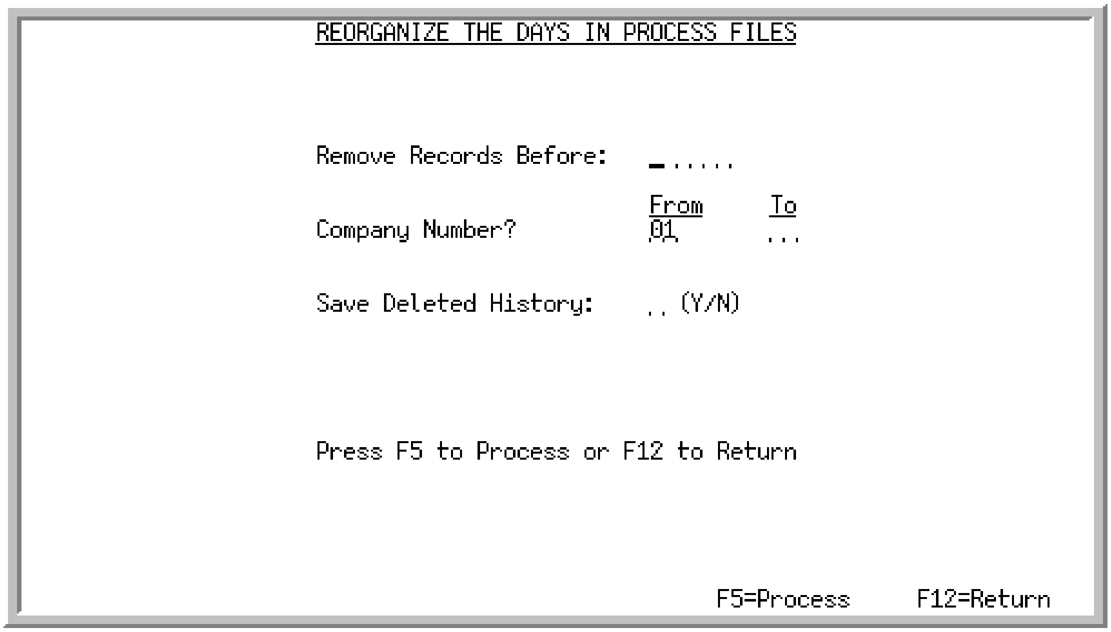
Reorganize the Order Activity File Screen Fields and Function Keys

Field/Function Key	Description
Remove History Before	This field determines the history that will be deleted from the Order Activity File. Activities for all orders with an invoice with a date equal to or prior to the date keyed in this field will be removed. Key the desired date. The reorganization of the Order History Files is based on the **Invoice Date** field (OAIPDT) in the Order History Header File (HSHED). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to select the company or range of companies for which order activity history will be removed. Key the desired company number or range of companies. Leave this field blank to include all companies. *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional
Customer Number	Use this field to select the customer or range of customers for which order activity history will be removed. Key the desired customer number or range of customer numbers. Leave this field blank to include all customers. (2 @ N 10,0) Optional

Reorganize the Order Activity File Screen Fields and Function Keys

Field/Function Key	Description
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to the file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the Days In Process Files Screen



```
                REORGANIZE THE DAYS IN PROCESS FILES



                Remove Records Before:    _.....

                                          From     To
                Company Number?           01       ...

                Save Deleted History:     .. (Y/N)



                Press F5 to Process or F12 to Return



                                          F5=Process     F12=Return
```

This screen displays after selecting to reorganize the Days In Process Files and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6). Use this screen to select the records you want to delete from the Days In Process Files and related file(s), as applicable.

- Days In Process
  - Days In Process Summary (OEDIPS)
  - Days In Process Detail (OEDIPD)

The selection of Days In Process Files will not display on the Reorganize History Files Selection Screen if there are no records in the Days In Process Detail File (OEDIPD).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

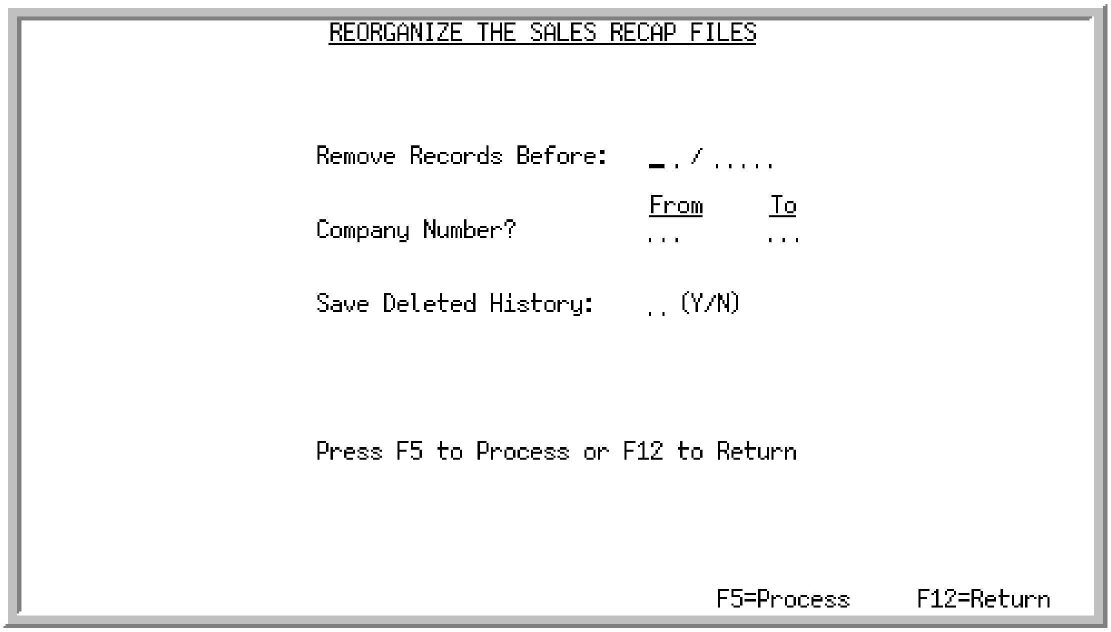
Reorganize the Days In Process Files Screen Fields and Function Keys

Field/Function Key	Description
Remove Records before	Use this field to specify the date for which records will be removed from the Days In Process Files. All data stored with a **Day-End Date** prior to the date entered in this field will be removed. All data stored in the Days in Process Monthly Summary File (OEDIPS) with a month and year indicator prior to the month and year entered in this field will be removed. Key the desired date. The reorganization of the detail files is based on the **Day-End Date** field (DPDECC, DPDEDT) in the Days In Process Detail (OEDIPD) and the summary file is based on the **Day-End Month** and **Day-End Century/Year** (DSDEMO, DSDECY) in the Days In Process Monthly Summary (OEDIPS). *Valid Values:* Key the date in the user's **Default Date Format** specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to select the company or range of companies for which Days In Process Files records will be removed. Key the desired company number or range of companies. Leave this field blank to remove data for all companies. *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to the file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required

Reorganize the Days In Process Files Screen Fields and Function Keys

Field/Function Key	Description
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the Sales Recap Files Screen



```
                    REORGANIZE THE SALES RECAP FILES



                   Remove Records Before:   _./.....
                                            From     To
                   Company Number?          ...      ...

                   Save Deleted History:    .. (Y/N)




                   Press F5 to Process or F12 to Return




                                                  F5=Process     F12=Return
```

This screen displays after selecting to reorganize Sales Recap Files and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6). Use this screen to select the history information you want to delete from the Sales Recap Files and related file(s), as applicable.

- Sales Recap
  - Sales Recap Summary File (OESRPS)
  - Sales Recap Detail File (OESRPD)

The selection of Sales Recap Files will not display on the Reorganize History Files Selection Screen if there are no records in the Sales Recap Detail File (OESRPD).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

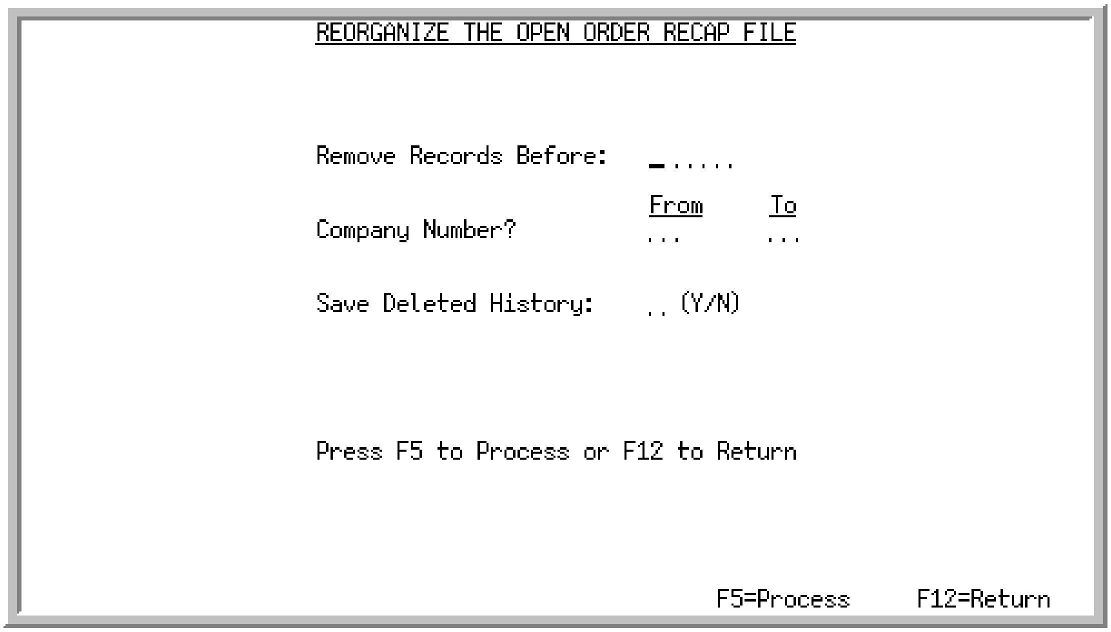
Reorganize the Sales Recap Files Screen Fields and Function Keys

Field/Function Key	Description
Remove Records before	Use this field to specify the date for which records will be removed from the Sales Recap Files. All data stored in with a **Fiscal Period** and **Fiscal Year** indicator prior to the date entered in this field will be removed. Key the period and year for which you wish to remove records. The reorganization of the detail files is based on the **Day-End Date** field (DPEDCC, DPEDDT) in the Sales Recap Detail File (OESRPD) and the summary file is based on the **Fiscal Period** and **Fiscal Century/Year** (SRFSPR, SRFSYR) in the Sales Recap Summary File (OESRPS). (N 2,0/N 4,0) Required
Company Number	Use this field to select the company or range of companies for which Sales Recap Files records will be removed. Key the desired company number or range of companies. Leave this field blank to remove data for all companies. *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to the file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.

Reorganize the Sales Recap Files Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the Open Order Recap Files Screen



```
                    REORGANIZE THE OPEN ORDER RECAP FILE



                    Remove Records Before:     _.....
                                               From     To
                    Company Number?            ...      ...

                    Save Deleted History:      .. (Y/N)




                    Press F5 to Process or F12 to Return




                                                  F5=Process     F12=Return
```

This screen displays after selecting to reorganize Open Order Recap Files and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6). Use this screen to select the records you want to delete from the Open Order Recap File and related file(s), as applicable.

- Open Order Recap
  - Open Order Recap Detail File (OEOORD)

The selection of Open Order Recap File will not display on the Reorganize History Files Selection Screen if there are no records in the Open Order Recap Detail File (OEOORD).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

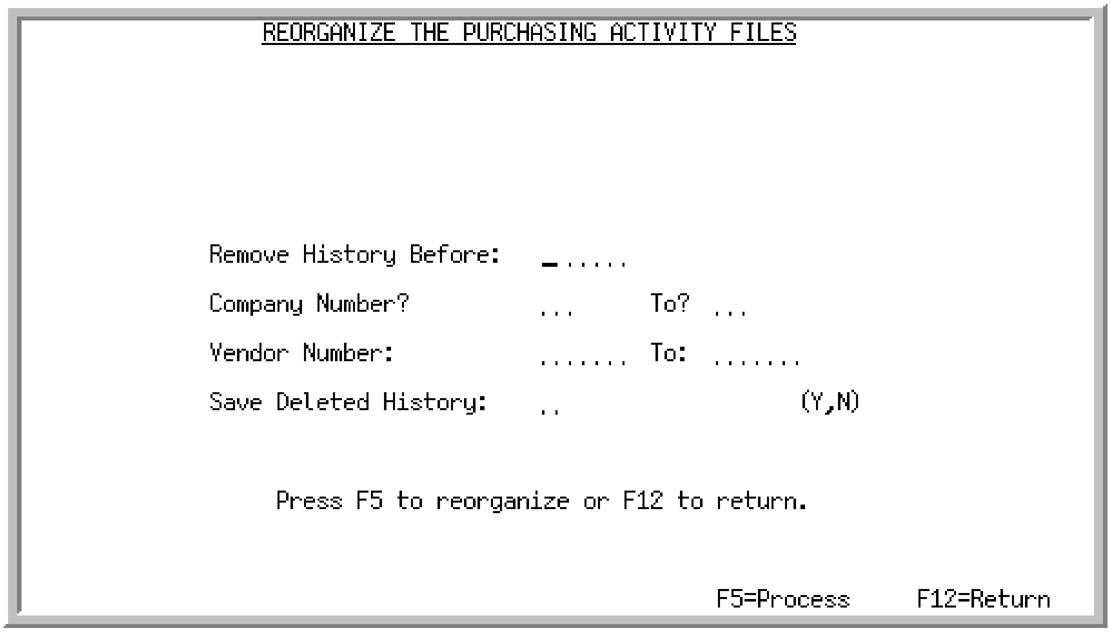
Reorganize the Open Order Recap Files Screen Fields and Function Keys

Field/Function Key	Description
Remove Records before	Use this field to specify the date that records will be removed from the Open Order Recap File. All data stored with a **Date** prior to the date keyed in this field will be removed. The **Date** of each record will be the date that the open order recap data was extracted through day-end [if **Perform Open Order Recap Extract/Update** is Y (MENU XAMAST)], or by manually requesting the open order recap data to be extracted through Open Order Recap Extract/Update (MENU OEMAST). Key the desired date. The reorganization of the detail files is based on the **Date** field (OLDECC, OLDEDT) in the Open Order Recap File (OEOORD). *Valid Values:* Key the date in the user's **Default Date Format** specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to select the company or range of companies for which Open Order Recap Files records will be removed. Key the desired company number or range of companies. Leave this field blank to remove data for all companies. *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to the file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required

Reorganize the Open Order Recap Files Screen Fields and Function Keys

Field/Function Key	Description
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize the Purchasing Activity Files Screen



```
                  REORGANIZE THE PURCHASING ACTIVITY FILES

           Remove History Before:    _.....
           Company Number?           ...      To? ...
           Vendor Number:            .......  To:  .......
           Save Deleted History:     ..                  (Y,N)

                Press F5 to reorganize or F12 to return.

                                              F5=Process     F12=Return
```

This screen appears if you select to reorganize the Purchasing Activity File field and press F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will appear from that screen.

Use this screen to select which outdated records you want to delete from the Purchasing Activity File and related file(s), as applicable.

- Purchasing Activity
  - Purchasing Activity (POACT)

The selection of Purchasing Activity File will not display on the Reorganize History Files Selection Screen if there are no records in the Purchasing Activity File (POACT).

NOTE: If the **Track Purchase Order Activity** field is set to Y in Purchase Order Options Maintenance (MENU XAFILE), the Purchasing Activity File is automatically included whenever you select to reorganize Purchase Order History. Records are selected for deletion using the date and company numbers you enter on the Reorganize the Purchase Order History Files Screen (p. 37-21), and this screen does not appear.

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

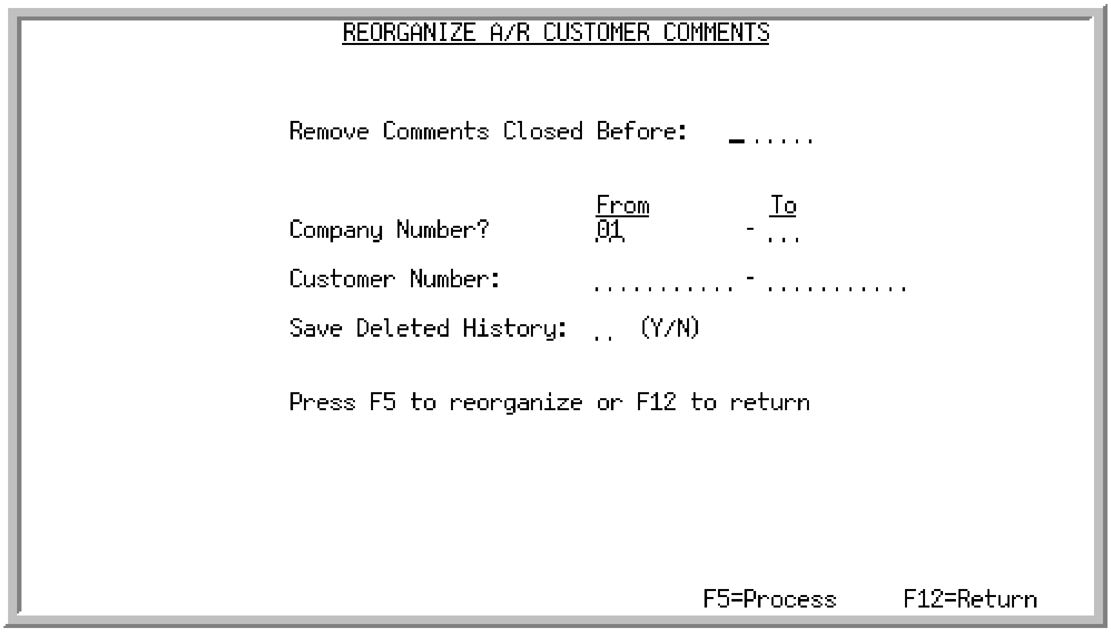
Reorganize the Purchasing Activity Files Screen Fields and Function Keys

Field/Function Key	Description
Remove History Before	This field determines the purchase order activity records that will be deleted from the Purchasing Activity File. Activities for all purchase order history (PHHED) with a **Last Receipt Date** prior to the date keyed in this field will be removed. If there is no **Last Receipt Date**, the **Due Date** in the Purchase Order History Header File (PHHED) is used. Key the desired date. The reorganization of the activity file is based on the **Last Receipt Date** field (PALRCC, PALRDT) or the **Due Date** (`PADUCC`, `PADUDT`) in the Purchase Order History Header (PHHED). *Valid Values:* A date keyed in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to specify the company or range of companies for which purchase order activity history will be removed. Key the company number or range of company numbers. Leave this field blank to include all companies. (2 @ N 2,0) Optional
Vendor Number	Use this field to specify the vendor or range of vendors for which purchase order activity history will be removed. Key the vendor number or a range of vendor numbers. Leave this field blank to include all vendors. (2 @ A 6) Optional

Reorganize the Purchasing Activity Files Screen Fields and Function Keys

Field/Function Key	Description
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to the file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the files. If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize A/R Customer Comments Screen



```
                     REORGANIZE A/R CUSTOMER COMMENTS


           Remove Comments Closed Before:   _.....

                                   From        To
           Company Number?         01        - ...
           Customer Number:        ........... - ...........
           Save Deleted History:   ..  (Y/N)

           Press F5 to reorganize or F12 to return





                                          F5=Process     F12=Return
```

This screen appears if you select to reorganize the A/R Customer Comments File field and press F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will appear from that screen.

Use this screen to select which closed comment records you want to delete from the Customer Comment Files and related file(s), as applicable.

- A/R Customer Comments File
  - A/R Comment Header File (ARCHD)
  - A/R Comment Detail File (ARCDT)

The selection of A/R Customer Comments File will not display on the Reorganize History Files Selection Screen if there are no records in the A/R Customer Detail File (ARCDT).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

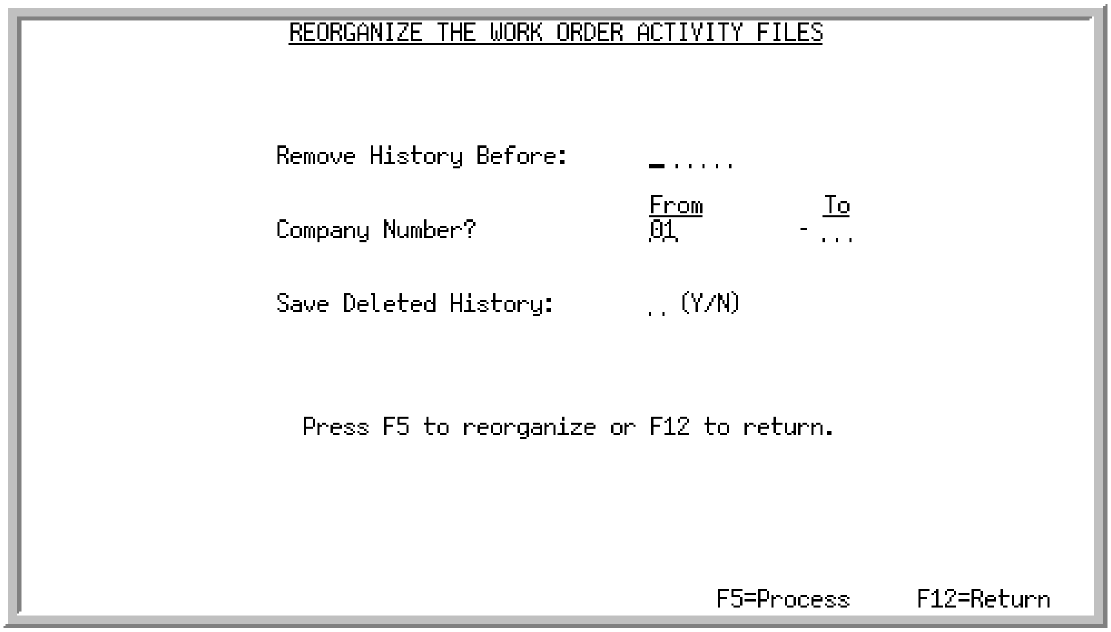
Reorganize A/R Customer Comments Screen Fields and Function Keys

Field/Function Key	Description
Remove Comments Closed Before	This field determines the A/R comments that will be deleted. Comments with a **Close Date** equal to or prior to the date keyed in this field will be removed. Key the desired close date. The reorganization of the comments file is based on the **Close Date** field (CHCLCC, CHCLDT) in the A/R Comment Header File (ARCHD). *Valid Values:* A date keyed in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to specify the company or range of companies for which comments will be removed. Key the company number or range of company numbers. Leave this field blank to include all companies. *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional
Customer Number	Use this field to specify the customer or range of customers for which closed comments will be removed. Key the customer number or a range of customer numbers. Leave this field blank to include all customers. (2 @ N 10,0) Optional
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to the file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required

Reorganize A/R Customer Comments Screen Fields and Function Keys

Field/Function Key	Description
F5=Process	Press F5=PROCESS to reorganize the files. If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files that you would like to reorganize, or exit the option.

Reorganize the Work Order Activity Files Screen



```
                    REORGANIZE THE WORK ORDER ACTIVITY FILES


                   Remove History Before:      _.....

                                               From        To
                   Company Number?             01        - ...

                   Save Deleted History:       .. (Y/N)


                     Press F5 to reorganize or F12 to return.




                                                    F5=Process    F12=Return
```

This screen displays after selecting to reorganize the Work Order Activity File and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen.

Use this screen to select which outdated records you want to delete from the Work Order History Activity File and related file(s), as applicable.

- Work Order Activity
  - Work Order Activity File (WOATV)

NOTE: If the Work Order History File has (WHHED/WHDET) been selected for reorganization instead of this file, the corresponding history activity records will be deleted along with the history records.

The selection of Work Order Activity File will not display on the Reorganize History Files Selection Screen if there are no records in the Work Order Activity File (WOATV).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

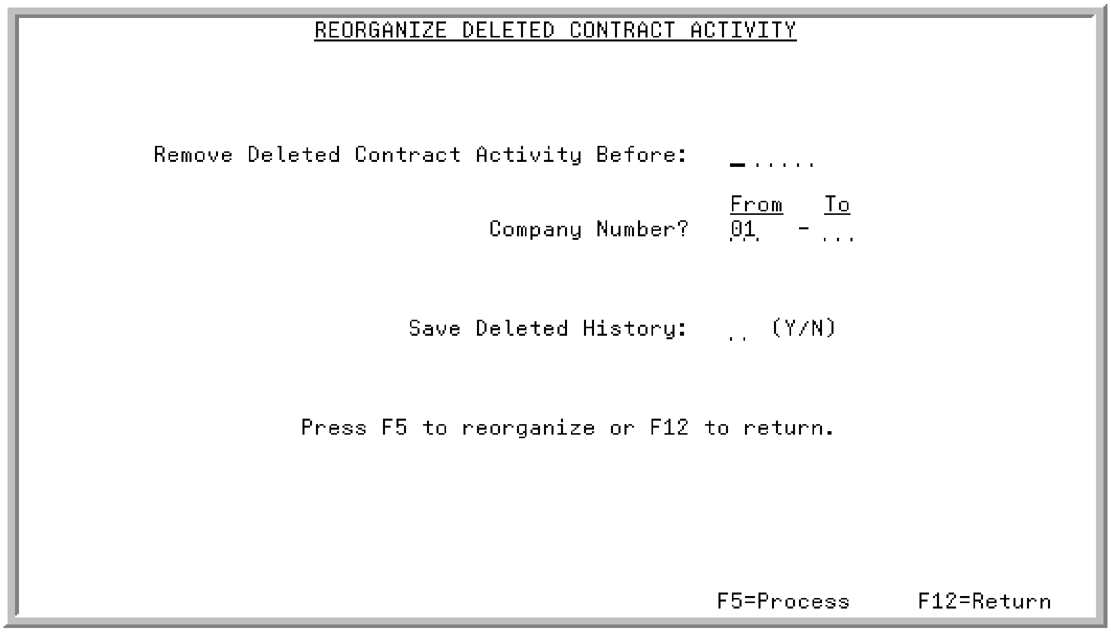
Reorganize the Work Order Activity Files Screen Fields and Function Keys

Field/Function Key	Description
Remove History Before	This field determines the history that will be deleted from the Work Order Activity File. The system will select records with a **Due Date** in the equal to or prior to the date you key in this field. Activity for open orders and purchase orders will not be deleted even if it is before the date selected for reorganization; therefore, activity for open work orders will not be deleted even if the activity was created before the date you key in this field, or if the due date is prior to the date keyed. The Work Order Activity reorganization will verify the work orders in history and locate the ones that have due dates prior to the keyed dated, then delete the activity records from the Work Order Activity File (the history record itself will remain). Key the desired date. The reorganization of the activity file is based on the **Due Date** field (EKDUCC, EKDUDT) in the Work Order History Header File (WHHED). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to select the company or range of companies for which work order activity history will be removed. Key the desired company number or range of companies. Leave this field blank to include all companies. *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional

Reorganize the Work Order Activity Files Screen Fields and Function Keys

Field/Function Key	Description
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to the file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize Deleted Contract Activity File Screen



```
                         REORGANIZE DELETED CONTRACT ACTIVITY



          Remove Deleted Contract Activity Before:   _.....

                                                     From   To
                                 Company Number?     01   - ...


                              Save Deleted History:   ..  (Y/N)


                    Press F5 to reorganize or F12 to return.




                                                   F5=Process     F12=Return
```

This screen displays after selecting to reorganize the Deleted Contract Activity File and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen.

Use this screen to select which outdated records you want to delete from the Contract Activity Detail File (CNACD).

The selection of the Deleted Contract Activity File will not display on the Reorganize History Files Selection Screen if there are no records in the Contract Activity Detail File (CNACD).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

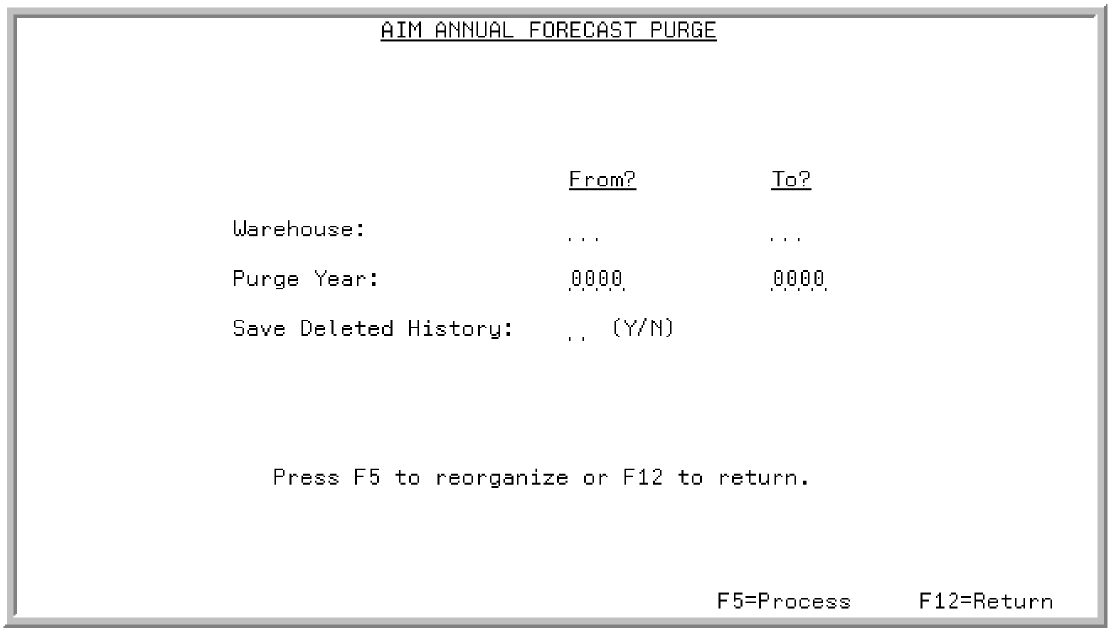
Reorganize Deleted Contract Activity File Screen Fields and Function Keys

Field/Function Key	Description
Remove Deleted Contract Activity Before	This field determines the deleted contract activity that will be removed from the Contract Activity Detail File (CNACD). Those 'deleted' contract activity records that are older than the date specified in this field will be removed. All active activity (and/or recently deleted records that do not match the criteria) will remain in the reorganized file. Key the desired date. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG); or, if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Company Number	Use this field to select the company or range of companies for which deleted contract activity history will be removed. Key the desired company number or range of companies. Leave this field blank to include all companies. *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE). *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional

Reorganize Deleted Contract Activity File Screen Fields and Function Keys

Field/Function Key	Description
Save Deleted History	This field allows you to save the contract activity that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to the file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

AIM Annual Forecast Purge Screen



```
                         AIM ANNUAL FORECAST PURGE



                                        From?          To?
                Warehouse:               ...            ...
                Purge Year:              0000           0000
                Save Deleted History:    .  (Y/N)



                   Press F5 to reorganize or F12 to return.



                                                  F5=Process     F12=Return
```

This screen displays after selecting to reorganize the AIM Annual Forecasts File and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen.

Use this screen to select the warehouse(s) for which AIM annual forecast data will be deleted from the AIM Annual Forecasts File (AIFOR).

All data within the year or range of purge years entered on this screen will be removed; the purge year entered cannot be the current year.

The selection of the AIM Annual Forecasts File will not display on the Reorganize History Files Selection Screen if there are no records in the AIM Annual Forecasts File (AIFOR).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

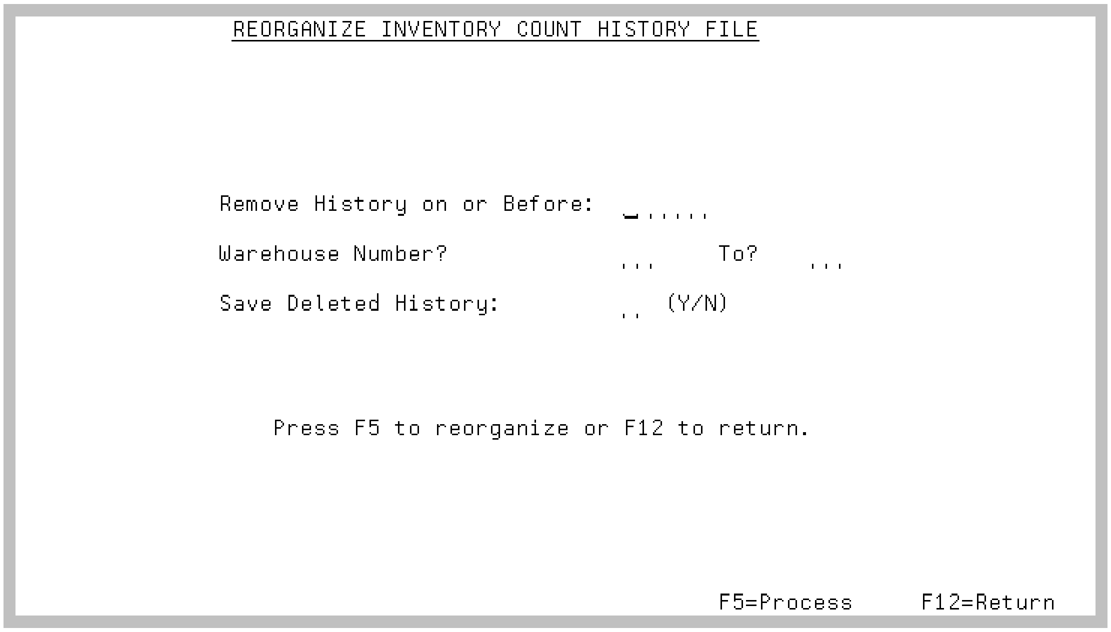
AIM Annual Forecast Purge File Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to select the warehouse or range of warehouses for which AIM item forecasts will be removed. Key the warehouse or range of warehouses. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional
Purge Year	This field determines the AIM item forecasts that will be purged. All forecasts with a **Forecast Year** field matching the purge year or range of purge years entered on this screen will be removed. The purge year entered cannot be the current year. Key the desired date. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 4,0) Required
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required

AIM Annual Forecast Purge File Screen Fields and Function Keys

Field/Function Key	Description
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

Reorganize Inventory Count History File Screen



```
                 REORGANIZE INVENTORY COUNT HISTORY FILE




                Remove History on or Before:  _......

                Warehouse Number?             ...     To?    ...

                Save Deleted History:         ..  (Y/N)



                    Press F5 to reorganize or F12 to return.




                                                  F5=Process     F12=Return
```

This screen displays after selecting to reorganize the Inventory Count History File and pressing F5=REORGANIZE on the Reorganize History Files Selection Screen (p. 37-6); or if another file was selected on the list before this file, this screen will display from that screen.

Use this screen to select the warehouse(s) for which Inventory Count History data will be deleted from the Inventory Count History File (IACNTH).

All data on and before the date entered on this screen will be removed.

The selection of the Inventory Count History File will not display on the Reorganize History Files Selection Screen if there are no records in the Inventory Count History File (IACNTH).

Important

If other files were selected on the list prior to this file and you press F12=RETURN on this screen, no files will be reorganized. The last file selected on the list must be processed (F5=PROCESS) in order for all files to be reorganized.

Reorganize Inventory Count History File Screen Fields and Function Keys

Field/Function Key	Description
Remove History on or Before	This field determines the inventory count transaction history that will be removed from the Inventory Count History File (IACNTH). Those inventory count transaction history records that are equal to and older than the date specified in this field will be removed. Key the desired date. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG); or, if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Warehouse	Use this field to select the warehouse or range of warehouses for which inventory count transaction history will be removed. Key the warehouse or range of warehouses. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). *Valid Values:* (2 @ A 2) Optional
Save Deleted History	This field allows you to save the history that is being deleted from the history files to a file in the Distribution A+ history library named APLUSbbRXX, where bb is the base ID and XX is the environment name. You can later save these libraries to tape using Save A+ History Library (MENU XAMAST). Key Y if you want the deleted history saved to a file in the Distribution A+ history library. NOTE: If the Distribution A+ history library does not already exist for the current environment, it will automatically be created when history is saved via this selection. Key N if you do not want the deleted history saved. (A 1) Required

Reorganize Inventory Count History File Screen Fields and Function Keys

Field/Function Key	Description
F5=Process	Press F5=PROCESS to reorganize the file(s). If any other files were selected on the Reorganize History Files Selection Screen (p. 37-6), the next appropriate screen will display for the file selected. NOTE: If other files were selected, reorganization does not actually occur until the last file which was selected is displayed and processed. If no other files were selected or when the last file selected is displayed and processed, reorganization occurs and MENU XAMAST will display.
F12=Return	Press F12=RETURN to return to the Reorganize History Files Selection Screen (p. 37-6). You may then re-select the files which you would like to reorganize, or exit the option.

CHAPTER 38

Save A+ History Library

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Use this option to save the Distribution A+ History Library, which is created the first time you select to save any purged or deleted history. If the history library is not on disk, a message will display informing you that this job has been canceled. The library which is selected is APLUSbbRXX, where bb is the base ID and XX is the environment name.

This option requires usage of the tape drive. If you do not know the device name, key **WRKDEVD *TAP** on any command line and press ENTER. This will display the tape devices on your system.

NOTE: This option does not initialize the tape. If an initialization is required, perform this process before executing this option.

