Order Entry User Guide

Infor Distribution A+ Version Number 10.03.01

Important Notices

Trademark Acknowledgments

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CHAPTER 1

Order Entry Overview

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Order Entry (O/E) is designed to help your company manage its customer service, enter and maintain orders, create open purchase orders, print Pick Lists and Invoices, and save order history.

This section provides you with information on:

- O/E Interfaces
- Vertex Taxing Interface
- Inventory Reservations
- Pricing
- Order Processing
- Customer Service Comments
- Off-Line Order Entry
- O/E Inquiries
- Reports
- Manual Order Commitment

O/E Interfaces

Since O/E is where most activity for a distributor begins, O/E interfaces with many different Distribution A+ modules. Additionally, O/E interfaces with many third-party software packages.

Inventory Accounting Interface

O/E interfaces with Inventory Accounting enabling you to immediately check inventory availability while placing an order.

Minimum Gross Margin

Inventory Accounting allows you to set a minimum gross margin percent at the item class/sub-class level. You can also select to put an entire order on hold during order entry if any one item on the order from this item class/sub-class falls below the minimum gross margin.

The minimum gross margin percent and gross margin hold for an item class/sub-class are entered in Inventory Accounting through Item Class/Sub Class Maintenance (MENU IAFILE). Refer to the Inventory Accounting User Guide for more details.

Inventory Accounting allows item taxing information and item tax override information to be assigned at the Item Master level and at the Item Balance level. This taxing information and item tax override information will be used for item pricing during order entry (MENU OEMAIN) and off-line order entry (MENU OEMAIN).

Global Trade Item Number (GTIN) Usage

O/E also interfaces with Inventory Accounting to use Global Trade Item Numbers (GTINs). GTINs are available to help you manage your products better, and to provide for improved and effective communication between distributors and their vendors, and distributors and their customers. As defined in the “An Introduction to the Global Trade Item Number” document, a GTIN is a unique identifier for trade items developed by the GS1(a non-profit global standard association) which include both products and services that are sold, delivered, and invoiced at any point in the supply chain. Such identifiers are used to look up product information in a database (often by inputting the number through a bar code scanner pointed at an actual product) which may belong to a retailer, manufacturer, collector, researcher, or other entity. The uniqueness and universality of the identifier is useful in establishing which product in one database corresponds to which product in another database, especially across organizational boundaries.

Through UPC Item/UOM Cross Reference Maintenance (MENU IAFILE), you have the option to set up cross references in Inventory Accounting that can later be used in Order Entry and Purchasing. In Enter, Change, & Ship Orders (MENU OEMAIN) you will be able to enter GTINs for customers placing orders. The GTIN will be replaced by the Distribution A+ Item Number, and the GTIN will be stored as the Original Item Number for the line item. In Enter or Change Requisition (MENU POMAIN), you will be able to enter GTINs when placing an order with a vendor. The GTIN will be replaced by the Distribution A+ Item Number.

Throughout all applications, where the search item **Find** field is available, you will also be able to search for a GTIN by keying G/ preceding your partial or full GTIN number.

NOTE: If a GTIN is entered and it is the same as a customer/item number that has been previously set up, no edit will occur and you will not be notified. Therefore, be sure to check your customer/item number references for any conflicts.

Accounts Receivable Interface

You can specify a credit limit for each customer through Customer/Ship to Master Maintenance (MENU ARFILE). This limit is then used in Order Entry to determine if a customer has exceeded their credit limit. The credit limit calculation determines the total credit used and then compares the calculated amount to the credit limit in the Customer Master File. The values used to calculate the total credit used are based on the value specified in Order Entry Options Maintenance (MENU XAFILE). Refer to the Cross Applications User Guide for the specific calculations.

Field changes made in Customer/Ship to Master Maintenance (MENU ARFILE) may affect a customer's open orders. Based on the Order Entry option **Update Open Orders from Customer/Ship-To Maintenance**, changes made to specific fields will be updated to open orders that are status 1=Ready for Pick, 2=Pick List Printed, and 9=Hold. Refer to Customer/Ship to Master Maintenance (MENU ARFILE) for field specific information.

You can review a customer's credit limit, current overdue balances, and available credit during order entry from the Order Header Screen in Enter, Change & Ship Orders (MENU OEMAIN). When entering a new order, you will receive a warning on the Order Header Screen if the customer is over their credit limit or if no credit limit has been set. When changing an existing order, you will receive a warning on the Order Header Screen if the customer is over their credit limit, if no credit limit has been set, or if the order is on slow pay or credit hold. A summary of the customer's credit information will also display on the End Order Screen (MENU OEMAIN).

Once an order is invoiced, the information contained on that invoice is transferred to Accounts Receivable.

A Return (type R) order creates a Credit Memo for the customer in Accounts Receivable. You can create a Credit Memo automatically for any order in history through a function key in Customer Order/ Shipment Inquiry (MENU OEMAIN). You can also rebill the order through the same F15=CREDIT OPTIONS Function key. Rebilling creates a new Invoice-only (type I) order with the same items, quantities, and pricing as the original order, but using the current tax values from the Customer Master File. Additionally, the Select Items for Credit and Rebill Screen (p. 16-67) can be used to select specific items for which you want to change quantities for the credit and rebill orders created.

Sales Analysis Interface

Order Entry interfaces with Sales Analysis to give you up-to-date sales information. You may keep sales information on a detailed or summary level.

Through the Sales Recap Inquiry (MENU OEINQY) menu option of Order Entry you can view sales recap order information for stock item orders, drop ship orders, warehouse transfer orders, and special orders that have been completely processed and moved to history during day-end.

The Sales Recap Inquiry (MENU OEINQY) menu option of Order Entry also has the ability to calculate a projection of sales data for stock orders, drop ship orders, special orders, and warehouse transfer orders for a sales period that is not yet complete, (i.e., for a sales period in which sales have not yet been recorded for the entire period).

The projection calculation uses three fields defined in SA/PO Fiscal Calendar Maintenance (MENU SAFILE):

- the number of business days contained in the entire incomplete period, as defined in the **Business Days Per Period** field on the SA/PO Fiscal Calendar Screen
- the number of business days specified in a sub-period of the incomplete period, as defined in the **Business Days** field on the Business Day Distribution Pop-up Window
- the percent of the period's sales that are expected to occur during the specified sub-period of the incomplete period, as defined in the **Percent of Period Sales** field on the Business Day Distribution Pop-up Window

Refer to the Sales Recap Projection discussion in this Overview section for an explanation of the projection calculation.

When a customer's class/sub-class is changed via Customer/Ship to Master Maintenance (MENU ARFILE), the measurement files used for Sales Recap Inquiry (MENU OEINQY) are not updated at the same time as the sale analysis files that are used for the inquires of MENU SAMAIN. Therefore, depending on when you view the data via the Sales Recap Inquiry or one of the Sales Analysis inquiries, it may be possible for values not to match. Refer to the following examples:

Example:

Customer 100 is defined to have a customer class of XX, (assume that this is the only customer with this class.)

Customer 100 has 5 sales orders in the first half of the month of June, for $100 each, totaling $500.

A Sales Analysis inquiry of customer class XX for period 6 (June) would show total sales of $500. A Sales Recap Inquiry of June 1 through June 15 for customer class XX would show total sales of $500.

On June 16, customer maintenance is performed to change customer 100 to a class of YY. The customer maintenance function would automatically change the sales files of customer 100 to be customer class YY, but it would not affect the measurement files.

A Sales Analysis inquiry of customer class XX would show total sales of $0. A Sales Analysis inquiry of customer class YY would show total sales of $500. A Sales Recap Inquiry of June 1 through June 15 for customer class XX would show total sales of $500. A Sales Recap Inquiry of June 1 through June 15 for customer class YY would show total sales of $0.

However, from June 16 on, sales will be posted to the measurement files with the new customer class of YY. Therefore, when inquiring on dates after the date that the customer class was changed (or when inquiring on the Sales Analysis period that includes that date), the values will once again match.

Example:

Customer 100 has 4 sales in July, for $250 each, totaling $1000.

On July 31, a Sales Analysis inquiry of customer class YY for period 7 (July) would show total sales of $1000.

On July 31, a Sales Recap Inquiry of July 1 through July 31 for customer class YY would show total sales of $1000.

Purchasing Interface

O/E interfaces with Purchasing to allow you to create special orders from within O/E. Special orders are any orders with drop-ship items, non-inventory items, or orders of unusually high quantities. Purchasing options exist to allow release of orders received through Account Payable's drop ship receipt validation processing. Warehouse transfers, a particular type of special order, also can be generated directly from order entry and processed through Purchasing. Additionally, you may copy comments from an order to a purchase order.

Global Trade Item Number (GTIN) Usage

For details on how the Order Entry module interfaces with Purchasing regarding GTINs, refer to Global Trade Item Number (GTIN) Usage (p. 1-2).

General Ledger Interface

O/E interfaces with General Ledger (G/L). G/L is updated on a daily basis. For more information on the accounts affected, refer to the General Ledger Interface User Guide.

EDI and FAX Interfaces

Invoices and Acknowledgments can be sent via EDI and FAX. Advance Shipping Notices can be sent using EDI as well. Using A/R, you determine customer EDI/FAX defaults as they relate to these documents. You may override the defaults selected on the End Order Screen during order entry.

Additionally, you can send Pick Lists and Pack Lists via FAX, and may receive customers' Purchase Orders via EDI and FAX. EDI orders are automatically entered through Off Line Order Entry (MENU OEMAIN); FAX orders produce output documents in your spool file.

Mail Server Interface

Invoices and Acknowledgments can be automatically e-mailed to a customer, if that customer is set up with an e-mail address and those documents are selected to e-mail through Customer/Ship-to Master Maintenance (MENU ARFILE). Pick Lists and Pack Lists can be automatically e-mailed to a warehouse, if that warehouse is set up with an e-mail address through Warehouse Numbers Maintenance (MENU IAFILE).

If those documents are not selected to e-mail automatically, they can still be e-mailed from Order Entry on an individual basis through the following options:

- Enter, Change, Ship Orders (MENU OEMAIN)
- Carrier Order Inquiry (MENU OEMAIN)
- Print Acknowledgments (MENU OEMAIN)
- Print Pick Lists (MENU OEMAIN)
- Print Invoices (MENU OEMAIN).

In addition, any report or listing that can be printed from the Report Options Screen and documents that can be faxed can be e-mailed.

Customer Consignment Interface

If Customer Consignment is installed, Order Entry allows you to perform several processing functions that allow you to transfer consignment inventory to a customer's site and later bill the customer for the inventory that have been sold or used. Refer to the Overview and Introduction chapters of the Customer Consignment User Guide for details.

Vertex Taxing Interface

NOTE: To use Vertex, you must purchase this third-party software and install it. Before actively using this interface you need to select it for use through System Options Maintenance (MENU XAFILE).

O/E and other modules interface with Vertex Taxing software to allow for the use of complicated tax overrides, taxing at the jurisdiction level, and the ability to generate returns for filing taxes. Taxing involves complex calculations, so this option to use Vertex with orders allows for more flexibility in generating specific taxes for customers and items. O/E uses the customer/ship to information identified through Customer/Ship-to Master Maintenance (MENU ARFILE) for the order header information in Enter, Change & Ship Orders (MENU OEMAIN). Geographical codes (GeoCodes) generated from the customer/ship to information match a Vertex associated tax. O/E functions use this GeoCode in calculating the appropriate sales tax for each item. Additionally, you can assign product IDs in O/E to special charges and items. These product ID's can be used to set up tax overrides within the Vertex Interface.

Customer Inventory Reservations

Order Entry allows you to reserve inventory for a specific customer. You can create customer inventory reservations for a company, customer, warehouse, and item. Inventory reservations can also be created for an A/R customer number. Customers assigned to the A/R customer number will be able to access the quantity reserved for that A/R customer number.