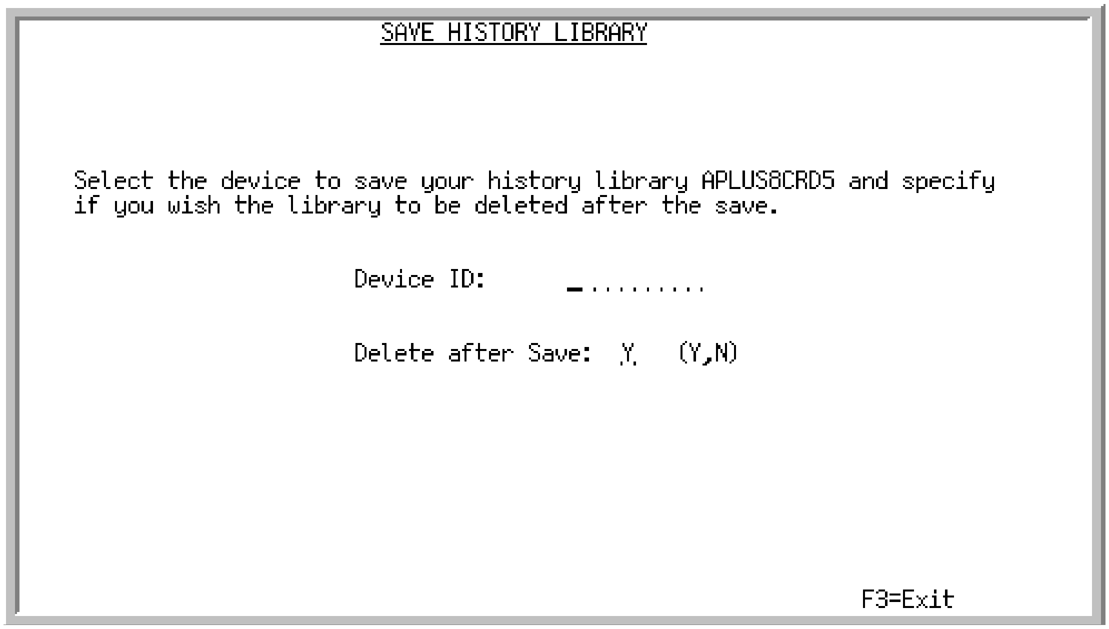
Perform this option through Save A+ History Library on the Cross Application - Master Menu (MENU XAMAST).

Save A+ History Library

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	**Purpose**
Save History Library Screen	Use to select the tape device and determine whether or not you want the library deleted.

Save History Library Screen



SAVE HISTORY LIBRARY

Select the device to save your history library APLUS8CRD5 and specify if you wish the library to be deleted after the save.

Device ID: _.........

Delete after Save: Y (Y,N)

F3=Exit

This screen displays after selecting option 19 - Save A+ History Library from MENU XAMAST. When this screen is displayed, your tape should be inserted into the System i. Use this screen to select the tape device and determine whether or not you want the library deleted.

Save History Library Screen Fields and Function Keys

Field/Function Key	Description
Device ID	This is the name of your tape device to which your history library will be saved. Key the tape device name. If you do not know the device name, key WRKDEVD *TAP on any command line and press ENTER. This will display the tape devices on your system. *Valid Values:* Any device ID defined on the System i (A 10) Required
Delete after Save	This field determines if the library will be deleted after it is saved to the indicated device, or retained until you determine through the next purge to remove the library. Key Y if you would like to delete the library after it is saved. Key N to retain the library until the next purge. (A 1) Required
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.

Save History Library Screen Fields and Function Keys

Field/Function Key	Description
Enter	After entering your responses, press ENTER to save the Distribution A+ History Library. Once the history library is saved, MENU XAMAST will display. NOTE: The history library may or may not be deleted depending on your response in the **Delete after Save** field.

CHAPTER 39 Display Internal Device IDs

Distribution A+ uses internal device descriptions to identify the System i devices. For every ten character System i device description, there is a corresponding two character internal device description. The two digit device description is used throughout Distribution A+ as an identifier on reports and for data that may be ***IN-USE*** by another workstation. For example, if you would like to know which user is at workstation A1, you would use this option to determine the IBM i device description, then use the **WRKACTJOB** command to determine the user on that workstation.

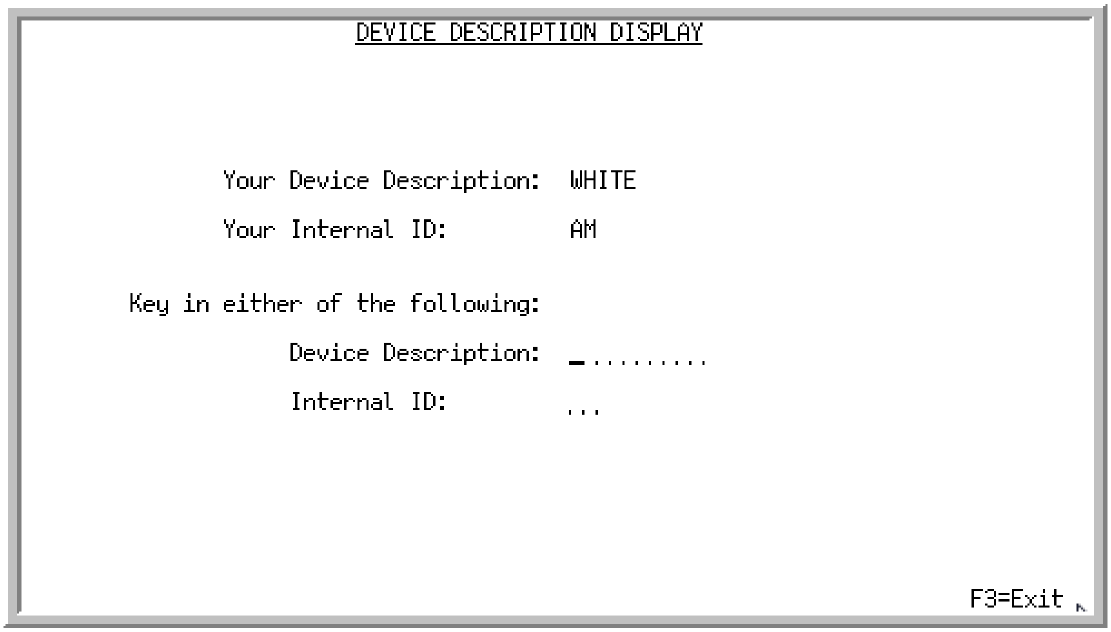
Perform this option through Display Internal Device IDs on the Cross Application - Master Menu (MENU XAMAST).

Display Internal Device IDs

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Device Description Display Screen	Use to identify multiple internal IDs.

Device Description Display Screen



```
                       DEVICE DESCRIPTION DISPLAY



          Your Device Description:  WHITE

          Your Internal ID:         AM

      Key in either of the following:

              Device Description:  _.........

              Internal ID:         ...



                                                            F3=Exit
```

This screen displays after selecting option 20 - Display Internal Device IDs from MENU XAMAST. Use this screen to identify multiple internal IDs. When you are done locating descriptions, press F3=EXIT to return to the menu.

Device Description Display Screen Fields and Function Keys

Field/Function Key	Description
Your Device Description	This is the System i device description of your workstation. Display
Your Internal ID	This is the internal device description that has been assigned to your System i device description. Display
Device Description	You may key either the **Device Description** or the **Internal ID** to locate internal device IDs/descriptions. Key the device description. When you press ENTER the corresponding **Internal ID** will display. (A 10) Optional/Display, if *Internal ID* is entered
Internal ID	You may key either the **Internal ID** or **Device Description** to locate internal device IDs/descriptions. Key the internal ID. When you press ENTER the corresponding **Device Description** will display. (A 2) Optional/Display, if *Device Desc* is entered

Device Description Display Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.
Enter	Press ENTER to confirm your selections and refresh the screen with the requested data.

CHAPTER 40 Transaction Processor Inquiry

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The Transaction Processor is an IBM i subsystem that controls master file update functions to ensure that the system can be restarted. Use the Transaction Processor Inquiry option on the Cross Applications Master Menu (MENU XAMAST) to inquire into all jobs, active or completed, that have been submitted to the Transaction Processor. The status of each job is shown. Jobs submitted to the Transaction Processor include all posting procedures. For more information about the Transaction Processor, refer to “Understanding the Transaction Processor” on page 1-5 and “Setup the Transaction Processor” on page 6-1.

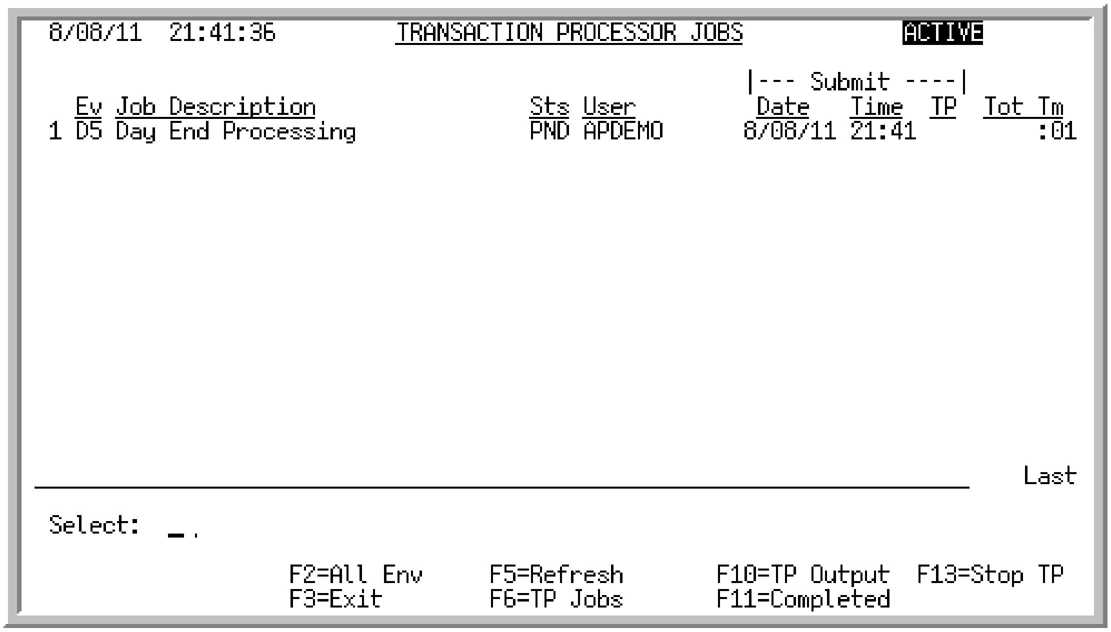
NOTE: You also may gain access to this inquiry by keying **APJOBS** on any command line within Distribution A+.

Transaction Processor Inquiry

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Transaction Processor Jobs Screen	Use to review all jobs submitted to the Transaction Processor.
Transaction Processor Jobs Detail Screen	Use to review detailed information about the job you selected.

Transaction Processor Jobs Screen



```
 8/08/11  21:41:36        TRANSACTION PROCESSOR JOBS          ACTIVE

                                                |--- Submit ----|
   Ev Job Description             Sts User       Date    Time  TP   Tot Tm
 1 D5 Day End Processing          PND APDEMO    8/08/11 21:41           :01














                                                                       Last
 Select:  _.

                  F2=All Env    F5=Refresh     F10=TP Output  F13=Stop TP
                  F3=Exit       F6=TP Jobs     F11=Completed
```

This screen appears after you select option 21 - Transaction Processor Inquiry from the Cross Applications Master Menu (MENU XAMAST). Use this screen to review all jobs submitted to the Transaction Processor. The status of each job will be shown, as well as the user running the job.

You also may use the function keys on this screen to

- display different environments with F2=ALL ENV
- review updated information with F5=REFRESH
- work with Transaction Processor jobs and restart the Transaction Processor with F6=TP JOBS / F6=RESTART TP
- work with spooled files/printer output with F10=TP OUTPUT
- view pending or completed jobs with F11=COMPLETED / F11=PENDING
- stop the Transaction Processor with F13=STOP TP
- clear completed jobs with F24=CLEAR

Transaction Processor Jobs Screen Fields and Function Keys

Field/Function Key	Description
ACTIVE / RESTART NEEDED	This field displays **ACTIVE** when the Transaction Processor is actively running; a restart is not required. This field displays **RESTART NEEDED** when the Transaction Processor needs to be restarted. This may be accomplished by pressing F6 (refer to the F6 function key). Display

Transaction Processor Jobs Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	This is the reference number associated with the corresponding job submitted to the Transaction Processor. Use this number to select the corresponding job that you would like to review in detail by keying this number in the **Select** field. Display
Ev	This is the environment from which this job was posted. The environment that you are currently using is the environment that is initially displayed. Display
Job Description	This is the type of job which is queued up for posting in the Transaction Processor.
Sts	This field displays the status of the job: • PND (pending) displays when the job is waiting to be processed • ACT (active) displays when the job is currently being processed • CMP (completed) displays when the job has completed being processed Display
User	This field displays the ID of the user who submitted the job to the Transaction Processor. Display
Submit Date/Time	These fields display the date on which this job was submitted to the Transaction Processor, and the time when this job was submitted to the Transaction Processor. Display
Tot Tm	This field displays the actual time it took for this Transaction Processor job to complete. It is derived by subtracting the time the job finished from the **Submit Time**. This time is not the amount of time the System i took to complete this job. Display
Select	Use this field to see the details of a particular Transaction Processor job. Key the corresponding **Reference Number** of that job in this field and press ENTER. The Transaction Processor Jobs Detail Screen (p. 40-7) will appear. (N 2,0) Optional

Transaction Processor Jobs Screen Fields and Function Keys

Field/Function Key	Description
F2=All Env / F2=Env XX	The F2=ALL ENV / F2=ENV XX function key allows you to toggle between showing your default environment (designated as XX) and showing all environments. When F2=ALL ENV is displayed, jobs are shown for the current environment (Env XX). Press this key to display the jobs for all environments. When F2=ENV XX is displayed, jobs for all environments are shown. Press this key to display the jobs for your environment only.
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.
F5=Refresh	Press the F5=REFRESH function key to refresh the screen and update the information of the jobs shown. If you have just submitted a job or would like to review additional jobs which have been submitted, it may be necessary to press F5=REFRESH in order to display the jobs.
F6=TP Jobs / F6=Restart TP	The F6=TP JOBS / F6=RESTART TP function key serves two functions: (1) It allows you to work with Transaction Processor jobs, and (2) It restarts the Transaction Processor. Normally this function key will display as F6=TP JOBS. When this is the case and F6=TP JOBS is pressed, the IBM Work with Subsystem Jobs Screen will appear where you may work with the jobs submitted to the processor. The IBM Work with Subsystem Jobs Screen is presented after pressing F6=TP JOBS on the Transaction Processor Jobs Screen (p. 40-2). Use this screen, which is a standard System i screen, to view jobs (APTRANP and TRANSP) running in the APTPSCTL subsystem. Press the F1=HELP function key to present help for this System i screen. You also may access this screen by keying **WRKSBSJOB APTPSCTL** on any command line within Distribution A+ and pressing ENTER. If your system failed (the **ACTIVE/RESTART NEEDED** field displays as RESTART NEEDED), this function key will display as F6=RESTART TP. Once F6=RESTART TP is pressed to restart, this screen will re-display and this function key will display as F6=TP JOBS.

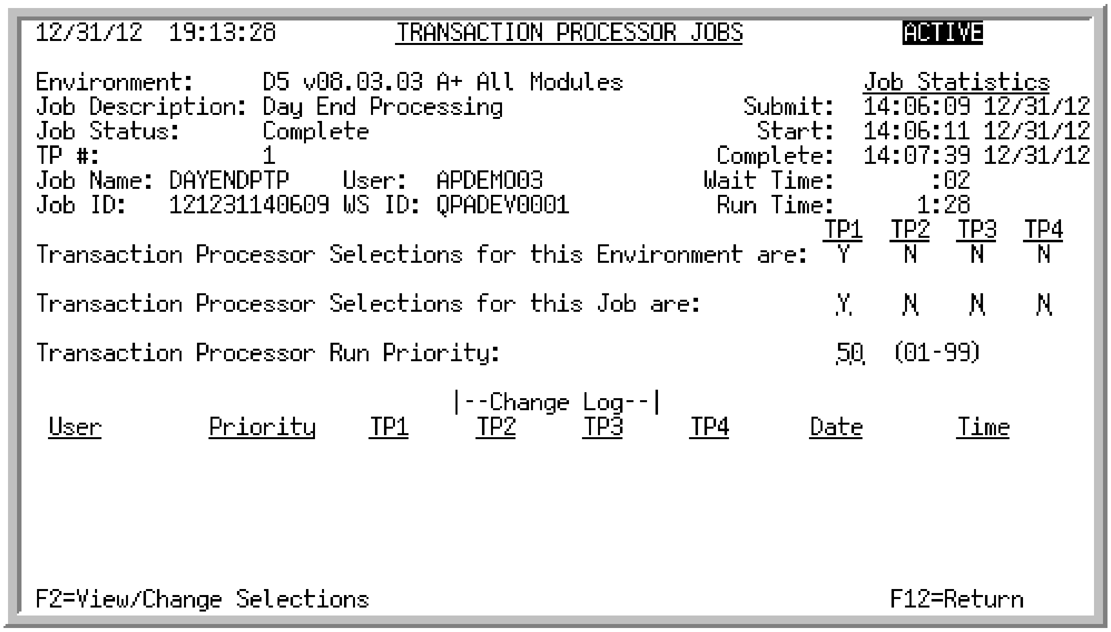
Transaction Processor Jobs Screen Fields and Function Keys

Field/Function Key	Description
F10=TP Output	Press the F10=TP OUTPUT function key to work with spooled files or the printer output. If your assistance level is set to “basic” [**WRKSPLF ASTLVL (*BASIC)**], the IBM Work with Printer Output Screen will display. The Work with Printer Output Screen is presented after pressing F10=TP OUTPUT on the Transaction Processor Jobs Screen (p. 40-2). Use this screen, which is a standard System i screen, to review the indicated user’s output. Other users’ printer output may also be displayed. Press F1=HELP to present help for this System i screen. You may also access this screen by keying **WRKSPLF APLUSCTL** on any command line within Distribution A+ and pressing ENTER. If your assistance level is set to “intermediate” [**WRKSPLF ASTLVL (*INTERMED)**], the IBM Work with Spooled Files Screen will display. The Work with Spooled Files Screen is screen is presented after pressing F10=TP OUTPUT on the Transaction Processor Jobs Screen (p. 40-2). Use this screen, which is a standard System i screen, to review and work with all spooled files. Press F1=HELP to present help for this System i screen. You may also access this screen by keying **WRKSPLF APLUSCTL** on any command line within Distribution A+ and pressing ENTER.
F11=Pending / F11=Completed	The F11=PENDING / F11=COMPLETED function key allows you to toggle between jobs which have not been processed (pending) and jobs which have been processed (completed). Refer to the Transaction Processor Jobs Detail Screen (p. 40-7) for information on completed Transaction Processor jobs. When F11=COMPLETED displays, all jobs with the status of pending (PND) are displayed on this screen. Press this key to display only those jobs which have completed. When F11=PENDING is displayed, all jobs which have completed (CMP) are displayed on the screen. Press this key to display only those jobs which are pending.
F13=Stop TP	The F13=STOP TP function key displays and will be available only if your user ID has been defined as a **Master User** through Authority Profile Maintenance (MENU XASCTY). Press the F13=STOP TP function key to stop the Transaction Processor in a normal fashion. After pressing the F13=STOP TP function key, pending jobs will not begin processing and currently active jobs will continue processing until completion. To restart the Transaction Processor, press F5=REFRESH until you see RESTART NEEDED in the upper right hand corner of the screen. When RESTART NEEDED displays, press F6=RESTART TP to restart the Transaction Processor.

Transaction Processor Jobs Screen Fields and Function Keys

Field/Function Key	Description
F24=Clear	The F24=CLEAR function key displays only after pressing F11=COMPLETED to review completed jobs. This function key provides you with the option of clearing completed (CMP) jobs. Press the F24=CLEAR function key to remove all jobs which have completed processing.
Enter	After selecting a job that you want to display in detail (by keying the reference number in the **Select** field), press the ENTER key to display the Transaction Processor Jobs Detail Screen (p. 40-7).

Transaction Processor Jobs Detail Screen



```
12/31/12  19:13:28        TRANSACTION PROCESSOR JOBS          ACTIVE

Environment:     D5 v08.03.03 A+ All Modules               Job Statistics
Job Description: Day End Processing              Submit:  14:06:09 12/31/12
Job Status:      Complete                         Start:  14:06:11 12/31/12
TP #:            1                             Complete:  14:07:39 12/31/12
Job Name: DAYENDPTP    User:  APDEMO03        Wait Time:       :02
Job ID:   121231140609 WS ID: QPADEV0001       Run Time:      1:28
                                                         TP1  TP2  TP3  TP4
Transaction Processor Selections for this Environment are:  Y    N    N    N

Transaction Processor Selections for this Job are:          Y    N    N    N

Transaction Processor Run Priority:                         50  (01-99)

                              |--Change Log--|
 User        Priority    TP1     TP2     TP3     TP4      Date       Time






F2=View/Change Selections                                    F12=Return
```

This screen appears after you select a job and press ENTER on the Transaction Processor Jobs Screen (p. 40-2). Use this screen to review detailed information about the job you selected. The jobs that need to complete processing, if any, before the job you selected will be submitted to the Transaction Processor, are shown on the lower portion of this screen. If no other jobs are interfering with this job and the job has not yet begun to process, the lower portion of the screen will instead display the last six changes made to the priority assignments.

Transaction Processor Jobs Detail Screen Fields and Function Keys

Field/Function Key	Description
Environment	The environment from which this job was run. Display
Job Description	The description of this job. Display
Job Status	The status of this job (complete, running or pending) Display
TP #	The number of the transaction processor that ran the job. Display
Job Name	The procedure name from which this job was called. Display
Job ID	The system generated number assigned to this job. Display

Transaction Processor Jobs Detail Screen Fields and Function Keys

Field/Function Key	Description
User	The name of the user who submitted this job. Display
WS ID	The workstation identifier from which this job was run. To determine the internal device description which was assigned, select Display Internal Device IDs (MENU XAMAST). Display
Submit:	The time and date this job was submitted. Display
Start	The time and date this job began. Display
Complete:	The time and date this job completed. Display
Wait Time	The amount of time this job waited before it began running. If this number is large, it could be that the Transaction Processor needed to be restarted or many jobs were submitted at the same time. Display
Run Time	The amount of time the system took to complete this job once it began. Display
Transaction Processor Selections for this Environment are	This field displays the Transaction Processors that are available for this job in this environment. These values are set in the Transaction Processor Configuration option (MENU XACFIG). Display
Transaction Processor Selections for this Job are	This field displays the settings for the Transaction Processor, indicating which threads (TP1-TP4) are available for this type of job. These values are set in the Transaction Processor Configuration option (MENU XACFIG). If the job has not begun to process and you have authority, you can change the qualified threads for this job. Key Y to indicate that a thread can be used to process this job. NOTE: The thread must be available in the environment to be available for a job in the environment. Key N to indicate that a thread cannot be used to process this job. *Default Value:* The value specified on the Transaction Processor Assignments Screen (p. 11-10). *Valid Values:* Y, N (4 @ A 1) Required

Transaction Processor Jobs Detail Screen Fields and Function Keys

Field/Function Key	Description
Transaction Processor Run Priority	This field displays the default run priority for this type of job. This value is set in the Transaction Processor Configuration option (MENU XACFIG). If the job has not begun to process and you have authority, you can change the priority of this job. The system uses this priority to help determine the order in which to process pending jobs. Jobs with a higher priority are selected for processing before jobs with a lower priority. If there are multiple jobs with the same priority, they are processed using the “first in, first out” (FIFO) rule. NOTE: When processing by priority, the system also considers the current job levels associated with a TP job. The job levels (1, 2, or 3) control which jobs can run together. A level 3 job must always run alone. Level 2 jobs can run 1 and 2 level jobs. Level 1 jobs can only run with other level 1 jobs. While you can to make priority changes, the changes you make may be mitigated by the job level restrictions. Key the job priority value. *Default Value:* The value specified on the Transaction Processor Assignments Screen (p. 11-10). *Valid Values:* 01-99, where 01 is the highest priority and 99 the lowest. (N 2,0) Required
Change Log	This section displays a list of the last six changes made to the priority or the availability of threads for this job. The user ID of the user who made the change and the previous/current value for each setting are shown. Display
F2=View/Change Selections	The F2=VIEW/CHANGE SELECTIONS function key displays for Day End jobs only. Press the F2=VIEW/CHANGE SELECTIONS function key to access the A+ Day-End Processing Submitted Day-End Jobs/Transaction Processor Inquiry Screen (p. 32-27) where you can review the parameters for performing the day-end job. If the job is active or complete when you press the F2=VIEW/CHANGE SELECTIONS function key, you will only be able to review parameters. If the job has not yet started processing, when you press this key, you will still have the option to change job parameters. NOTE: From the A+ Day-End Processing Submitted Day-End Jobs/ Transaction Processor Inquiry Screen (p. 32-27), you will also be able to access other screens where you can review parameters (i.e., company selections, job selections, and output queues/report selections) for this job, or change parameters for this job. For details about the screens that display, refer to CHAPTER 22: *Job Templates Maintenance/Listing*.

Transaction Processor Jobs Detail Screen Fields and Function Keys

Field/Function Key	Description
F10=Update	Press the F10=UPDATE function key to apply the changes you made to the thread availability and/or the run priority to the pending job. The new settings will be used when determining the order in which pending jobs will be processed.
F12=Return	Press the F12=RETURN function key to return to the Transaction Processor Jobs Screen (p. 40-2).
Enter	If the lower portion of the screen displays a list of jobs that must be processed before the selected job is submitted to the Transaction Processor, press ENTER to refresh the screen. The jobs to be processed first will disappear and “Complete” will display in the **Job Status** field on the upper portion of this screen. If the lower portion of the screen does not display amy jobs queued for processing before the selected job is submitted to the Transaction Processor, press ENTER to refresh the status and run time for the job on which you are inquiring.

CHAPTER 41

Transaction Processor Environment Report

41

Use this option to generate the Trans Processor Inquiry Environment Report (p. 41-4). This report shows detailed information of all jobs (within the criteria selected) submitted to the Distribution A+ Transaction Processor. You will be allowed to select the environment(s), range of dates, and range of applications for which the report will print.

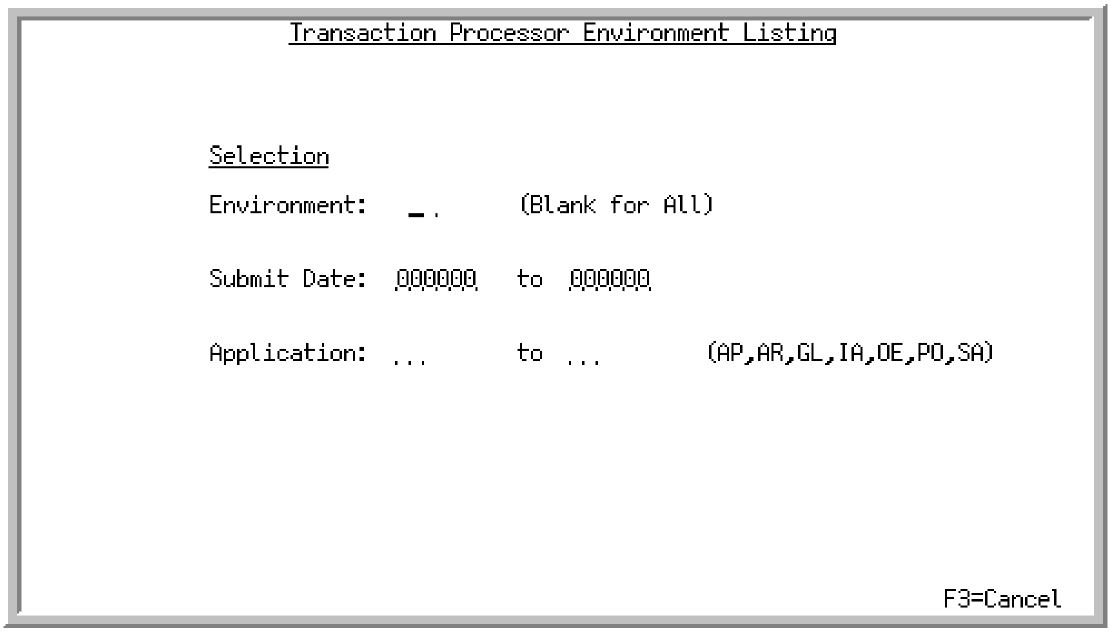
Perform this option through Transaction Processor Environment Report on the Cross Application - Master Menu (MENU XAMAST).

Transaction Processor Environment Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Transaction Processor Environment Listing Screen	Use to select the criteria for which the Trans Processor Inquiry Environment Report (p. 41-4) will print.
Trans Processor Inquiry Environment Report	Use to review detailed information for all jobs (within the criteria selected) submitted to the Transaction Processor.

Transaction Processor Environment Listing Screen



```
                 Transaction Processor Environment Listing


            Selection

            Environment:   _ .        (Blank for All)

            Submit Date:  000000    to  000000

            Application:  ...       to  ...        (AP,AR,GL,IA,OE,PO,SA)





                                                                F3=Cancel
```

This screen displays after selecting option 22 - Transaction Processor Environment Report (p. 41-1)from MENU XAMAST. Use this screen to select the criteria for which the Trans Processor Inquiry Environment Report (p. 41-4) will print.

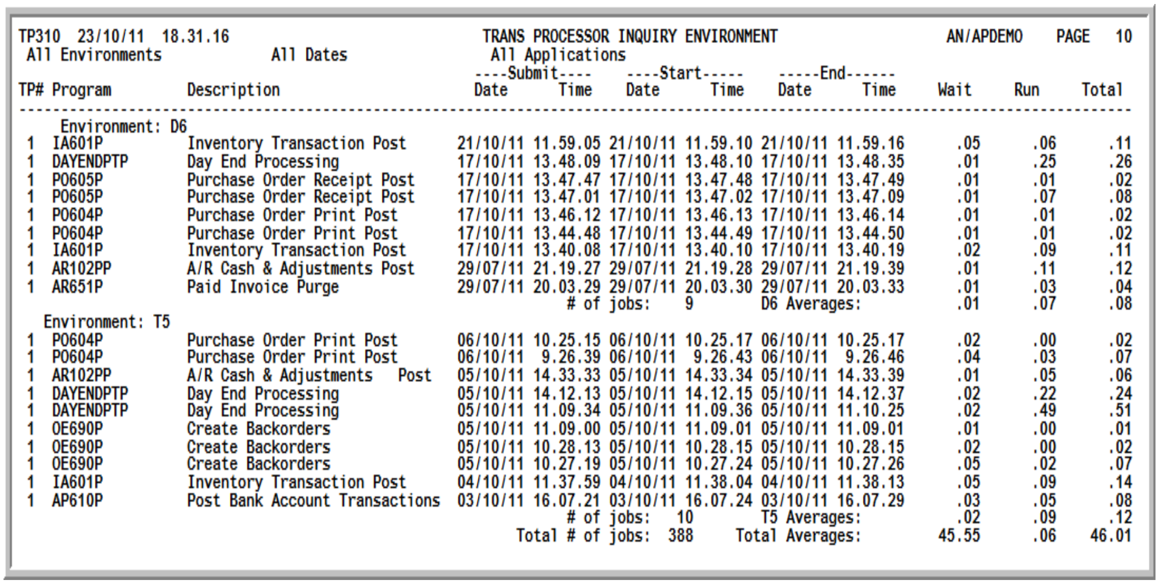
Transaction Processor Environment Listing Screen Fields and Function Keys

Field/Function Key	Description
Environment	Use this field to select the environment ID(s) to be included on the report. Key the environment ID for which the report will print. Leave blank to include all environments. (A 2) Optional
Submit Date	This is the date on which a job was submitted to the Transaction Processor. Use this field to select the submit date or range of dates that you want included on the report. Key the submit date or range of dates in the MMDDYY format for which the report will print. Leave blank to include all submit dates on the report. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional

Transaction Processor Environment Listing Screen Fields and Function Keys

Field/Function Key	Description
Application	Use this field to select the application or range of applications to print on the report. Key the application ID or range of IDs to be included on the report. Leave blank to include all applications on the report. *Valid Values:* AP, AR, GL, IA, OE, PO & SA (2 @ A 2) Optional
F3=Cancel	Press the F3=CANCEL function key to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen (p. A-2) will display.

Trans Processor Inquiry Environment Report



```
TP310  23/10/11  18.31.16                              TRANS PROCESSOR INQUIRY ENVIRONMENT                    AN/APDEMO    PAGE   10
 All Environments             All Dates                 All Applications
                                                      ----Submit----    ----Start-----    -----End------
TP# Program         Description                       Date      Time    Date      Time    Date      Time     Wait     Run     Total
-----------------------------------------------------------------------------------------------------------------------------------
     Environment: D6
 1  IA601P          Inventory Transaction Post      21/10/11 11.59.05 21/10/11 11.59.10 21/10/11 11.59.16      .05      .06      .11
 1  DAYENDPTP       Day End Processing              17/10/11 13.48.09 17/10/11 13.48.10 17/10/11 13.48.35      .01      .25      .26
 1  PO605P          Purchase Order Receipt Post     17/10/11 13.47.47 17/10/11 13.47.48 17/10/11 13.47.49      .01      .01      .02
 1  PO605P          Purchase Order Receipt Post     17/10/11 13.47.01 17/10/11 13.47.02 17/10/11 13.47.09      .01      .07      .08
 1  PO604P          Purchase Order Print Post       17/10/11 13.46.12 17/10/11 13.46.13 17/10/11 13.46.14      .01      .01      .02
 1  PO604P          Purchase Order Print Post       17/10/11 13.44.48 17/10/11 13.44.49 17/10/11 13.44.50      .01      .01      .02
 1  IA601P          Inventory Transaction Post      17/10/11 13.40.08 17/10/11 13.40.10 17/10/11 13.40.19      .02      .09      .11
 1  AR102PP         A/R Cash & Adjustments Post     29/07/11 21.19.27 29/07/11 21.19.28 29/07/11 21.19.39      .01      .11      .12
 1  AR651P          Paid Invoice Purge              29/07/11 20.03.29 29/07/11 20.03.30 29/07/11 20.03.33      .01      .03      .04
                                                                 # of jobs:    9        D6 Averages:           .01      .07      .08
   Environment: T5
 1  PO604P          Purchase Order Print Post       06/10/11 10.25.15 06/10/11 10.25.17 06/10/11 10.25.17      .02      .00      .02
 1  PO604P          Purchase Order Print Post       06/10/11  9.26.39 06/10/11  9.26.43 06/10/11  9.26.46      .04      .03      .07
 1  AR102PP         A/R Cash & Adjustments   Post   05/10/11 14.33.33 05/10/11 14.33.34 05/10/11 14.33.39      .01      .05      .06
 1  DAYENDPTP       Day End Processing              05/10/11 14.12.13 05/10/11 14.12.15 05/10/11 14.12.37      .02      .22      .24
 1  DAYENDPTP       Day End Processing              05/10/11 11.09.34 05/10/11 11.09.36 05/10/11 11.10.25      .02      .49      .51
 1  OE690P          Create Backorders               05/10/11 11.09.00 05/10/11 11.09.01 05/10/11 11.09.01      .01      .00      .01
 1  OE690P          Create Backorders               05/10/11 10.28.13 05/10/11 10.28.15 05/10/11 10.28.15      .02      .00      .02
 1  OE690P          Create Backorders               05/10/11 10.27.19 05/10/11 10.27.24 05/10/11 10.27.26      .05      .02      .07
 1  IA601P          Inventory Transaction Post      04/10/11 11.37.59 04/10/11 11.38.04 04/10/11 11.38.13      .05      .09      .14
 1  AP610P          Post Bank Account Transactions  03/10/11 16.07.21 03/10/11 16.07.24 03/10/11 16.07.29      .03      .05      .08
                                                                 # of jobs:   10        T5 Averages:           .02      .09      .12
                                                           Total # of jobs:  388     Total Averages:         45.55      .06    46.01
```

This report prints after confirming your selections on the Report Options Screen (p. A-2), which displays after pressing ENTER on the Transaction Processor Environment Listing Screen (p. 41-2).

Use this report to review detailed information for all jobs (within the criteria selected) submitted to the Transaction Processor.

Trans Processor Inquiry Environment Report

Report/Listing Fields	Description
Env	This is the environment from which this program was run. The environment that you are currently using is the environment that is initially displayed.
Program	This is the name of the program that was processed by the Transaction Processor.
Description	This is the purpose of the program.
Submit	This is a combined field that displays the date and the time when the program was submitted to the Transaction Processor.
Start	This is a combined field that displays the date and time when the Transaction Processor started processing the program.
End	This is a combined field that displays the date and time when the Transaction Processor finished processing the program.
Wait	This is the time difference between when the program was submitted and when it was started.

Trans Processor Inquiry Environment Report

Report/Listing Fields	Description
Run	This is the difference between the start and end time. It is the actual time it took the processor to process the program.
Total	This is the sum of the wait and run time.

CHAPTER 42

Remove Deleted Records from Files

42

Use this option to remove all deleted records from your Distribution A+ files. You should perform this option after reorganizing your files through Reorganize A+ History Files (MENU XAMAST - Option 18). This option can also be run as part of Day-End Processing (MENU XAMAST - Option 2) if Distribution A+ Order Entry is installed.

NOTE: This option requires exclusive use of the Distribution A+ files. Therefore, prior to executing this option, Stop A+ (MENU XAMAST/MENU APMAST). When completed, Start A+ (MENU XAMAST/MENU APMAST).

Perform this option through Remove Deleted Records from Files on the Cross Application - Master Menu (MENU XAMAST).

Remove Deleted Records from Files

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	**Purpose**
Remove Deleted Records From Files Screen	Use to remove deleted records from files.

Remove Deleted Records From Files Screen

REMOVE DELETED RECORDS FROM FILES

This option will remove all deleted records from all files in your file library. Depending on the size of your files, this may take from as little as three minutes up to several hours.

This screen displays after selecting option 23 - Remove Deleted Records from Files from MENU XAMAST. Use this screen to remove deleted records from files. All deleted records from all files in your file library will be removed. This may take from as little as a few minutes, up to several hours, depending on the size of your files.

Remove Deleted Records From Files Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press the F3=CANCEL function key to cancel this option and return to the menu.
F5=Process	Press the F5=PROCESS function key to begin processing. When processing is done, all deleted records will be removed from all files in your file library and you will be returned to the menu.

CHAPTER 43

Executive Summary Inquiry

43

Use this option to review summary level executive information in six key business areas of your company. You will be able to review summary information for a particular company and date pertaining to Order Entry, Accounts Receivable, Sales Analysis, Accounts Payable, Inventory Accounting/Purchasing, and General Ledger. If you want more detailed information, you will be able to drill down into each of these business areas based on limiting criteria. For example, you will be able to review Order Entry information for a particular company, warehouse and salesrep.

From this inquiry, you will also be able to print the Executive Summary IA/PO Detail Report (p. 43-36) and gain direct access into other key inquiries and reports throughout Distribution A+ to assist you in your assessment of the business.