You can create two types of customer inventory reservations: a non-reducible reservation that perpetually holds a specific quantity for a customer or a reducible reservation that holds a specific quantity for a customer and reduces the reservation as inventory ships to the customer. A non-reducible reservation does not automatically reduce the reservation as a customer orders inventory and affects the order entry net available for sale calculations for all customer orders. A reducible reservation will calculate the total quantity shipped to the customer for all open orders (excluding returns, future orders, master orders, and quotes) and automatically reduce the reservation by that value.

NOTE: Total quantity shipped values for AR customers will include shipments for all customers associated with the AR customer number, unless the customers have their own reservations. Ordering units of measure will be converted to the reservation unit of measure and rounded down before calculating reductions.

When the reserved quantity reaches zero, the reservation will be deleted during Day-End Processing. Automatically reducing reservations and allowing fulfilled reservations to be deleted automatically eliminates a manual intervention for those types of reservations and makes the inventory available for other customer orders.

You can track customer inventory reservation activity and review it through Customer Inventory Reservations Maintenance (MENU OEFILE) if you set the **Days to Keep Customer Inventory Reservation Activity** field in Order Entry Options Maintenance (MENU XAFILE) to a value other than zero. Activity will be kept for the number of days you specify in Order Entry Options Maintenance (MENU XAFILE).

Pricing

The pricing functions provided by Distribution A+ give you the ability to set up pricing in a manner specific to your business.

O/E provides you with many ways to price your orders. You may use any combination of pricing schemes to arrive at the customer’s final price of an customer inventory reservation activityThe Price matrix (markup, discounting, and gross margin pricing)

- Quantity discounting
- Contract pricing
- Promotional pricing
- Group pricing
- Warehouse level (balance) pricing, if determined through System Options Maintenance (MENU XAFILE) and defined for a warehouse through Warehouse Numbers Maintenance (MENU IAFILE). This type of balance pricing allows for the creation of unique warehouse prices for items that are stored in more than one warehouse.
- Best Pricing, which uses the best/lowest price found for the customer instead of the standard Order Entry Pricing hierarchy.

NOTE: The price source of an ordered item will also be tracked to identify where the price of the item originated (for example, from contracts, rebates, matrix, quantity breaks, etc.). Visibility to this price source is available in multiple places throughout the Order Entry module.

Order Processing

Order processing is the means by which orders are entered, shipped and invoiced. Orders are entered individually into Distribution A+. If necessary, a Pick List is printed and a shipping confirmation is performed. At this point the Invoice for the order is printed and the order is ready to be processed through Day-End Processing (MENU XAMAST).

Order processing is performed through the O/E Main Menu (MENU OEMAIN).

Item Price Inquiry/Quotes

When a customer calls to check pricing, you may perform an Item Price Inquiry (MENU OEINQY), or create a quote. If you create a quote, you may save the quote and send it to the customer in the form of an Acknowledgment. The Acknowledgment may be converted into an order at any time; Acknowledgments also may be sent for orders.

Additionally, a review date is entered for the quote and may be used on the Quote Review Date Report (MENU OEREPT), or to follow-up on open quotations. This date also is used as the expiration date for Acknowledgments. Acknowledgments may be sent via EDI or FAX, if installed.

Orders

Orders may be entered directly or converted from a quote to an order. Once an order is entered, a Pick List is ready to be printed (as long as the order has not been placed on any type of hold).

Shipping Confirmation

You may create a shipping confirmation in the O/E module by entering information into O/E regarding the items and amounts that have been picked. If any items ordered were not found for shipping, they will go on backorder (if the customer allows backorders), and the amount that was picked will be invoiced. Shipping confirmation can be performed through one of the following methods:

- Enter, Change & Ship Orders (MENU OEMAIN)
- Ship Confirm Multiple Orders (MENU OEMAIN)
- Confirm Box Shipments (MENU WMMAIN), if you have Warehouse Management installed and are using the boxing function
- Transaction Manager (MENU RFMAIN), if you are using Radio Frequency
- Radio Frequency Options Maintenance (MENU RFFILE), if you using Radio Frequency

- Shipment Management, if installed

If the **Track Order Activity** field is set to Y in Order Entry Options Maintenance (MENU XAFILE), and special charges are added to an order by pressing F5=ADD SPEC CHRGS on the Ship Confirm Multiple Orders Charges/PPD Screen (MENU OEMAIN), the Order Activity File will be updated with an activity of 02 - Order Changed and 03 -Multiple Ship Confirm.

Invoices

You may print an Invoice for an order from a menu option or from the End Order Screen (MENU XAFILE). Invoices will print using form type 1 or form type 2, depending on your selection in System Options Maintenance (MENU XAFILE). Invoices may be sent via EDI, FAX, or e-mail if those applications are installed. Once an order is invoiced at day-end, invoice information is copied to A/R.

NOTE: Distribution A+ allows you to specify, at the warehouse level, whether or not receipt of warehouse transfer POs will be automatically posted in the receiving ("to") warehouse when the Invoice prints for the sending ("from") warehouse. This will automate the receiving and posting of PO receipts when goods arrive at the receiving warehouse.

For additional information regarding the automatic receipt of warehouse transfers at invoice print, refer to:

- Purchasing Options Maintenance (MENU XAFILE)
  - The **Auto Receive Incoming WH Transfers at Invoice Print** is used to indicate whether or not you want to have transfer POs automatically received in the "to" warehouse when the Invoice is printed for the "from" warehouse.
- Enter, Change & Ship Orders (MENU OEMAIN)
  - If you request an invoice print with F6=INVOICE PRINT for a transfer order and the receiving warehouse has selected the "auto receive" process, you will be prompted for the G/L posting date of the receipt.
- Print Invoices (MENU OEMAIN)
  - If you are printing Invoices for the transfer company and any warehouse has selected the "auto receive" process, you will be prompted for the G/L posting date of the receipt.

For information regarding warehouse transfers, refer to the Warehouse Transfers Overview chapter of the Purchasing User Guide.

Consolidated Invoices are available for those customers who have their invoices consolidated over the same defined time periods. Consolidated Bill Codes are created through Consolidate Bill Code Maintenance (MENU ARFIL2). A consolidated bill code is available through Print Invoice (MENU OEMAIN). You may select invoice print groups by individual bill codes through this option to print Consolidated Invoices. You also have the option to consolidate invoices for multi-warehouse split orders. For more information about this feature, refer to "Multi-Warehouse Split Order Invoice Consolidation" on page 4-49.

Invoices may also be processed automatically. Auto Day-End Invoicing Job Name Maintenance (MENU OEFIL3) allows you to define an automated job. Jobs defined through this option can perform

Day-End Processing, Invoicing, or both. Automated Invoicing jobs will perform the same Invoicing functions that are performed when Day-End is run through Day-End Processing (MENU XAMAST), however, Consolidated Invoice orders will not be included.

Order History

All orders entered into Distribution A+ are saved in the Order History Files. Information is available through inquiries and reports.

Distribution A+ retains customer order history for a variety of reasons. Some reasons order history information can be used are:

- As a reference to view what a customer has purchased in the past and the price paid.
- As an "order pad" to easily order more of the same items that a customer has ordered in the past. Customer order history also has the ability to drop items from the order history display. For example, this can be used to drop substitute items so that only regularly sold items are displayed.
- To view month-to-date and year-to-date sales data of items on the customer order history.
- For adjustment billing.
- To automatically create returns (credit memos) or duplicate orders.

Activity User/Date/Time Stamps

As a system default, Distribution A+ records the user IDs of the user who enters each order (the "original" user) and the last user who performed an activity on the order. Distribution A+ also records the date and time when a user performs any of the following activities:

- Enter an order
- Print a Pick List
- Print an Acknowledgment
- Confirm a shipment
- Print an Invoice

The user IDs, dates, and times are displayed when you inquire on orders through the Inquiry options on MENU OEMAIN, and are retained in the Order History File. The user ID, date, and time associated with deleted orders and line items are retained in the Deleted Order History File.

New orders can be entered manually through Enter, Change & Ship Orders (MENU OEMAIN) or created automatically when you:

- Release blanket orders, held orders, or backorders
- Split an order between multiple warehouses
- Load orders through Offline Order Entry (MENU OEMAIN)
- Receive orders electronically through EDI

The user ID, date, and time of order entry are recorded for each new order created by any of these processes.

Times for the specific activities are displayed in the Order Entry inquiries in the user's default time zone. Time zone codes are defined through Time Zone Codes Maintenance (MENU OEFIL3) and assigned to users through Register A+ User IDs (MENU XACFIG).

Detailed Order Activity Tracking

The **Track Order Activity** field in Order Entry Options Maintenance (MENU XAFILE) allows you to perform more detailed order tracking. If you select to track order activity, the system records the user ID, date, and time of every 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 select to track order activity and an order is changed or ship confirmed, 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. When International Currency is installed, if exchange rates are changed, the new local equivalent price changes will be tracked. You can view the detail of these changes on the Order Activity Detail Screen (MENU OEMAIN).

The system makes an entry in the Order Activity 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 the user releases an order 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 function key on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN)
- The F6=ORD RELEASE function key in various Order Entry inquiries
- Releasing held orders and new customer orders from Infor Ming.le uses the same order entry release programs and therefore order activity will be generated.

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.

Detailed order tracking information is stored in the Order Activity File (ORACT). You can display the list of activities for an order through a function key on the following Order Entry inquiry screens:

- Open Order Inquiry Screen (p. 15-7)
- Order Activity Detail Screen (p. 15-36)
- Customer Order/Shipment Inquiry Screen (p. 16-9)
- Invoice Display Screen (p. 16-28)
- Order Inquiry by Order or P/O Number List Screen (p. 21-5)
- Deleted Orders Analysis Inquiry Screen (p. 100-9)

When the activities for an order are displayed, you can toggle between viewing activity times in your own time zone or in the time zone in which they occurred. You can also print the list of activities.

Order Header Fields

• Allocate code	• Future Date
• AR Terms code	• Invoice Date
• Bill-To Customer Number	• Invoice Number
• Bill-To Name	• Note
• Bill-To Address (4 address lines, city, state, zip code, country)	• Payment Code
• Bill-To Contact	• Price Discount Code
• Bill-To Phone Number	• Requested Ship Date
• Cancel date	• Route and Stop
• Carrier	• Sales Reps 1, 2, & 3
• Cash Discount Date	• Ship-To Address - 4 address lines, city, state, zip code, country
• Consolidated Bill Code	• Ship-To Name
• Credit Card Number and expiration date	• Ship-To Contact
• Customer Class and Subclass	• Ship-To Phone Number
• Customer Price List	• Ship-To Tax Body
• Customer Purchase Order	• Ship Date
• Deposit Amount	• Shipping Instructions

• Expected Ship Date	• Territory
• Extended GL Order Cost	• Trade Discount Percent
• Extended OE Order Cost	• Trading Amount Tendered
• Federal Excise Tax	• Update Demand Flag
• FOB Code	• Update Demand

Order Detail Fields

• Actual Sell Price	• OE Invoice Cost
• Allow Cash Discount Code	• Price List
• Base Price	• Quantity Ordered
• Billing Class and Subclass	• Quantity Shipped
• Commission Cost	• Rebate ID
• Discount 1	• Rebate Vendor Number
• Discount 2	• Special Order Code
• Drop Ship	• Taxable Code
• Due Date	• Tax Exempt Code
• Expected Ship Date	• Trading Actual Cost
• Final Price Override Code	• Trading Actual Sell Price
• GL Cost	• Trading Base Price
• GL Invoice Cost	• Trading Item Quantity Discount
• GL System Cost	• Unit of Measure
• Lot Charge Code	• Update Demand
• OE Cost	• Warehouse ID
• OE System Cost	•

The Order Activity File is purged automatically whenever you run Reorganize A+ History Files (MENU XAMAST) and select **Order History**. However, if you want to purge data from the Order

Activity File more frequently than from the other order history files, you can select to reorganize only that file. To do this, run Reorganize A+ History Files and select Order Activity History.

Adjustment Billing

Adjustment billing is used to correct pricing and costing errors. You can enter adjustments manually through Enter, Change & Ship Orders (MENU OEMAIN) or rebill an entire order automatically through Customer Order/Shipment Inquiry (MENU OEMAIN).