Perform this option through Executive Summary Inquiry on the Executive Summary Menu (MENU XAESUM).

To begin using the Executive Summary Inquiry, the System Options Maintenance (MENU XAFILE) **Activate Executive Summary** must be set to Y. The data for Executive Summary is collected during day-end processing and will begin during the first day-end after the options flag is set to yes. Furthermore, the Order Entry **Today** values will be refreshed every ten minutes to ensure that current data displays to the user throughout the day.

Important

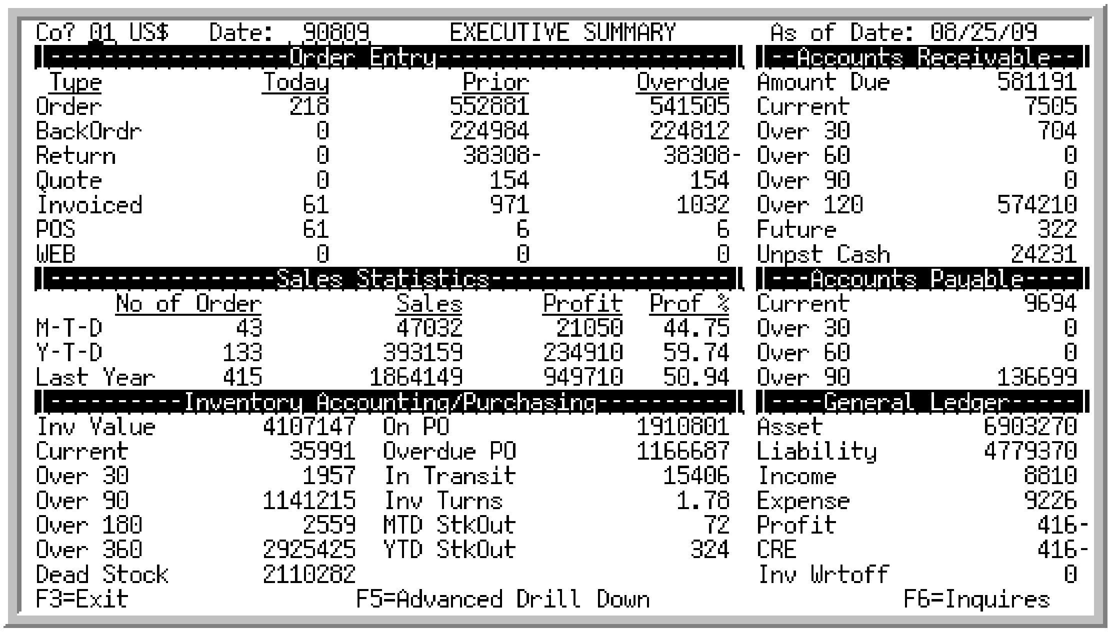
In order to view executive information for a company, Executive Summary Inquiry must be activated through System Options Maintenance (MENU XAFILE).

Executive Summary

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Executive Summary Screen Executive Summary Inquiries Screen	Use to review executive information in six key areas of the business for the company and date identified. The Inquiries view is used to gain access into various inquiries and reports. From either mode, you will be able to drill down further into business information.
Executive Summary Drill Down Screen	Use to drill down further into executive information for six key areas of the business based on limiting criteria.
Executive Summary IA/PO Detail Report Screen	Use to select the criteria for which the Executive Summary IA/PO Detail Report (p. 43-36) will print.
Executive Summary IA/PO Detail Report	Prints additional inventory value information, such as the details (down to the item level) that make up the inventory values.

Executive Summary Screen



```
Co? 01 US$   Date:  90809      EXECUTIVE SUMMARY        As of Date: 08/25/09
|------------------Order Entry----------------------| |--Accounts Receivable--|
 Type              Today          Prior        Overdue  Amount Due        581191
Order                218         552881         541505  Current             7505
BackOrdr               0         224984         224812  Over 30              704
Return                 0          38308-         38308- Over 60                0
Quote                  0            154            154  Over 90                0
Invoiced              61            971           1032  Over 120          574210
POS                   61              6              6  Future               322
WEB                    0              0              0  Unpst Cash         24231
|----------------Sales Statistics-------------------| |---Accounts Payable----|
      No of Order          Sales      Profit   Prof %   Current             9694
M-T-D          43          47032       21050    44.75   Over 30                0
Y-T-D         133         393159      234910    59.74   Over 60                0
Last Year     415        1864149      949710    50.94   Over 90           136699
|----------Inventory Accounting/Purchasing----------| |----General Ledger-----|
Inv Value         4107147  On PO               1910801  Asset            6903270
Current             35991  Overdue PO          1166687  Liability        4779370
Over 30              1957  In Transit            15406  Income              8810
Over 90           1141215  Inv Turns              1.78  Expense             9226
Over 180             2559  MTD StkOut               72  Profit               416-
Over 360          2925425  YTD StkOut              324  CRE                  416-
Dead Stock        2110282                               Inv Wrtoff             0
F3=Exit                  F5=Advanced Drill Down                   F6=Inquires
```

The Executive Summary Screen displays after selecting option 1 - Executive Summary Inquiry from MENU XAESUM. This screen has 2 distinct views, the Executive Summary Screen and the Executive Summary Inquiries Screen (p. 43-12)

The Executive Summary Screen displays executive information in six key areas of the business for the company and date identified on this screen. All values on this screen, with the exception of the **Profit %** and **Inventory Turns**, are rounded to integer values (no decimals are used).

The **Order Entry Today** information displayed on this screen is automatically refreshed every ten minutes to ensure that you are receiving the most up-to-date information.

Executive Summary Screen Fields and Function Keys

Field/Function Key	Description
Header Information	

Executive Summary Screen Fields and Function Keys

Field/Function Key	Description
Co	Executive information displayed on this screen in the main six areas of the business, is for the company number identified in this field. Key the number of the company for which associated business information will be displayed. Once you press ENTER, the screen will be refreshed with the associated information for the company number that you keyed. *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE). *Valid Values:* A company number previously defined through Company Name Maintenance (MENU XAFILE), which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
(Currency Symbol)	The values on this screen are in the currency of the company. The currency symbol is shown in this field. Display
Date	This field reflects the date on which the business information shown on this screen is displayed. The information displayed is a snapshot created during the load that occurred based on the date you enter in this field (currently during the last day-end process; the information displayed for the executive snapshot depends on when day-end last occurred). Key the date for which the day's business information will be displayed. Once you press ENTER, the screen will be refreshed with the associated information for the date that you keyed. NOTE: If the date in this field is today's date, the **Order Entry Today** information on this screen will periodically be refreshed to ensure that you are receiving the most up-to-date information. *Default Value:* Current IBM i system date *Valid Values:* Any valid date (cannot be a future date more than tomorrow) using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG); or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
As of Date	This field displays the date that this information was loaded. This date could be today's date, tomorrow's date, or the last prior date the information was loaded (that is, as of the last executive summary day-end load). Display
Order Entry Business Area	

Executive Summary Screen Fields and Function Keys

Field/Function Key	Description

Information in this business area is displayed in three columns.

1. The **Today** column includes open orders that were created today, meaning since the last day end was run.
2. The **Prior** column includes open orders that were created prior to today, meaning before the last day end was run.
3. The **Overdue** column includes any of these open orders that have a requested ship date (or quote review date for quotes) BEFORE the **As of Date** indicated at the top left of the screen.

Within each of these columns, the order values presented are calculated by summing the **Total Order Value** field in the order header file for each appropriate order selected for that column. Note that the **Total Order Value** for any order includes things such as special charges and taxes, in addition to actual item sales, for those orders, and also reflects the entire order value and not just any shippable values.

For convenience, these orders are then further broken into selected categories (i.e., **Order**, **BackOrdr**, **Return**, etc.) as explained in the fields that follow.

Field/Function Key	Description
Order	This value totals the open orders in the open order files, regardless of type and/or status. Display
BackOrdr	This value totals the open orders with an order type of B. Display
Return	This value totals the open orders with an order type of R. Display
Quote	This value totals the open orders with an order type of Q. Display
Invoiced	This value only applies to the **Today** column; this value totals the open orders that were created and 'invoiced' today, where 'invoiced' means an order status of 'invoice printed' or 'ready for consolidation'. Since all 'invoiced' orders will be removed from the open order files as soon as day end is run, open but 'invoiced' orders are not tracked passed 'today'. Therefore, you will not see any 'invoiced' values for the **Prior** or **Overdue** columns but rather asterisks will be presented instead. Display
POS	This category will only be presented if the Point of Sale module is installed. This value totals the open orders with an original user ID of POS*ORDR, for the Point of Sale customer orders updated to Order Entry. Display

Executive Summary Screen Fields and Function Keys

Field/Function Key	**Description**
Blanket	This category will be presented instead of the POS category if the Point of Sale module is not installed. This value totals the open orders with a blanket order flag of Y. Display
WEB	This category will only be presented if the Storefront Options (MENU SFMAIN) have been defined at the system level. This value totals the open orders with an original user ID of WEBORDER, for the Storefront sales orders updated to Order Entry. Display
Future	This category will be presented instead of WEB category when the Storefront Options (MENU SFMAIN) do not exist on the system. This value totals the open orders with an order type of F. Display
Accounts Receivable Business Area	
Information in this business area is displayed in one column.The information in this column is from the Customer Master File (CUSMS) and A/R Open Invoice Header File (ARDHD) for the open invoice amount value, and reflects summary data based on company totals in each aging period, as explained in the fields that follow.	
Amount Due	The total amount due for each aging period (derived from the **Amount Due** field value in the Customer Master File). Display
Current	The current accounts receivable amount due. This accounts receivable has been open for 30 or less days. Display
Over 30	The accounts receivable amount that has been due for 31 to 60 days. Display
Over 60	The accounts receivable amount that has been due for 61 to 90 days. Display
Over 90	The accounts receivable amount that has been due for 91 to 120 days. Display
Over 120	The accounts receivable amount that has been due for more than 120 days. Display
Future	The amount that will be due from this customer including those invoices that have not yet begun to age. Display

Executive Summary Screen Fields and Function Keys

Field/Function Key	Description
Unpst Cash	The monetary amount of payments that have been received but not yet posted. Display
Sales Statistics Business Area	
Information in this business area is displayed in four columns, as explained in the fields that follow, and the totals that display in each column are specific to the company's total sales for the current month, current year, and previous year.	
No of Order	The **No of Order** column indicates the total number of orders placed for each time period. The number of orders will display as all 9's if the value is larger than the screen can display. The complete value will be displayed on the Executive Summary Drill Down Screen (p. 43-15). Display
Sales	The **Sales** column indicates the total monetary amount of sales revenue that was invoiced for each time period. Display
Profit	The **Profit** column indicates the total monetary amount of profit for each time period. Profit is calculated as total sales minus the total cost. The profit will display as all 9's if the value is larger than the screen can display. The complete value will be displayed on the Executive Summary Drill Down Screen (p. 43-15). Display
Prof %	The **Prof %** column indicates the gross profit percent of sales, calculated as ($Profit/$Sales)*100, for the corresponding time period. The profit percent will display as all 9's if the value is larger than the screen can display. The complete value will be displayed on the Executive Summary Drill Down Screen (p. 43-15). Display
M-T-D	The item's sales month-to-date. The totals that display in each column are specific to the company's total sales for the current month. Display
Y-T-D	The item's sales year-to-date. The totals that display in each column are specific to the company's total sales for the current year. Display

Executive Summary Screen Fields and Function Keys

Field/Function Key	Description
Last Year	The item’s sales last year. The totals that display in each column are specific to the company’s total sales for the previous year. Display

Accounts Payable Business Area

Information in this business area is displayed in one column.The information in this column is from the Accounts Payable Open Payables Header File (APOHD) and reflects summary data by company presented in four rows by aging dates. The text of each aging field label (current, aging days 01, aging days 02, aging days 03) is assigned through AP Options Maintenance (MENU APFIL2) for a company.

The formula of calculating the open amount for each period is:

Calculation: (Invoice Amount - Total Payments) + (Total Credits + Total Debits) - Total Discounts Taken

Field/Function Key	Description
Current	The current accounts payable amount due. Display
Aging Days 01	The accounts payable amount that has been due for at least the first aging period but less than the second. Display
Aging Days 02	The accounts payable amount that has been due for at least the second aging period but less than the third. Display
Aging Days 03	The accounts payable amount that has been due for at least the third aging period but less than the fourth. Display

Inventory Accounting/Purchasing Business Area

Information in this business area is displayed in two columns.The information in these columns is calculated by company (all warehouses with this company as a default company); values are calculated using on-hand quantity multiplied by the **Cost to be Used for GL** (average, standard or user), as selected in Order Entry Options Maintenance (MENU XAFILE).

The first column (**Inv Value**, **Current**, **Over 30**, etc.) represents total inventory value and inventory aging. The second column (**On PO**, **Overdue PO**, etc.) represents miscellaneous Inventory/Purchasing related figures.

Field/Function Key	Description
Inv Value	The total value of inventory based on the Item Balance File’s selected cost and total quantity on hand. Display

Executive Summary Screen Fields and Function Keys

Field/Function Key	Description
Current	The current value in stock 30 or less days based on the Item Balance File's selected cost. Display
Over 30	The value in stock 31 to 90 days based on the Item Balance File's selected cost. Display
Over 90	The value in stock 91 to 180 days based on the Item Balance File's selected cost. Display
Over 180	The value in stock 181 to 360 days based on the Item Balance File's selected cost. Display
Over 360	The value in stock more than 360 days based on the Item Balance File's selected cost. Display
Dead Stock	The value of items that have no Inventory Transaction History for more than 360 days based on the Item Balance File's selected cost. Selected transaction types that are included are: quantity adjustments, quantity issue, on-PO, receipts, warehouse transfers, inventory recounts, sales quantities. Display
On PO	The value of inventory on open purchase orders. Items on an open purchase order are those that have been ordered through Purchasing or IA Transaction Code O, but have not yet been received. Display
Overdue PO	The value of items on open purchase orders with a PO due date less than the as-of-date. Display
In Transit	The value of total inventory in transit for each of the selected company's warehouses from other warehouses; the value shipped but not received. Display

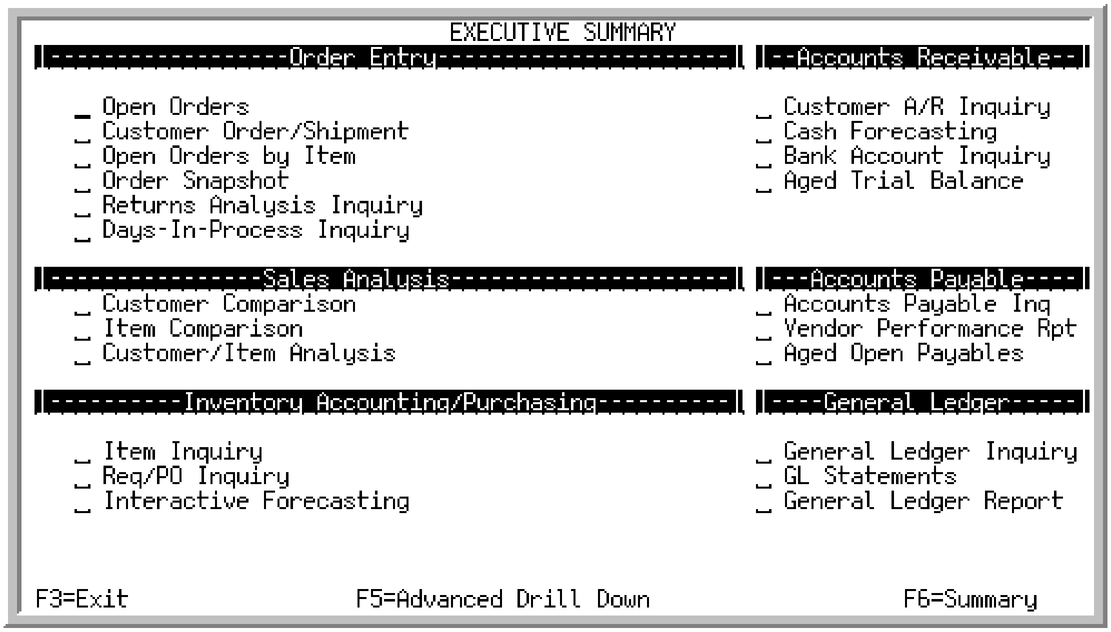
Executive Summary Screen Fields and Function Keys

Field/Function Key	Description
Inv Turns	The value of annual sales to inventory ratio. This is the inventory turnover of this item. The number of turns for this item is calculated as follows: Number of Turns = Sales Qty Per Year* / Avg Month-End On-hand** *Sales Qty Per Year = (Qty Sold x 12) / (No. of Months Active YTD + No. of Months Active Last Year), where: Qty Sold = (Qty Sold YTD + Qty Sold Last Year) - (Drop Ship Qty YTD + Drop Ship Qty Last Year) **Avg Month End On-hand = (Month-End Balance YTD + Month-End Balance Last Year) / (No. of Months Active YTD + No. of Months Active Last Year) The inventory turns will display as all 9's if the value is larger than the screen can display. The complete value will be displayed on the Executive Summary Drill Down Screen (p. 43-15). Display
MTD StkOut	The number of stockouts that have occurred for this item as of the month-to-date. Each time a customer order is backordered for this item, the item's stockout quantity is increased by one. Display
YTD StkOut	The number of stockouts that have occurred for this item as of the year-to-date. Each time a customer order is backordered for this item, the item's stockout quantity is increased by one. Display
General Ledger Business Area	
Information in this business area is displayed in one column.The information in this column is from the General Ledger Master File (GLMST) and General Ledger Summary File (GLSUM), and reflects total ending balances for each account type.	
Asset	The monetary amount of the total assets for all posted transactions. Display
Liability	The monetary amount of the total liabilities for all posted transactions. Display
Income	The monetary amount of the total income for all posted transactions. Display
Expense	The monetary amount of the total expenses for all posted transactions. Display
Profit	The monetary amount of the total profit for all posted transactions. Display

Executive Summary Screen Fields and Function Keys

Field/Function Key	Description
CRE	The monetary amount of the total retained earnings; this amount is from the General Ledger Current Retained Earnings File (GLCRE), including the total of all period amount field value, up to the current month. Display
Inv Wrtoff	The monetary amount of the total inventory write-off; calculated from the fiscal year balance from the GL Summary File for accounts that represent inventory quantity adjustments both write-offs and recount write-offs. Display
Function Keys	
F3=Exit	Press F3=EXIT to exit from this option and return to the menu.
F5=Advanced Drill Down	Press F5=ADVANCED DRILL DOWN to access the Executive Summary Drill Down Screen (p. 43-15), where you can review detailed executive information.
F6=Inquires	Press F6=INQUIRES to access the inquiry mode view of this screen. The Executive Summary Inquiries Screen (p. 43-12) will appear.

Executive Summary Inquiries Screen



```
                              EXECUTIVE SUMMARY
|------------------Order Entry----------------------|  |--Accounts Receivable--|

    _ Open Orders                                        _ Customer A/R Inquiry
    _ Customer Order/Shipment                            _ Cash Forecasting
    _ Open Orders by Item                                _ Bank Account Inquiry
    _ Order Snapshot                                     _ Aged Trial Balance
    _ Returns Analysis Inquiry
    _ Days-In-Process Inquiry

|----------------Sales Analysis---------------------|  |---Accounts Payable----|
    _ Customer Comparison                                _ Accounts Payable Inq
    _ Item Comparison                                    _ Vendor Performance Rpt
    _ Customer/Item Analysis                             _ Aged Open Payables

|----------Inventory Accounting/Purchasing----------|  |----General Ledger-----|

    _ Item Inquiry                                       _ General Ledger Inquiry
    _ Req/PO Inquiry                                     _ GL Statements
    _ Interactive Forecasting                            _ General Ledger Report


F3=Exit                 F5=Advanced Drill Down                  F6=Summary
```

This screen appears when you press F6=INQUIRIES on the Executive Summary Screen (p. 43-3) and is an alternate view of that screen.

Use this screen to link into other inquiries for the six selected business areas.

Executive Summary Inquiries Screen Fields/Function Keys

Field/Function Key	Description
Order Entry Business Area	
The Order Entry business area contains inquiries that you can select to gain access to that particular function. To access a particular function, tab to the inquiry (for example, Open Orders) that you want to select and key any character or press ENTER to access that particular function (for example, to access the Open Orders Inquiry).	
Open Orders	Provides access to the Open Orders Inquiry (MENU OEMAIN).
Customer Order/ Shipment	Provides access to the Customer Order/Shipment Inquiry (MENU OEMAIN).
Open Orders by Item	Provides access to the Open Orders by Item Inquiry (MENU OEMAIN).
Order Snapshot	Provides access to the Order Snapshot Inquiry (MENU OEMAIN).
Returns Analysis Inquiry	Provides access to the Returns Analysis Inquiry (MENU OEINQY).

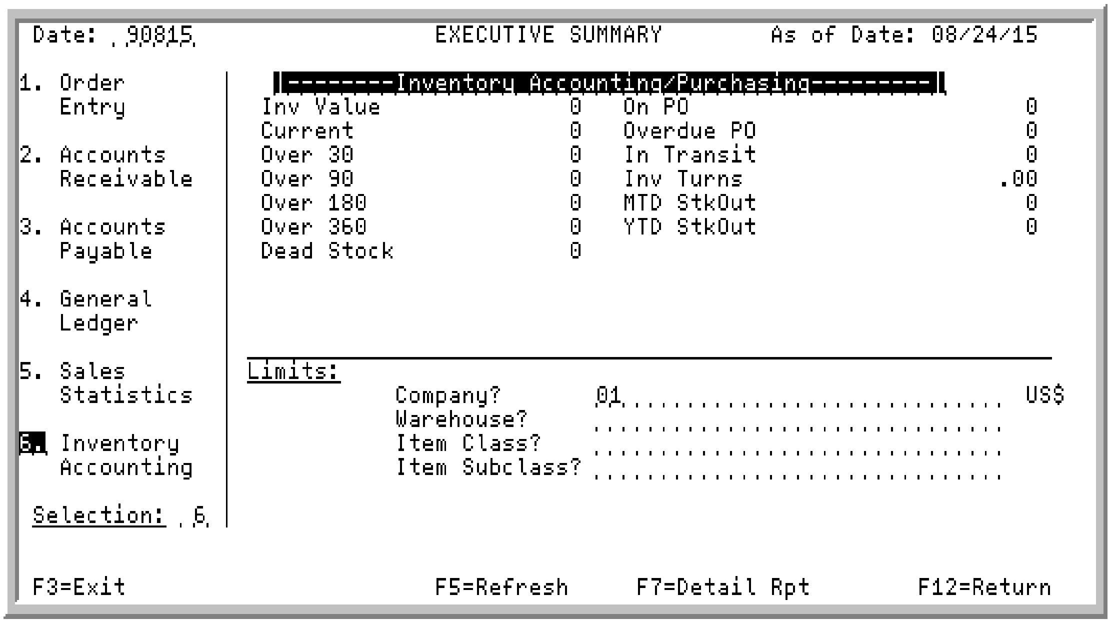
Executive Summary Inquiries Screen Fields/Function Keys

Field/Function Key	Description
Days-In-Process Inquiry	Provides access to the Days-In-Process Inquiry (MENU OEINQY).
Accounts Receivable Business Area	
The Accounts Receivable business area contains inquiries and reports that you can select to gain access to that particular function. To access a particular function, tab to the inquiry/report (for example, Cash Forecasting) that you want to select and key any character or press ENTER to access that particular function (for example, to access the Cash Forecasting Report).	
Customer A/R Inquiry	Provides access to the Customer A/R Inquiry (MENU ARMAIN).
Cash Forecasting	Provides access to the Cash Forecasting Report (MENU ARREPT).
Bank Account Inquiry	Provides access to the Bank Account Inquiry (MENU ARMAIN).
Aged Trail Balance	Provides access to the Aged Trail Balance (MENU ARREPT).
Sales Analysis Business Area	
The Sales Analysis business area contains inquiries that you can select to gain access to that particular function. To access a particular function, tab to the inquiry (for example, Customer Comparison) that you want to select and key any character or press ENTER to access that particular function (for example, to access the Customer Comparison Inquiry).	
Customer Comparison	Provides access to the Customer Comparison Inquiry (MENU SAMAIN).
Item Comparison	Provides access to the Item Comparison Inquiry (MENU SAMAIN).
Customer/Item Analysis	Provides access to the Customer/Item Analysis Inquiry (MENU SAMAIN).
Accounts Payable Business Area	
The Accounts Payable business area contains inquiries and reports that you can select to gain access to that particular function. To access a particular function, tab to the inquiry/report (for example, Aged Open Payables) that you want to select and key any character or press ENTER to access that particular function (for example, to access the Aged Open Payables Report).	
Accounts Payable Inq	Provides access to the Accounts Payable Inquiry (MENU APMAIN).
Vendor Performance Rpt	Provides access to the Vendor Performance Report (MENU APREPT).
Aged Open Payables	Provides access to the Aged Open Payables Report (MENU APREPT).
Inventory Accounting/Purchasing Business Area	

Executive Summary Inquiries Screen Fields/Function Keys

Field/Function Key	Description
The Inventory Accounting/Purchasing business area contains inquiries that you can select to gain access to that particular function. To access a particular function, tab to the inquiry (for example, Interactive Forecasting) that you want to select and key any character or press ENTER to access that particular function (for example, to access the Interactive Forecasting Inquiry).	
Item Inquiry	Provides access to the Item Inquiry (MENU IAMAIN).
Req/PO Inquiry	Provides access to the Req/PO Inquiry (MENU POMAIN).
Interactive Forecasting	Provides access to the Interactive Forecasting Inquiry (MENU IMMAIN).
General Ledger Business Area	
The General Ledger business area contains inquiries and reports that you can select to gain access to that particular function. To access a particular function, tab to the inquiry/report (for example, GL Statements) that you want to select and key any character or press ENTER to access that particular function (for example, to access the General Ledger Statements Menu).	
General Ledger Inquiry	Provides access to the General Ledger Inquiry (MENU GLMAIN).
GL Statements	Provides access to the General Ledger Statements Menu (MENU GLSTMT).
General Ledger Report:	Provides access to the General Ledger Report (MENU GLREPT).
Function Keys	
F3=Exit	Press F3=EXIT to exit from this option and return to the menu.
F5=Advanced Drill Down	Press F5=ADVANCED DRILL DOWN to access the Executive Summary Inquiries Screen (p. 43-12), where you can review detailed executive information.
F6=Summary	Press F6=SUMMARY to access the summary mode view of this screen.The Executive Summary Screen (p. 43-3) will appear.

Executive Summary Drill Down Screen



```
Date:  90815                      EXECUTIVE SUMMARY        As of Date: 08/24/15

1. Order        |  |--------Inventory Accounting/Purchasing---------|
   Entry        |   Inv Value              0   On PO                      0
                |   Current                0   Overdue PO                 0
2. Accounts     |   Over 30                0   In Transit                 0
   Receivable   |   Over 90                0   Inv Turns                .00
                |   Over 180               0   MTD StkOut                 0
3. Accounts     |   Over 360               0   YTD StkOut                 0
   Payable      |   Dead Stock             0
                |
4. General      |
   Ledger       |
                |  ______________________________________________________________
5. Sales        |  Limits:
   Statistics   |            Company?      01 ............................  US$
                |            Warehouse?    ...............................
6. Inventory    |            Item Class?   ...............................
   Accounting   |            Item Subclass? ..............................
                |
 Selection:  6  |

 F3=Exit                      F5=Refresh     F7=Detail Rpt        F12=Return
```

This screen displays after pressing F5=Advavnced Drill Down on the Executive Summary Screen (p. 43-3). The displayed fields at the top of the screen are the same fields for the key business area that were displayed on the Executive Summary Screen (p. 43-3).

Use this screen to drill down further into executive information for the six key areas of your business based on limiting criteria for a particular date. For example, to access further information about Order Entry, you would key 1 in the **Selection** field (and press Enter) and key the company and optionally the warehouse, salesrep, and/or order source code (if order source codes are being used by the company) for which the detailed information will be displayed for the date you identify. The limit criteria available changes for each business area you select.

The F7=Detail Rpt function key only displays when the screen is showing the Inventory Accounting Business Area. Press F7=Detail Rpt to display the Executive Summary IA/PO Detail Report Screen (p. 43-25), where you can enter selection criteria for which the Executive Summary IA/PO Detail Report (p. 43-36) will print.

Executive Summary Drill Down Screen Fields and Function Keys

Field/Function Key	Description
Header Information	

Executive Summary Drill Down Screen Fields and Function Keys

Field/Function Key	Description
Date	This field reflects the date on which the business information shown on this screen is displayed. The information displayed is a snapshot created during the load that occurred based on the date you enter in this field (currently during the last day-end process; the information displayed for the executive snapshot depends on when day-end last occurred). Key the date for which day's business information will be displayed. Once you press F5=REFRESH, the screen will be refreshed with the associated information for the date that you keyed. *Default Value:* Current IBM i system date *Valid Values:* Any valid date (cannot be a future date) using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG); or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
As of Date	This field displays the date that this information was loaded. This date could be today's date or the last prior date the information was loaded (that is, as of the last executive summary day-end load). Display

Order Entry Business Area

NOTE: If the **Date** field is today's date, information in the **Today** column this screen view will periodically be refreshed to ensure that you are receiving the most up-to-date information.

Information in this business area is displayed in three columns.

1. The **Today** column includes open orders that were created today, meaning since the last day end was run.
2. The **Prior** column includes open orders that were created prior to today, meaning before the last day end was run.
3. The **Overdue** column includes any of these open orders that have a requested ship date (or quote review date for quotes) BEFORE the **As of Date** indicated at the top left of the screen.

Within each of these columns, the order values presented are calculated by summing the **Total Order Value** field in the order header file for each appropriate order selected for that column. Note that the **Total Order Value** for any order includes things such as special charges and taxes, in addition to actual item sales, for those orders, and also reflects the entire order value and not just any shippable values.

For convenience, these orders are then further broken into selected categories (i.e., **Order**, **BackOrdr**, **Return**, etc.) as explained in the fields that follow.

Order	This value totals the open orders in the open order files, regardless of type and/or status. Display

Executive Summary Drill Down Screen Fields and Function Keys

Field/Function Key	Description
BackOrdr	This value totals the open orders with an order type of B. Display
Return	This value totals the open orders with an order type of R. Display
Quote	This value totals the open orders with an order type of Q. Display
Invoiced	This value only applies to the **Today** column; this value totals the open orders that were created and 'invoiced' today, where 'invoiced' means an order status of 'invoice printed' or 'ready for consolidation'. Since all 'invoiced' orders will be removed from the open files as soon as day end is run, open but 'invoiced' orders are not tracked passed 'today'. Therefore, you will not see any 'invoiced' values for the **Prior** or **Overdue** columns but rather asterisks will be presented instead. Display
POS	This category will only be presented if the Point of Sale module is installed. This value totals the open orders with an original user ID of POS*ORDR, for the Point of Sale customer orders updated to Order Entry. Display
Blanket	This category will be presented instead of the POS category if the Point of Sale module is not installed. This value totals the open orders with a blanket order flag of Y. Display
WEB	This category will only be presented if the Storefront Options (MENU SFMAIN) have been defined at the system level. This value totals the open orders with an original user ID of WEBORDER, for the Storefront sales orders updated to Order Entry. Display
Future	This category will be presented instead of WEB category when the Storefront Options (MENU SFMAIN) do not exist on the system. This value totals the open orders with an order type of F. Display

Accounts Receivable Business Area

Information in this business area is displayed in one column.The information in this column is from the Customer Master File (CUSMS) and A/R Open Invoice Header File (ARDHD) for the open invoice amount value, and reflects summary data based on company totals in each aging period, as explained in the fields that follow.

Executive Summary Drill Down Screen Fields and Function Keys

Field/Function Key	Description
Amount Due	The total amount due for each aging period (derived from the **Amount Due** field value in the Customer Master File). Display
Current	The current accounts receivable amount due. This accounts receivable has been open for 30 or less days. Display
Over 30	The accounts receivable amount that has been due for 31 to 60 days. Display
Over 60	The accounts receivable amount that has been due for 61 to 90 days. Display
Over 90	The accounts receivable amount that has been due for 91 to 120 days. Display
Over 120	The accounts receivable amount that has been due for more than 120 days. Display
Future	The amount that will be due from this customer including those invoices that have not yet begun to age. Display
Unpst Cash	The monetary amount of payments that have been received but not yet posted. Display

Accounts Payable Business Area

Information in this business area is displayed in one column.The information in this column is from the Accounts Payable Open Payables Header File (APOHD) and reflects summary data by company presented in four rows by aging dates. The text of each aging field label (current, aging days 01, aging days 02, aging days 03) is assigned through AP Options Maintenance (MENU APFIL2) for a company.

The formula of calculating the open amount for each period is:

Calculation: (Invoice Amount - Total Payments) + (Total Credits + Total Debits) - Total Discounts Taken

Current	The current accounts payable amount due. Display
Aging Days 01	The accounts payable amount that has been due for at least the first aging period but less than the second. Display

Executive Summary Drill Down Screen Fields and Function Keys

Field/Function Key	Description
Aging Days 02	The accounts payable amount that has been due for at least the second aging period but less than the third. Display
Aging Days 03	The accounts payable amount that has been due for at least the third aging period but less than the fourth. Display
General Ledger Business Area	
Information in this business area is displayed in one column.The information in this column is from the General Ledger Master File (GLMST) and General Ledger Summary File (GLSUM), and reflects total ending balances for each account type.	
Asset	The monetary amount of the total assets for all posted transactions. Display
Liability	The monetary amount of the total liabilities for all posted transactions. Display
Income	The monetary amount of the total income for all posted transactions. Display
Expense	The monetary amount of the total expenses for all posted transactions. Display
Profit	The monetary amount of the total profit for all posted transactions. Display
CRE	The monetary amount of the total retained earnings; this amount is from the General Ledger Current Retained Earnings File (GLCRE), including the total of all period amount field value, up to the current month. Display
Inv Wrtoff	The monetary amount of the total inventory write-off; calculated from the fiscal year balance from the GL Summary File for accounts that represent inventory quantity adjustments both write-offs and recount write-offs. Display
Sales Statistics Business Area	
Information in this business area is displayed in four columns, as explained in the fields that follow, and the totals that display in each column are specific to the company’s total sales for the current month, current year, and previous year.	