Manual Adjustments

To perform adjustment billing manually, use Enter, Change & Ship Orders (MENU OEMAIN).Enter an Invoice Only order and then select the item from the Customer Order History Screen (p. 6-210). If in System Options Maintenance (MENU XAFILE), the **Copy History Prices** field is set to yes, the copied line will have the same price and cost of the actual invoice instead of the current price and cost. You can change the quantity fields to negative amounts which reverses the incorrect information, and then enter a new line with the correct information.

NOTE: If Warehouse Management is installed, be sure to use the same location for the debit and credit so inventory quantities are not affected.

Automatic Rebilling

You can rebill an entire order in history automatically through a function key in Customer Order/Shipment Inquiry (MENU OEMAIN). Rebilling the order creates a new, invoice-only order with the same line items, quantities, and prices as the original order, but using the current tax values from the Customer Master File.

You also have the option in Customer Order/Shipment Inquiry (MENU OEMAIN) to specify whether or not you want inventory to be allocated for a rebill. If you select Y, inventory will be allocated. If you select N, inventory will not be allocated; and, if the **Allow Shipment of Unallocated Orders** field is set to N in Order Entry Options Maintenance (MENU XAFILE), you will not be able to create the rebill.

Additionally, the Select Items for Credit and Rebill Screen (p. 16-67) can be used to select specific items for which you want to change quantities for the credit and rebill orders created.

Returns

Order history is particularly useful when you are entering returns. You can enter returns in order entry as an “R” type order with negative amounts. You can enter returns manually, through Enter, Change & Ship Orders (MENU OEMAIN) or automatically through Customer Order/Shipment Inquiry (MENU OEMAIN). Refer to the Returns topic within CHAPTER 4: *Order Entry Order Processing* for more information on each of these methods.

When you create a return, you may reference the invoice number of the original order on the Second Order Header Screen (p. 6-48) to ensure that A/R is affected correctly by the return.

Additionally, you can select to have Distribution A+ perform a check when you are entering a return to ensure that the return amount entered for the customer is not greater than the original order amount shipped to the customer (including all generations of the order). Previous returns of the item are taken into consideration.

You can also select to update the quantity on-hand for returns immediately when you print a return Invoice. By setting **Immediate Resale of Returned Items** to Y in Order Entry Options Maintenance (MENU XAFILE), returned items become available for resale immediately instead of waiting for Day-End Processing to make them available.

Through Order Entry Options Maintenance (MENU XAFILE), you can Place new returns on RGA hold and specify a **Default Hold Code**. If you select to put new returns on hold, when the return order is entered, the status of the order will be **HOLD — XX** (where XX is the default hold code that was selected).

Expected Ship Date

The expected ship date in Order Entry provides you with a more accurate date that reflects when the customer should expect their order to be shipped. This date is included on the order and is stored in the Order Header File (ORHED) and Order Detail File (ORDET). Depending on tailoring options, the expected ship date in the order header will default to either the date that was calculated for the requested ship date, or the current date when the new order was placed. An expected ship date can also be maintained on the item level. If desired, the vendor lead time of an item can be used to calculate the expected ship date if inventory is not available for the item. For special order items, you can also optionally update the line item’s expected ship date with the due date on the purchase order once it is available. Otherwise, the default expected ship date for the line item will be the same as the one on the Order Header Screen.

The expected ship dates are completely independent of the current existing requested ship dates and will not be affected by the features and options that apply to the requested ship dates.

Calculation of the Expected Ship Date based on Tailoring Options

The expected ship date is calculated during Order Entry based on the tailoring options defined through Order Entry Options Maintenance (MENU XAFILE).

- If the Expected Ship Date tailoring option **Default Header With Requested Ship Date** is Y in Order Entry Options Maintenance (MENU XAFILE), then the expected ship date will default the date that was calculated for the requested ship date on the Order Header Screen. If the tailing option is N, then the expected ship date will default to the current date when a new order is started.

In addition to the order header level, an expected ship date can also be maintained on the line item level. The expected ship date on the line item level could be different than the expected ship date on the order header level. The expected ship date field may be maintained immediately or at any time the line item is maintained. Any changes to a line item’s expected ship date will be tracked as part of Order Activity.

- If inventory is unavailable (i.e. zero available to ship) and the tailoring option **Use Vendor Lead Time if Inventory Unavailable** is Y in Order Entry Options Maintenance (MENU XAFILE), the vendor lead time will be used to calculate the expected ship date for the line item. For the line which is going on back order (any back order quantity), the system will add the lead time of this item to today's date to calculate the line item's expected ship date.

The vendor lead time for the item will be determined using the following hierarchy:

1) IM&P Balance Record (if item/warehouse is a planned by IM&P)

2) AIM Balance Record (if item/warehouse is a planned by AIM)

3) Vendor Item Record

4) Vendor Master Record

If **Use Vendor Lead Time if Inventory Unavailable** is N to not use the vendor lead time if inventory is unavailable, then the system will use the current value of the order header expected ship date field.

- For special order line items, if the Expected Ship Date tailoring option **Use PO Due Date** is Y in Order Entry Options Maintenance (MENU XAFILE), the line item level expected ship date will be updated with the due date of the PO line item, when the purchase order is generated at the initial PO print time.
- If the tailoring option **Include Expected Ship Date for Duplicate Date** is Y or P in Order Entry Options Maintenance (MENU XAFILE), you may replace the expected ship date for all applicable items in an order with the expected ship date on the Order Header Screen by using the F23=DUP DT function key on the Order Header Screen.

Customer Service Comments

Distribution A+ allows you to enter comments that are specific for a customer or customer's ship-to address. When an order is placed for the customer or ship-to address specified, the associated comments are automatically displayed. Use these comments as a reminder of any special considerations for a customer.

There are four types of comments: management, user, order, and consolidated. Management and user comments are those that display when an order is placed for a specific customer or customer's ship-to address. Order comments are automatically copied onto an order as a comment line for a specific customer or ship-to address. This allows you to enter line comments for specific customers only once instead of keying the comment each time an order is placed by that customer. Consolidated comments are restricted to customers that are defined with a consolidated bill code in Customer/Ship to Master Maintenance (MENU ARFILE). These comments will print once per consolidated invoice.

Off-Line Order Entry

Orders which do not originate in O/E may be imported through Off-Line Order Entry (MENU OEMAIN). Off-Line Order Entry requires the order to be in a certain format so that Distribution A+ can import it. To format your data so that the order is in the correct format for entry, a program may be written. The proper format required to use this menu option is included within the Appendix section of this User Guide.

NOTES:

- Off-Line Order Entry also utilizes the Product Restriction Authorized Checking program to perform authorization checking for restricted items. Refer to the CHAPTER 4: *Order Entry Order Processing* and CHAPTER 11: *Offline Order Entry* for additional information.
- If the customer or ship-to number for an order has an assigned Authorized Item Code (AIC), it is possible that an item may be skipped during the Offline Order Entry process if the item is not specified on the customer's AIC by item number or item class/subclass. If this occurs, either an error or warning (depending on the user's authority), will print on the Offline Order Entry Report (p. 10-3), and the item will not be added to the order. The possible error = "3600: Customer is not authorized to purchase this item." The possible warning = "3010: Warning! Customer is not authorized to purchase this item."

NOTE: AIC codes are defined through Authorized Item Codes Maintenance (MENU OEFIL3), and you will also be able to assign a system defined AIC of *CONTR to a customer or ship-to which will allow the customer or ship-to to only order items for which a current contract has been set up, if **Use Customer Contracts** is Y in Order Entry Options Maintenance (MENU XAFILE). Therefore, items for which a current contract has not been set up if assigned an AIC of *CONTR may also be skipped during the Offline Order Entry process.

- If you installed Vertex software and have selected it for use through System Options Maintenance (MENU XAFILE), Off-Line Order Entry interfaces with Vertex to perform sales tax calculations.
- Any customer's Purchase Order received through EDI automatically is turned into an order in Distribution A+ through the Off-Line Order Entry feature. No manual intervention through MENU OEMAIN is necessary.

O/E Inquiries

O/E provides you with many inquiries. These inquiries allow you to:

- View open and shipped orders for your customers. Information such as warehouse, order type, order status, customer, requested ship date, expected ship date, cancel date, and order value are displayed. You may view line items on the order or perform a variety of functions once the order you are looking for is located.

NOTE: If **Track Order Activity** is set to Y in Order Entry Options Maintenance (MENU XAFILE), you may also view a list of the actions performed on an order, with the user ID, date, and time of each action. Also, if an order is changed or ship confirmed, the activity of several fields are tracked for changes and can be viewed in detail.

- View information on shipment dates, shipment totals, and pending backorders.
- Access item information, before or while entering the order, which may be pertinent to the order entry person.

- Access detailed customer information, such as the total amount outstanding, average payment days for the last 90 days, average payment days to date, and detailed payment information.
- View shipped order information for days in process calculations for both original and backordered orders.
- View gross sales, net cost amounts, weights and counts for sales of stock, costs of stock, drop shipments, warehouse transfer orders, and special orders.
- View orders that have been returned.
- View orders/line items that have been deleted.
- View item price information without creating an order or quote.
- View open order recap values for stock, drop-shipments, special orders, and warehouse transfers.

Sales Recap Projection

The Sales Recap Inquiry (MENU OEINQY) menu option has the ability to calculate a projection of sales data for stock orders, drop ship orders, special orders, and warehouse transfer orders for a sales period that is not yet complete, (i.e., for a sales period in which sales have not yet been recorded for the entire period).

In the Sales Recap Inquiry menu option, on the Measurement Systems Sales Recap Inquiry Selection Screen you may either key just the incomplete period or a range of periods that contain the incomplete period. By pressing the F5=PROJECTION function key, processing will initiate the projection calculation for the incomplete period.

Important

You must run day-end for each business day in the period. If day-end is run more than once in a day, the projection process still considers day-end to be run once for that date.

The projection calculation uses three fields defined in SA/PO Fiscal Calendar Maintenance (MENU SAFILE):

- the number of business days contained in the entire incomplete period, as defined in the **Business Days Per Period** field on the SA/PO Fiscal Calendar Screen
- the number of business days specified in a sub-period of the incomplete period, as defined in the **Business Days** field on the Business Day Distribution Pop-up Window
- the percent of the period's sales that are expected to occur during the specified sub-period of the incomplete period, as defined in the **Percent of Period Sales** field on the Business Day Distribution Pop-up Window

CALCULATION:

T = Total Gross Sales (for one of the following order types: sales, drop ship, special, or warehouse transfer)

A = Aggregate of the Percentages of Period Sales

i.e., the number of business days gone by in the sub-period, divided by the total number of **Business Days** in that sub-period. Then multiply that quotient by the Percent of Period Sales assigned to that sub-period. Finally, add to this product the Percent of Period Sales assigned to each of the sub-periods preceding this sub-period.

Projected Gross Sales = T / A

Example:

Assume today is April 12 and that this is the fourth period of your fiscal year.

Assume it is the end of the day and that you have run day-end. Also assume that you have run day-end for each of the previous business days of this incomplete period.

Assume Total Gross Sales for this incomplete period is $1075.00

Assume the Business Days Per Period field for this period is 25.

Assume the Business Days and Percent of Period Sales fields for this period are:

	Business Days	Percent of Period Sales
1	5	10.00
2	5	15.00
3	5	20.00
4	5	35.00
5	5	20.00

The projection will be based upon 12 out of 25 days since this is the 12th day of the current period, and the period is defined as 25 days long.

The projection would be calculated as follows:

Since today is the 12th business day of period 4, this would mean you are now in the third sub-period of period 4. Therefore, 2 business days have gone by in this sub-period; there are 5 total business days in this sub-period; and the **Percent of Period Sales** for this sub-period is 20%. Also, the **Percent of Period Sales** assigned to each of the sub-periods preceding this sub-period is 10% and 15%.