Executive Summary Drill Down Screen Fields and Function Keys

Field/Function Key	Description
No of Order	The **No of Order** column indicates the total number of orders placed for each time period. The number of orders will display as all 9’s if the value is larger than the screen can display. The complete value will be displayed on the Executive Summary Drill Down Screen (p. 43-15). Display
Sales	The **Sales** column indicates the total monetary amount of sales revenue that was invoiced for each time period. Display
Profit	The **Profit** column indicates the total monetary amount of profit for each time period. Profit is calculated as total sales minus the total cost. The profit will display as all 9’s if the value is larger than the screen can display. The complete value will be displayed on the Executive Summary Drill Down Screen (p. 43-15). Display
Prof %	The **Prof %** column indicates the gross profit percent of sales, calculated as ($Profit/$Sales)*100, for the corresponding time period. The profit percent will display as all 9’s if the value is larger than the screen can display. The complete value will be displayed on the Executive Summary Drill Down Screen (p. 43-15). Display
M-T-D	The item’s sales month-to-date. The totals that display in each column are specific to the company’s total sales for the current month. Display
Y-T-D	The item’s sales year-to-date. The totals that display in each column are specific to the company’s total sales for the current year. Display
Last Year	The item’s sales last year. The totals that display in each column are specific to the company’s total sales for the previous year. Display

Inventory Accounting/Purchasing Business Area

Executive Summary Drill Down Screen Fields and Function Keys

Field/Function Key	Description
Information in this business area is displayed in two columns.The information in these columns is calculated by company (all warehouses with this company as a default company); values are calculated using on-hand quantity multiplied by the **Cost to be Used for GL** (average, standard or user), as selected in Order Entry Options Maintenance (MENU XAFILE). The first column (**Inv Value**, **Current**, **Over 30**, etc.) represents total inventory value and inventory aging. The second column (**On PO**, **Overdue PO**, etc.) represents miscellaneous Inventory/Purchasing related figures.	
Inv Value	The total value of inventory based on the Item Balance File's selected cost and total quantity on hand. Display
Current	The current value in stock 30 or less days based on the Item Balance File's selected cost. Display
Over 30	The value in stock 31 to 90 days based on the Item Balance File's selected cost. Display
Over 90	The value in stock 91 to 180 days based on the Item Balance File's selected cost. Display
Over 180	The value in stock 181 to 360 days based on the Item Balance File's selected cost. Display
Over 360	The value in stock more than 360 days based on the Item Balance File's selected cost. Display
Dead Stock	The value of items that have no Inventory Transaction History for more than 360 days based on the Item Balance File's selected cost. Selected transaction types that are included are: quantity adjustments, quantity issue, on-PO, receipts, warehouse transfers, inventory recounts, sales quantities. Display
On PO	The value of inventory on open purchase orders. Items on an open purchase order are those that have been ordered through Purchasing or IA Transaction Code O, but have not yet been received. Display

Executive Summary Drill Down Screen Fields and Function Keys

Field/Function Key	Description
Overdue PO	The value of items on open purchase orders with a PO due date less than the as-of-date. Display
In Transit	The value of total inventory in transit for each of the selected company's warehouses from other warehouses; the value shipped but not received. Display
Inv Turns	The value of annual sales to inventory ratio. This is the inventory turnover of this item. The number of turns for this item is calculated as follows: Number of Turns = Sales Qty Per Year* / Avg Month-End On-hand** *Sales Qty Per Year = (Qty Sold x 12) / (No. of Months Active YTD + No. of Months Active Last Year), where: Qty Sold = (Qty Sold YTD + Qty Sold Last Year) - (Drop Ship Qty YTD + Drop Ship Qty Last Year) **Avg Month End On-hand = (Month-End Balance YTD + Month-End Balance Last Year) / (No. of Months Active YTD + No. of Months Active Last Year) The inventory turns will display as all 9's if the value is larger than the screen can display. The complete value will be displayed on the Executive Summary Drill Down Screen (p. 43-15). Display
MTD StkOut	The number of stockouts that have occurred for this item as of the month-to-date. Each time a customer order is backordered for this item, the item's stockout quantity is increased by one. Display
YTD StkOut	The number of stockouts that have occurred for this item as of the year-to-date. Each time a customer order is backordered for this item, the item's stockout quantity is increased by one. Display
Select a Business Area	
Selection	This field allows you to select a business area (six are available) for which you want to drill down into more detailed information. Key the reference number associated with the business area you want to select and press ENTER. Information pertaining to the business area will display on the screen. You can further filter the information to display based on a particular date and limit criteria associated with the business area (see the **Date** field and **Limits** field). *Valid Values:* 1-6 (N 2,0) Optional
Limits	

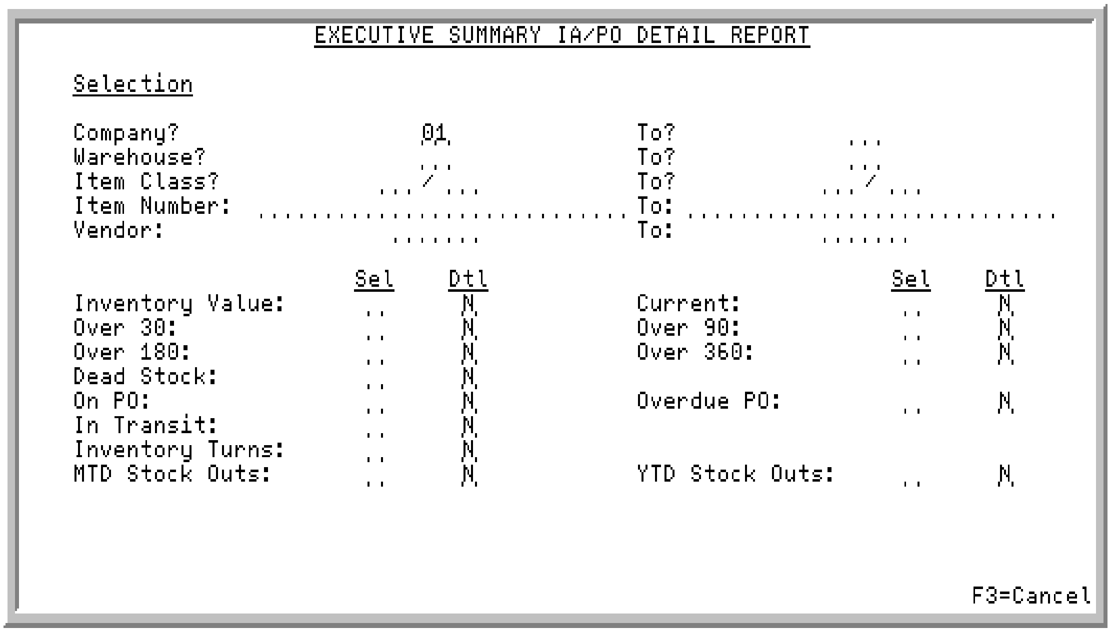
Executive Summary Drill Down Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td colspan="2">For each business area you key in the Selection field, various limit criteria is available to assist you to drill down further into more detailed information specific to the criteria and date you select.</td></tr>
<tr><td colspan="2">NOTE: The values shown on this screen will be based on what you select in the Limits fields. For example, if you select the business area Order Entry and entered Company 01 and left the Warehouse, Salesrep and Order Source (if available) limit fields blank, once you press F5=REFRESH, the totals for Company 01 will be displayed, combining all Warehouses, Salesreps and Order Source Codes. If you entered Company 01 and Warehouse 5, then Company 01 and Warehouse 5 totals will be displayed (all Salesreps and Order Source Codes would be combined).</td></tr>
<tr><td colspan="2">All limit fields are optional, with the exception of the Company limit field.</td></tr>
<tr><td>Order Entry Limits</td><td>The following limits are available for the Order Entry Business Area:
• Company (the company’s currency symbol will display to the right of this field)
• Warehouse
• Salesrep
• Order Source (if the company you select is using Order Source Codes, as determined through Order Entry Options Maintenance (MENU XAFILE))</td></tr>
<tr><td>Accounts Receivable Limits</td><td>The following limits are available for the Accounts Receivable Business Area:
• Company (the company’s currency symbol will display to the right of this field)
• A/R Call Rep</td></tr>
<tr><td>Accounts Payable Limits</td><td>The following limits are available for the Accounts Payable Business Area:
• Company (the company’s currency symbol will display to the right of this field)
• Business Unit</td></tr>
<tr><td>General Ledger Limits</td><td>The following limit is available for the General Ledger Business Area:
• Company (the company’s currency symbol will display to the right of this field)</td></tr>
<tr><td>Sales Statistics Limits</td><td>The following limit is available for the Sales Statistic Business Area:
• Company (the company’s currency symbol will display to the right of this field)</td></tr>
</table>

Executive Summary Drill Down Screen Fields and Function Keys

Field/Function Key	Description
Inventory Accounting Limits	The following limits are available for the Inventory Accounting Business Area: • **Company** (the company's currency symbol will display to the right of this field) • **Warehouse** • **Item Class** • **Item Subclass**
Function Keys	
F3=Exit	Press F3=EXIT to exit from this option.
F5=Refresh	After you key a new date in the **Date** field or enter criteria in a **Limits** field, press F5=REFRESH to refresh/update the information on the screen based on the date/criteria you selected.
F7=Detail Rpt	The display of the F7=DETAIL RPT function key is conditional based on: • The **Date** field (in the top left hand corner of the screen). • The date must reflect when the last Day-End Process (MENU XAMAST) was run in the environment you are in (that is, it has to be the date that was generated during the last Day-End run, which is the date of tomorrow; however, if the Day-End was run today and the date that was generated is then tomorrow's date, F7=DETAIL RPT is not displayed since the Executive Summary will not allow you to view tomorrow's date until tomorrow. • The **Selection** field must be 6 (Inventory Accounting). Press F7=DETAIL RPT to display the Executive Summary IA/PO Detail Report Screen (p. 43-25), where you can enter selection criteria for which the Executive Summary IA/PO Detail Report (p. 43-36) will print.
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	After entering a reference number in the **Selection** field, press ENTER to confirm your selection and display information pertaining to the business area you selected.

Executive Summary IA/PO Detail Report Screen



```
                     EXECUTIVE SUMMARY IA/PO DETAIL REPORT

    Selection

    Company?                  01              To?              ...
    Warehouse?                ...             To?              ...
    Item Class?            .../...            To?           .../...
    Item Number: ........................... To: ...........................
    Vendor:                .......            To:           .......

                          Sel    Dtl                        Sel    Dtl
    Inventory Value:       ..     N           Current:       ..     N
    Over 30:               ..     N           Over 90:       ..     N
    Over 180:              ..     N           Over 360:      ..     N
    Dead Stock:            ..     N
    On PO:                 ..     N           Overdue PO:    ..     N
    In Transit:            ..     N
    Inventory Turns:       ..     N
    MTD Stock Outs:        ..     N           YTD Stock Outs: ..    N



                                                                 F3=Cancel
```

This screen displays after pressing F7=DETAIL RPT on the Executive Summary Drill Down Screen (p. 43-15).

Use this screen to select the criteria for which the Executive Summary IA/PO Detail Report (p. 43-36) will print. The Executive Summary IA/PO Detail Report (p. 43-36) provides you with additional Inventory and Purchasing value information, such as the details (down to the item level) that make up the values.

Refer to From and To Ranges (p. 4-4) for an explanation of the rules for entering From/To Ranges.

Executive Summary IA/PO Detail Report Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). This field is used to designate the companies for which the Executive Summary IA/PO Detail Report (p. 43-36) will print. Key the company or range of companies to include on the report. *Default Value:* The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE). *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE), which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ N 2,0) Optional

Executive Summary IA/PO Detail Report Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	This field is used to designate the warehouses for which the Executive Summary IA/PO Detail Report (p. 43-36) will print. Key the warehouse or range of warehouses to include on the report. *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). (2 @ A 2) Optional
Item Class	This field is used to designate the item classes/sub-classes for which the Executive Summary IA/PO Detail Report (p. 43-36) will print. Key the item class/sub-class or range of item classes/sub-classes of the items to include on the report. If the sub-class is left blank, all sub-classes within the item class indicated will print. *Valid Values:* Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and are assigned to items through Item Master Maintenance (MENU IAFILE). (2 @ A 2) Optional
Item Number	This field is used to designate the items for which the Executive Summary IA/PO Detail Report (p. 43-36) will print. Key the item or range of items to include on the report. *Valid Values:* Any item numbers defined through Item Master Maintenance (MENU IAFILE). (2 @ A 27) Optional
Vendor	This field is used to designate the primary vendors for which the Executive Summary IA/PO Detail Report (p. 43-36) will print. Key the vendor or range of vendors to include on the report. A primary vendor may be assigned to an item through Item Master Maintenance (MENU IAFILE), or Item Balance Maintenance (MENU IAFILE). *Valid Values:* Any vendors defined through Vendor Master Maintenance (MENU POFILE/MENU IAFILE); a primary vendor may be assigned to an item in Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE). (2 @ A 6) Optional

Executive Summary IA/PO Detail Report Screen Fields and Function Keys

Field/Function Key	Description
Inventory Value	For this field, you select (**Sel** field) whether or not you want the total value of inventory used to condition which items will print on the Executive Summary IA/PO Detail Report (p. 43-36), and if you want to include additional details (**Dtl** field) in regards to what makes up that value. **Sel** Key A to include all items. Key B to include only those items with a balance. Key Z to include only those items with a zero balance. Key I to ignore this selection for determining which items will print on the report. **Dtl** Key Y to include additional details on the report. Key N if you do not want additional details included on the report. NOTE: If any one of the **Sel** options (i.e., this field, **Over 30**, **Over 180**, etc.) are set to A, then all items will be printed on the report, regardless of the values keyed in the other **Sel** options. *Valid Values:* For **Sel**, values A, B, Z or I; for **Dtl**, values Y or N (2 @ A 1) Required
Over 30	For this field, you select (**Sel** field) whether or not you want the value in stock from 31 to 90 days used to condition which items will print on the Executive Summary IA/PO Detail Report (p. 43-36), and if you want to include additional details (**Dtl** field) in regards to what makes up that value. **Sel** Key A to include all items. Key B to include only those items with a balance. Key Z to include only those items with a zero balance. Key I to ignore this selection for determining which items will print on the report. **Dtl** Key Y to include additional details on the report. Key N if you do not want additional details included on the report. NOTE: If any one of the **Sel** options (i.e., this field, **Inventory Value, Over 180**, etc.) are set to A, then all items will be printed on the report, regardless of the values keyed in the other **Sel** options. *Valid Values:* For **Sel**, values A, B, Z or I; for **Dtl**, values Y or N (2 @ A 1) Required

Executive Summary IA/PO Detail Report Screen Fields and Function Keys

Field/Function Key	Description
Over 180	For this field, you select (**Sel** field) whether or not you want the value in stock from 181 to 360 days used to condition which items will print on the Executive Summary IA/PO Detail Report (p. 43-36), and if you want to include additional details (**Dtl** field) in regards to what makes up that value. **Sel** Key A to include all items. Key B to include only those items with a balance. Key Z to include only those items with a zero balance. Key I to ignore this selection for determining which items will print on the report. **Dtl** Key Y to include additional details on the report. Key N if you do not want additional details included on the report. NOTE: If any one of the **Sel** options (i.e., this field, **Inventory Value, Over 30**, etc.) are set to A, then all items will be printed on the report, regardless of the values keyed in the other **Sel** options. *Valid Values:* For **Sel**, values A, B, Z or I; for **Dtl**, values Y or N (2 @ A 1) Required
Dead Stock	For this field, you select (**Sel** field) whether or not you want the value of items that have no Inventory Transaction history for more than 360 days used to condition which items will print on the Executive Summary IA/PO Detail Report (p. 43-36), and if you want to include additional details (**Dtl** field) in regards to what makes up that value. **Sel** Key A to include all items. Key B to include only those items with a balance. Key Z to include only those items with a zero balance. Key I to ignore this selection for determining which items will print on the report. **Dtl** Key Y to include additional details on the report. Key N if you do not want additional details included on the report. NOTE: If any one of the **Sel** options (i.e., this field, **Inventory Value, Over 30**, etc.) are set to A, then all items will be printed on the report, regardless of the values keyed in the other **Sel** options. *Valid Values:* For **Sel**, values A, B, Z or I; for **Dtl**, values Y or N (2 @ A 1) Required

Executive Summary IA/PO Detail Report Screen Fields and Function Keys

Field/Function Key	Description
On PO	For this field, you select (**Sel** field) whether or not you want the value of inventory on open purchase orders used to condition which items will print on the Executive Summary IA/PO Detail Report (p. 43-36), and if you want to include additional details (**Dtl** field) in regards to what makes up that value. Note that items on an open purchase order are those that have been ordered through Purchasing or IA Transaction Code O, but have not yet been received. Special order purchase orders are not included in these values. **Sel** Key A to include all items. Key B to include only those items with a balance. Key Z to include only those items with a zero balance. Key I to ignore this selection for determining which items will print on the report. **Dtl** Key Y to include additional details on the report. Key N if you do not want additional details included on the report. NOTE: If any one of the **Sel** options (i.e., this field, **Inventory Value, Over 30**, etc.) are set to A, then all items will be printed on the report, regardless of the values keyed in the other **Sel** options. *Valid Values:* For **Sel**, values A, B, Z or I; for **Dtl**, values Y or N (2 @ A 1) Required

Executive Summary IA/PO Detail Report Screen Fields and Function Keys

Field/Function Key	Description
In Transit	For this field, you select (**Sel** field) whether or not you want the value of total inventory in transit for each of the selected company's warehouses from other warehouses (i.e., the value shipped but not received) used to condition which items will print on the Executive Summary IA/PO Detail Report (p. 43-36), and if you want to include additional details (**Dtl** field) in regards to what makes up that value. **Sel** Key A to include all items. Key B to include only those items with a balance. Key Z to include only those items with a zero balance. Key I to ignore this selection for determining which items will print on the report. **Dtl** Key Y to include additional details on the report. Key N if you do not want additional details included on the report. NOTE: If any one of the **Sel** options (i.e., this field, **Inventory Value, Over 30**, etc.) are set to A, then all items will be printed on the report, regardless of the values keyed in the other **Sel** options. *Valid Values:* For **Sel**, values A, B, Z or I; for **Dtl**, values Y or N (2 @ A 1) Required

Executive Summary IA/PO Detail Report Screen Fields and Function Keys

Field/Function Key	Description
Inventory Turns	For this field, you select (**Sel** field) whether or not you want the value of annual sales to inventory ratio (i.e., the inventory turnover of this item) used to condition which items will print on the Executive Summary IA/PO Detail Report (p. 43-36), and if you want to include additional details (**Dtl** field) in regards to what makes up that value. **Sel** Key A to include all items. Key B to include only those items with a balance. Key Z to include only those items with a zero balance. Key I to ignore this selection for determining which items will print on the report. **Dtl** Key Y to include additional details on the report. Key N if you do not want additional details included on the report. NOTE: If any one of the **Sel** options (i.e., this field, **Inventory Value, Over 30**, etc.) are set to A, then all items will be printed on the report, regardless of the values keyed in the other **Sel** options. *Valid Values:* For **Sel**, values A, B, Z or I; for **Dtl**, values Y or N (2 @ A 1) Required
MTD Stock Outs	For this field, you select (**Sel** field) whether or not you want the value of value of month-to-date stock outs used to condition which items will print on the Executive Summary IA/PO Detail Report (p. 43-36), and if you want to include additional details (**Dtl** field) in regards to what makes up that value. **Sel** Key A to include all items. Key B to include only those items with a balance. Key Z to include only those items with a zero balance. Key I to ignore this selection for determining which items will print on the report. **Dtl** Key Y to include additional details on the report. Key N if you do not want additional details included on the report. NOTE: If any one of the **Sel** options (i.e., this field, **Inventory Value, Over 30**, etc.) are set to A, then all items will be printed on the report, regardless of the values keyed in the other **Sel** options. *Valid Values:* For **Sel**, values A, B, Z or I; for **Dtl**, values Y or N (2 @ A 1) Required

Executive Summary IA/PO Detail Report Screen Fields and Function Keys

Field/Function Key	Description
Current	For this field, you select (**Sel** field) whether or not you want the value in stock 30 or less days used to condition which items will print on the Executive Summary IA/PO Detail Report (p. 43-36), and if you want to include additional details (**Dtl** field) in regards to what makes up that value. **Sel** Key A to include all items. Key B to include only those items with a balance. Key Z to include only those items with a zero balance. Key I to ignore this selection for determining which items will print on the report. **Dtl** Key Y to include additional details on the report. Key N if you do not want additional details included on the report. NOTE: If any one of the **Sel** options (i.e., this field, **Inventory Value, Over 30**, etc.) are set to A, then all items will be printed on the report, regardless of the values keyed in the other **Sel** options. *Valid Values:* For **Sel**, values A, B, Z or I; for **Dtl**, values Y or N (2 @ A 1) Required
Over 90	For this field, you select (**Sel** field) whether or not you want the value in stock 91 to 180 days used to condition which items will print on the Executive Summary IA/PO Detail Report (p. 43-36), and if you want to include additional details (**Dtl** field) in regards to what makes up that value. **Sel** Key A to include all items. Key B to include only those items with a balance. Key Z to include only those items with a zero balance. Key I to ignore this selection for determining which items will print on the report. **Dtl** Key Y to include additional details on the report. Key N if you do not want additional details included on the report. NOTE: If any one of the **Sel** options (i.e., this field, **Inventory Value, Over 30**, etc.) are set to A, then all items will be printed on the report, regardless of the values keyed in the other **Sel** options. *Valid Values:* For **Sel**, values A, B, Z or I; for **Dtl**, values Y or N (2 @ A 1) Required

Executive Summary IA/PO Detail Report Screen Fields and Function Keys

Field/Function Key	Description
Over 360	For this field, you select (**Sel** field) whether or not you want the value in stock more than 360 days used to condition which items will print on the Executive Summary IA/PO Detail Report (p. 43-36), and if you want to include additional details (**Dtl** field) in regards to what makes up that value. **Sel** Key A to include all items. Key B to include only those items with a balance. Key Z to include only those items with a zero balance. Key I to ignore this selection for determining which items will print on the report. **Dtl** Key Y to include additional details on the report. Key N if you do not want additional details included on the report. NOTE: If any one of the **Sel** options (i.e., this field, **Inventory Value, Over 30**, etc.) are set to A, then all items will be printed on the report, regardless of the values keyed in the other **Sel** options. *Valid Values:* For **Sel**, values A, B, Z or I; for **Dtl**, values Y or N (2 @ A 1) Required

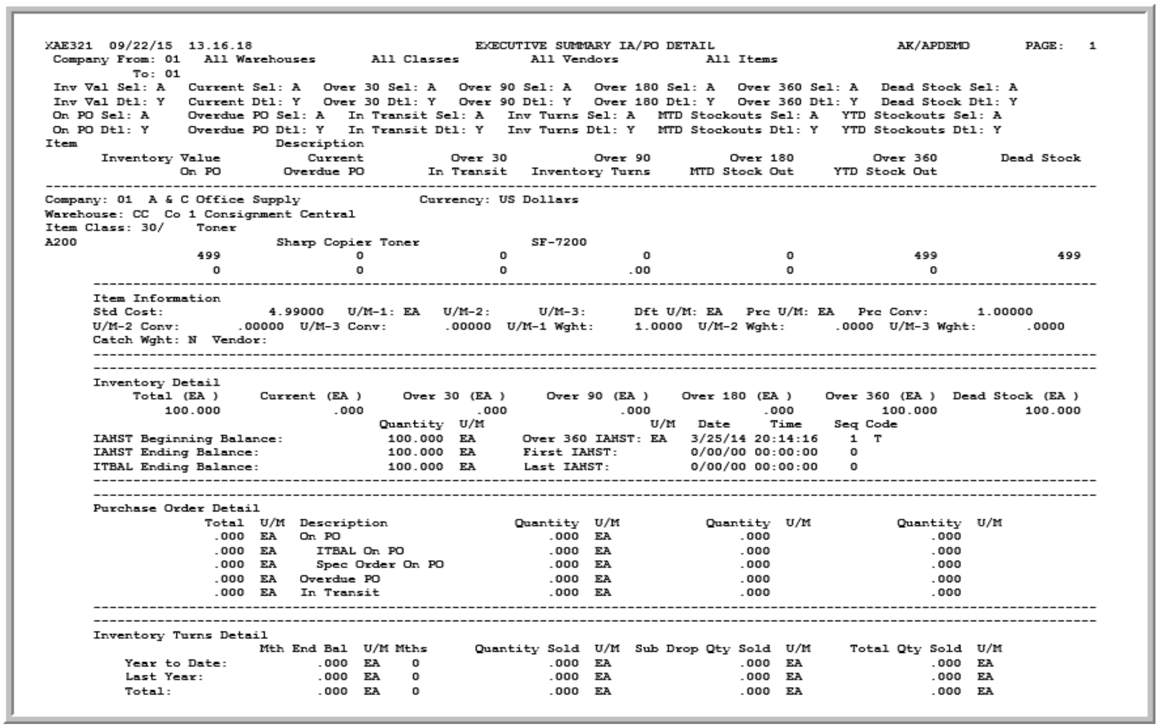
Executive Summary IA/PO Detail Report Screen Fields and Function Keys

Field/Function Key	Description
Overdue PO	For this field, you select (**Sel** field) whether or not you want the value of items on open purchase orders with a PO due date less than the as-of-date used to condition which items will print on the Executive Summary IA/PO Detail Report (p. 43-36), and if you want to include additional details (**Dtl** field) in regards to what makes up that value. (Note that the **Overdue PO** value will include special orders which were removed from the **On PO** value.) **Sel** Key A to include all items. Key B to include only those items with a balance. Key Z to include only those items with a zero balance. Key I to ignore this selection for determining which items will print on the report. **Dtl** Key Y to include additional details on the report. Key N if you do not want additional details included on the report. NOTE: If any one of the **Sel** options (i.e., this field, **Inventory Value, Over 30**, etc.) are set to A, then all items will be printed on the report, regardless of the values keyed in the other **Sel** options. *Valid Values:* For **Sel**, values A, B, Z or I; for **Dtl**, values Y or N (2 @ A 1) Required

Executive Summary IA/PO Detail Report Screen Fields and Function Keys

Field/Function Key	Description
YTD Stock Outs	For this field, you select (**Sel** field) whether or not you want the value of year-to-date stock outs used to condition which items will print on the Executive Summary IA/PO Detail Report (p. 43-36), and if you want to include additional details (**Dtl** field) in regards to what makes up that value. **Sel** Key A to include all items. Key B to include only those items with a balance. Key Z to include only those items with a zero balance. Key I to ignore this selection for determining which items will print on the report. **Dtl** Key Y to include additional details on the report. Key N if you do not want additional details included on the report. NOTE: If any one of the **Sel** options (i.e., this field, **Inventory Value, Over 30**, etc.) are set to A, then all items will be printed on the report, regardless of the values keyed in the other **Sel** options. *Valid Values:* For **Sel**, values A, B, Z or I; for **Dtl**, values Y or N (2 @ A 1) Required
F3=Cancel	Press F3=CANCEL to return to the Executive Summary Drill Down Screen (p. 43-15), without printing the report.
Enter	After entering selection criteria, press ENTER. The Report Options Screen (p. A-2) will appear. The report will print following your selections on the Report Options Screen (p. A-2).

Executive Summary IA/PO Detail Report



```
XAE321  09/22/15  13.16.18                            EXECUTIVE SUMMARY IA/PO DETAIL                       AK/APDEMO       PAGE:   1
 Company From: 01   All Warehouses       All Classes         All Vendors           All Items
           To: 01
 Inv Val Sel: A   Current Sel: A   Over 30 Sel: A   Over 90 Sel: A   Over 180 Sel: A   Over 360 Sel: A   Dead Stock Sel: A
 Inv Val Dtl: Y   Current Dtl: Y   Over 30 Dtl: Y   Over 90 Dtl: Y   Over 180 Dtl: Y   Over 360 Dtl: Y   Dead Stock Dtl: Y
 On PO Sel: A     Overdue PO Sel: A   In Transit Sel: A   Inv Turns Sel: A   MTD Stockouts Sel: A   YTD Stockouts Sel: A
 On PO Dtl: Y     Overdue PO Dtl: Y   In Transit Dtl: Y   Inv Turns Dtl: Y   MTD Stockouts Dtl: Y   YTD Stockouts Dtl: Y
Item                         Description
       Inventory Value           Current           Over 30           Over 90          Over 180          Over 360        Dead Stock
                 On PO        Overdue PO        In Transit   Inventory Turns     MTD Stock Out     YTD Stock Out
------------------------------------------------------------------------------------------------------------------------------------
Company: 01  A & C Office Supply               Currency: US Dollars
Warehouse: CC  Co 1 Consignment Central
Item Class: 30/    Toner
A200                         Sharp Copier Toner              SF-7200
                   499                 0                 0                 0                 0               499               499
                     0                 0                 0               .00                 0                 0
      ------------------------------------------------------------------------------------------------------------------------------
      Item Information
      Std Cost:             4.99000   U/M-1: EA   U/M-2:      U/M-3:      Dft U/M: EA   Prc U/M: EA   Prc Conv:      1.00000
      U/M-2 Conv:       .00000  U/M-3 Conv:       .00000  U/M-1 Wght:     1.0000  U/M-2 Wght:      .0000  U/M-3 Wght:      .0000
      Catch Wght: N  Vendor:
      ------------------------------------------------------------------------------------------------------------------------------
      ------------------------------------------------------------------------------------------------------------------------------
      Inventory Detail
           Total (EA )     Current (EA )     Over 30 (EA )     Over 90 (EA )    Over 180 (EA )    Over 360 (EA )  Dead Stock (EA )
               100.000              .000              .000              .000              .000           100.000           100.000
                                          Quantity  U/M                     U/M   Date     Time     Seq Code
      IAHST Beginning Balance:             100.000  EA      Over 360 IAHST: EA   3/25/14 20:14:16    1  T
      IAHST Ending Balance:                100.000  EA      First IAHST:         0/00/00 00:00:00    0
      ITBAL Ending Balance:                100.000  EA      Last IAHST:          0/00/00 00:00:00    0
      ------------------------------------------------------------------------------------------------------------------------------
      ------------------------------------------------------------------------------------------------------------------------------
      Purchase Order Detail
                    Total  U/M  Description                Quantity  U/M           Quantity  U/M           Quantity  U/M
                     .000  EA   On PO                          .000  EA                .000                    .000
                     .000  EA     ITBAL On PO                  .000  EA                .000                    .000
                     .000  EA     Spec Order On PO             .000  EA                .000                    .000
                     .000  EA   Overdue PO                     .000  EA                .000                    .000
                     .000  EA   In Transit                     .000  EA                .000                    .000
      ------------------------------------------------------------------------------------------------------------------------------
      ------------------------------------------------------------------------------------------------------------------------------
      Inventory Turns Detail
                           Mth End Bal  U/M Mths      Quantity Sold  U/M  Sub Drop Qty Sold  U/M     Total Qty Sold  U/M
          Year to Date:           .000  EA    0                .000  EA                .000  EA                .000  EA
          Last Year:              .000  EA    0                .000  EA                .000  EA                .000  EA
          Total:                  .000  EA    0                .000  EA                .000  EA                .000  EA
```

This report prints after pressing ENTER on the Report Options Screen (p. A-2).

This report prints the criteria you selected on the Executive Summary IA/PO Detail Report Screen (p. 43-25) and provides you with additional Inventory and Purchasing value information, such as the details (down to the item level) that make up the values. That is, based on your selection criteria, details behind the data shown in the Executive Summary for Inventory and Purchasing will be included on the report.

Executive Summary IA/PO Detail Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).

Executive Summary IA/PO Detail Report

Report/Listing Fields	Description
Sub-headings	The company number and name, the company's currency description, the warehouse number and name and the item class/sub class codes and descriptions are also printed. Totals are provided for each of these categories.
Item Inventory Values	
Item, Description	The item number and item description fields.
Inventory Value	The total value of inventory values are calculated using on-hand quantity multiplied by the **Cost to be Used for GL** (average, standard or user), as selected in Order Entry Options Maintenance (MENU XAFILE).
Current	The current value in stock 30 or less days calculated using quantity on-hand within the last 30 days multiplied by the **Cost to be Used for GL** (average, standard or user), as selected in Order Entry Options Maintenance (MENU XAFILE). Special order quantities are omitted from this calculation.
Over 30	The value in stock 31 to 90 days calculated using quantity on-hand within 31 to 90 days multiplied by the **Cost to be Used for GL** (average, standard or user), as selected in Order Entry Options Maintenance (MENU XAFILE). Special order quantities are omitted from this calculation.
Over 90	The value in stock 91 to 180 days calculated using quantity on-hand within 91 to 180 days multiplied by the **Cost to be Used for GL** (average, standard or user), as selected in Order Entry Options Maintenance (MENU XAFILE). Special order quantities are omitted from this calculation.
Over 180	The value in stock 181 to 360 days calculated using quantity on-hand within 181 to 360 days multiplied by the **Cost to be Used for GL** (average, standard or user), as selected in Order Entry Options Maintenance (MENU XAFILE). Special order quantities are omitted from this calculation.
Over 360	The value in stock more than 360 days calculated using quantity on-hand greater than 360 days multiplied by the **Cost to be Used for GL** (average, standard or user), as selected in Order Entry Options Maintenance (MENU XAFILE). Special order quantities are omitted from this calculation.

Executive Summary IA/PO Detail Report

Report/Listing Fields	Description
Dead Stock	The value of items that have no Inventory Transaction History for more than 360 days calculated using on-hand quantity multiplied by the **Cost to be Used for GL** (average, standard or user), as selected in Order Entry Options Maintenance (MENU XAFILE). Special order quantities are omitted from this calculation.
On PO	The value of inventory on open purchase orders calculated using on-hand quantity multiplied by the **Cost to be Used for GL** (average, standard or user), as selected in Order Entry Options Maintenance (MENU XAFILE). Items on an open purchase order are those that have been ordered through Purchasing or IA Transaction Code O, but have not yet been received. Special order quantities are omitted from this calculation.
Overdue PO	The value of items on open purchase orders with a PO due date less than the as-of-date calculated using open purchase order quantity multiplied by the **Cost to be Used for GL** (average, standard or user), as selected in Order Entry Options Maintenance (MENU XAFILE).
In Transit	The value of total inventory in transit for each of the selected company's warehouses from other warehouses; the value shipped but not received calculated using order entry quantity shipped multiplied by the **Cost to be Used for GL** (average, standard or user), as selected in Order Entry Options Maintenance (MENU XAFILE).
Inventory Turns	The value of annual sales to inventory ratio. This is the inventory turnover of this item. The number of turns for this item is calculated as follows: Number of Turns = Sales Qty Per Year* / Avg Month-End On-hand** *Sales Qty Per Year = (Qty Sold x 12) / (No. of Months Active YTD + No. of Months Active Last Year), where: Qty Sold = (Qty Sold YTD + Qty Sold Last Year) - (Drop Ship Qty YTD + Drop Ship Qty Last Year) **Avg Month End On-hand = (Month-End Balance YTD + Month-End Balance Last Year) / (No. of Months Active YTD + No. of Months Active Last Year) The inventory turns will display as all 9's if the value is larger than the screen can display. The complete value will be displayed on the Executive Summary Drill Down Screen (p. 43-15).
MTD Stock Out	The number of stockouts that have occurred for this item as of the month-to-date. Each time a customer order is backordered for this item, the item's stockout quantity is increased by one.

Executive Summary IA/PO Detail Report

Report/Listing Fields	Description
YTD Stock Out	The number of stockouts that have occurred for this item as of the year-to-date. Each time a customer order is backordered for this item, the item's stockout quantity is increased by one.
Item Information	
Avg Cost	The unit average cost of the item from the Item Balance File.
U/M-1	The first stocking unit of measure from the Item Master File.
U/M-2	The second stocking unit of measure from the Item Master File.
U/M-3	The third stocking unit of measure from the Item Master File.
Dft U/M	The unit of measure selected from units of measure 1-3 as the default unit of measure to be used for reporting and entry purposes.
Prc U/M	The unit of measure that identifies how the list prices were established for the item.
Prc Conv	The conversion factor between the pricing unit of measure and unit of measure 1.
U/M-2 Conv	The conversion factor relationship between unit of measure 1 and unit of measure 2.
U/M-3 Conv	The conversion factor relationship between unit of measure 1 and unit of measure 3.
U/M-1 Wght	The unit weight of the item in unit of measure 1.
U/M-2 Wght	The unit weight of the item in unit of measure 2.
U/M-3 Wght	The unit weight of the item in unit of measure 3.
Catch Wght	The Y/N value identifies this item is or is not a catch weight item that will be priced based on the weight of the total quantity shipped to the customer.
Vendor	The primary vendor for the item assigned in the Item Balance File. If there is no vendor in the Item Balance File, the primary vendor assigned to the item in the Item Master File.
Inventory Detail	
Total	The total quantity on hand expressed in the default unit of measure.
Current	The quantity on hand received within the last 30 days expressed in the default unit of measure.

Executive Summary IA/PO Detail Report

Report/Listing Fields	Description
Over 30	The quantity on hand received within the last 31-90 days expressed in the default unit of measure.
Over 90	The quantity on hand received within the last 91-180 days expressed in the default unit of measure.
Over 180	The quantity on hand received within the last 181-360 days expressed in the default unit of measure.
Over 360	The quantity on hand received more than 360 days ago expressed in the default unit of measure.
Dead Stock	The quantity recorded for items that have no Inventory Transaction History for more than 360 days.
IAHST Beginning Balance	The beginning balance quantity and UOM as a result of the first transaction for this item within the previous 360 days.
Over 360 IAHST	The first transaction detail found in the Item Transaction History file that is more than 360 days old. Details are provided for: • **U/M** - the unit of measure for the specific transaction • **Date** - the date the transaction occurred expressed in the user's default date format • **Time** - the time the transaction occurred expressed in the user's default time format • **Seq** - the sequence number within the specific group of transactions for this item's transaction • **Code** - the type of transaction code (i.e. receipt, adjustment) within the specific group of transactions for this item's transaction.
IAHST Ending Balance	The ending balance quantity and UOM as a result of the most recent transaction for this item within the previous 360 days.
First IAHST	The first transaction detail found in the Item Transaction History file that is less than 360 days old. Details are provided for: • **U/M** - the unit of measure for the specific transaction • **Date** - the date the transaction occurred expressed in the user's default date format • **Time** - the time the transaction occurred expressed in the user's default time format • **Seq** - the sequence number within the specific group of transactions for this item's transaction • **Code** - the type of transaction code (i.e. receipt, adjustment) within the specific group of transactions for this item's transaction.

Executive Summary IA/PO Detail Report

Report/Listing Fields	Description
ITBAL Ending Balance	The ending balance quantity and UOM in the Item Balance File as a result of the most recent transaction for this item within the previous 360 days quantity and UOM.
Last IAHSTYou can have inventory that is over 360 days old, that still has had movements (transactions) in the last 360 days which would then not be considered deadstock, or you can inventory that is over 360 days old that has had no movements (transactions) in the last 360 days and then it is considered deadstock.	The most recent transaction detail found in the Item Transaction History file that is less than 360 days old. Details are provided for: • **U/M** - the unit of measure for the specific transaction • **Date** - the date the transaction occurred expressed in the user's default date format • **Time** - the time the transaction occurred expressed in the user's default time format • **Seq** - the sequence number within the specific group of transactions for this item's transaction • **Code** - the type of transaction code (i.e. receipt, adjustment) within the specific group of transactions for this item's transaction.
Difference in Ending	The difference between the ending balances in the Item Balance File and the Item Transaction History File. These two files should always be the same value so if this quantity is not zero, there is a problem with the field being out of sync.
Difference Applied to Over 360	The quantity and UOM of inventory that is over 360 days old, that still has had movements (transactions) in the last 360 days which would then not be considered deadstock.
Purchase Order Detail	
On PO	This detail line prints when **On PO** is set to Y on the Executive Summary IA/PO Detail Report Screen (p. 43-25). The **Total** is the total quantity on purchase orders converted to the default unit of measure as specified in the Item Master File (ITMST). Open purchase orders are those that have been ordered through Purchasing or IA Transaction Code O, but have not yet been received. Special order quantities are omitted from this calculation. **Quantity U/M 1** is the quantity on purchase order in the first stocking unit of measure, **Quantity U/M 2** is the quantity on purchase order in the second unit of measure and **Quantity U/M 3** is the quantity on purchase order in the third unit of measure from the Item Master File (ITMST).

Executive Summary IA/PO Detail Report

Report/Listing Fields	Description
ITBAL On PO	This detail line prints when **On PO** is set to Y on the Executive Summary IA/PO Detail Report Screen (p. 43-25). The **Total** is the total quantity on purchase order converted to the default unit of measure as specified in the Item Master File (ITMST). The on purchase order quantity recorded in the Item Balance File (ITBAL) as a result of transactions posted with a **Transaction Type** O. **Quantity U/M 1** is the quantity on purchase order in the first stocking unit of measure, **Quantity U/M 2** is the quantity on purchase order in the second unit of measure and **Quantity U/M 3** is the quantity on purchase order in the third unit of measure from the Item Master File (ITMST).
Spec Order on PO	This detail line prints when **On PO** is set to Y on the Executive Summary IA/PO Detail Report Screen (p. 43-25). The quantities that are on purchase order and flagged as items thate are being special ordered. The **Total** is the total quantity on purchase order converted to the default unit of measure as specified in the Item Master File (ITMST). **Quantity U/M 1** is the quantity on purchase order in the first stocking unit of measure, **Quantity U/M 2** is the quantity on purchase order in the second unit of measure and **Quantity U/M 3** is the quantity on purchase order in the third unit of measure from the Item Master File (ITMST).
Overdue PO	This detail line prints when **Overdue PO** is set to Y on the Executive Summary IA/PO Detail Report Screen (p. 43-25). The value of items on open purchase orders with a PO due date less than the as-of-date. The **Total** is the total quantity on purchase order converted to the default unit of measure as specified in the Item Master File (ITMST). **Quantity U/M 1** is the quantity on purchase order in the first stocking unit of measure, **Quantity U/M 2** is the quantity on purchase order in the second unit of measure and **Quantity U/M 3** is the quantity on purchase order in the third unit of measure from the Item Master File (ITMST).
Intransit	This detail line prints when **In Transit** is set to Y on the Executive Summary IA/PO Detail Report Screen (p. 43-25). The value of total inventory in transit for each of the selected company's warehouses from other warehouses; the value shipped but not received. The **Total** is the total quantity on purchase order converted to the default unit of measure as specified in the Item Master File (ITMST). **Quantity U/M 1** is the quantity on purchase order in the first stocking unit of measure, **Quantity U/M 2** is the quantity on purchase order in the second unit of measure and **Quantity U/M 3** is the quantity on purchase order in the third unit of measure from the Item Master File (ITMST).

Executive Summary IA/PO Detail Report

Report/Listing Fields	Description
Inventory Turns Detail	
Year to Date	Month End Balance, U/M, Mths Quantity Sold, U/M Drop Ship Quantity Sold, U/M Net Quantity Sold, U/M The **Net Quantity** sold is the **Quantity Sold** minus the **Drop Ship Quantity** sold. This **Net Quantity Sold** is used to calculate the inventory turns of the item in the warehouse.
Last Year	Month End Balance, U/M, Mths Quantity Sold, U/M Drop Ship Quantity Sold, U/M Net Quantity Sold, U/M The **Net Quantity** sold is the **Quantity Sold** minus the **Drop Ship Quantity** sold. This **Net Quantity Sold** is used to calculate the inventory turns of the item in the warehouse.
Total	Month End Balance, U/M, Mths Quantity Sold, U/M Drop Ship Quantity Sold, U/M Net Total Quantity Sold, U/M The **Net Quantity** sold is the **Quantity Sold** minus the **Drop Ship Quantity** sold. This **Net Quantity Sold** is used to calculate the inventory turns of the item in the warehouse.
Stock Out Detail	
Month to Date	This detail line prints when **MTD Stock Outs** is set to Y on the Executive Summary IA/PO Detail Report Screen (p. 43-25). The number of stockouts that have occurred for this item as of the month-to-date. Each time a customer order is backordered for this item, the item's stockout quantity is increased by one. **Nbr** and **U/M 1** is the number of stockouts for this item month-to-date in the first stocking unit of measure; **Nbr** and **U/M 2** is the number of stockouts for this item month-to-date in the second stocking unit of measure; and **Nbr** and **U/M 3** s the number of stockouts for this item month-to-date in the third stocking unit of measure.

Executive Summary IA/PO Detail Report

Report/Listing Fields	Description
Year to Date	This detail line prints when **YTD Stock Outs** is set to Y on the Executive Summary IA/PO Detail Report Screen (p. 43-25). The number of stockouts that have occurred for this item as of the year-to-date. Each time a customer order is backordered for this item, the item's stockout quantity is increased by one. **Nbr** and **U/M 1** is the number of stockouts for this item year-to-date in the first stocking unit of measure; **Nbr** and **U/M 2** is the number of stockouts for this item year-to-date in the second stocking unit of measure; and **Nbr** and **U/M 3** s the number of stockouts for this item year-to-date in the third stocking unit of measure.

APPENDIX A Report Options Screen

A

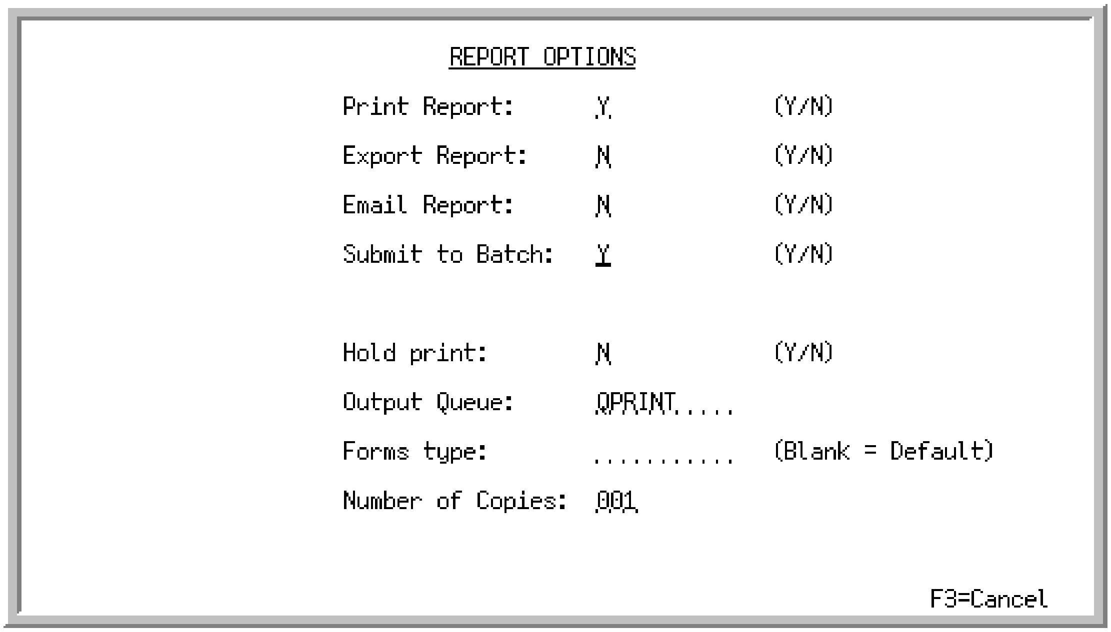
Report Options

The Report Options Screen appears when you print reports, forms, or listings for non-Transaction Processor jobs. It is used to determine if you will print, export or email the selected document and also further define output characteristics of any reports generated through Distribution A+.

Output Queue Overrides Maintenance (MENU OEFIL2) option allows you to add, change, and/or delete output queue overrides by warehouse and Display ID/User ID for the printing of certain documents. These values will be used as the default value for the **Output Queue** field for the specific reports/labels identified.

Transaction Processor jobs have their print control information defined with job templates that are defined through CHAPTER 22: *Job Templates Maintenance/Listing* (MENU XAFILE). Job templates may be defined to allow for pre-established company selections, optional job selections, and output queues/report selections.

Report Options Screen



```
                    REPORT OPTIONS

         Print Report:     Y          (Y/N)
         Export Report:    N          (Y/N)
         Email Report:     N          (Y/N)
         Submit to Batch:  Y          (Y/N)

         Hold print:       N          (Y/N)
         Output Queue:     QPRINT.....
         Forms type:       ........... (Blank = Default)
         Number of Copies: 001

                                             F3=Cancel
```

This screen appears when you print reports, forms, or listings for jobs that are not submitted to the Transaction Processor. It is used to determine the output characteristics of any reports generated through Distribution A+.

Refer to the Mail Server User Guide for detailed information regarding the export functionality. The PC File Export process provides the ability for standard reports to be exported to a file that can be downloaded to a PC and opened with standard PC programs. Additionally, a specific list of programs can be downloaded to a customer defined interface to create Microsoft Excel .CSV and/or .TSV files; that list is included in the chapter for Maintaining PC File Export options.

Report Options Screen Fields and Function Keys

Field/Function Key	Description
Print Report	This field displays only if Mail Server is installed. Use this field to specify whether you want to generate a printed copy of the report, form, or listing. Key a Y to generate a printed copy of the report, form, or listing. The print job will be executed and sent to the indicated output queue once ENTER is pressed. Key an N if you do not want to generate a printed copy of the report, form, or listing. NOTE: If you key N in this field, you must key Y in the **Email Report** or **Export Report** field. However, keying Y in this field does not preclude keying Y in the **Email Report** or **Export Report** field. *Default Value:* Y (A 1) Required

Report Options Screen Fields and Function Keys

Field/Function Key	Description
Export Report	This field displays only if Mail Server is installed and the user is authorized to **Allow Export of Generic Reports** through Application Action Authority (MENU XASCTY). Use this field to specify whether you want to export the report or listing to Internet Explorer, Microsoft Word, Microsoft Excel, Notepad or Wordpad. Key Y to export the report or listing. If you key Y, the PC File Export Selection Screen displays, allowing you to open or save the selected report or listing. Refer to the Mail Server User Guide for information on this screen. Key N if you do not want to export the report or listing. The PC File Export Selection Screen will not display. Additional edits: • This field and the **Email Report** field cannot both be Y. • If this field is Y, the **Batch** and **Print** fields will automatically be set to N. • If a job requires submission to a processor (such as the TP), then the output cannot immediately be exported and the export option will therefore not be processed. If there are any additional outputs that may get exported at the same time (via the same job), then an export will be generated and saved automatically. However, this cannot be performed interactively and therefore cannot be opened. • If **Export** is Y and **Open or Save File** is O on the PC File Export Selection Screen, the printed report will not be sent to the spool file. Remember to save your exported report. • If **Export** is Y and **Open or Save File** is S on the PC File Export Selection Screen, the printed report will be sent to the spool file. *Default Value:* N (A 1) Required

Report Options Screen Fields and Function Keys

Field/Function Key	**Description**
Email Report	This field displays only if Mail Server is installed and the user is authorized to **Allow Email of Generic Reports** through Application Action Authority (MENU XASCTY). Use this field to specify whether you want to e-mail the report, form, or listing. Key Y to e-mail the report, form, or listing. If you key Y, the Email Options Screen displays. Refer to the Mail Server User Guide for information about this screen. Key N if you do not want to e-mail the report, form, or listing. The Email Options Screen will not display. NOTE: If you key Y in this field, you must key N in the **Export Report** field. If you key N in this field, you must key Y in the **Print Report** field. Refer to the **Print Report** field description for additional information concerning the printing option values as related to e-mailing option values. *Default Value:* N (A 1) Required
Submit to Batch	Jobs sent to the batch subsystem will enable you to continue working on your workstation. Whereas, jobs which run interactively tie up your workstation until processing of the job is complete. Key Y to send this print job to the batch subsystem. Key N to process the job interactively. (A 1) Required
Schedule	This field displays only if you are performing Demand Planning functions. See MENU DPMAIN in the Distribution A+ Demand Planning Administrator Guide for further details. Use this field to specify whether you want to schedule jobs. Key Y to schedule jobs. The Schedule Options Screen will display, where you can schedule the job you are maintaining. The scheduling information you specify on the Schedule Options Screen populates the IBM Scheduler. The job will be run automatically at the days, times, and frequency that you indicate on this screen. Key N if you do not want to schedule jobs. The Schedule Options Screen will be bypassed. (A 1) Required

Report Options Screen Fields and Function Keys

Field/Function Key	**Description**
Hold Print	Key Y to put this job on hold. The report will not be printed until it is manually released. Key N to print without putting this print job on hold. If a report is not put on hold, it will print according to its position in the output queue. If forms@work is installed, the value that you key in this field affects forms@work fax and email documents in addition to forms@work print documents. (A 1) Required
Output Queue	Enter the ID of the IBM i Output Queue to which this print job will be sent. Refer to Output Queue Overrides Maintenance (MENU XAFILE) for a detail explanation of output queue overrides. *Default Value:* the output queue assigned to the user's profile on the IBM i (**WRKUSRPRF**), unless output queue overrides have been set up through Output Queue Overrides Maintenance (MENU XAFILE / MENU OEFIL2). Note also that the IBM i system default value for the Printer Device Description (QPRTDEV) may also be used based on the specific settings in the user's profile. (A 10) Optional
Forms Type	This field allows you to specify the form type to be used when printing this job. Enter a forms type code (up to ten characters) to assign to this printed output. If left blank, the default standard forms type *STD will be assumed. NOTE: For output that requires a pre-printed or special form, default form types other than *STD are used. For example, forms type *IN01 is used for Invoices printed for company 01; forms type *PO01 is used for Purchase Orders printed for company 02; forms type ITLABEL is used when printing Item Labels, etc. This ensures that the proper form is loaded when the job is printed. (A 4) Optional
Number of Copies	Enter the number of original copies to print (up to 255 copies are allowed). If forms@work is installed, the value that you key in this field affects forms@work fax and email documents in addition to forms@work print documents. (N 3,0) Required
F3=Cancel	Press F3=CANCEL to cancel your selections and return to the previous screen.

Report Options Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If **Print Report** is Y, the print job is executed and sent to the indicated output queue. If **Export Report** is Y (cannot be Y if **Email Report** is Y), the PC File Export Selection Screen will appear. Refer to the Mail Server User Guide for information about this screen. If **Email Report** is Y (cannot be Y if **Export Report** is Y), the Email Options Screen will appear. Refer to the Mail Server User Guide for information about this screen.

APPENDIX B

Question Mark Window for Order Control File Records

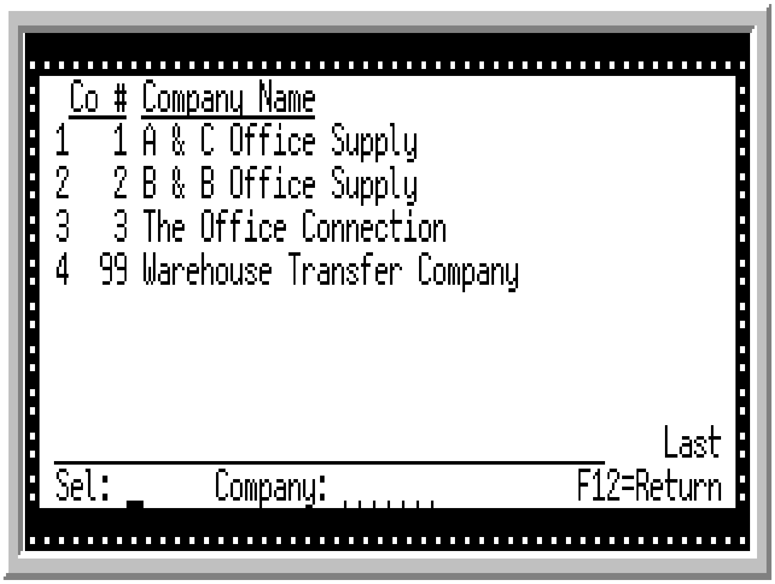
B

Question Mark Window

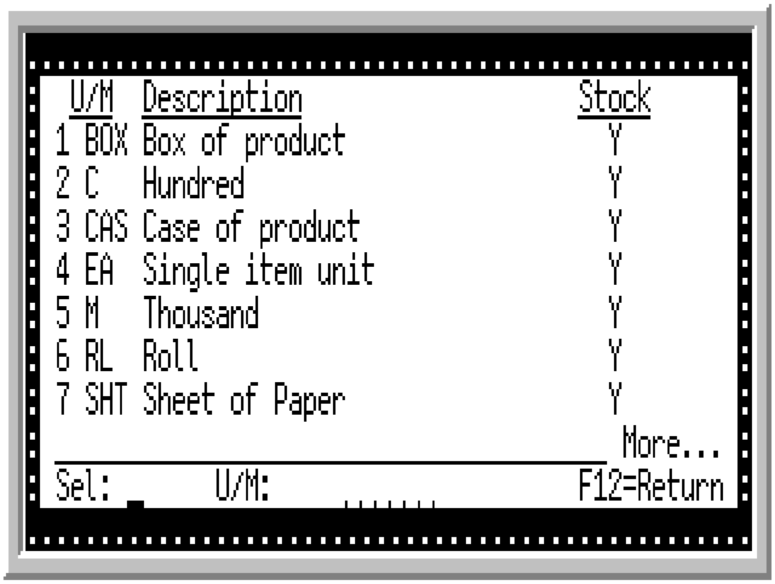
Question mark fields appear throughout the product on various screens and are indicated by a question mark (?) at the end of the field instead of a colon (:). These fields have a built-in look-up or search capability to help you find the correct entry.

The question mark fields are “valid value” lookup fields. This means when you key a ? in a field and press ENTER, you will see a list of previously defined valid values for the field. For some fields, this list will appear in a pop-up window, for others it will appear on a new screen. The pop-up window or separate new screen will list all of the valid values for the field, with a description of each value. There will be a selection number to the left of each value in the list.

Question Mark Window for the Order Control File



```
  Co # Company Name
1    1 A & C Office Supply
2    2 B & B Office Supply
3    3 The Office Connection
4   99 Warehouse Transfer Company





                                     Last
Sel: _    Company: ......       F12=Return
```



```
  U/M  Description                 Stock
1 BOX  Box of product                Y
2 C    Hundred                       Y
3 CAS  Case of product               Y
4 EA   Single item unit              Y
5 M    Thousand                      Y
6 RL   Roll                          Y
7 SHT  Sheet of Paper                Y
                                   More...
Sel: _    U/M:       ......     F12=Return
```

The screens above are examples of the pop-up window that appears after you key a question mark (?) on any field that is saved as part of the Order Control File (ORCTL) and press ENTER. The list of values and data in the window will differ, depending on the field that was selected for inquiry.

From this pop-up window, as soon as you key a number or letter in the **Sel** field, you will be returned to the screen where you keyed the ?, and the field there will be filled in with the value you selected.

Question Mark Window for Order Control File

Field/Function Keys	Description
(Reference Number)	The reference number of the lookup value displayed on this screen. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a specific value for selection in the **Sel** field. Display
(Lookup Field)	The list of valid values for the question-mark lookup field selected. For example, if you keyed a ? in the **Company Number** field, this column will display all the defined companies. Display
(Lookup Field Description)	The description for the respective question-mark lookup field value. Display
(Additional Reference FIeld)	Some question-mark lookup fields may provide an additional information field to assist in choosing the correct value. For example, the unit of measure question mark pop-up will display **Stock** as the column heading and the Y or N indicates this is a stocking unit of measure. Display
Sel	Key the **Reference Number** for the value you want to select in the **Sel** field. As soon as you key a number in the **Sel** field, you will be returned to the screen where you keyed the ?, and the field will be filled in with the value you selected. (N 1,0) Optional
(Position to Field Value)	At the bottom of some pop-up windows, one or more fields may be available to enter a value (e.g., **Company**, **U/M**, **Code**) to reposition the list of valid values to the value entered. Key part or all of the value and press ENTER. The first value in the list that begins with the characters you entered will appear at the top of the list. (A 1) Optional
F12=Return	Press the F12=RETURN function key to return to the previous screen without selecting an entry.
Enter	Press the ENTER key to reposition the list of values to match the data keyed in the **Position to Field Value** field.

APPENDIX C

Task Selection, Custom Menus, and the Linked Document Inquiry

C

Task Selection

Using the ATTENTION function key, you can interrupt any program that is running and switch to a different task, begin a new task, work with spooled files, or access a command line. This eliminates the need to switch in and out of programs. You can have up to fifteen (15) open tasks during a single session of Distribution A+.

To provide multi-tasking functionality in Distribution A+, make sure you have the following settings:

- To use the ATTENTION function key, the **Attention Program** (keyword ATNPGM) must be set to *NONE or *SYSVAL for the user's profile. If the user profile is set to *SYSVAL, then the IBM Work with System Values program (command `wrksysval`) for the Attention Program (**System Value** QATNPGM) should be set to *NONE. The default for the user's profile will then be used that Distribution A+ sets on the Task Selection Screen (p. C-6).
- In Register A+ User IDs (MENU XACFIG), a menu must be specified in the **Attention Menu** field. The Task Selection Screen (p. C-6) will appear when you select to begin a new task.

Custom Menus

Custom Menus provides the ability to access your own personal custom menu. Using the My Menu Screen (p. C-38), you can perform your daily tasks and further organize your personal customized menu. Using the My Menu Maintenance Screen (p. C-41), you can add and/or remove menu/options from your personal customized menu. The left side of this screen lists all the available menu functions and the right side is where you build the customized menu. Once menu functions have been moved to the right side, you can also move them up and down the list to define the appropriate sequence. Filter fields are provided to limit the available menu functions on the left side.

Linked Document Inquiry

The Linked Document Inquiry provides the ability to setup, maintain, launch, and link to most documents and reports. Accessed from the Task Selection Screen (p. C-6) that displays when you press the ATTENTION key, this inquiry is integrated into specific inquiries and data entry points in Distribution A+.

Functionality is provided to work with Linked Reports or Hyperlinks. Hyperlinks are typically URL or HTTP addresses which link the Distribution A+ document to an external web site, internal SharePoint site, WIKI page, etc. Distribution A+ hyperlinks are integrated to multiple areas of the application allowing links to be setup for master data or transactional data such as items, customers, ship-to's, vendors, sales orders, purchase orders, invoices, vouchers, etc.

Linked Reports allows a user to run any ad-hoc report while still in Distribution A+. Ad-hoc reporting options includes four types: IBM Query, MS Reporting Services, CorVu, and Structured Query Language (SQL). These reports can be predefined and linked to Distribution A+ documents using specific key fields to pass parameters directly to the linked reports.

Screens are presented to review a list of existing reports, add new reports, and maintain existing reports. Report are identified as one of the four types noted above, and are assigned a unique **Report ID**, contain a description, select to pass parameters and provide a **Linked Document** identifier to determine the type of report.

Linked Distribution A+ documents are available for the following programs:

Integrated Functions and Linked Document ID's

Program	Function	Linked Document
AP200C	Accounts Payable Inquiry	PayableTransaction
OEHIST	History Order Inquiry	SalesOrder
OEORDR	Open Order Inquiry	SalesOrder
AR800	Customer Master/Ship To File Maintenance	CustomerMaster
AR800	Customer Master/Ship To File Maintenance	ShipToPartyMaster
AR201	Customer A/R Inquiry	CustomerMaster
AR202	A/R Inquiry Detail Sub Pgm	ReceivableTransaction
IA201	Item Inquiry	ItemMaster
IA201	Item Inquiry	ItemBalance
IA810	Item Master/Balance/IM&P Balance File Maintenance	ItemMaster

Integrated Functions and Linked Document ID's

Program	Function	Linked Document
IA810	Item Master/Balance/IM&P Balance File Maintenance	ItemBalance
OE101A	Order Entry - Header	SalesOrder
OE101B	Order Entry - Item Detail	SalesOrder
OE101C	Order Entry - End Order	SalesOrder

To initiate working with tasks, press the ATTENTION key, or in Distribution A+ GUI, click the TASKS button. The Task Selection Screen (p. C-6) will appear.

Linked Documents will be integrated to specific Inquiries and Data Entry points in Distribution A+. Integrating Linked Documents will involve adding integration code to Distribution A+ screen programs to capture the document name and key fields or the record being maintained or inquired on.

The table below lists the supported Distribution A+ Documents and the Key fields.

Supported Documents and Key Fields

Document Type	Key Field	Parameter Name
GL Account	Company Number	CONO
GL Account	GL Account Number	GLAC
PayableTransaction	Company Number	CONO
PayableTransaction	Voucher #	VONO
ReceivableTransaction	Company Number	CONO
ReceivableTransaction	Customer Number	CSNO
ReceivableTransaction	Invoice Type	INTP
ReceivableTransaction	Invoice Number	INNO
ReceivableTransaction	Century	AGCC
ReceivableTransaction	Aging Date	AGDT
ItemMaster	Item Number	ITNO
ItemBalance	Item Number	ITNO
ItemBalance	Warehouse	WHID
SalesOrder	Company Number	CONO

Supported Documents and Key Fields

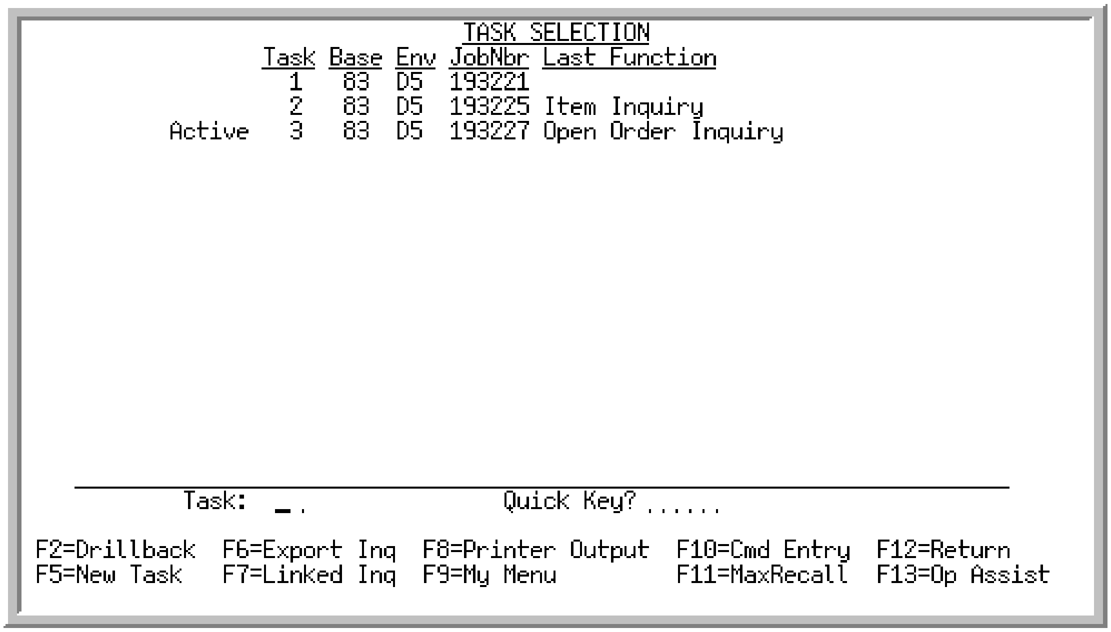
Document Type	Key Field	Parameter Name
SalesOrder	Order Number	ORNO
SalesOrder	Order Generation	ORGN
SalesOrder	Parent Order Number	PROR
VendorMaster	Vendor Number	VNNO
PurchaseOrder	Company Number	CONO
PurchaseOrder	Order ID	PONO
CustomerMaster	Company Number	CONO
CustomerMaster	Customer Number	CSNO
ShipToPartyMaster	Company Number	CONO
ShipToPartyMaster	Customer Number	CSNO
ShipToPartyMaster	Ship-to Number	SHP#

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Task Selection Screen	Use to select a new or current task, review or run reports, create/access your custom menu.
Quick Key Selection Screen	Use to find the quick key for the menu/option required.
LInked Document Options Screen	Use to select to work with Hyperlinks or Reports.
Linked Document Hyperlink List Screen Linked Document Hyperlink List Screen - Linked Document Types	Use to add or maintain hyperlink documents, launch existing hyperlinks, search for documents previously linked and/or launch MaxRecall functions, if applicable.
Document Repository Screen	Use to identify the system location where linked documents will be saved.
Linked Document Maintenance Screen	Use to define the hyperlink URL address and title information.
Linked Report List Screen	Use to select a report to be processed or maintained, or to select to create a new report.
Linked Report Maintenance Screen	Use to define a new report or maintain report details.

Title	**Purpose**
Retrieve Query Management Query Screen	Use to specify the name of the IBM Query and the library where the query is saved.
Linked Report Maintenance - Add Hyperlink Screen	Use (for CorVu reports) to identify the location of the stored CorVu report.
Document Type Selection Screen	Use to select a document type from the list for further processing.
Run Report Parameter Entry/Report Error Screen	Use to review and complete missing parameter errors found in the IBM Query or Structured Query Language (SQL) reports
My Menu Screen	Use to work from a personal customized My Menu of menu/options.
My Menu Maintenance Screen	Use (Organize My Menu) to add and remove items from your personal customized menu.

Task Selection Screen



```
                              TASK SELECTION
                   Task Base Env JobNbr Last Function
                     1   83  D5  193221
                     2   83  D5  193225 Item Inquiry
            Active   3   83  D5  193227 Open Order Inquiry

    ____________________________________________________________________
            Task: _.                Quick Key? ......

 F2=Drillback  F6=Export Inq  F8=Printer Output  F10=Cmd Entry  F12=Return
 F5=New Task   F7=Linked Inq  F9=My Menu         F11=MaxRecall  F13=Op Assist
```

This screen appears when you press the ATTENTION function key from any screen in Distribution A+. This screen displays a list of your open tasks. The **Active** task is the task which you interrupted to access this Task Selection Screen. From this screen, task functionality allows you to select an active task, begin a new task, use the **Quick Key** field to access another menu option, display a command line, or access your customized personal menu. Reporting functionality provides the ability to access linked documents, display the previously exported PC file(s), work with spooled files, display IBM's Operational Assistant Menu, or launch MaxRecall.

NOTE: For custom programs to be in included on this list, you must have added the custom program as a secured function through Application Authority Maintenance (MENU XASCTY) and also call the Distribution A+ security program within the custom program.

Task Selection Screen Fields and Function Keys

Field/Function Key	Description
Task	The reference number for selecting a specific job displays in the **Task** column. Display
Base	The **Base ID** selected when the user signed onto Distribution A+ for this specific task. Display
Env	The environment designator within the selected base for the specific task. Display

Task Selection Screen Fields and Function Keys

Field/Function Key	Description
JobNbr	The system assigned job number for the specific task. Display
Last Function	The last program processed or the last menu displayed for this task. Display
Task	Use this field to select an active task. Selecting a task will return you to the point where you left that task. Key the reference number from the **Task** column in this field to select the task and press ENTER. (N 2,0) Optional
Quick Key	This field displays only if you have fifteen or less active tasks available. Use this field to quickly access a menu option with the use of a quick key. A quick key brings you directly to the menu option associated with the quick key you enter. This eliminates you having to access a menu and then a menu option you want to work with. Key the quick key of the menu option you want to access. For example, if you want to access System Options Maintenance (MENU XAFILE), you would enter SOM in this field. If you do not recall the quick key for the menu option you want to access, key ? to display the Quick Key Selection Screen (p. C-10). Access to the function associated with the quick key you enter, will be determined based on the guidelines established in Distribution A+ Security. (A 5) Optional
F2=Drillback	Press the F2=DRILLBACK function key to access MyDay and drill back to the selected metric. Additional functionality is planned for Infor10 PM Dashboards and Analytics.
F5=New Task	Press the F5=NEW TASK function key to begin new task. You can have up to fifteen open tasks. The menu set as your Attention Menu through Register A+ User IDs (MENU XACFIG) will appear. If your user ID is set to use pop-up menus, the menu will be shown as a pop-up menu. Once you have fifteen open tasks, the F5=NEW TASK function key will no longer be shown.
F6=Export Inq	Press the F6=EXPORT INQ function key to display any previously exported PC file(s) for the User ID identified. The PC File Export Inquiry Screen will appear. Refer to the Mail Server User Guide for information regarding this screen.
F7=Linked Inq	Press the F7=LINKED INQ function key to access the LInked Document Options Screen (p. C-13). The **Linked Type** selection on this screen provides access to hyper-linked documents and/or custom reports.

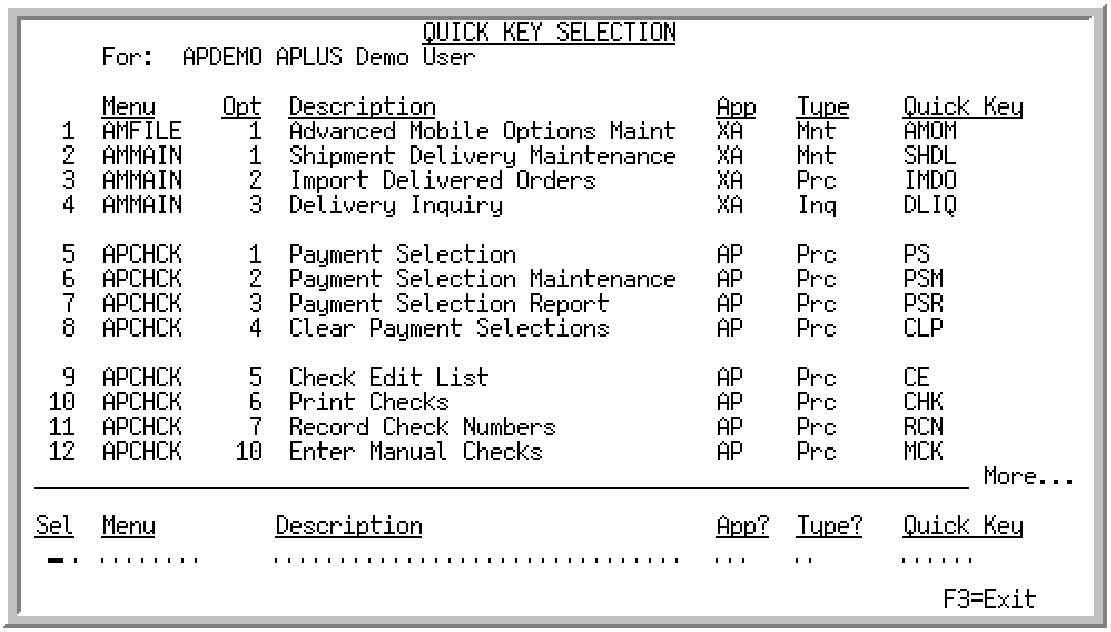
Task Selection Screen Fields and Function Keys

Field/Function Key	Description
F8=Printer Output	Press the F8=Printer Output function key to display the IBM screen to Work With All Spooled Files. Pressing F8=Printer Output provides access without granting command line access to users to key the `wrksplf` command. IBM provides online help with all of its menus.
F9=My Menu	Press the F9=My Menu function key to access your personal custom menu.The My Menu Screen (p. C-38) will appear.
F10=Cmd Entry	The F10=Cmd Entry function key appears only if your System i user profile allows command line access (with the **Limit capabilities** field). Refer to IBM's online help for detailed information. Press the F10=Cmd Entry function key to display a command line. Note: Once you use the command line to go to a new menu or screen, the attention key will no longer be available from the screens or menus you access with the command line. You must return to the command line, press F12=Return to return to the list of open tasks on the Task Selection Screen to then use the Task Selection Screen again.
F11=MaxRecall	Distribution A+ integrates with MaxRecall to help you manage document storage and retrieval. With the integration of Distribution A+ and MaxRecall, you can define MaxRecall queries through MaxRecall Query Definition Maintenance (MENU XAMFILE) and display documents quickly. Launched from within Distribution A+, MaxRecall allows you to use a query definition to retrieve any document that has been stored in the system. Press the F11=MaxRecall function key to launch MaxRecall. If the Query parameters are passed from the Accounts Payable Inquiry, Customer Inquiry, Order Inquiry, or PO Inquiry, and they meet the query parameters defined in MaxRecall, then the query will be run automatically. Otherwise, the MaxRecall Query Screen (p. 28-6) displays and you will be prompted to key a **Value** for the query. Note: In order for the Distribution A+ and MaxRecall interface to function, you must have the MaxRecall software installed on your PC. Refer to MaxRecall Query Definition Maintenance (MENU XAMFILE) for further details.
F12=Return	Press the F12=Return function key to return to the screen from which you accessed the Task Selection Screen (p. C-6).
F13=Op Assist	Access to IBM's Operational Assistant (TM) Menu (MENU ASSIST) is provided through the F13=Op Assist function key. Use this menu to work with printer output, jobs, messages, and change your password. IBM provides online help with all of its menus

Task Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. With a reference number in the **Task** field, your session will switch to that active task. With a value in the **Quick Key** field, a new active task will be started for that program.

Quick Key Selection Screen



```
                                QUICK KEY SELECTION
     For:  APDEMO APLUS Demo User

     Menu      Opt  Description                     App   Type     Quick Key
  1  AMFILE      1  Advanced Mobile Options Maint   XA    Mnt      AMOM
  2  AMMAIN      1  Shipment Delivery Maintenance   XA    Mnt      SHDL
  3  AMMAIN      2  Import Delivered Orders         XA    Prc      IMDO
  4  AMMAIN      3  Delivery Inquiry                XA    Inq      DLIQ

  5  APCHCK      1  Payment Selection               AP    Prc      PS
  6  APCHCK      2  Payment Selection Maintenance   AP    Prc      PSM
  7  APCHCK      3  Payment Selection Report        AP    Prc      PSR
  8  APCHCK      4  Clear Payment Selections        AP    Prc      CLP

  9  APCHCK      5  Check Edit List                 AP    Prc      CE
 10  APCHCK      6  Print Checks                    AP    Prc      CHK
 11  APCHCK      7  Record Check Numbers            AP    Prc      RCN
 12  APCHCK     10  Enter Manual Checks             AP    Prc      MCK
                                                                          More...
 Sel  Menu         Description                      App?  Type?    Quick Key
 _ .  ........     .............................    ...   ..       ......

                                                                     F3=Exit
```

This screen displays after keying a question mark (?) in the **Quick Key** field on the Task Selection Screen (p. C-6). This screen lists the quick keys that are associated with particular menu options. Quick keys are used to provide you with direct access to a menu option, eliminating the need for you to navigate through menus.

Use this screen to select a menu option you want to access. Only functions for which you have the authority to access (as determined through Application Action Maintenance, MENU XASCTY) are displayed on this screen. The lower portion of this screen also provides filters that allow you to limit the criteria on the screen based on menu, description, application, type and quick key.