A = {(2 / 5) * .20} + .10 + .15 = .33

T = $1075.00

Projected Gross Sales = 1075 / .33 = $3257.58

Reports

O/E has a variety of reports to track your open orders, open line items, shipped orders, backorders, prices on items, taxes, non-inventory items, quotes, comments, restricted products, unauthorized requests for restricted products, unauthorized requests for Authorized Item Codes (AICs), and Safety Data Sheet (SDS) items.

You may print the following reports through the O/E Reports Menu (MENU OEREPT):

- Open Order Summary Report (p. 26-5)
- Open Order Detail Report - By Customer (p. 27-5)
- Open Order Summary Report - By Customer (p. 27-7)
- Open Order Detail Report - By Item (p. 27-9)
- Open Order Summary Report - By Item (p. 27-11)
- Shipped Order Detail Report - By Item (p. 28-5)
- Shipped Order Summary Report - By Item (p. 28-7)
- Shipped Order Detail Report - By Customer (p. 28-9)
- Shipped Order Summary Report - By Customer (p. 28-11)
- Back Order Summary Report - By Item (p. 29-5)
- Back Order Detail Report - By Item (p. 29-7)
- Back Order Summary Report - By Customer (p. 29-10)
- Back Order Detail Report - By Customer (p. 29-12)
- Item Price List Report (p. 30-7)
- Sales Tax Report (p. 31-4)
- Non-Inventory Item Detail Report (p. 32-4)
- Quote Review Date Report (p. 33-4)
- Comment Review Date Report (p. 34-4)
- Restricted Product Sales Report (p. 35-8)
- Unauthorized Requests For Restricted Products Report (p. 36-6)
- Unauthorized Requests for Authorized Item Code Report (p. 36-9)
- SDS Picking List Report (p. 37-5)
- Order Cancel Date Report (p. 38-4)
- Non-Stock Item Sales Detail Report (p. 39-12)
- Non-Stock Item Sales Summary Report (p. 39-14)

Manual Order Commitment

You have the option of committing inventory to orders automatically or manually. Inventory is committed automatically using the **Assume Full Shipments** field in Order Entry Options Maintenance (MENU XAFILE). If you key Y for this field, you force commitment to orders regardless of inventory availability. If you key N, commitment is based on inventory availability. Distribution A+ either assumes full shipment (no backorders) or commits inventory based on the net availability of inventory (backorders allowed). Also, inventory is committed for an entire order before any is committed to another order. Regardless of the way commitment occurs, inventory is always allocated.

To manually commit inventory for orders, you must have backorders to commit inventory to. Setting the **Assume Zero Shipments** field to Y in Order Entry Options Maintenance (MENU XAFILE) establishes that all orders will become backorders. Backorders can then have inventory manually committed to them through Inventory Commit/Uncommit (MENU OEMAST). Inventory commitment can be spread across multiple orders by either a fill quantity or fill percentage, ensuring all specified orders receive some commitment rather than some orders receiving all inventory commitment.

In addition, you can create an “inventory commitment matrix” where groups of items are linked with groups of customers through Inventory Commitment Matrix (MENU OEMAST). This matrix is used during manual commitment to commit inventory for an exact item/customer combination.

NOTE: Manual order commitment applies to regular orders only and only orders with a print pick list date equal to zero.

CHAPTER 2

Order Entry Pricing

2

The means to arrive at the final price of an item in Order Entry is very flexible. This flexibility allows you to use item level pricing, warehouse level (balance) pricing, or best pricing logic, as well as allows you to assign discounts or markups to any combination of items, customers, customer ship-tos, or order specifications. Order Entry allows you to set up your pricing to be simple or advanced, depending on your requirements. The manner in which the price of an item is determined in Order Entry is referred to as order entry pricing. Order entry pricing can be performed through Enter, Change & Ship Orders (MENU OEMAIN) when creating an order, or through Item Price Inquiry (MENU OEINQY) when inquiring about an item for a customer or customer ship-to. Best pricing options are determined through Order Entry Options Maintenance (MENU XAFILE).

This section will help you understand how you should use order entry pricing through the following:

- Pricing Concepts

  Introduces the methods of pricing that may be used with examples.

- Entering An Order

  Illustrates where different pricing methods are used by identifying which pricing fields are used on what screens Enter, Change & Ship Orders (MENU OEMAIN).

- Inquiring About Item Prices

  Illustrates order entry pricing methods. This allows the Item Price Inquiry (MENU OEINQY) to display customer or customer ship-to/item pricing identical to that utilized during order entry.

Pricing Concepts

The pricing concepts discussed in this section are:

- Base Price
- Item Level and Warehouse Level (Balance) Pricing
- Pricing Hierarchy
- Discount, Markup, & Gross Margin Pricing
- Price Matrix Pricing
- Override Pricing

- Contract Pricing
- Quantity Discount Pricing
- Best Pricing
- Vendor Rebates
- Final Price
- Promotional Pricing
- Trade Discounts
- Gross Margin Repricing
- Order Entry Pricing Options
- Security for Pricing - Application Action Authority
- Price Source

Base Price

The base price of an item on an order is the price of an item determined before any of the pricing methods in the pricing hierarchy are used. Therefore, if none of the pricing hierarchy methods are used (See “Pricing Hierarchy” on page 2-7), the final price of the item is the same as the base price of the item.

One of the five list prices defined for the item or, if applicable, the item/warehouse, is used for the corresponding **Price List Code** assigned to the customer (or optionally overridden on the customer ship-to level) through Customer/Ship to Master Maintenance (MENU ARFILE) (See “Item Level and Warehouse Level (Balance) Pricing” on page 2-3).

Additionally, if a surcharge is specified in Item Master Maintenance (MENU IAFILE) for a unit of measure for an item, the surcharge is applied to the base price.

Example: List Price Selection

When adding item A750 through Item Master Maintenance (MENU IAFILE), assign the following list prices (priced by case):

Price 1: 12.00

Price 2: 13.00

Price 3: 14.00

Price 4: 15.00

Price 5: 16.00

When adding item A750 to warehouse 2 through Item Balance Maintenance (MENU IAFILE), assign the following list prices (priced by case):

Price 1: 12.50

Price 2: 13.50

Price 3: 14.50

Price 4: 15.50

Price 5: 16.50

When adding customer 100 through Customer/Ship to Master Maintenance (MENU ARFILE), specify 4 in the **Price List** field.

NOTE: The **Price List** field value for a customer or ship-to level can be overridden through Customer/Ship to Master Maintenance (MENU ARFILE). Therefore, if you are adding an order for a specific customer 100 ship-to, then, for this pricing example, do not assign a ship-to level **Price List** field for this ship-to (or make sure that the value on this ship-to level is 4).

When keying an order for warehouse 1 which has no warehouse level (balance) pricing, the default list price used for customer 100 is the price specified in the **Price 4** field for the item. For item A750, customer 100’s list price is $15.00 per case.

When keying an order for warehouse 2 which has warehouse level (balance) pricing, the default list price used for customer 100 is the price specified in the **Price 4** field for the item/warehouse. For item A750 in warehouse 2, customer 100’s list price is $15.50 per case.

Item Level and Warehouse Level (Balance) Pricing

Item Level Pricing

The list prices (up to 5) of an item are maintained through Item Master Maintenance (MENU IAFILE) if item level pricing is being used. The 5 prices defined in the **Price** fields are based on the **Price U/M**. This unit of measure may be the same as any of the three stocking unit of measures or it may be completely different. If the pricing unit of measure is the same as the first stocking unit of measure, the conversion factor is 1 for the pricing unit of measure. The price unit of measure for the item is used with quantity breaks, contracts, and the price matrix.

When International Currency is installed, the 5 list prices from the Item Master File may also be available at Country and Currency Code level, Country Code level, and/or Currency Code level based on the **Use Multiple Country/Currency Pricing** option in International Currency Options (MENU ICFILE). In addition, the surcharge code (%/ C), surcharge amount, and container charge fields for each stocking unit of measure may be defined with the country/currency list prices.

Warehouse Level (Balance) Pricing

When items are defined, warehouse level (balance) pricing can be established if determined through System Options Maintenance (MENU XAFILE) and the **Allow WH Pricing** field, and then allowed for a warehouse with the **Use WH Pricing** field in Warehouse Numbers Maintenance (MENU IAFILE). This allows for the creation of warehouse unique prices for items that are stored in more than one warehouse.

Warehouse level (balance) prices are created in the Item Balance File and are used instead of the prices identified in the Item Master File. Once it has been determined that a particular warehouse will be using warehouse level (balance) pricing, Order Entry will utilize the following data from the Item Balance File for that warehouse:

- Price Class
- Quantity Break Class
- Cash/Trade Discount
- Five List Prices

Important

Since the Item Balance File is searched for this data rather than the Item Master File for any warehouse using warehouse level (balance) pricing, it is imperative that this data be in the Item Balance File for all items - even those which do not have warehouse unique pricing requirements. If the warehouse is defined as one which will use warehouse level (balance) pricing, but balance pricing data is not established for the items, the prices for the items will be 0 (zero) when called into Order Entry.

When International Currency is installed, the list prices from the Item Balance File may also be available at Country and Currency Code level, Country Code level, Currency Code level based on the **Use Multiple Country/Currency Pricing** option in International Currency Options (MENU ICFILE). In addition, the surcharge code (%/ C), surcharge amount, and container charge fields for each stocking unit of measure may be defined with the country/currency list prices.

To assist in creating balance pricing data for all items in a warehouse, the Copy Price Info from Item Master by Warehouse (MENU OEMAST) will copy the needed price related data from the Item Master File to the Item Balance File for all items. This copy will not overwrite any unique pricing data already established in the Item Balance File. Only pricing data for those items with no pricing field data in the Item Balance File will be copied.

Whether or not the warehouse identified on an order's header and the identified shipping warehouse on an order's detail use warehouse level (balance) pricing has an effect on the prices used in the order itself. The rules Order Entry pricing follows are described below:

1. If the order header and the shipping warehouse are the same, and
   - the warehouse is using warehouse level (balance) pricing, the prices in the Item Balance File are used.
   - the warehouse is not using warehouse level (balance) pricing, the prices in the Item Master File are used.
2. If the order header and the shipping warehouse are not the same, and
   - the order header warehouse is using warehouse level (balance) pricing, and the shipping warehouse is also using warehouse (level) balance pricing, the balance price from the header warehouse is used unless the item is not stocked in the header warehouse; then the shipping warehouse balance price is used.
   - the order header warehouse is using warehouse level (balance) pricing, and the shipping warehouse is not using warehouse level (balance) pricing, the balance price from the header warehouse is used unless the item is not stocked in the header warehouse; then the price in the Item Master File will be used.
   - the order header warehouse is not using warehouse level (balance), but the shipping warehouse is using warehouse level (balance) pricing, the price in the Item Master File is used unless the item is not stocked in the header warehouse; then the balance price for the shipping warehouse is used.
   - the order header warehouse is not using warehouse level (balance) pricing, and the shipping warehouse is not using warehouse level (balance) pricing, the prices in the Item Master File are used.

The Warehouse Prices Table, below, illustrates the pricing directions explained above.

Setup includes: Allow Warehouse Pricing (MENU XAFILE), and Use Warehouse Pricing (MENU IAFILE).

Examples include: WH 1 - Use WH Pricing = Y, WH 2 - Use WH Pricing = N, WH 3 - Use WH Pricing = N, and WH 4 - Use WH Pricing = Y.