Quick Key Selection Screen Fields and Function Keys

Field/Function Key	Description
For	The user ID and name of the user currently logged on. Display
(Reference Number)	The number used to select a menu/option function. This number is keyed in the **Sel** field on the lower portion of the screen to select this menu/option function for further processing. Display
Menu	The Distribution A+ menu name the function resides on. Display
Opt	The option number associated with the menu function. Display

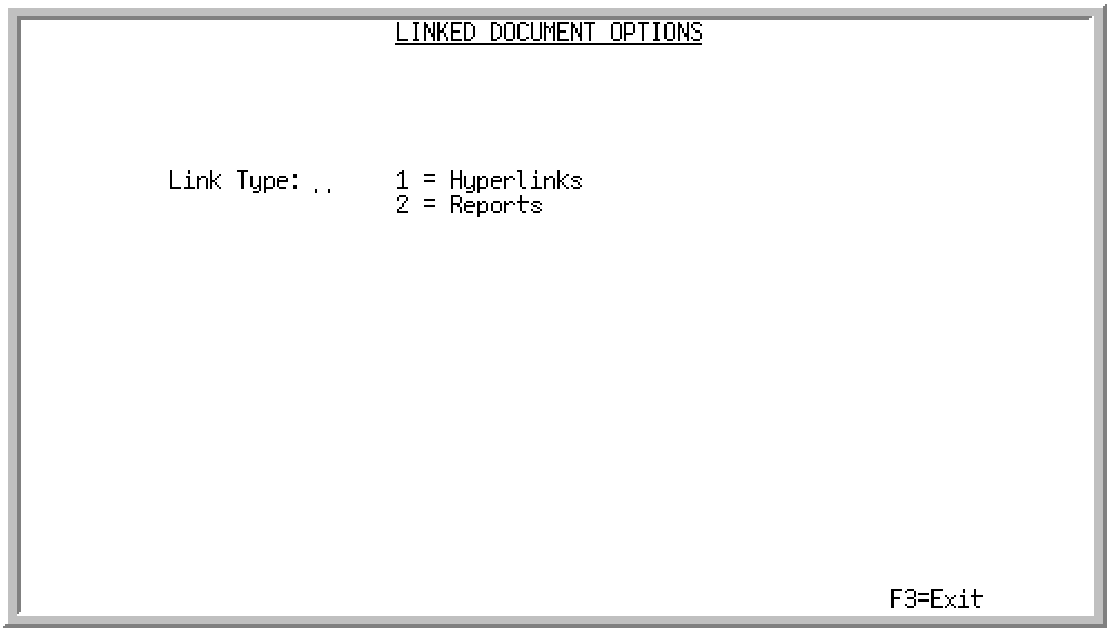
Quick Key Selection Screen Fields and Function Keys

Field/Function Key	Description
Description	The description of the function as displayed on the menu. Display
App	The primary application the function is associated with. Display
Type	The classification type of the menu function. Values display as: • **Inq** - inquiry • **Lst** - listing • **Mnt** - maintenance • **Mnu** - menu • **Prc** - processing • **Rpt** - reporting Display
Quick Key	The quick key abbreviation associated with the menu function. Display
Sel	Use this field to select the menu function you want to access. Key the reference number associated with the function you want to access on the top portion of this screen and press ENTER. You will be provided with direct access into that menu option or to that menu. (N 2,0) Optional
Menu	Use this field to limit the screen to only those menu options that match the menu name keyed in this field. Key the menu name and press ENTER. The screen will refresh and display the options on the menu that matches your criteria. Other filter criteria selected on this screen is also considered when the screen refreshes and displays the limited information. *Valid Values:* A complete menu name (e.g. APMAIN, OEREPT) (A 6) Optional

Quick Key Selection Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to limit the screen to only those functions that match the description you key in this field. Key the word(s) from the actual menu descriptions and press ENTER. The screen will refresh and display those functions, if any, matching your criteria. Other filter criteria selected on this screen is also considered when the screen refreshes and displays limited information. NOTE: This is a character string search and will display menu name descriptions that match the data anywhere in the **Description** field. (A 30) Optional
App	Use this field to limit the screen to the application you key in this field. Key the application ID and press ENTER. The screen will refresh and show only those functions associated with this application ID, if any. Other filter criteria selected on this screen is also considered when the screen refreshes and displays the limited information. (A 2) Optional
Type	Use this field to limit the screen to the type of menu function you key in this field. Key the function type and press ENTER. The screen will refresh and show only those functions associated with this type of function. Other filter criteria selected on this screen is also considered when the screen refreshes and displays the limited information. *Valid Values:* P for Processing, I for Inquiry, R for Report, M for Maintenance, L for List, U for Menu (A 1) Optional
Quick Key	Use this field to limit the screen to the functions with quick keys that match the data anywhere in the **Quick Key** field. Key the criteria and press ENTER. The screen will refresh and display those functions, if any, matching your criteria. Other filter criteria selected on this screen is also considered when the screen refreshes and displays the limited information. (A 5) Optional
F3=Exit	Press F3=EXIT to return to the previous screen without saving your selections.
Enter	Press ENTER to confirm your selections. If you entered limiting criteria, the screen will refresh and display those functions, if any, matching your criteria. If you selected a function, you will be provided with direct access into that menu option.

LInked Document Options Screen



```
                         LINKED DOCUMENT OPTIONS




          Link Type: ..      1 = Hyperlinks
                             2 = Reports

























                                                          F3=Exit
```

This screen appears after you press F7=LINKED INQ on the Task Selection Screen (p. C-6). The selection criteria also appear as Distribution A+ GUI options from the Drop-down Menu bar Document Management button.

Use this screen to select to work with **Hyperlinks** or **Reports**.

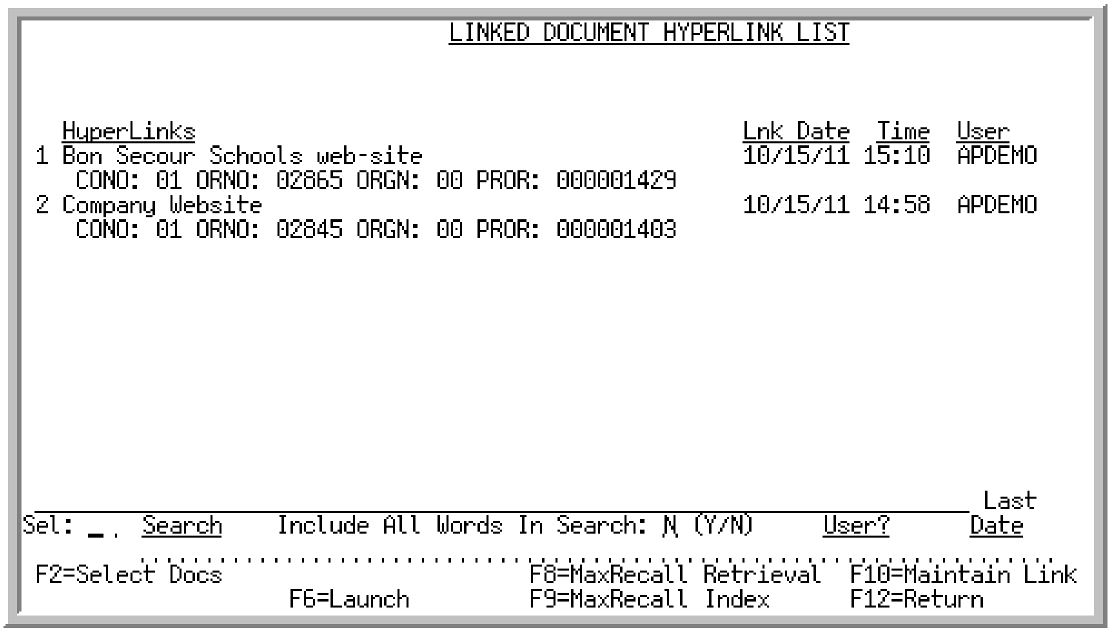
Linked Document Options Screen Fields and Function Keys

Field/Function Key	Description
Link Type	This field determines if you want to work with **Hyperlinks** or **Reports**. Key 1 to work with hyperlinks. If you are attempting to link an Distribution A+ document, you will access this screen from within that menu option. Refer to Integrated Functions and Linked Document ID's (p. C-2) for a list of those programs. For example, when inquiring on an order in history, press the ATTENTION function key, press the F7=LINKED INQ function key and then key 1 for Hyperlinks. The ability to link a new document will be available on the Linked Document Hyperlink List Screen (p. C-15) that will appear. Key 2 to work with reports. *Valid Values:* 1, 2 (A 1) Required
F3=Exit	Press F3=EXIT to cancel your selections and return to the last active task.

Linked Document Options Screen Fields and Function Keys

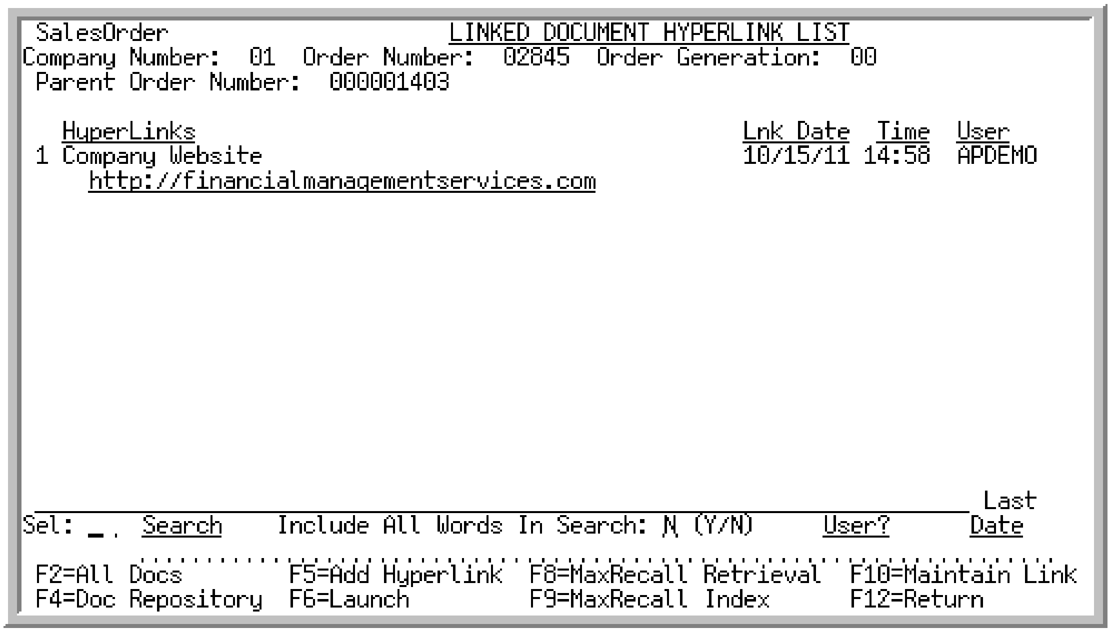
Field/Function Key	Description
Enter	Press ENTER to confirm your selections and proceed to the next appropriate screen. **Link Type** 1 will display the Linked Document Hyperlink List Screen (p. C-15). **Link Type** 2 will display the Linked Report List Screen (p. C-24).

Linked Document Hyperlink List Screen



```
                              LINKED DOCUMENT HYPERLINK LIST



   HyperLinks                                             Lnk Date  Time   User
 1 Bon Secour Schools web-site                            10/15/11 15:10  APDEMO
   CONO: 01 ORNO: 02865 ORGN: 00 PROR: 000001429
 2 Company Website                                        10/15/11 14:58  APDEMO
   CONO: 01 ORNO: 02845 ORGN: 00 PROR: 000001403















                                                                          Last
Sel: _ .  Search    Include All Words In Search: N (Y/N)     User?      Date

 F2=Select Docs                       F8=MaxRecall Retrieval  F10=Maintain Link
                  F6=Launch           F9=MaxRecall Index      F12=Return
```

Linked Document Hyperlink List Screen - Linked Document Types



```
 SalesOrder                   LINKED DOCUMENT HYPERLINK LIST
Company Number:  01  Order Number:  02845  Order Generation:  00
 Parent Order Number:  000001403

   HyperLinks                                             Lnk Date  Time   User
 1 Company Website                                        10/15/11 14:58  APDEMO
     http://financialmanagementservices.com
















                                                                          Last
Sel: _ .  Search    Include All Words In Search: N (Y/N)     User?      Date

 F2=All Docs      F5=Add Hyperlink    F8=MaxRecall Retrieval  F10=Maintain Link
 F4=Doc Repository F6=Launch          F9=MaxRecall Index      F12=Return
```

The Linked Document Hyperlink List Screen view displays when you select to work with hyperlinks and are not accessing from within a specifically identified linked program. The Linked Document Hyperlink List Screen - Linked Document Types view displays from within a specifically identified linked program. This screen appears after you select 1 on the LInked Document Options Screen (p. C-13). It also appears when you choose HYPERLINKS from the Distribution A+ GUI Drop-down Menu bar

Document Management button. Refer to Linked Document Inquiry (p. C-2) for a list of the linked programs.

This screen displays the existing linked documents. Use this screen to add or maintain hyperlink documents, launch existing hyperlinks, search for documents previously linked and/or launch MaxRecall functions, if applicable. Note that adding new hyperlinks can only be completed from the Linked Document Hyperlink List Screen - Linked Document Types view of this screen.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

Linked Document Hyperlink List Screen and Linked Document Types Screen Fields and Function Keys

Field/Function Key	Description
(Linked Document ID)	This field only displays when the screen is accessed from within a specifically identified linked program. The Linked Document ID is the specific identifier used to determine what type of report this is. Valid Linked Document identifiers are: **Customer Master**, **GL Account**, **ItemMaster**, **ItemBalance**, **PayableTransaction**, **PurchaseOrder**, **ReceivableTransaction**, **SalesOrder**, **ShipToPartyMaster**, **VendorMaster**. Display
(Document Specific Key Fields)	These fields only display when the screen is accessed from within a specifically identified linked program. The key fields that display are unique to the Linked Document identifier and the specific document selected (i.e., sales order, purchase order, etc.). Display
(Reference Number)	The reference number assigned to the linked documents shown on the display screen. Use this value in the **Sel** field to select a document to review, maintain, or for further processing. Display
Hyperlinks	The title of the linked document and the key fields used with the specific Linked Document identifiers for this hyperlink. Display
Lnk Date	The date the linked document attachment was completed. Display
Time	The system time the linked document attachment was completed. Display

Linked Document Hyperlink List Screen and Linked Document Types Screen Fields and Function Keys

Field/Function Key	**Description**
User	The user that completed the linked document attachment. Display
Sel	Key the **Reference Number** for the linked document to be launched or maintained. (N 2,0) Optional
Include All Words in Search	Use to determine if the words keyed in the **Search** field are independent of each other or must all be contained in the result displayed. Key Y to have returned search results that contain every word or part of every word in the **Search** field. Key N to have returned search results that contain any word or part of any word in the **Search** field. *Default Value:* N (A 1) Required
Search	Key one or more search words as limiting criteria for the display of linked documents on the top portion of the screen. When the **Include All Words in Search** field is set to N, the document titles are searched for matching criteria. When the **Include All Words in Search** field is set to Y, the search expands to include all the variable key fields of the Linked Document File in addition to the document titles. For example, if 123 is keyed as search criteria and there is a linked sales order number 12345, that document will display. (A 50) Optional
User	Key a user id as limiting criteria for the display of linked documents on the top portion of the screen. Only documents added or maintained by this user id will display. (A 10) Optional
Date	Key a date as limiting criteria for the display of linked documents on the top portion of the screen. Only documents added or maintained on this date will display. (N 6,0) Optional
F2=All Docs / F2=Select Docs	Use the F2=ALL DOCS / F2=SELECT DOCS function key to toggle the display of linked documents. The F2=ALL DOCS toggle will display all linked documents. The F2=SELECT DOCS toggle will display only the selected document from the Distribution A+ menu option interrupted to launch the Linked Document Inquiry.

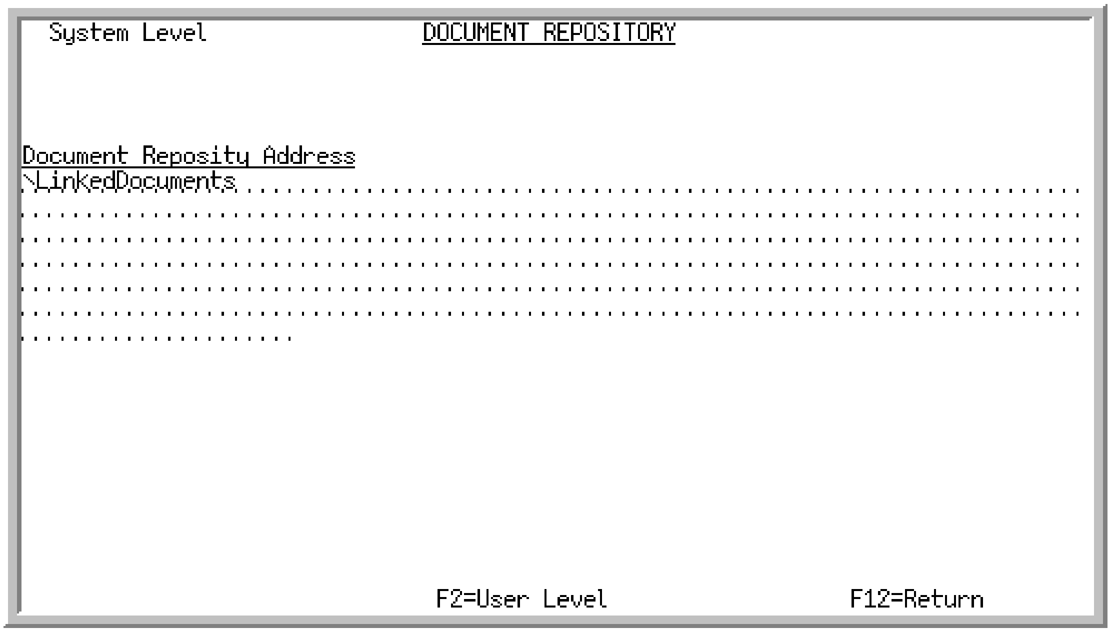
Linked Document Hyperlink List Screen and Linked Document Types Screen Fields and Function Keys

Field/Function Key	Description
F4=Doc Repository	Press the F4=DOC REPOSITORY function key to display the Document Repository Screen (p. C-20) and add/maintain the location to save linked documents.
F5=Add Hyperlink	The F5=ADD HYPERLINK function key only displays when the screen is accessed from within a specifically identified linked program. Press the F5=ADD HYPERLINK function key to add a new hyperlink to this selected entity. The Linked Document Maintenance Screen (p. C-22) appears.
F6=Launch	Press the F6=LAUNCH function key with a value in the **Sel** field to launch the URL of the selected document.
F8=MaxRecall Retrieval	The F8=MAXRECALL RETRIEVAL function key only displays when MaxRecall is installed. Distribution A+ integrates with MaxRecall to help you manage document storage and retrieval. With the integration of Distribution A+ and MaxRecall, you can define MaxRecall queries through MaxRecall Query Definition Maintenance (MENU XAMFILE) and display documents quickly. Launched from within Distribution A+, MaxRecall allows you to use a query definition to retrieve any document that has been stored in the system. Press the F8=MAXRECALL RETRIEVAL function key to launch MaxRecall. If the Query parameters are passed from Accounts Payable Inquiry, Customer Inquiry, Order Inquiry, or PO Inquiry, and they meet the query parameters defined in MaxRecall, then the query will be run automatically. Otherwise, the MaxRecall Query Screen (p. 28-6) displays and you will be prompted to key a **Value** for the query. NOTE: In order for the Distribution A+ and MaxRecall interface to function, you must have the MaxRecall software installed on your PC. Refer to MaxRecall Query Definition Maintenance (MENU XAMFILE) for further details.
F9=MaxRecall Index	The F9=MAXRECALL INDEX function key only displays when MaxRecall is installed. Press the F9=MAXRECALL INDEX function key to launch the MaxRecall auto-index feature for the selected Distribution A+ record. Press the F9=MAXRECALL INDEX function key to initiate the process to automatically index this document in MaxRecall. The key fields for the **Document Type** will be submitted as the index values.
F10=Maintain Link	After keying a value in the **Sel** field, press the F10=MAINTAIN LINK function key to select that document to be maintained. The Linked Document Maintenance Screen (p. C-22) appears.

Linked Document Hyperlink List Screen and Linked Document Types Screen Fields and Function Keys

Field/Function Key	**Description**
F12=Return	Press the F12=RETURN function key to exit the Linked Document Inquiry. You are returned to the previous screen or menu.
Enter	After keying values in the **Search, User**, or **Date** fields, press the ENTER key to process that data. The screen will be redisplayed and the documents will be limited to only those that match the criteria used.

Document Repository Screen



```
System Level                DOCUMENT REPOSITORY



Document Reposity Address
\LinkedDocuments.....................................................................









                              F2=User Level                    F12=Return
```

This screen displays when you press F4=DOC REPOSITORY on the Linked Document Hyperlink List Screen (p. C-15). Use this screen to identify the system/user location where linked documents will be saved.

The document repository location is typically a URL Address like a SharePoint site (i.e., http://internal.mycompany.com/documents.) The Repository URL is used when a new hyperlink is added to make it easier for a user to upload a document and then copy the document URL back into the Distribution A+ Linked Document Maintenance. A Document Repository site can be setup at a system or user level. If the user level is entered, then the user will be redirected to the URL location at the user level of the user signed into Distribution A+. If the user level does not exist for the user signed into Distribution A+, then the user will be redirected the URL location that was entered to the system level. If the system and user document repositories do not exist, then the user will not be redirected.

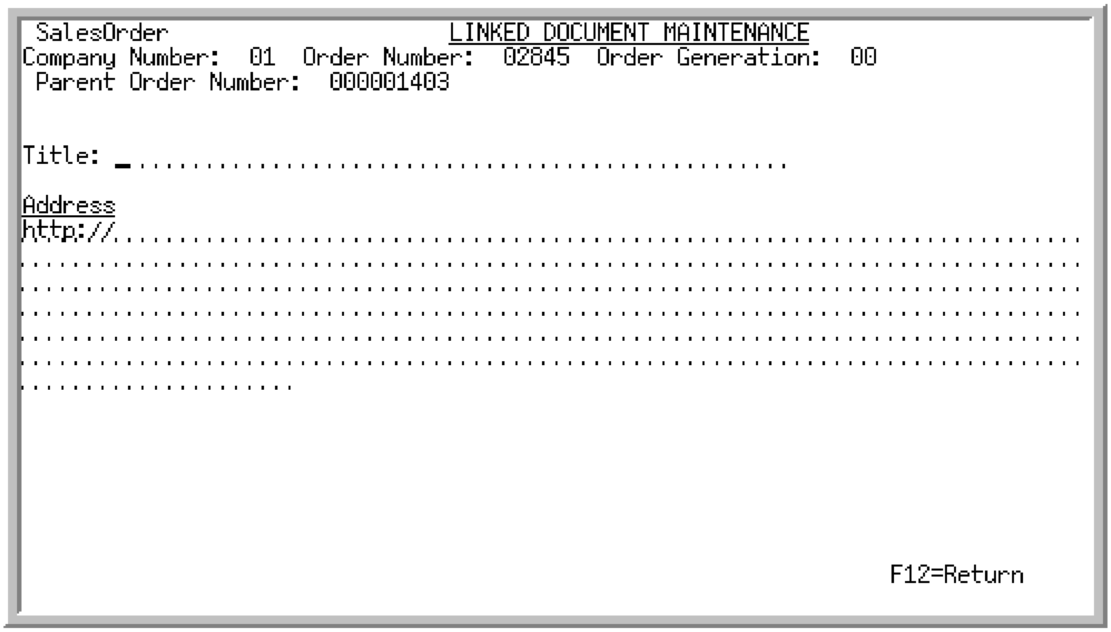
Document Repository Screen Fields and Function Keys

Field/Function Key	Description
Document Repository Address	Use this field to identify the system level and optionally, a user level path for storing linked documents. The program will use these default values when creating new URL values for saved documents. Key the location for which to save linked documents. *Default Value:* \LinkedDocuments at the system level

Document Repository Screen Fields and Function Keys

Field/Function Key	Description
F2=User Level / F2=System Level	Press the F2=USER LEVEL / F2=SYSTEM LEVEL toggle function key to change the display between a System Level default view and a User Level view. The User Level view will display the name of the user ID currently logged on for which a repository default location is being created/maintained.
F12=Return	Press the F12=RETURN function key to return to the Linked Document Hyperlink List Screen (p. C-15) without saving any changes.
Enter	Press the ENTER key to accept the changes keyed at the User or System level information. The Linked Document Hyperlink List Screen (p. C-15) will display.

Linked Document Maintenance Screen



```
 SalesOrder                       LINKED DOCUMENT MAINTENANCE
Company Number:  01  Order Number:  02845  Order Generation:  00
 Parent Order Number:  000001403


Title: _.............................................

Address
http://.........................................................................
................................................................................
................................................................................
................................................................................
................................................................................
................................................................................
....................



                                                                  F12=Return
```

This screen displays when you press F5=ADD HYPERLINK or F10=MAINTAIN LINK with a document selected on the Linked Document Hyperlink List Screen (p. C-15).

Use this screen to define the hyperlink URL address and title information.

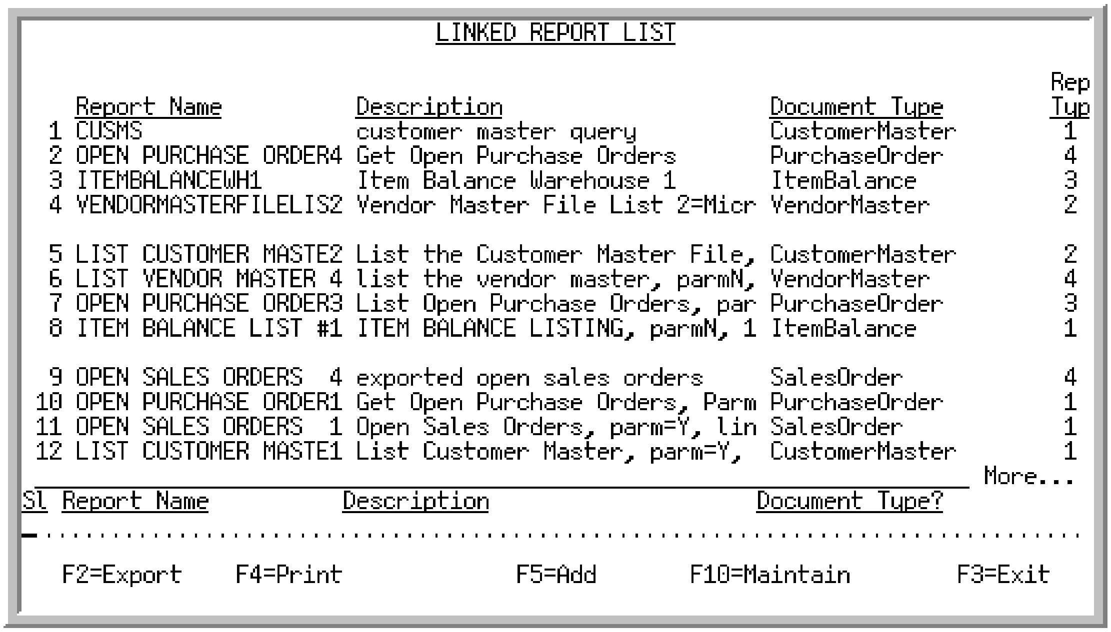
Linked Document Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Linked Document ID)	This field only displays when the screen is accessed from within a specifically identified linked program. The Linked Document ID is the specific identifier used to determine what type of report this is. Valid Linked Document identifiers are: Customer Master, GL Account, ItemMaster, ItemBalance, PayableTransaction, PurchaseOrder, ReceivableTransaction, SalesOrder, ShipToPartyMaster, VendorMaster. Display
(Document Specific Key Fields)	These fields only display when the screen is accessed from within a specifically identified linked program. The key fields that display are unique to the Linked Document identifier and the specific document selected (i.e., sales order, purchase order, etc.). Display

Linked Document Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Title	Use this field to describe the hyperlink document information. Key the name of the document or web-site for the hyperlink document being added or maintained. This information is the description displayed on other screens. (A 50) Required
Address	Use this field to create the URL launch information. Key the URL or the HTTP character string that will be used to launch this linked document. (A 500) Required
F12=Return	Press the F12=RETURN function key to return to the Linked Document Hyperlink List Screen (p. C-15) without saving any changes.
F24=Delete	The F24=DELETE function key only displays when a linked document is being maintained. Press the F24=DELETE function key to delete the linked document from this Linked Document identifier entity.
Enter	Press the ENTER key to accept the addition or changes on this screen. The Linked Document Hyperlink List Screen (p. C-15) will appear.

Linked Report List Screen



```
                              LINKED REPORT LIST

                                                                       Rep
   Report Name          Description                    Document Type   Typ
 1 CUSMS                customer master query          CustomerMaster   1
 2 OPEN PURCHASE ORDER4 Get Open Purchase Orders       PurchaseOrder    4
 3 ITEMBALANCEWH1       Item Balance Warehouse 1       ItemBalance      3
 4 VENDORMASTERFILELIS2 Vendor Master File List 2=Micr VendorMaster     2

 5 LIST CUSTOMER MASTE2 List the Customer Master File, CustomerMaster   2
 6 LIST VENDOR MASTER 4 list the vendor master, parmN, VendorMaster     4
 7 OPEN PURCHASE ORDER3 List Open Purchase Orders, par PurchaseOrder    3
 8 ITEM BALANCE LIST #1 ITEM BALANCE LISTING, parmN, 1 ItemBalance      1

 9 OPEN SALES ORDERS  4 exported open sales orders     SalesOrder       4
10 OPEN PURCHASE ORDER1 Get Open Purchase Orders, Parm PurchaseOrder    1
11 OPEN SALES ORDERS  1 Open Sales Orders, parm=Y, lin SalesOrder       1
12 LIST CUSTOMER MASTE1 List Customer Master, parm=Y,  CustomerMaster   1
                                                                   More...
Sl Report Name         Description                    Document Type?
_ ..........................................................................

   F2=Export    F4=Print          F5=Add       F10=Maintain       F3=Exit
```

This screen appears after you select 2 on the LInked Document Options Screen (p. C-13). Use this screen to select a report and the function to be performed with that report, and to add a new report.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Linked Report List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The number used to select a report for maintenance or processing. This number is keyed in the **Sl** field on the lower portion of the screen to select this report for further processing. Display
Report Name	The name of the report as it will display throughout the linked reporting process. Display
Description	The description information that further defines the **Report Name** to be displayed throughout the linked reporting process. Display

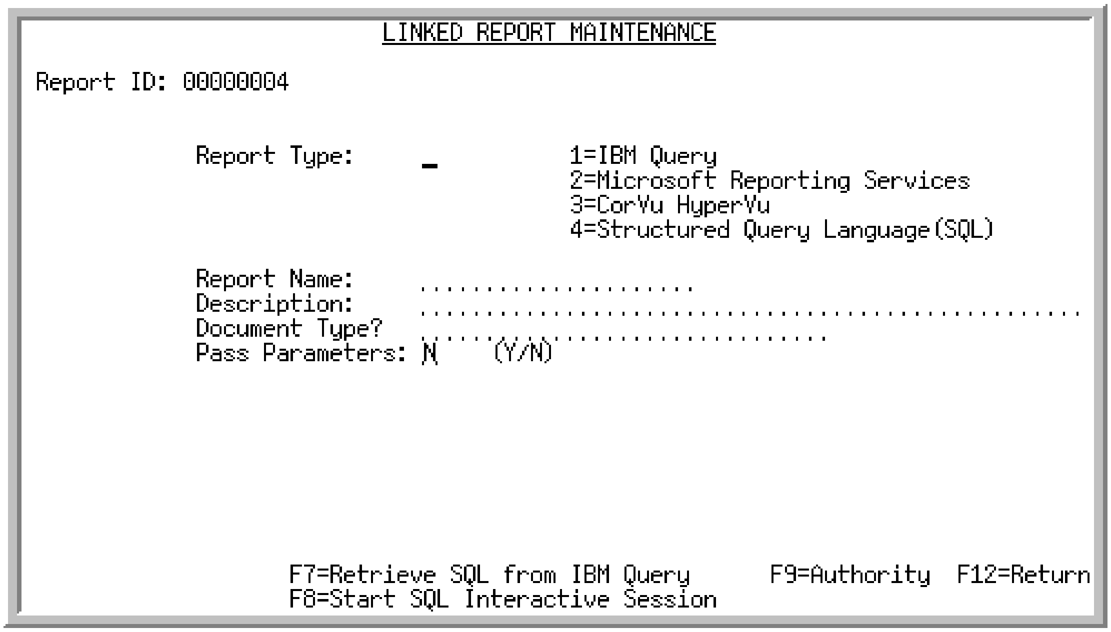
Linked Report List Screen Fields and Function Keys

Field/Function Key	Description
Document Type	The pre-defined document types specified in the Linked File Key Field Definition File (ATFLD) supplied by Distribution A+. Display
Rep Typ	The numeric representation for the type of report displays as: • 1 for IBM Query • 2 for Microsoft Reporting Services • 3 for CorVu HyperVu • 4 for Standard Query Language (SQL) Display
Sl	Use this field to select the report to be accessed. Key the **Reference Number** associated with the report you want to process or maintain. (N 2,0) Optional
Report	Use this field to limit the screen to only those reports that match the data keyed in this field. Key the word(s) of the report name and press ENTER. The screen will refresh and display those report names, if any, matching your criteria. Other filter criteria selected on this screen is also considered when the screen refreshes and displays with limited information. (A 20) Required
Description	Use this field to limit the screen to only those reports that match the data keyed in this field. Key the word(s) of the description and press ENTER. The screen will refresh and display those report descriptions, if any, matching your criteria. Other filter criteria selected on this screen is also considered when the screen refreshes and displays with limited information. (A 50) Required
Document Type	Use this field to limit the screen to only those reports that match the **Document Type** keyed in this field. Key a valid **Document Type** and press ENTER. The screen will refresh and display those reports, if any, matching your criteria. Other filter criteria selected on this screen is also considered when the screen refreshes and displays with limited information. *Valid Values:* The document types specified in the Linked File Key Field Definition File (ATFLD) supplied by Distribution A+; or use the Document Type question mark window to select a valid field. (A 30) Optional

Linked Report List Screen Fields and Function Keys

Field/Function Key	Description
F2=Export	Press F2=EXPORT after keying the **Reference Number** in the **SI** field to generate and export the selected report based on its set up criteria. Your initial session will remain locked until you click back to it where you can select another report for processing or exit to the menu.
F3=Exit	Press F3=EXIT when you are done working with linked reports to return to the menu.
F4=Print	Press F4=PRINT after keying the **Reference Number** in the **SI** field to generate and print the selected report based on its set up criteria. The Report Options Screen (p. A-2) will appear. Printing a Query (**Type** 1) report uses the **RUNQRY** command that creates the printed report as it was defined with regard to the values on the **Select output type and output form** screens of the **Define the Query** process. Printing a SQL (**Type** 4) report uses the **STRQMQRY** command that starts IBM's Start Query Management Query tool that is used to run a query using SQL. Your initial session will remain locked until you click back to it where you can select another report for processing or exit to the menu.
F5=Add	The F5=ADD function key only displays if you are authorized to the system level **Maintain Linked Reports** extended instance through Application Action Authority (MENU XASCTY). Press the F5=ADD function key to add a new report to the linked reports. The **SI** field must be blank to press the F5=ADD function key. The Linked Report Maintenance Screen (p. C-27) appears.
F10=Maintain	The F10=MAIINTAIN function key only displays if you are authorized to the system level **Maintain Linked Reports** extended instance through Application Action Authority (MENU XASCTY). Press the F10=MAIINTAIN function key to change an existing report after keying the **Reference Number** in the **SI** field. The Linked Report Maintenance Screen (p. C-27) appears.
F12=Return	Press F12=RETURN to cancel your selection and return to the previous screen.
Enter	The ENTER function key has multiple purposes. With limiting data in the **Report Name**, **Description**, or **Document Type** fields, press ENTER to redisplay the screen with only those reports that match the filters. With a valid **Reference Number** in the **SI** field, the selected report will process as created.

Linked Report Maintenance Screen



```
                           LINKED REPORT MAINTENANCE

Report ID: 00000004

            Report Type:     _         1=IBM Query
                                       2=Microsoft Reporting Services
                                       3=CorVu HyperVu
                                       4=Structured Query Language(SQL)

            Report Name:     ....................
            Description:     .................................................
            Document Type?   ............................
            Pass Parameters: N    (Y/N)






                   F7=Retrieve SQL from IBM Query      F9=Authority  F12=Return
                   F8=Start SQL Interactive Session
```

This screen displays when you press F5=ADD or F10=MAINTAIN on the Linked Report List Screen (p. C-24). Use this screen to create or maintain a linked report.

Important

There are 4 reporting solutions available to create a linked report: IBM Query, Microsoft Reporting Services, CorVu HyperVu, and Standard Query Language (SQL). All products are licensed separately and in order for a distributor to create a linked report, they must have the appropriate solution installed and configured correctly.

SQL Report Types can only be run/maintained if you have the IBM licensed product: 5761ST1 DB2 Query Mgr and SQL DevKit installed.

Linked Report Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Report ID	The sequential report number assigned by the system when the report is created. Display

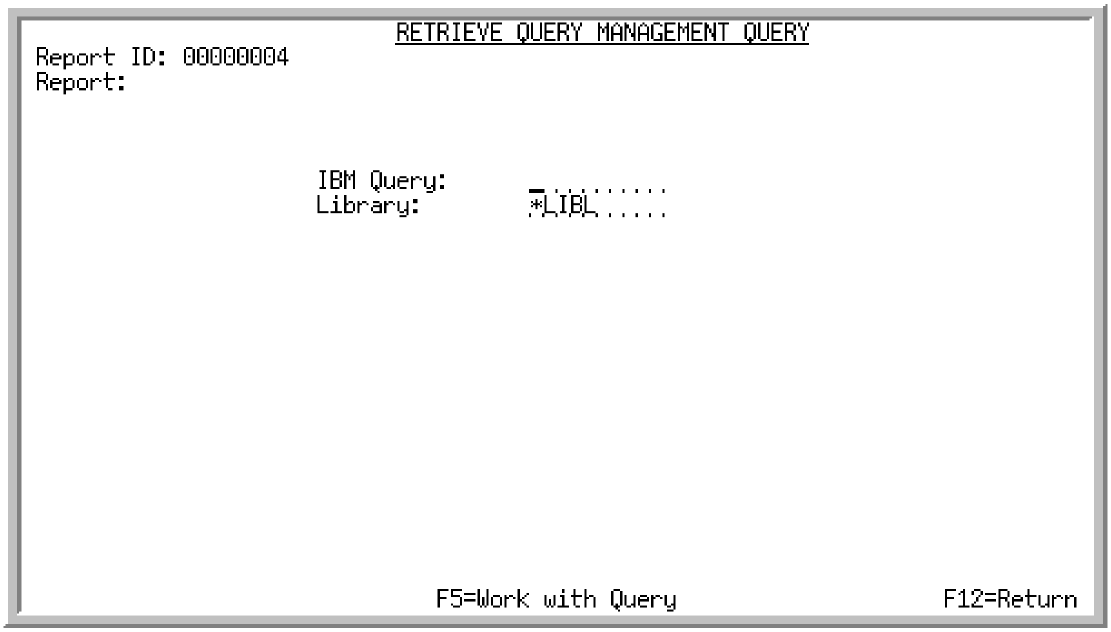
Linked Report Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Report Type	Use this field to define the linked report type. The **Report Type** field is protected once a report is created. The user's ability to create and maintain reports, specifically by **Report Type**, is secured based on the system level **Maintain Linked Reports** extended instance through Application Action Authority (MENU XASCTY). If the user does not have access to a **Report Type**, the entry of this report type will not be allowed on this screen. Microsoft Reporting Services (**Report Type** 2) needs Microsoft Reporting Tool installed on the computer that will create the reports. The reports are stored on a server and a URL link is created to access them. Key the value for the type of report to be created. *Valid Values:* 1 for IBM Query, 2 for Microsoft Reporting Services, 3 for CorVu HyperVu, 4 for Standard Query Language (SQL) (N 1,0) Required/Display
Report Name	Use this field to create an identifier for the specific report. Key the name of the report as it will display throughout the linked reporting process. (A 20) Required
Description	Use this field to further describe the **Report Name**. Key the description information to be displayed throughout the linked reporting process. (A 50) Required
Document Type	Use this field to select a pre-defined document type to be used when this **Report ID** is generated. Using a linked document type will allow key field parameters to be passed to the report automatically if the user is maintaining or inquiring about an Distribution A+ Document (sales order, purchase order, invoice, voucher etc.) on an Distribution A+ screen which has been integrated to the Linked Inquiry. This field is also used from within the application to filter to specific document types. *Valid Values:* The document types specified in the Linked File Key Field Definition File (ATFLD) supplied by Distribution A+; use the Document Type question mark window to select a valid field. (A 30) Optional

Linked Report Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Pass Parameters	Use this field to identify that field parameter data selections will be utilized when this report is run. This field is only valid when creating a new report and a **Document Type** is selected. Additionally, parameters can only be passed to **Report Types** of MS Reporting Services, CorVu HyperVu, and SQL. If you want to pass parameters to an IBM Query, then convert the query to an SQL report by selecting the F7=RETRIEVE SQL FROM IBM QUERY function key. For a complete list of the parameters passed for each Linked Document, refer to the Integrated Functions and Linked Document ID's (p. C-2) and the Supported Documents and Key Fields (p. C-3).
F7=Retrieve SQL from IBM Query	The F7=RETRIEVE SQL FROM IBM QUERY function key is only available if the user has access to SQL Report types secured based on the system level **Maintain Linked Reports** and the extended instance 4 for Structured Query Language (SQL) through Application Action Authority (MENU XASCTY). When the F7=RETRIEVE SQL FROM IBM QUERY function key is pressed, it converts an existing IBM Query to SQL for Reporting Purposes. The SQL report will be created using the query name prefixed with the letter R. Converting the Query is a onetime event when this key is pressed. Therefore, if any changes are made to the IBM Query using the **WRKQRY** command, the user will have to reconvert the query by pressing F7=RETRIEVE SQL FROM IBM QUERY again.
F8=Start SQL Interactive Session	The F8=START SQL INTERACTIVE SESSION function key is only available if the user has access to SQL Report types secured based on the system level **Maintain Linked Reports** and the extended instance 4 for Structured Query Language (SQL) through Application Action Authority (MENU XASCTY). When the F8=START SQL INTERACTIVE SESSION function key is pressed, the IBM Start SQL Interactive Session **STRSQL** command is run for a user to test validate SQL statements before creating a report. IBM's Enter SQL Statements screen appears.
F9=Authority	The F9=AUTHORITY function key displays when the user has access to maintain queries based on the system level **Maintain Linked Reports** action authority and the extended instance value matches the **Report Type** being added/ maintained through Application Action Authority (MENU XASCTY). The Define Application Action Authority Screen as shown in Maintaining Application Action Authorities of the User Security User Guide will appear.
F12=Return	Press F12=RETURN to display the Linked Report List Screen (p. C-24).

Retrieve Query Management Query Screen



```
                              RETRIEVE QUERY MANAGEMENT QUERY
Report ID: 00000004
Report:



                  IBM Query:          _.........
                  Library:            *LIBL.....



                          F5=Work with Query                F12=Return
```

This screen displays when you press F7=RETREIVE QUERY FOR SQL on the Linked Report Maintenance Screen (p. C-27) or when you are adding/maintaining a report that is report **Type** 1=IBM Query/400.

Use this screen to select the IBM Query to be converted to SQL. Enter the query name and library or use F5=WORK WITH QUERY to access IBM's Work with Queries Screen.

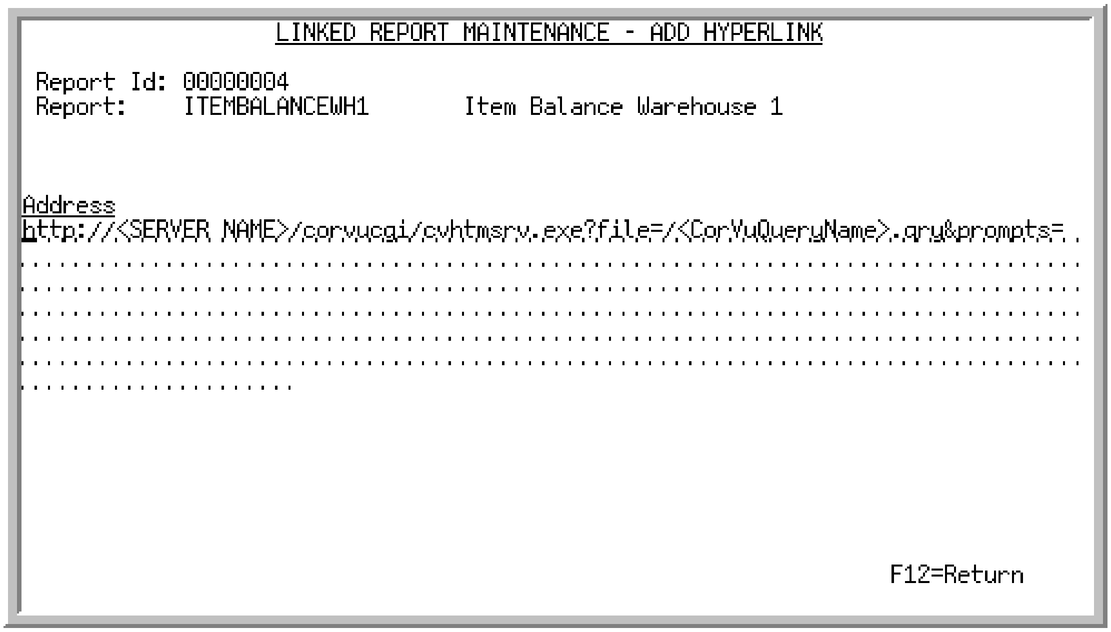
Retrieve Query Management Query Screen Fields and Function Keys

Field/Function Key	Description
Report ID	The unique **Report ID** assigned to the report. Display
Report	The name of the report and description assigned on the Linked Report Maintenance Screen (p. C-27). Display
IBM Query	The name of the IBM query that will run when this report is selected to be printed. *Valid Values:* Any valid query name saved in the specified library name (A 10) Required
Library	The name of the library where the IBM query is saved. *Default Value:* *LIBL *Valid Values:* Any valid library name (A 10) Required

Retrieve Query Management Query Screen Fields and Function Keys

Field/Function Key	Description
F5=Work with Query	Press F5=WORK WITH QUERY to access IBM's Work with Queries Screen where you can select the query and library to be linked to this report.
F12=Cancel	Press F12=CANCEL to return to the Linked Report Maintenance Screen (p. C-27).
Enter	Press ENTER to accept the query selected to complete the retrieval link of the query to the report.The IBM Retrieve Query Management Query **RTVQMQRY** command is run to retrieve the IBM query and convert it to SQL. The Linked Report Maintenance Screen (p. C-27) appears.

Linked Report Maintenance - Add Hyperlink Screen



```
                     LINKED REPORT MAINTENANCE - ADD HYPERLINK

 Report Id: 00000004
 Report:    ITEMBALANCEWH1       Item Balance Warehouse 1



Address
http://<SERVER NAME>/corvucgi/cvhtmsrv.exe?file=/<CorVuQueryName>.qry&prompts=..
................................................................................
................................................................................
................................................................................
................................................................................
................................................................................
....................






                                                                   F12=Return
```

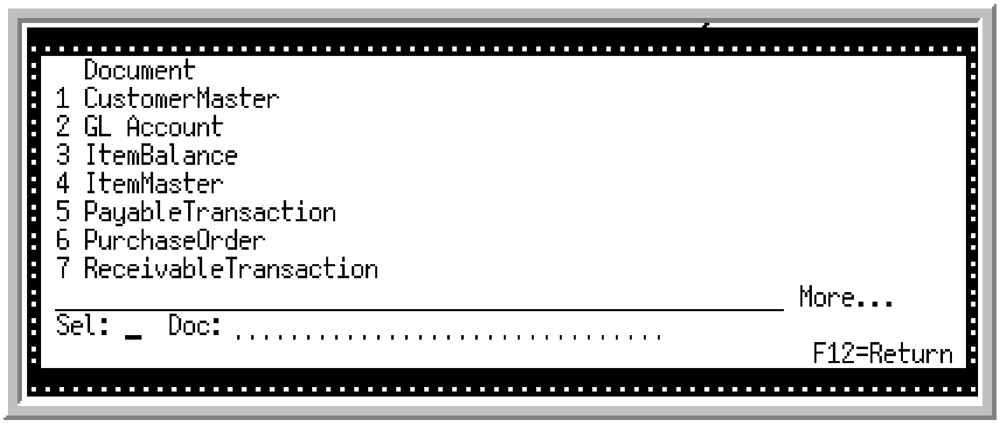
This screen displays when you are adding/maintaining a report that is **Report Type** 3=CorVu HyperVu on the Linked Report Maintenance Screen (p. C-27).

Use this screen to identify the URL link to run the pre-defined CorVu report.

Linked Report Maintenance - Add Hyperlink Screen Fields and Function Keys

Field/Function Key	Description
Report Id	The unique **Report Id** assigned to the report. Display
Report	The name of the report and description assigned on the Linked Report Maintenance Screen (p. C-27). Display
Address	Use this field to complete the URL address for the CorVu report that will be run when this report is printed. Replace the SERVER NAME and the CorVuQueryName shown in the sample screen with the actual information for your report. (A 500) Required
F12=Return	Press F12=RETURN to return to the Linked Report Maintenance Screen (p. C-27) without saving your changes.
Enter	Press ENTER to accept the URL data keyed. The Linked Report Maintenance Screen (p. C-27) appears.

Document Type Selection Screen



```
  Document
1 CustomerMaster
2 GL Account
3 ItemBalance
4 ItemMaster
5 PayableTransaction
6 PurchaseOrder
7 ReceivableTransaction
                                                    More...
___________________________________________________
Sel: _  Doc: ..............................
                                                 F12=Return
```

This screen displays after keying a question mark (?) in the **Document Type** field. The document types that are provided in the Linked File Key Field Definition File (ATFLD) supplied by Distribution A+ are displayed for selection. Use this Document Type question mark window to select a valid field.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

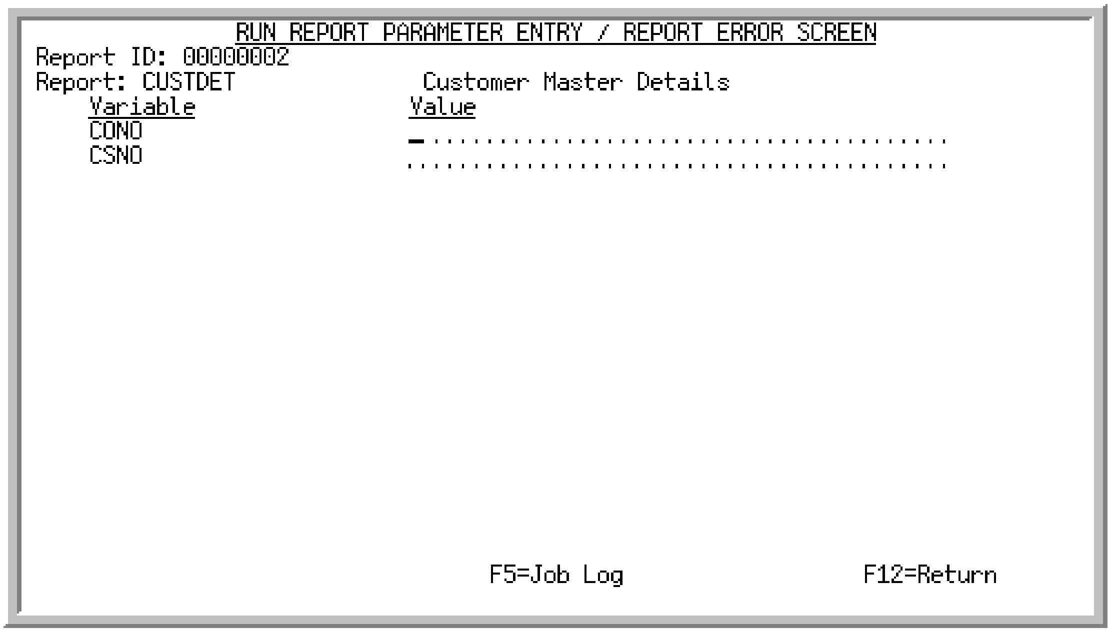
Document Type Selection Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The number used to select a provided document type. This number is keyed in the **Sel** field on the lower portion of the screen to select this **Document Type** for further processing. Display
Document	The document type created and provided in the Linked File Key Field Definition File (ATFLD) supplied by Distribution A+. Display
Sel	Use this field to select the **Document Type** you want to access. Key the **Reference Number** associated with the document you want to include on the previous screen and press ENTER. (N 1,0) Optional
Doc	Use this field to limit the documents displayed on the screen to those that match this limiting criteria. Key the characters that reflect the document type being searched for. (A 30) Optional

Document Type Selection Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN function key to return to the previous screen without selecting a **Document Type**.
Enter	Press ENTER after keying a **Reference Number** in the **Sel** field. The previous screen is redisplayed with the selected information.

Run Report Parameter Entry/Report Error Screen



```
                  RUN REPORT PARAMETER ENTRY / REPORT ERROR SCREEN
Report ID: 00000002
Report: CUSTDET                  Customer Master Details
    Variable                    Value
    CONO                        _.....................................
    CSNO                        ......................................

                                     F5=Job Log                  F12=Return
```

This screen appears after you press F2=EXPORT, F4=PRINT, or ENTER with a valid **Reference Number** in the **SI** field on the Linked Report List Screen (p. C-24) either when parameters have not been supplied to the SQL or if errors exist running the SQL or Query.

This screen appears only for report types 1 for IBM Query or 4 for Structured Query Language (SQL). If the user wants to determine more information about the errors generated, press F5=JOB LOG to view the IBM Display Job Log Screen to see the messages generated from the SQL report.

To enter values for the variable fields on this screen (based on the IBM Start Query Management Query **STRQMQRY**):

- for numeric parameters, simply key in the parameter
- for character parameters, enclose them in 2 single quotes (e.g., ‘’ TEST’’)

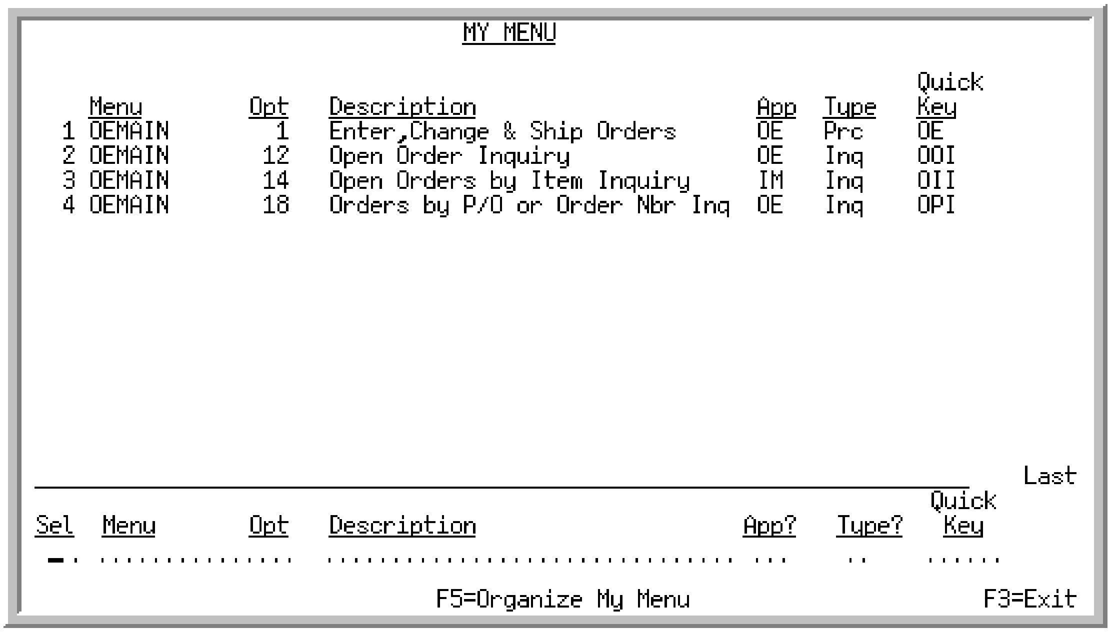
Run Report Parameter Entry/Report Error Fields and Function Keys Screen

Field/Function Key	Description
Report ID	The unique **Report ID** assigned to the report. Display
Report	The name of the report and description assigned on the Linked Report Maintenance Screen (p. C-27). Display

Run Report Parameter Entry/Report Error Fields and Function Keys Screen

Field/Function Key	Description
Variable	The selected key fields for which to pass parameters are shown. The fields display based on their definition in the Distribution A+ Field Reference Dictionary (APLUSREF). Display
Value	Use these fields to enter the parameter values to be used to print this copy of the report. Every field presented must have data entered. Key the specific data that matches the variables presented. (A 20) Required for each Variable
F5=Job Log	Press the F5=JOB LOG function key view the IBM Display Job Log Screen to see the messages generated from the SQL report.
F12=Return	Press the F12=RETURN function key to return to the Linked Report List Screen (p. C-24) without completing the missing parameters to the report. The report request will be cancelled.
Enter	Press ENTER to accept the information keyed in the Variable fields and complete the launch of the IBM Query or Standard Query Language (SQL) Report.

My Menu Screen



```
                                MY MENU

                                                                      Quick
    Menu         Opt    Description                    App   Type     Key
  1 OEMAIN         1    Enter,Change & Ship Orders     OE    Prc      OE
  2 OEMAIN        12    Open Order Inquiry             OE    Inq      OOI
  3 OEMAIN        14    Open Orders by Item Inquiry    IM    Inq      OII
  4 OEMAIN        18    Orders by P/O or Order Nbr Inq OE    Inq      OPI






                                                                             Last
                                                                       Quick
Sel  Menu         Opt    Description                    App?   Type?     Key
 _ . ..............  ............................. ...     ..     ......

                              F5=Organize My Menu                      F3=Exit
```

This screen appears when you press F9=MY MENU from the Task Selection Screen (p. C-6). Use this screen to perform your daily tasks from this customized menu and to further organize this user specific menu.

My Menu Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The number used to select a menu/option function. This number is keyed in the **Sel** field on the lower portion of the screen to select this menu/option function for further processing. Display
Menu	The Distribution A+ menu name the function resides on. Display
Opt	The option number associated with the menu function. Display
Description	The description of the function as displayed on the menu. Display
App	The primary application the function is associated with. Display

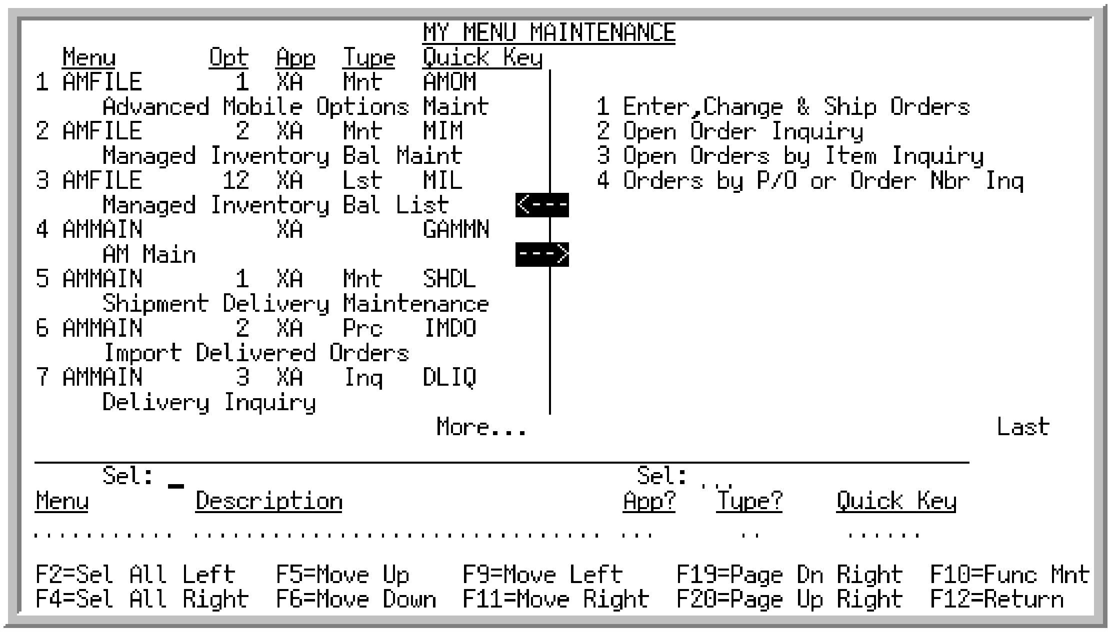
My Menu Screen Fields and Function Keys

Field/Function Key	Description
Type	The classification type of the menu function. Values display as: • **Inq** - inquiry • **Lst** - listing • **Mnt** - maintenance • **Prc** - processing • **Rpt** - reporting Display
Quick Key	The quick key abbreviation associated with the menu function. Display
Sel	Use this field to select the menu function you want to access. Key the reference number associated with the function you want to access on the top portion of this screen and press ENTER. You will be provided with direct access into that menu option. (N 2,0) Optional
Menu	Use this field to limit the screen to only those menus that match the criteria you key in this field. Key the criteria and press ENTER. The screen will refresh and display menus, if any, matching your criteria. Other filter criteria you may select on this screen is also considered when the screen refreshes and displays the limited information. *Valid Values:* A complete menu name (i.e., APMAIN, OEREPT) (A 6) Optional
Opt	Use this field to limit the screen to only those menus that match the criteria you key in this field. Key the criteria and press ENTER. The screen will refresh and display menus, if any, matching your criteria. Other filter criteria you may select on this screen is also considered when the screen refreshes and displays the limited information. (N 2,0) Optional

My Menu Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to limit the screen to only those functions that match the description you key in this field. Key the word(s) from the actual menu description and press ENTER. The screen will refresh and display those functions, if any, matching your criteria. Other filter criteria you may select on this screen is also considered when the screen refreshes and displays limited information. NOTE: This is a character string search and will display menu name descriptions that match the data anywhere in the **Description** field. (A 30) Optional
App	Use this field to limit the screen to the application you key in this field. Key the application ID and press ENTER. The screen will refresh and show only those functions associated with this application ID, if any. Other filter criteria you may select on this screen is also considered when the screen refreshes and displays the limited information. (A 2) Optional
Type	Use this field to limit the screen to the type of menu function you key in this field. Key the function type and press ENTER. The screen will refresh and show only those functions associated with this type of function. Other filter criteria you may select on this screen is also considered when the screen refreshes and displays the limited information. *Valid Values:* P for Processing, I for Inquiry, R for Report, M for Maintenance, L for List (A 1) Optional
Quick Key	Use this field to limit the screen to the functions with quick keys that match the data anywhere in the **Quick Key** field. Key the criteria and press ENTER. The screen will refresh and display those functions, if any, matching your criteria. Other filter criteria you may select on this screen is also considered when the screen refreshes and displays the limited information. (A 5) Optional
F3=Exit	The F3=EXIT function key exits the menu customizing, and returns you back to the Task Selection Screen (p. C-6).
F5=Organize My Menu	The F5=ORGANIZE MY MENU function key allows you to add and/or remove menu/options from your personal customized menu. The My Menu Maintenance Screen (p. C-41) appears.

My Menu Maintenance Screen



```
                               MY MENU MAINTENANCE
  Menu       Opt  App  Type   Quick Key
1 AMFILE       1  XA   Mnt    AMOM      |
     Advanced Mobile Options Maint      |   1 Enter,Change & Ship Orders
2 AMFILE       2  XA   Mnt    MIM       |   2 Open Order Inquiry
     Managed Inventory Bal Maint        |   3 Open Orders by Item Inquiry
3 AMFILE      12  XA   Lst    MIL       |   4 Orders by P/O or Order Nbr Inq
     Managed Inventory Bal List     <---
4 AMMAIN          XA          GAMMN     |
     AM Main                        --->
5 AMMAIN       1  XA   Mnt    SHDL      |
     Shipment Delivery Maintenance      |
6 AMMAIN       2  XA   Prc    IMDO      |
     Import Delivered Orders            |
7 AMMAIN       3  XA   Inq    DLIQ      |
     Delivery Inquiry                   |
                               More...                                  Last
______________________________________________________________________
     Sel: _                                  Sel: . .
Menu        Description                     App?    Type?     Quick Key
.......... ............................... ...      ..        ......

F2=Sel All Left    F5=Move Up    F9=Move Left    F19=Page Dn Right  F10=Func Mnt
F4=Sel All Right   F6=Move Down  F11=Move Right  F20=Page Up Right  F12=Return
```

This screen appears when you press F5=ORGANIZE MY MENU from the My Menu Screen (p. C-38). Use this screen to add and/or remove menu/options from your personal customized menu. The left side of the screen is all the available menu functions and the right side is where the customized menu is built. Once menu functions have been moved to the right side, you can also move them up and down the list to define the appropriate sequence. Filter fields are provided to limit the available menu functions on the left side.

My Menu Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Menu	The Distribution A+ menu name the function resides on. Display
Opt	The option number associated with the menu function. Display
App	The primary application the function is associated with. Display

My Menu Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Type	The classification type of the menu function. Values display as: • **Inq** - inquiry • **Lst** - listing • **Mnt** - maintenance • **Prc** - processing • **Rpt** - reporting Display
Quick Key	The quick key abbreviation associated with the menu function. Display
(Description)	The description of the function as displayed on the menu. Display
(Opt) (right)	This field identifies the assigned option number and description as they will display on your customized My Menu. The option begins with 1 and numbers sequentially. Display
(Description) (right)	The description of the function as displayed on the menu. Display
Sel (left)	Use the **Sel** field on the left side to select an option to be moved to the right side of the screen to be included on My Menu. The **Sel** field is a select and unselect key. Selected fields are highlighted. When all the necessary menu/options are selected, use the appropriate function for the required action. (N1,0) Optional/Required
Sel (right)	Use the **Sel** field on the right side to select an option to be moved to the left side of the screen, thereby removing it from the customized My Menu. The **Sel** field is a select and unselect key. Selected fields are highlighted. When all the necessary menu/options are selected, use the appropriate function for the required action. (N1,0) Optional/Required

My Menu Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Menu	Use this field to limit the screen to only those menus that match the criteria you key in this field. Key the criteria and press ENTER. The screen will refresh and display menus, if any, matching your criteria. Other filter criteria you may select on this screen is also considered when the screen refreshes and displays the limited information. *Valid Values:* A complete menu name (e.g., APMAIN, OEREPT) (A 6) Optional
Description	Use this field to limit the screen to only those functions that match the description you key in this field. Key the word(s) from the actual menu description and press ENTER. The screen will refresh and display those functions, if any, matching your criteria. Other filter criteria you may select on this screen is also considered when the screen refreshes and displays limited information. NOTE: This is a character string search and will display menu name descriptions that match the data anywhere in the **Description** field. (A 30) Optional
App	Use this field to limit the screen to the application you key in this field. Key the application ID and press ENTER. The screen will refresh and show only those functions associated with this application ID, if any. Other filter criteria you may select on this screen is also considered when the screen refreshes and displays the limited information. (A 2) Optional
Type	Use this field to limit the screen to the type of menu function you key in this field. Key the function type and press ENTER. The screen will refresh and show only those functions associated with this type of function. Other filter criteria you may select on this screen is also considered when the screen refreshes and displays the limited information. *Valid Values:* P for Processing, I for Inquiry, R for Report, M for Maintenance, L for List (A 1) Optional

My Menu Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Quick Key	Use this field to limit the screen to the functions with quick keys that match the data anywhere in the **Quick Key** field. Key the criteria and press ENTER. The screen will refresh and display those functions, if any, matching your criteria. Other filter criteria you may select on this screen is also considered when the screen refreshes and displays the limited information. (A 5) Optional
F2=Sel All Left	Press the F2=SEL ALL LEFT function key to select all the available menu options based on filtered criteria and make them available for additional processing. The **Reference Number** will be highlighted.
F4=Sel All Right	Press the F4=SEL ALL RIGHT function key to select all the available menu options based on filtered criteria and make them available for additional processing. The **Option Number** will be highlighted.
F5=Move Up	Press the F5=MOVE UP function key after keying an **Option Number** in the **Sel** (right) field to move the selected option up in sequence on the customized menu list.
F6=Move Down	Press the F6=MOVE DOWN function key after keying an **Option Number** in the **Sel** (right) field to move the selected option down in sequence on the customized menu list.
F9=Move Left	Press the F9=MOVE LEFT function key after keying an **Option Number** in the **Sel** (right) field to remove the selected option from the customized menu list and return it to the available menu/option functions.
F10=Func Mnt	Press the F10=FUNC MNT function key to access the Application Function Screen of Application Authority Maintenance (MENU XASCTY). Refer to the User Security User Guide for information regarding this screen.
F11=Move Right	Press the F11=MOVE RIGHT function key after keying a **Reference Number** in the **Sel** (left) field to move the selected option from the available menu/ option functions to the customized menu list.
F12=Return	Press the F12=RETURN function key to return to the My Menu Screen (p. C-38). All work done on the My Menu Maintenance Screen has already been saved.
F19=Page Dn Right	Press the F19=PAGE DN RIGHT function key to process a page down screen function for the data on the right side of the screen.
F20=Page Up Right	Press the F20=PAGE UP RIGHT function key to process a page up screen function for the data on the right side of the screen.

APPENDIX D

Schedule Options

D

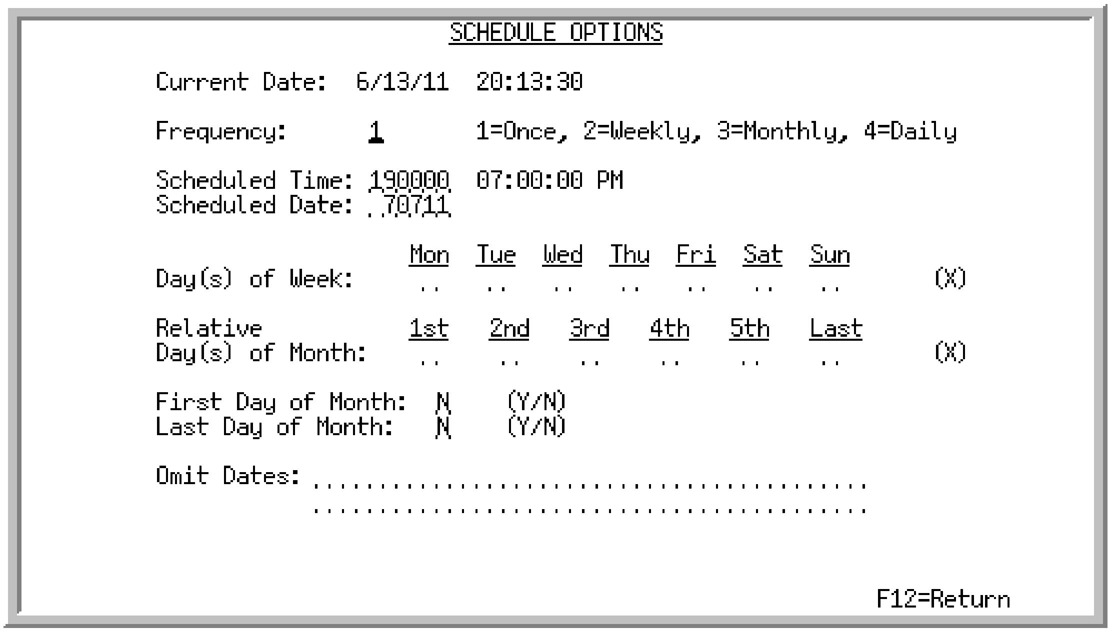
Schedule Options

Schedule Option will provide the ability to easily submit Distribution A+ procedures to the IBM Job Scheduler. Once you create the parameters to schedule the job, use IBM's Work with Job Schedule Entries (**WRKJOBSCDE**) menu to review the status or end the scheduled job stream.

This screen appears after you:

- press ENTER on the Auto Pay Job Name Maintenance Screen of Auto Pay Job Maintenance (MENU EPFILE)
- press ENTER on the Suggested Order Report Additional Information Screen of Automate Suggested Orders (MENU POFIL2)
- press ENTER on the CORrelations System Options Screen of CORrelations System Options Maintenance (MENU XACORR)
- Select Y to the **Schedule** field on the Report Options Screen
  - Available for the options on the Demand Planning Main Menu
- Select Y to the **Schedule Import** field on the
  - Import Delivered Orders Screen of Import Delivered Orders (MENU AMMAIN)
  - Import Orders and Customer Inventory Balances Screen of Import Orders and Customer Inventory Balances (MENU AMMAIN)
- Select Y to the **Schedule Export** field on the Export Call Schedules Screen of Export Call Schedule (MENU AMMAIN)
- press F5=CONTINUE on the On-Ramp Service Processor Purge Screen of Auto Purge On-Ramp Service Processor (MENU ESMAST)
- press F5=CONTINUE on the BOD Transactions Purge Screen of Auto Purge BOD Transactions (MENU ESMAST)
- press ENTER through Extension Solutions System Options Maintenance (MENU ESMAIN)
- press ENTER on the Auto Search Rebuild Job Name Maintenance Screen of Automate Search Rebuilds (MENU XAFIL2)

Schedule Options Screen



```
                         SCHEDULE OPTIONS

    Current Date:  6/13/11  20:13:30

    Frequency:      1       1=Once, 2=Weekly, 3=Monthly, 4=Daily

    Scheduled Time: 190000  07:00:00 PM
    Scheduled Date:  70711

                    Mon  Tue  Wed  Thu  Fri  Sat  Sun
    Day(s) of Week:  ..   ..   ..   ..   ..   ..   ..       (X)

    Relative        1st   2nd   3rd   4th   5th   Last
    Day(s) of Month: ..    ..    ..    ..    ..    ..       (X)

    First Day of Month:  N    (Y/N)
    Last Day of Month:   N    (Y/N)

    Omit Dates: .........................................
                .........................................


                                                    F12=Return
```

Use this screen to schedule the job or maintain the job schedule information.The scheduling information you specify on this screen populates the IBM Scheduler which runs your job based on the specified settings.

Example:

Assume that you set the following values on this screen:

Frequency = 3

Scheduled Time = 183000

Day(s) of Week = Friday

Relative Day(s) of Month = 1st and 3rd

A job with these settings will be run the first and third Friday of the month at 6:30 p.m.

Schedule Options Screen Fields and Function Keys

Field/Function Keys	Description
Frequency	Use this field to specify how often you want this job to be run. Key 1 to run this job only once at the specified time. Key 2 to run this job every week at the specified time. Key 3 to run this job every month at the specified time. Key 4 to run this job every day at the specified time. (A 18) Required
Scheduled Time	Key the time at which you want this job to run. *Valid Values:* A time entered in military (24 hr.) time format. For example, 2:00 p.m. would be 14:00 in military time. (N 6,0) Required
Date	If you keyed 1 in the **Frequency** field, key the date on which this job will be run. Leave this field blank if you keyed 2 or 3 in the **Frequency** field. (N 6,0) Required/Blank
Day(s) of Week	If you keyed 2 or 3 in the **Frequency** field, use this field to mark the days of the week on which this job will be run. Key X beneath the days you want the job to run. (7 @ A 1) Optional
Relative Day(s) of Month	If you keyed 3 in the **Frequency** field, use this field to mark the relative days of the week in which this job will be run. Key X beneath the weeks you want the job to run. (6 @ A 1) Optional
First Day of Month	If you keyed 3 in the **Frequency** field and you did not specify days or weeks of the month, use this field to specify whether you want this job to run on the first day of the month. Key Y to run the job on the first day of the month. If you key Y in this field, the **Last Day of Month** field must be set to N. Key N if you do not want to run the job on the first day of the month. (A 1) Optional
Last Day of Month	If you keyed 3 in the **Frequency** field and you did not specify days or weeks of the month, use this field to whether you want this job to run on the last day of the month. Key Y to run the job on the last day of the month. If you key Y in this field, the **First Day of Month** field must be set to N. Key N if you do not want to run this job on the last day of the month. (A 1) Optional

Schedule Options Screen Fields and Function Keys

Field/Function Keys	Description
Omit Dates	If you keyed 2 or 3 in the **Frequency** field, use these fields to specify specific dates that you want to be excluded from running the job. For example, if you do not want to run the job on weekends, you could enter the weekend dates each month. Key the dates on which the job will not be run. (N 6,0) Optional
F12=Return	Press the F12=RETURN function key to return to the previous screen without saving your entries.
Enter	Press the ENTER key to save your entries and continue.

APPENDIX E Distribution A+ Record Layouts E

Distribution A+ Record Layouts

Single File Record Layout

To obtain a single file record layout for Distribution A+ files, key one of the following on a command line (note that you must be signed on to a Distribution A+ environment):

Key: **LAYOUT filename** (e.g., **layout cusms**) and press ENTER to obtain a printed version of a single file layout. Check your spool file for the listing by keying **wrksplf** ENTER.