WAREHOUSE PRICES		
Order Header Warehouse	Order Detail Warehouse	Detail
1	1	Item Balance (ITBAL) Pricing will be used

WAREHOUSE PRICES		
	2	Item Balance (ITBAL) Pricing from WH 1 will be used; If no (ITBAL) record for WH 1, then it will use Item Master (ITMST) Pricing
	3	Item Balance (ITBAL) Pricing from WH 1 will be used; If no (ITBAL) record for WH 1, then it will use Item Master (ITMST) Pricing
	4	Item Balance (ITBAL) Pricing from WH 1 will be used; If no (ITBAL) record for WH 1, then it will use the Item Balance (ITBAL) Pricing from WH 4
2	1	Item Master (ITMST) Pricing will be used unless there is no (ITBAL) record for WH 2, then it will use the Item Balance (ITBAL) Pricing from WH 1
	2	Item Master (ITMST) Pricing will be used
	3	Item Master (ITMST) Pricing will be used
	4	Item Master (ITMST) Pricing will be used unless there is no (ITBAL) record for WH 2, then it will use the Item Balance (ITBAL) Pricing from WH 4
3	1	Item Master (ITMST) Pricing will be used unless there is no (ITBAL) record for WH 3, then it will use the Item Balance (ITBAL) Pricing from WH 1
	2	Item Master (ITMST) Pricing will be used
	3	Item Master (ITMST) Pricing will be used
	4	Item Master (ITMST) Pricing will be used unless there is no (ITBAL) record for WH 3, then it will use the Item Balance (ITBAL) Pricing from WH 1
4	1	Item Balance (ITBAL) Pricing from WH 4 will be used; If no (ITBAL) record for WH 4, then it will use the Item Balance (ITBAL) Pricing from WH 1
	2	Item Balance (ITBAL) Pricing from WH 4 will be used; If no (ITBAL) record for WH 4, then it will use the Item Master (ITMST) Pricing
	3	Item Balance (ITBAL) Pricing from WH 4 will be used; If no (ITBAL) record for WH 4, then it will use the Item Master (ITMST) Pricing
	4	Item Balance (ITBAL) Pricing from WH 4 will be used

Redirect List Prices

There are two methods by which you can redirect the **Price List Code** assigned to a customer or customer ship-to through Customer/Ship to Master Maintenance (MENU ARFILE).

The first method is to enter a value for **Price List** in Contract Prices Maintenance (MENU OEPRCE).

The second method is to enter a value of 1-5 in the **Price List Redirect** field in Price Matrix Maintenance (MENU OEPRCE). Using either of these methods will cause Order Entry to be redirected to select a different list price for the base price of the item than the list price identified by the **Price List Code** assigned to the customer or customer ship-to through Customer/Ship to Master Maintenance (MENU ARFILE).

If you use discount pricing for an item, the discount amount identified will be deducted from the redirected base price to determine the ordering price of the item.

Pricing Hierarchy

The methods of order entry pricing are:

1. Rebate Pricing
2. Contracts
3. Price Matrix
4. Item Quantity Discounts
5. Class Quantity Discounts
6. Gross Margin Repricing
7. Trade Discounts

The list of pricing methods above indicates the hierarchy in which the pricing methods are used (refer also to Base Price (p. 2-2)). If a pricing method in the list is not used, then the next method of pricing in the list is reviewed. If that method is not used, then the next method is reviewed, etc.

Example:

If override pricing is not used, then contract pricing is reviewed; if contract pricing is not used then price matrix pricing and/or quantity discount pricing is reviewed. If none of these methods are used, then the base price of the item as determined by Order Entry pricing is used to price an item on an order.

Order Entry pricing options can be set to force gross margin repricing to incorporate, in its review, the following:

- prices that have already been manually overridden (Override Pricing including manual and vendor rebates)
- prices that have been set via contracts (Contract Pricing)

- prices that have been set via quantity breaks (Quantity Discount Pricing)
- or, the options can be set so that gross margin repricing will not consider items priced by these methods and therefore those items will not be repriced

Note, however, that Trade Discount Pricing may be used regardless if the other pricing methods are used or not, since trade discounts apply to an entire order (not any single order line item).

Important

Quantity breaks and contracts are not considered if a rebate, defined to use an override price amount or discount, is applicable when determining item pricing/cost information through Enter, Change & Ship Orders (MENU OEMAIN) or through Item Price Inquiry (MENU OEINQY). To determine if a rebate has been defined to use an override price amount or discount, refer to Rebate Master Maintenance (MENU OERMAIN).

Discount, Markup, & Gross Margin Pricing

Order Entry allows you to use either apply discounts, gross margins, or markups to prices to arrive at the final price of an item on an order.

Discount Pricing

Discount pricing, or list-less pricing, is subtracting a specified discount to be taken from the list price of an item. (See "Item Level and Warehouse Level (Balance) Pricing" on page 2-3 for more list prices information). This is the most commonly used approach to determine the base price of an item.

Discount pricing applies to an item or group of items and can be brought into an order automatically if established with a contract or price matrix. Contract Prices Maintenance (MENU OEPRCE) and Price Matrix Maintenance (MENU OEPRCE) allow for the definition of a "D" type code to indicate a discount value. Additionally, manual discount overrides at the line item level are allowed.

Example: Discount Pricing Calculations	base price - [price * (discount / 100)] = value
Assume item price of $120.00 and discount of 20%	
discount / 100 = work	20.00 / 100 = .20
price * work = work1	120.00 * .20 = 24.00
price - work1 = value	120.00 - 24.00 = 96.00

Markup Pricing

Markup pricing, or cost-plus pricing, is adding a specified percentage to the cost of an item. (See "Order Entry Cost Options" on page 3-1 for more cost setup information).

To use markup pricing in Order Entry, answer Y to the **Use Markup Pricing** field in Order Entry Options Maintenance (MENU XAFILE). You must also specify the **Cost to be Used for Markup Pricing** as the average cost, standard cost, user cost, last cost, commission cost, or OE Cost. The OE Cost selection will then use the value chosen in the **Cost to be Used for OE** field.

Markup pricing applies to an item or group of items and can be brought into an order automatically if established with a contract or price matrix. Contract Prices Maintenance (MENU OEPRCE) and Price Matrix Maintenance (MENU OEPRCE) allow for the definition of an "M" type code to indicate a markup amount, as opposed to a gross margin or discount amount. Additionally, manual markup overrides at the line item level are allowed.

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Example: Markup Pricing Calculations	cost * [1 + (discount / 100)] = value
Assume item cost of $5.00 and mark up of 20%	
discount / 100 = work	20.00 / 100 = .20
1 + work = work1	1 + .20 = 1.20
cost * work1 = value	5.00 * 1.20 = 6.00

Gross Margin Pricing

Gross margin pricing is a form of cost-plus pricing and allows for the identification of a specified percentage to be added to the cost of an item to bring it in line with a pre-determined gross margin. (See "Order Entry Cost Options" on page 3-1 for more cost setup information.) Gross margin percentages may be defined for a contract, price matrix, line item, or for an order, depending on the order entry options selected. To use gross margin pricing, answer Y to the **Allow Gross Margin Pricing** field in Order Entry Options Maintenance (MENU XAFILE).

Example: Gross Margin Pricing Calculations	cost / [1 - (discount / 100)] = value
Assume item cost of $5.00 and gross margin of 20%.	
discount / 100 = work	20.00 / 100 = .20
1 - work = work1	1 - .20 = .80
cost / work1 = value	5.00 / .80 = 6.25

Price Matrix Pricing

The system of deriving the discount amount for a specific item sold to a specific customer or customer ship-to uses a tool in Order Entry pricing called the price matrix. The price matrix is used to determine the discount, gross margin, or markup for an item (which has been assigned an Item Price Class) when the item is ordered by a specific customer or customer ship-to (who has been assigned a Customer Price Discount Code.)

Price matrix pricing and/or quantity breaks are normally used only when override pricing or contract pricing is not used for an order. The exception to this is when the contract defined is a redirect to a new price discount code of the price matrix. Either or both the price matrix and the quantity discount are used to determine the discount/markup of an item. If only the price matrix is applicable, or if only quantity discounts are applicable, then only the respective pricing method is used; if both are applicable, then both are used to price an item on an order.

Price Matrix

The price matrix specifies a discount amount, gross margin percentage, or cost-plus markup percentage that is applied to the item's base price/cost when an item is ordered by a specific customer or customer ship-to. This value 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 or customer ship-to placing the order. Additionally, the price matrix may specify a **Price List Redirect** which is used to redirect the item to a different list price than the list price identified by the **Price List Code** assigned to the customer or customer ship-to through Customer/Ship to Master Maintenance (MENU ARFILE).

To use price matrix pricing, **Use Price Matrix** must be Y in Order Entry Options Maintenance (MENU XAFILE).

Item Price Class

The **Item Price Class** is a three digit code used to classify items for pricing. You may use up to 999 item price classes for each company. After creating item price classes through Price Class Maintenance (MENU OEPRCE), they are assigned at the item level through Item Master Maintenance (MENU IAFILE) and, if applicable, at the item/warehouse level through Item Balance Maintenance (MENU IAFILE).

For each Item Price Class, there are 999 input fields available that represent the Customer Price Discount Codes. The Customer Price Discount Code is assigned a discount, gross margin, or markup value. This value is used to determine the amount of list-less or cost-plus to be considered when an item is sold to a specific customer or customer ship-to.

Customer Price Discount Code

The **Customer Price Discount Code** is a three digit code used to classify customers or customer ship-tos for pricing. You can define discount, cost-plus markup and gross margin percentages for up to 999 Customer Price Discount Codes for each Item Price Class through Price Matrix Maintenance (MENU OEPRCE). Each Customer Price Discount Code is assigned a value representing the discount, gross margin, or cost-plus markup to be applied to obtain an item's final price. Customer Price Discount Codes are assigned to individual customers (or overridden on the customer ship-to level) through Customer/Ship to Master Maintenance (MENU ARFILE).

Price List Redirect

The **Price List Redirect** field indicates which of an item's five list prices [as defined through Item Master Maintenance (MENU IAFILE) or, if using warehouse level (balance) pricing for a warehouse, through Item Balance Maintenance (MENU IAFILE)] the item will be redirected to use for this customer or customer ship-to as a base price in pricing functions. This field can be used to redirect to a different list price for this item than the default list price defined for this customer (or overridden on the customer ship-to level) in Customer/Ship to Master Maintenance (MENU ARFILE). If a pricing discount was also assigned to the redirect matrix contract, then it will still be applied. You cannot assign markup or gross margin pricing with a redirect. Pricing calculations will then stop and not continue with any other pricing calculations.

When keying an item on an order, the Customer Price Discount Code assigned to the customer (or overridden on the customer ship-to level) is cross-referenced with the Item Price Class assigned to the item to determine the discount, gross margin, or markup to be applied to obtain an item's final price. This cross-reference is performed using the price matrix.

Example: Price Matrix Pricing

For items A150, A160, and A170 you wish to establish different discounts for different customers. If you want customers 70, 80, and 90 to receive a 9% discount, and customers 100, 110, and 120 to receive a 10% discount, you may apply the discount using the price matrix by doing the following:

1. Define item price class 200 through Price Class Maintenance (MENU OEPRCE).
2. Through Item Master Maintenance (MENU IAFILE), assign item price class 200 (in the **Price Class** field) for items A150, A160, and A170.
3. Through Customer/Ship to Master Maintenance (MENU ARFILE), assign Customer Price Discount Code 002 in the **Price Disc Code** field for customers 100, 110, and 120, and Customer Price Discount Code 001 to customers 70, 80, and 90.

NOTE: The **Price Disc Code** field value for a customer or ship-to level can be overridden through Customer/Ship to Master Maintenance (MENU ARFILE). Therefore, for this pricing example demonstration, do not assign a ship-to level **Price Disc Code** or make sure that the value is the same as on the customer level.

4. Through Price Matrix Maintenance (MENU OEPRCE), add a price matrix definition for item price class 200. In the price matrix definition, 999 fields will display (numbered 1 through 999). Each one of these fields represents a Customer Price Discount Code. Key 9.00 in field 001, and 10.00 in field 002.
5. When customer 70 places an order for item A150, a 9% discount is applied to the base price. When customer 100 places an order for item A150, the 10% discount is used. Additionally, if a value had been entered in the Price List Redirect field of the Price Matrix for Customer Price Discount Code 001 and 002, the discount would be applied to a redirected base list price. If an item quantity discount has been created for item A150, it will be applied in addition to the price matrix discount.

If item quantity discounts apply for the items ordered, they will be used regardless if price matrix pricing has been used or not. Therefore, quantity discount pricing may be used in addition to the price matrix (if the price matrix is applicable), instead of the price matrix (if price matrix pricing is not applicable), or not at all (if quantity discount pricing is not used).

Override Pricing

Manual

Override pricing is the most direct method of pricing. When determining item pricing/cost information through Enter, Change & Ship Orders (MENU OEMAIN) or through Item Price Inquiry (MENU OEINQY), you may key a value other than the default values in the base price, discount, or final price fields. That is, you may override the default values.

The new values that you key in any of these fields are used to determine the new price of the item on the order. Prices determined from contracts, the price matrix, or quantity breaks are ignored when override pricing is used.

If override pricing is not used, contracts (if used) are examined next to determine discount, gross margin, markup percentages, or price list or discount code redirects for an item; if not used, contracts are not examined.

Note however, that if allowed through Order Entry Options (MENU XAFILE), gross margin repricing may be used to “override the override” in an attempt to bring the line item’s price into sync with a pre-determined gross margin amount. See “Gross Margin Repricing” on page 2-25 for more information.

To allow override pricing, the **Allow Changes to Item Price - Item Entry** field must be set to Y through Application Action Authority (MENU XASCTY). If this option is Y, you can specify which users will be allowed to change prices. Only the users you specify, the authorized user defined through Company Name Maintenance (MENU XAFILE), and master users will be allowed to override prices. If this option is N, only the authorized user and master users may override prices when entering orders through Enter, Change & Ship Orders (MENU OEMAIN).

Example: Manual Price Overrides

If you wish to change the base price of item A750 for customer 100 from $15.00 to $13.50, you may override the $15.00 displayed as the base price by keying $13.50 in the same field, and blanking out the **Discount** (if applicable) and **Final Price** fields for recalculation.

Contract Pricing

When manual override pricing and rebate pricing are not used, contract pricing (if applicable) is used to determine if any special pricing conditions exist for the order.

Contract pricing uses a contract that is defined either for one customer, a customer/ship-to, a group of customers, or all customers for an item or a group of items and applied to an order meeting a pre-determined combination of criteria related to start and expiration dates, quantity limits and best pricing inclusion. When an order is created matching the customer and item criteria, the contracts pricing rules automatically are applied.

Contract pricing will search for applicable contracts based on the following hierarchy for both Named and Unnamed Contracts. Universal contracts apply to all customers.

Named Contracts

- Customer/Ship-To/Item
- Customer/Ship-To/Item Group
- Customer/Item
- Customer/Item Group
- Customer Group/Item
- Customer Group/Item Group
- Universal/Item
- Universal//Item Group

Unnamed Contracts

- Customer/Ship-To/Item
- Customer/Ship-To/Item Group
- Customer/Item
- Customer/Item Group
- Customer Group/Item
- Customer Group/Item Group
- Universal//Item
- Universal//Item Group

Contracts can be defined with a specific contract number or can be "unnamed" contracts by leaving the **Contract Number** field blank when creating your contracts. Named contracts must be specified on the Second Order Header Screen (p. 6-48) for those contracts to be valid for the order. If Infor Storefront is also installed, using a contract number of **WEB** creates contract prices specifically for orders placed through Infor Storefront. If Distribution A+ Point of Sale is also installed, using a contract number of **POS** creates contract prices specifically for orders placed through Distribution A+ Point of Sale.

If multiple contracts for the same customer/item combination exist, the first contract that is detected for that combination will be used. An exception to this is when Best Pricing logic is being used. Refer to Contract Best Pricing Logic (p. 2-20) for details.

NOTE: If the contract used for pricing is a Named Contract, the Contract Number will be displayed in the **Price Source** field.

When creating contracts for a single entity (e.g., one customer/one item), only the entity's identification is required (e.g., customer number/item number) in addition to the pricing data and start/expiration dates. To easily define contracts for criteria consisting of more than one entity (e.g., customers 100, 110, and 120/items A750, A760, A770), two levels of classification can be used: **Customer Contract Codes** and **Item Contract Codes** or **Item Class/Sub-Class/Category**.

Item Contract Codes

Item Contract Codes are pricing classifications defined for groups of items when using contract pricing. Items can be grouped using either item contract codes created through Item Contract Code Maintenance (MENU OEPRCE) or item classes/sub-classes/categories created through Item Class/Sub Class Maintenance. Item contract codes are assigned to individual items through Item Master Maintenance (MENU IAFILE) and, if using warehouse level (balance) pricing, through Item Balance Maintenance (MENU IAFILE). Item classes/sub-classes/categories are assigned to individual items through Item Master Maintenance (MENU IAFILE) only.

When contracts are based on item contract code groups, the system uses the following hierarchy to determine the contract to use:

1. Contract for the item's item contract code.
2. Contract for the item's class, sub-class and category.
3. Contract for the item's class and sub-class.
4. Contract for the item's class.

Customer Contract Codes

Customer Contract Codes are pricing classifications defined for groups of customers or customer ship-tos using the same contract pricing. Customer Contract Codes are created through Customer Contract Code Maintenance (Menu OEPRCE) and are assigned to individual customers or customer ship-tos through Customer/Ship to Master Maintenance (MENU ARFILE).

If an order meets the conditions of a contract (i.e., same customer number, customer ship-to, item number, customer contract code, item contract code, the date the order is placed falls within the contract start and expiration dates, etc.), then (1) the discount, gross margin, markup percentage, or override price on the contract is applied to the item's base price; or (2) the price list or price discount code will be redirected to new values. When a valid contract is found and used for pricing, other price matrix and quantity discount pricing are ignored.

Example: Contract Selection

If for customers 100, 110, and 120, you wish to apply a 10% discount when items A750, A760, and A770 are ordered. Do the following:

1. Define item contract code 2000 through Item Contract Code Maintenance (MENU OEPRCE).
2. Through Item Master Maintenance (MENU IAFILE), assign item contract code 2000 (in the **Itm Contract Cd** field) for items A750, A760, and A770.
3. Define customer contract code INTL through Customer Contract Code Maintenance (MENU OEPRCE).
4. Through Customer Master Maintenance (MENU ARFILE), assign Customer Contract Code INTL (in the **Contract Code** field) for customers 100, 110, and 120.

NOTE: The **Contract Code** field value for a customer or ship-to level can be overridden through Customer/Ship to Master Maintenance (MENU ARFILE). Therefore, for this pricing example demonstration, do not assign a ship-to level **Contract Code** or make sure that the value is the same as on the customer level.

5. Create a contract through Contract Prices Maintenance (MENU OEPRCE) with no contract number, for the group of customers with Customer Contract Code INTL, and for the group of items with item contract code 2000. In the contract definition, specify a 10% discount.

When customer 100, 110, or 120, places an order for item A750, A760, or A770, a 10% discount is applied to the base price of the item. The word **CONTRACT** is displayed when keying this item.

If an order does not match the specifications of a contract, contract pricing is not used; the price matrix and quantity discount pricing may be used.

There is one case in which an order can meet the conditions of a contract but still use price matrix pricing. When creating or modifying the terms of a contract in Contract Prices Maintenance (MENU OEPRCE), if a customer or customer ship-to **Price Discount Code** is specified on the Contract File Maintenance Screen (p. 91-33), then that code will redirect you to the discount, markup, or gross margin percentages defined in the price matrix price discount code fields for this company and item price class.

According to the pricing hierarchy, contract pricing values are used before all other pricing that has also been set up for the same items and customers. The prices and discounts on the order may be overridden, however, with override pricing, or if applicable, gross margin repricing.

Example: Contracts to Redirect Price Matrix Values

When customer 10 orders item A100, you wish to redirect the **Customer Price Discount Code** that was assigned to this customer through Customer/Ship to Master Maintenance (MENU ARFILE) to price discount code 102. Do the following:

Create a contract through Contract Prices Maintenance (MENU OEPRCE) with no contract number for customer 10 and for item A100. In this contract definition, on the Contract File Maintenance Screen (p. 91-33) you specify a **Price Disc. Code** of 102.

When customer 10 places an order for item A100, pricing is redirected to the value found in **Price Disc. Code** 102 in the Price Matrix.

If you also want to redirect the price list used in this example, enter a redirect price list value in the **Price List** field on the Contract File Maintenance Screen (p. 91-33). When customer 10 orders item A100 a redirected base price will be used.

To use contracts during Enter, Change & Ship Orders (MENU OEMAIN), **Use Customer Contracts** must be Y in Order Entry Options Maintenance (MENU XAFILE). If this is the case, you must select which types of contracts are used by keying Y or N for the following:

- Customer/Ship-To/Item Contracts
- Customer/Ship-To/Item Group Contracts
- Customer/Item Contracts
- Customer/Item Group Contracts
- Cust Contract Code/Item Contracts
- Cust Contract Code/Item Group Contracts
- Universal/Item Contracts
- Universal/Item Group Contracts

Answer Y only if you are using that type of contract. This will speed up the pricing search.

NOTE: Contract numbers are established through Contract Prices Maintenance (MENU OEPRCE). Once they are established, that number must be identified on the Second Order Header Screen (p. 6-48) of an order for that named contract to be used.

Multiple Contracts

Order Entry also provides the ability to define multiple contracts for the same customer ID/item ID combination with different start and expiration dates. You must be sure when defining contracts in Contract Prices Maintenance (MENU OEPRCE) that the start and expiration dates of these multiple contracts do not overlap. Pricing calculations will check the contract dates to determine which contract to use.

Contract Calculator

The contract calculator is a tool that can be accessed from within Enter, Change & Ship Orders (MENU OEMAIN) or Contract Prices Maintenance (MENU OEPRCE). To access it from within Enter, Change & Ship Orders, a C is keyed in the **O** (Override) field during item entry/item review on the Item Entry Screen (p. 6-71) or Item Review Screen (p. 6-115). The Contract Calculator Screen (p. 91-40) will appear allowing you to determine the values that will become the prices for this order and/or a new contract. To access it from within Contract Prices Maintenance (MENU OEPRCE), F7=CONTRACT CALCULATOR is available on the Contract File Maintenance Screen (p. 91-33).

From either location, on the Contract Calculator Screen (p. 91-40), the user can toggle between entering the sell price or the discount/markup/gross margin percent with the F2=PERCENT / F2=SELL PRICE function keys. With a **Price Code** of D, M, or G and the F2=PERCENT function key, the user is allowed to open the appropriate fields for entry based on the price code value. Press F9=CRT CNT to create the customer/item contract based on the date from the calculator window.

The discount percent, markup percent, and the gross margin percent will be calculated based on the price and the cost from the order, when the contract calculator is accessed from Enter, Change & Ship Orders (MENU OEMAIN) and when entering the sell price. The **Cost for Contract Calculator when Ordering** field in Order Entry Options Maintenance (MENU XAFILE) will determine which cost from the order is used (that is, the OE Cost or the GL Cost) for markup or margin calculations.

The discount percent, markup percent, and the gross margin percent will be calculated based on the list price and the cost from the user's default warehouse, when the contract calculator is accessed from Contract Prices Maintenance (MENU OEPRCE) and when entering the sell price. Note that when the **Cost to be Used for Markup Pricing** field in Order Entry Options Maintenance (MENU XAFILE) is O for Order Entry cost, the system will determine the cost selected in the **Cost to be Used in OE** field in Order Entry Options Maintenance (Standard, Average, User, Last or Commission), and use that cost.

Warning messages will be issued if there are existing contracts for the selected customer and item. If you select to create a new contract when there is an existing contract, the existing contract will automatically have it's expiration date set to one day prior to the start date of the new contract which uses today's date as the start date. This process makes the new contract the new price for the customer.

Additionally, you cannot create a contract:

- using markup from cost unless the **Use Markup Pricing** field is set to Y in Order Entry Options Maintenance (MENU XAFILE).
- using gross margin pricing unless the **Allow Gross Margin Pricing** field is set to Y in Order Entry Options Maintenance (MENU XAFILE).
- from within Enter, Change & Ship Orders (MENU OEMAIN) when the item is already part of a rebate.