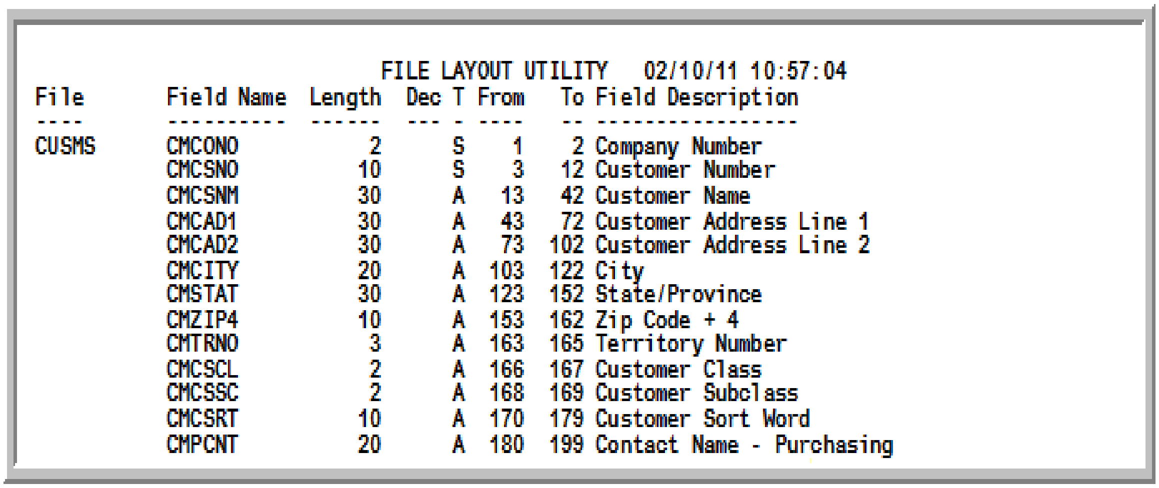
-OR-

Key: **LAYOUT2 filename** (e.g., **layout2 cusms**) and press ENTER to obtain an on screen version of a single file layout (the layout automatically displays).

Complete Record Layout manual

As of January 2011, the complete record layout manual is no longer being produced.

Record Layout Report



```
                             FILE LAYOUT UTILITY   02/10/11 10:57:04
File       Field Name  Length  Dec T From   To Field Description
----       ----------  ------  --- - ----   -- -----------------
CUSMS      CMCONO           2      S    1    2 Company Number
           CMCSNO          10      S    3   12 Customer Number
           CMCSNM          30      A   13   42 Customer Name
           CMCAD1          30      A   43   72 Customer Address Line 1
           CMCAD2          30      A   73  102 Customer Address Line 2
           CMCITY          20      A  103  122 City
           CMSTAT          30      A  123  152 State/Province
           CMZIP4          10      A  153  162 Zip Code + 4
           CMTRNO           3      A  163  165 Territory Number
           CMCSCL           2      A  166  167 Customer Class
           CMCSSC           2      A  168  169 Customer Subclass
           CMCSRT          10      A  170  179 Customer Sort Word
           CMPCNT          20      A  180  199 Contact Name - Purchasing
```

This report prints from the **`LAYOUT`** command used for a single file record layout and is found in your spool file.

APPENDIX F

Order Control File Record Layouts

F

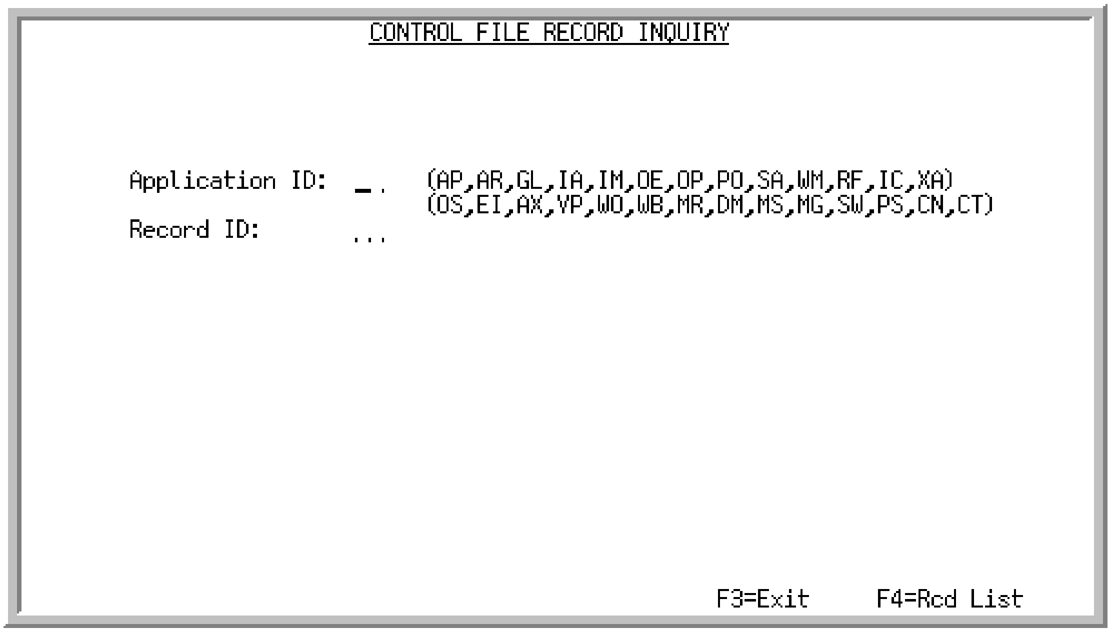
Distribution A+ Record Layouts for the Order Control File (ORCTL)

Record Formats Inquiry

To view a single format record layout for the Distribution A+ Order Control file, sign on to a Distribution A+ environment and key the following on a command line: **ORCTLI** and press ENTER.

Title	Purpose
Control File Record Inquiry Screen	Use to select the module and record for inquiry.
Control File Record Types Screen	Use to search for the specific record ID field.
Control File Record Inquiry Detail Screen	Use to review the fields of the selected record.

Control File Record Inquiry Screen



```
                         CONTROL FILE RECORD INQUIRY



        Application ID:  _.   (AP,AR,GL,IA,IM,OE,OP,PO,SA,WM,RF,IC,XA)
                              (OS,EI,AX,VP,WO,WB,MR,DM,MS,MG,SW,PS,CN,CT)
        Record ID:       ..










                                                 F3=Exit     F4=Rcd List
```

This screen appears when you key the **ORCTLI** command and press ENTER. Use this screen to select the module and specific record format for inquiry purposes.

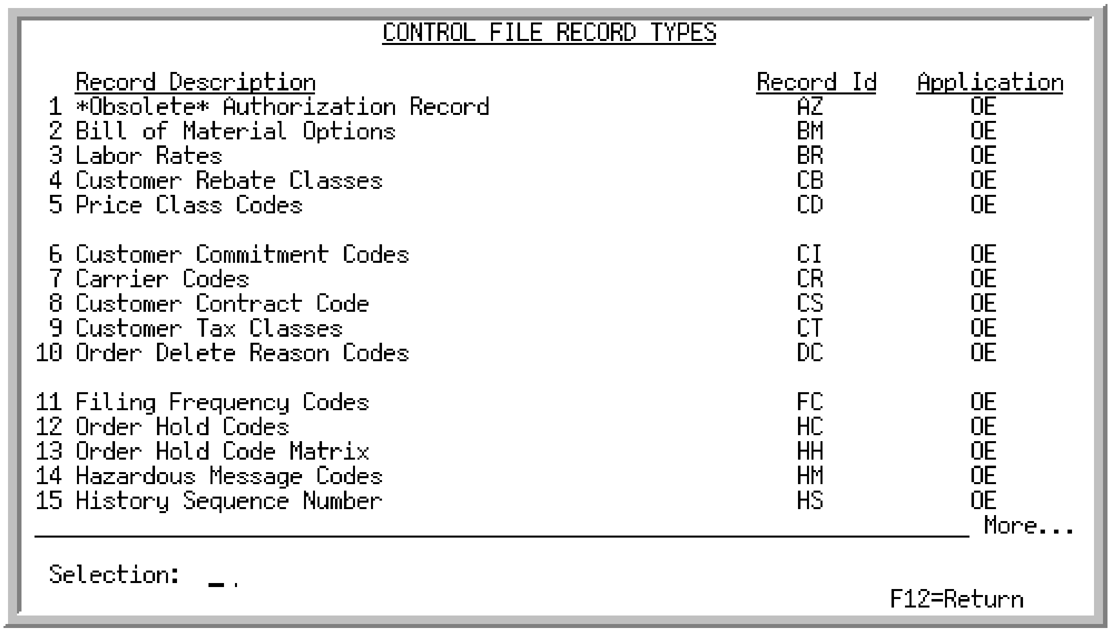
Control File Record Inquiry Screen

Field/Function Key	Description
Application ID	The application refers to the Distribution A+ module for which you are reviewing Order Control File (ORCTL) record layouts. Key the **Application ID** as it appears on the screen. *Valid Values:* Refer to the list of valid applications shown on the screen for your reference. (A 2) Required
Record ID	The record refers to the 2-character identifier used in the Order Control File (ORCTL) to create unique keys. If you were to query this file, this field is in positions 12 and 13. Key the **Record ID** if you know it or use the F4=RCD LIST to select it from a list. *Valid Values:* Specific unique identifiers are available from the Control File Record Types Screen (p. F-4) that displays when you press F4=RCD LIST. (A 2) Required
F3=Exit	Press F3=EXIT to cancel this inquiry and return to the menu.

Control File Record Inquiry Screen

Field/Function Key	Description
F4=Rcd List	Press the F4=RCD LIST function key to display the Control File Record Types Screen (p. F-4) where you can select the **Record ID**.
Enter	Press the ENTER key after keying an **Application ID** and a **Record ID**. The Control File Record Inquiry Detail Screen (p. F-6) displays.

Control File Record Types Screen



```
                              CONTROL FILE RECORD TYPES

   Record Description                                  Record Id   Application
 1 *Obsolete* Authorization Record                        AZ            OE
 2 Bill of Material Options                               BM            OE
 3 Labor Rates                                            BR            OE
 4 Customer Rebate Classes                                CB            OE
 5 Price Class Codes                                      CD            OE

 6 Customer Commitment Codes                              CI            OE
 7 Carrier Codes                                          CR            OE
 8 Customer Contract Code                                 CS            OE
 9 Customer Tax Classes                                   CT            OE
10 Order Delete Reason Codes                              DC            OE

11 Filing Frequency Codes                                 FC            OE
12 Order Hold Codes                                       HC            OE
13 Order Hold Code Matrix                                 HH            OE
14 Hazardous Message Codes                                HM            OE
15 History Sequence Number                                HS            OE
______________________________________________________________________ More...

 Selection:  _ .
                                                              F12=Return
```

This screen appears when you press F4=RCD LIST on the Control File Record Inquiry Screen (p. F-2) or the Control File List Record Layout Screen (p. F-8). Use this screen to select the specific record for the previously selected module.

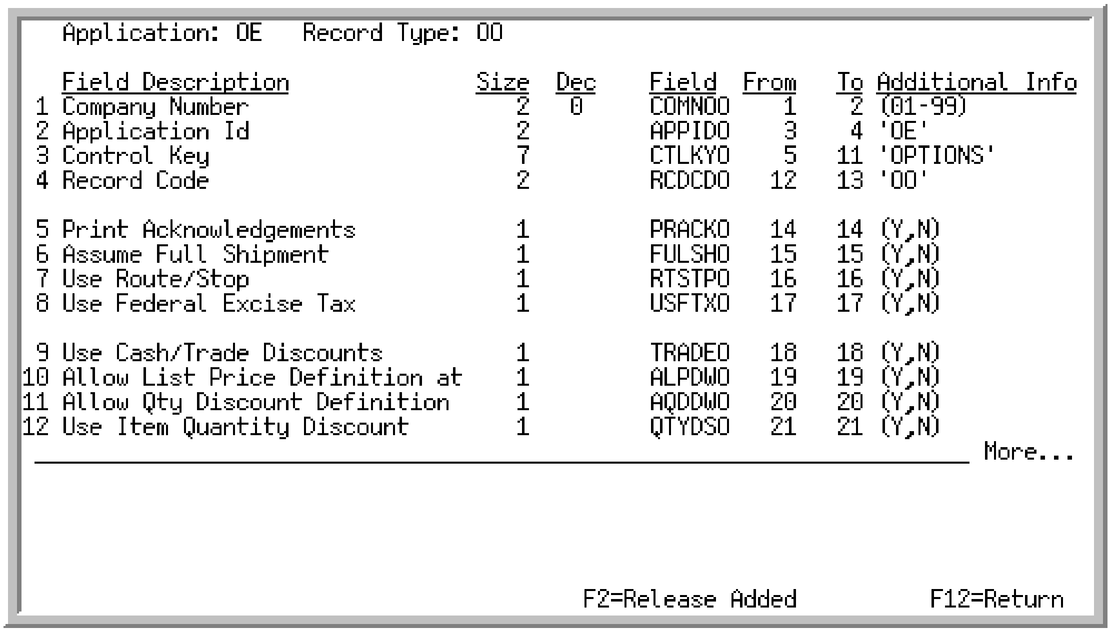
Control File Record Types Screen

Field/Function Key	Description
(Reference Number)	The line reference number that is used in the **Selection** field to choose a particular record. Display
Record Description	The record description for the unique record in the Order Control File (ORCTL). Display
Record Id	The record ID refers to the 2-character identifier used in the Order Control File to create unique keys. Display
Application	The Distribution A+ module selected on the Control File Record Inquiry Screen (p. F-2) or the Control File List Record Layout Screen (p. F-8). Display
Selection	Key the **Reference Number** of the record being selected for inquiry or printing. (N 2.0) Required

Control File Record Types Screen

Field/Function Key	Description
F12=Return	Press F12=RETURN to the Control File Record Inquiry Screen (p. F-2) or the Control File List Record Layout Screen (p. F-8).
Enter	Press ENTER after selecting a Record ID. If you are inquiring, the Control File Record Inquiry Detail Screen (p. F-6) displays. If you are printing, you are returned to the menu and the report is printed to your spool file.

Control File Record Inquiry Detail Screen



```
   Application: OE   Record Type: OO

   Field Description               Size  Dec     Field  From    To Additional Info
 1 Company Number                     2   0      COMNOO    1     2 (01-99)
 2 Application Id                     2          APPIDO    3     4 'OE'
 3 Control Key                        7          CTLKYO    5    11 'OPTIONS'
 4 Record Code                        2          RCDCDO   12    13 'OO'

 5 Print Acknowledgements             1          PRACKO   14    14 (Y,N)
 6 Assume Full Shipment               1          FULSHO   15    15 (Y,N)
 7 Use Route/Stop                     1          RTSTPO   16    16 (Y,N)
 8 Use Federal Excise Tax             1          USFTXO   17    17 (Y,N)

 9 Use Cash/Trade Discounts           1          TRADEO   18    18 (Y,N)
10 Allow List Price Definition at     1          ALPDWO   19    19 (Y,N)
11 Allow Qty Discount Definition      1          AQDDWO   20    20 (Y,N)
12 Use Item Quantity Discount         1          QTYDSO   21    21 (Y,N)
 ______________________________________________________________________ More...




                                              F2=Release Added         F12=Return
```

This screen appears when you press ENTER on the Control File Record Inquiry Screen (p. F-2) or the Control File Record Types Screen (p. F-4) screen. Use this screen to review the fields that are part of the selected record format.

All fields on this screen are display only.

Control File Record Inquiry Detail Screen

Field/Function Key	Description
Application	The Distribution A+ module selected on the Control File Record Inquiry Screen (p. F-2).
Record Type	The record type refers to the 2-character identifier **Record ID** used in the Order Control File (ORCTL) to create unique keys.
(Reference Number)	The line reference number for a field on the screen.
Field Description	The text description of the field.
Size	The full size of the field in the file.
Dec	For numeric fields, this is the number of decimal positions. A blank in this field indicates this is an alphabetic field. When the number of decimal positions is also followed by the letter P, this field is a packed field.
Field	The unique field name that will be used in programs for this record layout.

Control File Record Inquiry Detail Screen

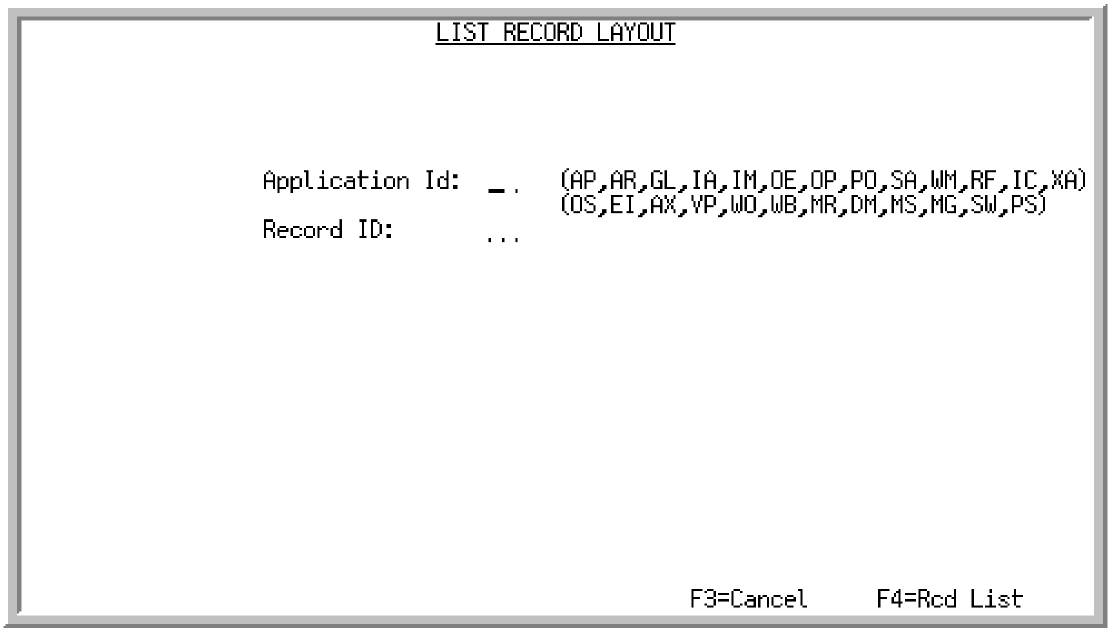
Field/Function Key	Description
From/To	The beginning and ending positions of this field within the individual record.
Additional Info / Release Added	The **Additional Info** field will indicate any standard text that may be contained in the field, such as the standard key field information, valid values, or static data. The **Release Added** field indicates when this field was added to this record format. This information was added beginning with version 8.02.
F2=Release Added / Additional Info	Press the F2=RELEASE ADDED / F2=ADDITIONAL INFO function key to toggle between the release added and additional information fields.
F12=Return	Press F12=RETURN to cancel this inquiry. The Control File Record Inquiry Screen (p. F-2) displays.

Print Record Formats

To obtain a printed single format record layout for the Distribution A+ Order Control File, sign on to an Distribution A+ environment and key the following on a command line: **ORCTLP** and press ENTER. Check your spool file for the listing by keying **WRKSPLF** ENTER.

Title	Purpose
Control File List Record Layout Screen	Use to select the module and record for inquiry.
Control File Record Layout Report	Use to search for the specific record ID field.

Control File List Record Layout Screen



```
                         LIST RECORD LAYOUT




         Application Id:  _ .   (AP,AR,GL,IA,IM,OE,OP,PO,SA,WM,RF,IC,XA)
                                (OS,EI,AX,VP,WO,WB,MR,DM,MS,MG,SW,PS)
         Record ID:       . .



                                         F3=Cancel     F4=Rcd List
```

This screen appears when you key the **ORCTLP** command and press ENTER. Use this screen to select the module or the module and specific record format for printing purposes.

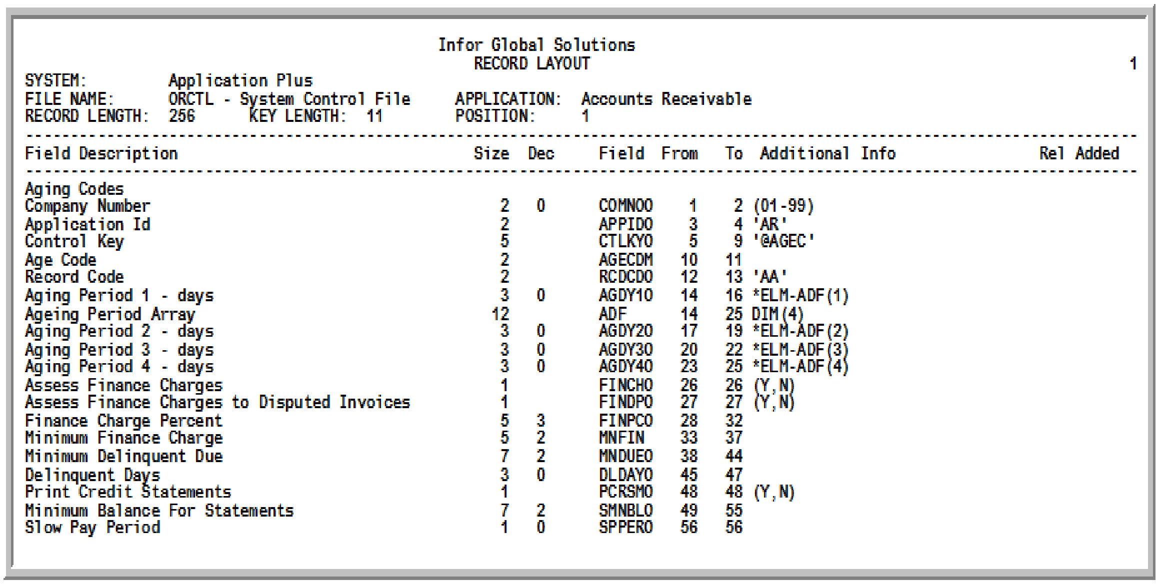
Control File List Record Layout Screen

Field/Function Key	Description
Application ID	The application refers to the Distribution A+ model for which you are printing Order Control File (ORCTL) record layouts. Key the **Application ID** as it appears on the screen. *Valid Values:* Refer to the list of valid applications shown on the screen for your reference. (A 2) Required
Record ID	The record ID refers to the 2-character identifier used in the Order Control File (ORCTL) to create unique keys. Key the **Record ID** as it appears on the screen. Leave this field blank to print all the records for the selected module. *Valid Values:* Specific unique identifiers are available from the Control File Record Types Screen (p. F-4) that displays when you press F4=RCD LIST. (A 2) Required
F3=Cancel	Press F3=CANCEL to cancel this inquiry and return to the menu.
F4=Rcd List	Press the F4=RCD LIST function key to display the Control File Record Types Screen (p. F-4) where you can select the **Record ID**.

Control File List Record Layout Screen

Field/Function Key	Description
Enter	Press the ENTER key after keying an **Application ID** and a **Record ID**. The record layout report is printed and you are returned to the menu.

Control File Record Layout Report



```
                                               Infor Global Solutions
                                                   RECORD LAYOUT                                                               1
SYSTEM:         Application Plus
FILE NAME:      ORCTL - System Control File       APPLICATION:   Accounts Receivable
RECORD LENGTH:  256      KEY LENGTH:   11        POSITION:      1
-------------------------------------------------------------------------------------------------------------------------------
Field Description                                  Size  Dec     Field  From   To  Additional Info                    Rel Added
-------------------------------------------------------------------------------------------------------------------------------
Aging Codes
Company Number                                        2   0      COMNO0    1    2 (01-99)
Application Id                                        2          APPID0    3    4 'AR'
Control Key                                           5          CTLKY0    5    9 '@AGEC'
Age Code                                              2          AGECDM   10   11
Record Code                                           2          RCDCD0   12   13 'AA'
Aging Period 1 - days                                 3   0      AGDY10   14   16 *ELM-ADF(1)
Ageing Period Array                                  12          ADF      14   25 DIM(4)
Aging Period 2 - days                                 3   0      AGDY20   17   19 *ELM-ADF(2)
Aging Period 3 - days                                 3   0      AGDY30   20   22 *ELM-ADF(3)
Aging Period 4 - days                                 3   0      AGDY40   23   25 *ELM-ADF(4)
Assess Finance Charges                                1          FINCH0   26   26 (Y,N)
Assess Finance Charges to Disputed Invoices           1          FINDP0   27   27 (Y,N)
Finance Charge Percent                                5   3      FINPC0   28   32
Minimum Finance Charge                                5   2      MNFIN    33   37
Minimum Delinquent Due                                7   2      MNDUE0   38   44
Delinquent Days                                       3   0      DLDAY0   45   47
Print Credit Statements                               1          PCRSM0   48   48 (Y,N)
Minimum Balance For Statements                        7   2      SMNBL0   49   55
Slow Pay Period                                       1   0      SPPER0   56   56
```

This report prints from the **ORCTLP** command used for a single file record layout and is found in your spool file.

APPENDIX G Pick List Job Queues

The pick list program job-stream provides choices to control the performance impact of immediate print pick list requests. The choice you make should be based on the question:

"How quickly do I want my Pick List printed?"

If you want the Pick List to print as soon as possible, the job queue should be QINTER. This will allow all pick list jobs to run immediately. However, these jobs will be competing with other interactive users and may slow response time.

Before using QINTER you may want to set up a special batch job queue for Pick Lists. If this method does not work well for your business, you may change to QINTER at a later time.

Using a job queue with a batch subsystem

Perform the following steps to use a job queue with a batch subsystem:

1. Display the job queues currently attached to your batch subsystem using the **DSPSBSD** command.

NOTE: -The sequence number of the first job queue in the list.
-The sum of the "Max Active" values for all attached job queues. If any of the job queues are defined with *NOMAX, treat these values as 1. However, if you submit multiple requests to these job queues, you will experience long pick list waits. You may want to consider restricting the number of jobs for these job queues.

2. Create the new job queue (**CRTJOBQ**).
3. Add a job queue entry to the batch subsystem.
   - The sequence number should be lower than the lowest sequence number recorded in step 1. This will force the system to always run a pick list job before any other queued job.
   - The maximum active jobs should be 1.
     - You can increase this value if you want additional Pick Lists to run concurrently. The second, third, etc., pick list jobs will run instead of jobs submitted to other job queues.
     - If you specify *NOMAX, then the number of concurrent pick list jobs will be limited to the **Max Jobs** value for the subsystem. There is little difference between this configuration and using QINTER.

4. Change the maximum jobs in the subsystem to be one greater than the sum of the maximum jobs per job queue (step 1).

   This will leave an available “slot” open in the batch subsystem for a pick list job. If the job queue’s Max Active value is 1 (step 3) then additional requests will run one at a time, in arrival sequence.

5. Set your default Pick List Job Queue on the System Options Maintenance Screen accessed through System Options Maintenance (MENU XAFILE).

APPENDIX H

Vertex Interface Guidelines

H

As of Version 3.0, Distribution A+ now interfaces with the Vertex Sales Tax Compliance System enabling you to easily comply with state, county, and city taxing jurisdictions. If you select to use this feature, you must set up the “Tax Decision Maker” in Vertex according to the guidelines listed in this appendix. If you are planning to install Vertex, in order to install/upgrade to Distribution A+ Version 4.0 you will need a minimum of Vertex 3.5.

Use the following guidelines if you are installing or upgrading to Version 4.0 and will be using the Vertex Sales Tax feature. Bypass this section if you prefer the existing sales tax feature within Distribution A+ and do not have a need for the Vertex interface.

The interface that exists between Distribution A+ and the taxing package Vertex have a few distinct differences when referencing a company, warehouse, customer, and item number. You must account for these differences when setting up the “Tax Decision Maker” in Vertex. To ensure that the interface between Distribution A+ and Vertex is setup accordingly, be sure to follow the guidelines listed below.

NOTE: Your response to use the Vertex Taxing option in System Options Maintenance (MENU XAFILE) will not be activated until you have completed all setup steps for both Distribution A+ and Vertex.

Guidelines

- The company number in Distribution A+ is 2,0 numeric. In Vertex the company number is 5 alpha numeric. When filling in information in Vertex, the company number must be 01___ (the company number is left justified in the field).
- The warehouse ID in Distribution A+ is 2 alpha numeric. In Vertex the warehouse ID is represented by division. The division is 5 alpha numeric. If the warehouse ID is AA, the division in Vertex is represented as AA___ (the warehouse ID is left justified).
- The customer number is 10,0 numeric in Distribution A+. In Vertex the customer number is 15 alpha numeric. When entering in a customer number of 100 in Vertex, it is represented as 0000000100_____ (the customer is left justified and the leading zeros are entered).
- The ship-to number in Distribution A+ is 7 alpha numeric. In Vertex there is no ship-to number associated with the customer number. To allow this interface to occur, a change will be required on the Distribution A+ side.

- In Customer Ship-To Maintenance a new five position alpha numeric field has been added. This field is the Vertex ship-to. It can be the same as your current ship-to number, assuming that your current ship-to is less than six positions long.
- In Vertex the ship-to is combined with the customer number.

Example: : If the customer number was 100 and the ship-to was 10 it would be entered in Vertex as 0000000100___10 (the customer number is left justified and the Vertex ship-to number, mentioned previously, is right justified making the total number of positions 15).

- The item number in Distribution A+ is 27 positions alpha numeric. In Vertex the item number is represented by the Product ID, which is 15 alpha numeric. Due to this difference, a change is required on the Distribution A+ side. This change requires that Product IDs be set up in Distribution A+. Therefore, a maintenance and listing for Product IDs now reside on MENU IAFIL2. Product IDs in Distribution A+ can then be associated with one item or several items through Item Master File Maintenance.

Example: : Item numbers A100, A200, and A300 have Product ID NO-TAX associated with them. In Vertex, the Product ID NO-TAX would be tax exempt.

- Once all of the setup has been completed for both Distribution A+ and Vertex, the system options record (MENU XAFILE) can be changed to say Y for **Use Vertex Taxing**.

NOTE: Refer to the Vertex User Guides for setting up Vertex options and taxing rules. You are only required to enter the customer number or product ID if regular taxing rules do not apply to either the customer or item.

Important

Once Vertex has been setup, we recommend that you use the reporting features in Vertex to verify what has been entered (due to the fact that the information entered is positional). If the information is not entered correctly in Vertex (through the “Tax Decision Maker”) then the interface will not perform as expected. Therefore, it is important to VERIFY THE RESULTS.

APPENDIX I

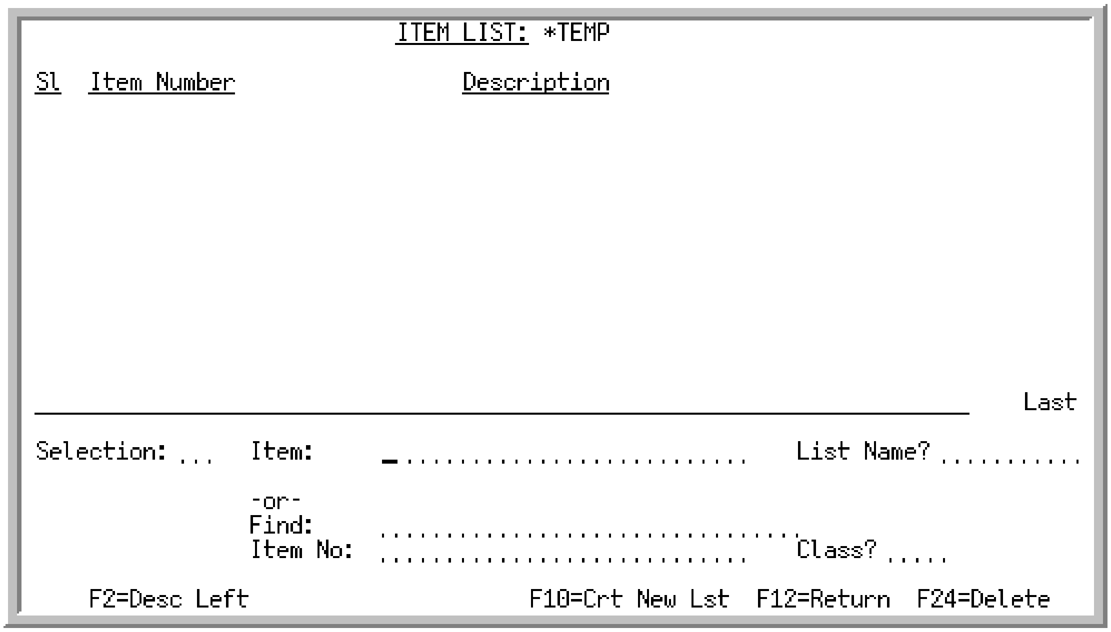
Item List Screen

I

Item lists are used in a variety of selection and/or limiting processes. By creating a list of items and giving the list a name, those items may be included in a job process (such as selection criteria for a report) by simply identifying the name of the list. There is no limit to the number of lists that can be created or the number of items that can be in a list.

Temporary lists can be generated for a particular process (such as one-time report selection criteria) and will be automatically deleted at the end of that process.

Item List Screen



```
                          ITEM LIST: *TEMP

Sl  Item Number                Description










______________________________________________________________________   Last

Selection: ...   Item:     _..........................   List Name? ..........

                 -or-
                 Find:     ..............................
                 Item No:  ..........................   Class? .....

    F2=Desc Left                 F10=Crt New Lst  F12=Return  F24=Delete
```

This screen can be displayed from the following options:

- Bid Detail Report (MENU BQREPT)
- BOM & Routing List (MENU WOREPT)
- BOM & Component Where Used Report (MENU WOREPT)
- Open Work Order Summary Report (MENU WOREPT)
- Open Work Order Detail Report (MENU WOREPT)
- Open Work Order Component Report (MENU WOREPT)
- Work Order History Summary Report (MENU WOREPT)
- Work Order History Cost Sheets Report (MENU WOREPT)
- Cost Rollup Report (MENU WOMAST)

Use this screen to create a new list or to change or delete an existing item list. Additionally, you can use this screen to either add or delete an item from an item list or to copy items from an existing list in the creation of a new list.

Item lists are used in a variety of selection and/or limiting processes. By creating a list of items and giving the list a name, those items may be included in a job process (such as selection criteria for a report) by simply identifying the name of the list. There is no limit to the number of lists that can be created or the number of items that can be in a list.

Temporary lists can be generated for a particular process (such as one-time report selection criteria) and will be automatically deleted at the end of that process.

Item List Screen Fields and Function Keys

Field/Function Key	Description
Item List	This field displays the item list name of the item list being processed. This field will display as *TEMP until you either key the name of an existing list in the **List Name** field or if you create a new list. After pressing the F10=CRT NEW LST function key. this field will display the item list name you entered in the **List Name** field for that item list. Additionally, temporary lists can be generated. This field will simply display the *TEMP designation when you wish to use a temporary list. NOTE: If an item list has been previously selected, the list name will display in this field. Display
Sl	This field displays the reference number of the corresponding item number displayed on this screen. Use this field to determine which item you wish to delete from the list being processed. Display
Item Number	This field displays the item number of the item associated with the item list displayed on this screen. Display
Description	This field displays the description of the corresponding item number displayed on this screen. Display
Selection	Use this field to delete one of the items displayed on this screen or to delete the entire item list. Key the number in the **Sl** column that corresponds to the item number you wish to delete and press F24=DELETE. NOTE: If the F24=DELETE key is pressed and this field is left blank, the deletion will refer to the entire list and not to a specific line item. The entire item list will be deleted from the file. (N 2,0) Optional
Item	This field identifies the item number you wish to add to the selected item list. Key the item number you wish to add to the item list. If you do not recall the item number, you may search for the item using the *Find/Item No/Class* fields. *Valid Values:* An item defined in the Item Master File. (A 27) Optional

Item List Screen Fields and Function Keys

Field/Function Key	Description
List Name	This field identifies the item list you wish to assign to the current job process. Key the name of the item list you wish to assign to the items you enter on this screen or that you wish to display. NOTE: Leave this field blank if you wish to use a temporary item list. You can enter the specific item(s) you wish to use for this report without creating a permanent item list. Once the your report is processed the temporary item list will be removed from the system. (A 10) Optional
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for Global Trade Item Number (GTIN) cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. (A 40) Optional
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional

Item List Screen Fields and Function Keys

Field/Function Key	Description
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 2/A 2) Optional
F2=Desc Left/F2=Desc Right	Press the F2=DESC LEFT / F2=DESC RIGHT function key to display either the left-most or right-most portion of the item description displayed on this screen.
F10=Crt New Lst	Enter a list of items on this screen, enter a new item list name in the **List Name** field, and then press the F10=CRT NEW LST function key to create a new item list.
F12=Return	Press the F12=RETURN function key to exit this screen.
F24=Delete	Press the F24=DELETE function key to delete the item list or the selected item displayed on this screen. NOTE: The entire item list record will be deleted if the **Selection** field is left blank and you press F24=DELETE.
Enter	Press ENTER to confirm your selection. The item(s) you entered will be added to the item list being processed. When you have entered the desired items press the F10=CRT NEW LST function key to create a new item list. To use a temporary item list, enter a list of items, leave the **List Name** field blank, and press ENTER. To use an existing list, key an item list in the **List Name** field blank and press ENTER.

APPENDIX J

Security Codes

Use this appendix to see how Distribution A+ works without your security code.

Installation without your Distribution A+ Security Code

When performing an installation without your Distribution A+ Security Code, you will still be able to completely install Distribution A+ and use all of the setup and file maintenance options.

During the installation process where the Transaction Processor is set up, you will receive a few Distribution A+ security messages. These messages are informational only and can be responded to with any character.

Important

You must respond to the security messages in order for processing to continue.

Processing without your Distribution A+ Security Code

Until you receive your permanent Distribution A+ Security Code, Distribution A+ will function as normal with the following exceptions:

- Distribution A+ security messages will appear whenever you use the Transaction Processor. This will continue to occur until you receive and key in your Distribution A+ Security Code.
- Security messages may display multiple times (in the QSYSOPR message queue) and must be responded to in order for processing to continue.

When you receive your Distribution A+ Security Code, perform the following two steps to install your code:

1. From any Distribution A+ menu, key: **APLUSSEC** and press ENTER.
2. Key the primary, secondary, secured functions, and RF/POS security code lines exactly as displayed on the security form. The RF/POS string is optional and may be blank for some installations. Notice that numbers are designated with a pound sign (#) above them. After keying the new code, press ENTER.

NOTE: If you receive a “CPF9821" error on ”QRZDHRRT," enter a “C” to cancel and you will need to sign on as QSECOFR to enter the security code.

3. Stop and restart the Transaction Processor.

Important

Once you have received and installed your Distribution A+ Security Code, security messages should no longer occur. If such messages continue to occur, contact Customer Support.

APPENDIX K Procedure Names K

Procedure Names for all Distribution A+ Modules

To review the procedure name that a Distribution A+ menu option calls, follow these instructions:

1. Access the menu that the option is located on. For example, if you want to see the procedure name for Setup Transaction Processor, go to the A+ Configuration Menu (MENU XACFIG).
2. Type the option number on the command line and press F1=HELP. For example, the Setup Transaction Processor option is option 1, so you would key 1 on the command line and press F1=HELP.
3. The menu option help will display and the procedure name will be listed next to the option number. For example:

   SETUP TRANSACTION PROCESSOR
   Option 1 - CFG001P

   The procedure name for the menu option Setup Transaction Processor is CFG001P.

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