Detailed Contract Activity Tracking

The **Track Contract Activity** field in Order Entry Options Maintenance (MENU XAFILE) allows you to capture an audit trail of the pricing history associated with each contract.

If you select to track contract activity, 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 within Contract Prices Maintenance. Contracts added from released quotation orders or from the contract calculator will also be tracked.

You will only be able to inquire into contract activity details if Order Entry contract pricing activity records exist. A ‘contract added’ activity record is created after a new contract pricing record has been added during the contract pricing maintenance process.

During Order Entry, from the Item Review Screen (p. 6-115), you will be able to access the Contract Calculator Screen (p. 91-40) by keying a C in the **Price Override** field. On the Contract Calculator Screen (p. 91-40), the F9=CRT CNT function key will display and allow you to determine a contract price and create an Order Entry contract pricing activity record. Also, a ‘contract added’ activity record is auto-created during the quote release process in Order Entry when a quote is released that creates contract pricing.

When the activities for a contract are displayed through Contract Prices Maintenance, you can toggle between viewing activity times in your own time zone or in the time zone in which they occurred. You can also print the list of contract activities.

When activities exist for a contract and you select to delete a contract record through Contract Prices Maintenance, the contract will be deleted from the Contract File (CONTR), but the activity will not be deleted from the Contract Activity Detail File (CNACD). Instead, it marks the records as ‘deleted’ by entering a delete contract date value. This allows you to retain this pricing activity information should an audit occur. Deleted contract activity records can then be completely removed from the Contract Activity Detail File (CNACD), when desired, by running Reorganize A+ History Files (MENU XAMAST) for deleted contract activity, if activity is older than the purge date specified.

Quantity Discount Pricing

A quantity break discount is a monetary amount or percent discount that is used when a specified item quantity or monetary amount is met or exceeded for an item or group of items ordered. Quantity breaks and discounts are defined for either a single item or for a group of items in a quantity break class. If you wish to use quantity break classes, you must first create a quantity break class through Quantity Break Class Maintenance (MENU IAFILE). Next you must assign quantity break classes at the item level through Item Master Maintenance (MENU IAFILE), and, if applicable, at the item/warehouse level through Item Balance Maintenance (MENU IAFILE).

Quantity break discounts are defined for items or quantity break classes through Quantity Discount Maintenance (MENU OEPRCE). When keying an order, if the ordered item quantity (or monetary amount) exceeds the quantity break set up for that item, then the corresponding monetary or percent discount is used to calculate the final price of the item.

To use quantity break discounts for groups of items (quantity break classes), **Use Class Quantity Discounts** must be Y in Order Entry Options Maintenance (MENU XAFILE). To use quantity break discounts for individual items, **Use Item Quantity Discounts** must be Y in Order Entry Options Maintenance (MENU XAFILE).

Example: Class Quantity Discounts

Assume that you wish to create quantity break discounts for items A150, A160, and A170. You wish to establish the same quantity discount for all of these items for all customers as follows:

- If the quantity ordered exceeds 200 cases, apply a 2% discount.
- If the quantity ordered exceeds 300 cases, apply a 3% discount.
- If the quantity ordered exceeds 400 cases, apply a 4% discount.
- If the quantity ordered exceeds 500 cases, apply a 5% discount.

To use the appropriate discount when ordering any of these items, do the following:

1. Create Quantity Break Class Code Q1 through Quantity Break Class Maintenance (MENU IAFILE).
2. Assign the Quantity Break Class Code to items A150, A160, and A170 at the item level through Item Master Maintenance (MENU IAFILE) or at the item/warehouse level through Item Balance Maintenance (MENU IAFILE) in the **Qty Break Class** field.
3. Define the quantity break for quantity break class Q1 through Quantity Discount Maintenance (MENU OEPRCE) as follows:
   - Specify the **Qty Break Code** as Q. This indicates that the quantity break is based on a quantity, not a monetary amount.
   - Key 500, 400, 300, and 200 in the **Break** column, and 5.0, 4.0, 3.0, and 2.0 in the corresponding **Discount** column.

When any customer places an order for 450 cases of item A150, a 4% quantity break discount is applied.

If a price matrix discount is also being used for the item, that discount is also applied.

NOTE: Depending on the gross margin options, as defined through Order Entry Options Maintenance (MENU XAFILE), quantity breaks may or may not be repriced if gross margin repricing occurs. Refer to Gross Margin Pricing (p. 2-9) for details.

Chain Discount

When a price matrix discount is applied, the quantity discount percent is a chain discount. That is, the quantity discount is applied to the base price of the item after the price matrix discount is used. Two chain discount percentages of 5% are not the same as a single discount percent of 10%. For example, a $100 item with two 5% chain discounts will yield a $90.25 final price, as follows: $100 - 5% ($5) = $95; $95 - 5% ($4.75) = $90.25. The same $100 item with a 10% percent discount yields a $90.00 final price, as follows: $100 - 10%($10) = $90.00.

Best Pricing

Best Pricing logic may be used in Order Entry (instead of the standard Order Entry Distribution A+ Pricing Hierarchy) to determine the best price or lowest price of an item found for the customer.

Best Pricing logic can be established through Order Entry Options Maintenance (MENU XAFILE) via the **Use Best Pricing** field. If you select to use Best Pricing logic to price an item in Order Entry, then the best price of the item for the customer will be determined for all scenarios and that best price will be used. The standard Distribution A+ Pricing Hierarchy (p. 2-7) is used if Best Pricing logic is not established. Steps for Best Pricing logic include:

- All price checking will be performed, rather than the system using the first price found in the Distribution A+ Pricing Hierarchy.
- The lowest/best price that is selected is verified after each possible price is calculated for the item. This will be used as the final price for the item, and the Price Source of the best price will be tracked.

Important

If a rebate with a price override or price discount is found, then this rebate price will take precedence even if there is a better price found from other pricing options. This includes rebate contract pricing.

Contract Best Pricing Logic

When using Best Pricing logic, you also have the option to use Contract Best Pricing logic in Order Entry (instead of using the standard Distribution A+ Contract Price Hierarchy) to determine the best contract price or lowest contract price of an item found for the customer. If you select to use Contract Best Pricing logic to price an item in Order Entry, then the best contract price that exists for the item will be used, if contracts exist for the customer and item.The standard Distribution A+ Contract Price Hierarchy is used if Contract Best Pricing logic is not established. The standard Distribution A+ Contract Price Hierarchy is explained in Contract Pricing (p. 2-12).

Contract specific best pricing steps include:

- If a contract number is applicable, the system will verify the **Bypass Best Pricing** flag in Contract File Maintenance (MENU OEPRCE). If the flag is Y and the contract number is a valid contract for the item, then the contract price will be used as the price for the item. Otherwise, the next steps will be used.
- If **Use Contract Best Pricing** is Y, then all possible contracts will be considered and the one with the best price will be used as the contract price. Note that this might not necessarily be the best price overall when considering other pricing options, so it might not be the one chosen as the item's price.
- If **Use Contract Best Pricing** is N, then the contract price will be determined using the existing Contract Hierarchy explained in Contract Pricing (p. 2-12).

Vendor Rebates

A vendor rebate, defined through Rebate Master Maintenance (MENU OERMAIN), may be set up to be used as an override price amount or discount. When determining item pricing/cost information through Enter, Change & Ship Orders (MENU OEMAIN) or through Item Price Inquiry (MENU OEINQY), if a rebate override price or override discount percent is found, quantity breaks and rebate contracts will NOT be considered. Note, however, that you may still perform a manual override, if desired.

NOTE: In order for a rebate to be applied to an order, the rebate cost identified through Rebate Master Maintenance (MENU OERFILE) must be lower than the identified rebate's original cost.

Once an item on an order is identified as a rebate item, the rebate information defined for that item is extracted from the rebate definition. The rebate cost is used as the item's unit cost, and the override price information (if any) replaces the item's base price, discounts, and final price accordingly, regardless if contract or quantity discount pricing is normally used. If override pricing is not used, normal Distribution A+ pricing is used. Refer to the Order Entry Rebates User Guide for more detailed information.

Rebate Contracts

From within Rebate Maintenance (MENUOERFILE), access is provided to Contract Prices Maintenance providing the ability to create a rebate-specific contracts. When a sales order includes an item that is part of a rebate, that item's pricing would be determined by the rebate contract if one exists.

Final Price

The final price field displays the selling price of the item. If **Show Prices in Order Entry** is set to P in Order Entry Options Maintenance (MENU XAFILE), this price is in the unit of measure that has been established as the pricing unit of measure for the item [defined through Item Master Maintenance (MENU IAFILE)]. This price is shown in the ordering unit of measure if **Show Prices in Order Entry** is set to O in Order Entry Options Maintenance (MENU XAFILE). This unit of measure is different than the pricing unit of measure which will be stored in the Order Detail File. The system values will also display in the ordering unit of measure for consistency.

Example: Pricing Option to Show Prices in Order Entry

Show Prices in Order Entry is set to O in Order Entry Options Maintenance (MENU XAFILE).

For example, the pricing unit of measure in the Item Master File is DOZ, the price for 1 DOZ is $12.00, and there are 12 EA in 1 DOZ:

- if you order 12 EA, the base price and the final price will display as $1.00 in the ordering unit of measure
- if you order 1 DOZ, the base price and the final price will show as $12.00

Example: Pricing Option to Show Prices in Order Entry

Show Prices in Order Entry is set to P in Order Entry Options Maintenance (MENU XAFILE),

For example, the pricing unit of measure in the Item Master File is DOZ and the price for 1 DOZ is $12.00, and there are 12 EA in 1 DOZ:

- if you order 12 EA, the base price and the final price will display as $12.00 in the pricing unit of measure
- if you order 1 DOZ, base price and the final price will display as $12.00

In addition to the discounts specified in the **Dsc 1** and **Dsc 2** discount fields, any quantity discounts are calculated and applied to the final price displayed. Quantity discounts are created through Quantity Discounts Maintenance (MENU OEPRCE) and may be created for a specific warehouse, if you are set up to use multiple warehouses as defined through System Options Maintenance (MENU XAFILE). Quantity discount definitions are allowed at the warehouse level for the specified company, as determined through Order Entry Options Maintenance (MENU XAFILE)

You may override the final price by keying the letter O in the override field (displayed to the immediate left of this field), and by blanking out the discount amounts (**Dsc 1** and **Dsc 2** for this item). Then key the final price for this item based on the pricing unit of measure. This is how override pricing is performed in Order Entry.

If you change a price on this screen and **Enter Prices in Ordering U/M** is Y in Order Entry Options Maintenance (MENU XAFILE), then the price you enter is related to the ordering unit of measure and will be converted by Order Entry to the pricing unit of measure [defined through Item Master Maintenance (MENU IAFILE)]; this pricing unit of measure will be stored in the Order Detail File.

Example: Enter Prices in Ordering U/M Option in Order Entry

Enter Prices in Ordering U/M is set to Y and **Show Prices in Order Entry** is set to O for the ordering unit of measure; assume there are 12 EA in 1 DOZ, the price for 1 DOZ is $12.00

Customer orders 12 EA. To set the price to be $0.50 EA instead of $1.00 EA, key $0.50 into the **Base Price** field; the system will convert this to $6.00 a DOZ (dozen) for the actual selling price in the Order Detail File. System values will display $1.00 EA instead of $12.00 DOZ for consistency.

Enter Prices in Ordering U/M is set to N and **Show Prices in Order Entry** is set to O for the ordering unit of measure

Customer orders 12 EA. To set the price to be $0.50 EA instead of $1.00 EA, you would have to key $6.00 into the **Base Price** field to arrive at $0.50 EA for the base and final price. System values will still display the $1.00 EA.

Promotional Pricing

Promotional pricing [Promotions Maintenance (MENU OEPRCE)] is a feature that will reduce prices to qualified customers, customer/ship-to's, or customer classes by using Buy and Get requirements to specify discounts off the sell price of the items or provide additional items at reduced prices within a specified period of time. A promotion can include multiple levels that allow you to specify better deals for a customer, if that customer purchases more of a particular item or items. Promotional pricing supersedes the price hierarchy for items when being added to orders.

The Buy requirements define the item or items that must be purchased by the customer with the minimum order quantity for that customer to qualify for the level of the promotion. Based on the customer's order quantity, an order may qualify for multiple Buy requirements therefore enabling multiple Get items or discounts to be applied.

The Get requirements define what the customer gets when they meet all the Buy requirements. The Get types of qualifying criteria are:

- D indicates the customer will get a flat discount amount off the entire order when the promotion is applied.
- I indicates the customer will get an additional item at a discounted price. The item will be added to the order in Order Entry when the promotion is applied.
- P indicates the customer will get a percentage off the entire order, with the calculated discount amount based on the items that are buy requirements when the promotion is applied.

When the Distribution A+ Bill of Material module is installed, these Get types are also available utilizing assortment items set up as a Bill of Material type A parent items.

- C indicates the customer will get a choice of items at a discounted price. The customer will be prompted at end order time in Enter, Change & Ship Orders (MENU OEMAIN) to choose any combination of components on the assortment up to the Get quantity that is specified. The selected item(s) will be added to the order in Order Entry when the promotion is applied.
- A indicates the customer will get an assortment of items at a discounted price. All items for this assortment will be added to the order in Order Entry when the promotion is applied.

Trade Discounts

The final type of discount in the pricing hierarchy that may be applied is a trade discount. Trade discounts apply to the total monetary amount of the order. Therefore, trade discounts are always examined for use regardless if the previous pricing methods are used or not.

A trade discount is applied to an entire order for a customer. When a customer's order exceeds a specified monetary amount, that customer receives a trade discount percentage for the order.

A trade discount, defined for a company through Trade Discounts Maintenance (MENU OEPRCE), is applied to the total value of a customer's order. The method used to calculate this monetary amount is to add up the value of selected individual line items. Items are selected for inclusion into this calculation by a Y in the **Cash/Trade Disc** field in the Item Master File [or, for warehouse level (balance) pricing, in the Item Balance File].

Once a trade discount is created, it can be assigned to one or more customers through Customer/Ship to Master Maintenance (MENU ARFILE) so that the trade discounts will be applied to orders placed for those customers.

The determination as to exactly how trade discounts will be applied is made through Order Entry Options Maintenance (MENU XAFILE). To use trade discounts at all, the **Use Trade Discounts** must be Y. To use trade discounts based only on the customer's assigned trade discount code, the **Calculate Trade Disc Percent** must be N. To use trade discounts based on the value of the order and/or the customer's assigned trade discount code, the **Calculate Trade Disc Percent** must be Y.

Up to nine Trade Discount Codes (1 through 9) may be established for a company through Trade Discounts Maintenance (MENU OEPRCE). For each code you determine the percentage of the discount, and the minimum monetary amount of the order for which that discount will be used.

The value in the **Calculate Trade Disc Pct** field in Order Entry Options Maintenance (MENU XAFILE), has an impact on how trade discounts are applied. Trade discount codes are assigned via the **Trade Discount Code** field in Customer/Ship to Master Maintenance (MENU ARFILE).

If **Calculate Trade Disc Pct** is a N, trade discounts are defined by keying a straight percentage discount to be taken. Each customer to receive a trade discount will be assigned the desired trade discount code and, as a result, will receive the associated percentage discount. If this field is N, and you wish for a customer to receive no discount, then you would assign a trade discount code of 0 to the customer.

If this field is a Y, trade discounts are defined in one of two ways by keying a straight percentage discount to be taken or by indicating a minimum monetary 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. 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.

Trade Discount Example

Trade Discount Code	Discount Percentage	Order Value
1	10.00	1000.00
2	15.00	1500.00
3	20.00	2000.00
4	30.00	3000.00
5	35.00	3500.00
6	40.00	4000.00
7	45.00	4500.00
8	50.00	5000.00

Trade Discount Example

Trade Discount Code	Discount Percentage	Order Value
9	00.00	000.00

Example: **Calculate Trade Disc Pct** set to N

Example 1 - If customer 100 is coded as 0, the **Tr Disc** field will not display on the End Order Screen during Order Entry since this customer is not participating in trade discounts.

Example 2 - If customer 190 is coded as 9, the **Tr Disc** field will not display on the End Order Screen during Order Entry since 0% discount is to be applied.

Example 3 - If customer 200 is coded as 5, the **Tr Disc** field on the End Order Screen during Order Entry will display indicating a value equal to 35% of the order's total value.

Example: **Calculate Trade Disc Pct** set to Y

Example 4 - If customer 150 is coded as 1-9, that customer will receive the straight percentage discount associated with the trade discount code.

Example 5 - If customer 300 is coded as 0, the **Tr Disc** field during Order Entry will display a value equal to:

- 10% of the order's total value if the order is between $1000.00 and $1499.99
- 15% of the order's total value if the order is between $1500.00 and $1999.99
- 20% of the order's total value if the order is between $2000.00 and $2999.99
- 30% of the order's total value if the order is between $3000.00 and $3499.99
- 35% of the order's total value if the order is between $3500.00 and $3999.99
- 40% of the order's total value if the order is between $4000.00 and $4499.99
- 45% of the order's total value if the order is between $4500.00 and $4999.99
- 50% of the order's total value if the order is at least $5000.00

Gross Margin Repricing

Gross margin repricing occurs at the order level (as opposed to the line item level). This repricing consists of reviewing items' prices (all items in the order) and comparing them to a selected gross margin percentage. Should any of the prices result in a gross margin that does not match the desired gross margin, recalculation of the prices will occur in efforts to match the selected gross margin.

Within Order Entry Options Maintenance (MENU XAFILE), the **GM % for Hold based on** field is used to specify which items 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 including special order, drop ship, and backordered items or 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 they have no ship quantity.

Example: All items available for GM repricing

An order has three line items, two are regularly priced items and one has a price override. By default, the regularly priced lines have a gross margin percent of 30 and the overridden item has a gross margin percent of 20. On the End Order Screen, a 50% value is keyed in the **Target GM%** field and the F15=APPLY MARGIN function key is pressed. All items are available and the user has authority to perform gross margin repricing. Therefore, the entire order's gross margin is (50% + 50% + 50%) / 3 = 50%.

Note that since it may not be desirable to reprice every item whose gross margin is different than the desired gross margin (e.g., prices determined with a specified contract), or that all users should not have the ability to perform this level of repricing, Application Action Authority (MENU XASCTY) options are available for identifying which users permissions allow that functionality to occur.

The initial action authority is **Allow Gross Margin Repricing**. Once a user has been granted permissions to this authority, the remaining 3 authorities will be checked based on the individual items in the order:

- **Allow Gross Margin Repricing - Override/Rebate Priced Items**
- **Allow Gross Margin Repricing on Contract Priced Items**
- **Allow Gross Margin Repricing on Qty/Family Priced Items**

Example: Some items available for GM repricing

An order has three line items, two are regularly priced items and one has a contract price. By default, the regularly priced lines have a gross margin percent of 30 and the contract priced item has a gross margin percent of 20. On the End Order Screen, a 50% value is keyed in the **Target GM%** field and the F15=APPLY MARGIN function key is pressed. All items are available, the user has authority to perform gross margin repricing but not authority to perform gross margin repricing on contract priced items. The first two lines will be repriced so that their gross margins equal 50%, but the third line item, which was excluded from the reprice, remains with a 20 % gross margin. Therefore, the entire order's gross margin is (50% + 50% + 20%) / 3 = 40%.

If the **Cost to be Used for GL** (standard, user, average) is different than the **Cost to be Used for Markup Pricing** (standard, user, average, last, commission, order entry) [both of which are determined through Order Entry Options Maintenance (MENU XAFILE)]. Gross margin repricing is calculated on the End Order Screen (p. 6-248), the value shown in the **Dsc 1** field on the Item Review Screen (p. 6-115) is updated to show the **Target GM%** that was entered on the End Order Screen (p. 6-248) The Margin % display field may not exactly reflect the gross margin value. During the gross margin repricing, the value for the **Dsc 1** field is being calculated based on the **Cost to be Used for GL**, but the line item's gross margin percent is based on the **Cost to be Used for Markup Pricing**. The two percentages displayed can be different if the two costs are different.

Additionally, the F15=APPLY MARGIN is different for Bill of Material kit items than for non-kit items. Enter, Change & Ship Orders (MENU OEMAIN) order kit items - F15=APPLY MARGIN:

- When the **(Discount Code)** field is D for discount, the **Base Price** field will:

- use the overridden cost based on the **Cost to be Used for GM Hold** and apply the margin amount to it.
- get the cost based on the **Cost to be Used for Markup Pricing** and load it to the **Base Price** field and apply the margin amount to it.

- When the **(Discount Code)** field is M / G for markup/gross margin, the **Base Price** field will:
  - use the existing cost that has already been loaded to the **Base Price** field and apply the margin amount to it

For non-kit items within Enter, Change & Ship Orders (MENU OEMAIN) F15=APPLY MARGIN:

- When the **(Discount Code)** field is D for discount, the **Base Price** field will:
  - get the cost based on the **Cost to be Used for Markup Pricing** and load it to the **Base Price** field and apply the margin amount to it.
- When the **(Discount Code)** field is M / G for markup/gross margin, the **Base Price** field will:
  - use the existing cost that has already been loaded to the **Base Price** field and apply the margin amount to it

Gross Profit Percentage Calculations

Profit is a critical piece of information for the distributor. In some instances, the amount of profit generated by items and orders is considered confidential and is not shown to all users. See Security for Pricing - Application Action Authority (p. 2-29) regarding the pricing function security.

The order gross profit calculation is the same as the item gross profit calculation.

Example: Item Gross Profit Calculations	
Assume item cost of $2.16 and sell price of $6.50	
extended item sell price - extended item cost = profit	$6.50 - $2.16 = $4.34
profit / extended item sell price * 100 = gross profit percentage	(4.34 / 6.50) * 100 = 66.77%

Example: Order Gross Profit Calculations			
Consider an order with three (3) items:			
Item Sales	Extended Cost	Profit $	Profit %
12.00	10.00	2.00	16.67%
14.00	13.00	1.00	7.14%

Example: Order Gross Profit Calculations			
16.00	9.00	7.00	43.75%
Order Totals			
42.00	32.00	10.00	23.81%
The order totals will **not** sum the items and divide by number of items in the order: (16.67 + 7.14 + 43.75) / 3 = 22.52%).			

Order Entry Pricing Options

Order Entry Options Maintenance (MENU XAFILE) contains several options that pertain to pricing, and are mentioned in each pricing sub-topic. They are summarized and presented in the following bullet list.

- Use Markup Pricing
- Use Price Matrix
- Use Class Quantity Discounts
- Use Item Quantity Discounts
- Use Second Discount
- Use Trade Discounts
- Calculate Trade Discount Percent
- Round Prices to Two Decimals
- Use Customer Contracts
  - Customer/Ship-To/Item Contracts
  - Customer/Ship-To/Item Group Contracts
  - Customer/Item Contracts
  - Customer/Item Group Contracts
  - Customer Contract Code/Item Contracts
  - Customer Contract Code/Item Group Contracts
  - Universal/Item Contracts
  - Universal/Item Group Contracts
- Use Best Pricing
- Create Contracts from Quotes
- Track Contract Activity
- Use Contract Best Pricing
- Cost to be Used for OE
- Cost to be Used for GL

- Cost to be Used for Markup Pricing
- Cost for Contract Calculator when Ordering
- Allow Gross Margin Pricing
- Minimum Gross Margin Percent
- Hold Below Minimum Gross Margin
- Maximum Gross Margin Percent
- Hold Above Maximum Gross Margin
- GM % for Hold based on Shipped or Ordered
- Cost to be Used for GM Hold
- Allow Quantity Discounts Defined at WH Level
- Show Prices in Order Entry
- Enter Prices in Ordering Unit of Measure
- Promotional Pricing Options: Best Deal Selection
- Promotional Pricing Options: Include Promo Items in Gross Margin Checking

When International Currency is installed, through International Currency Options (MENU ICFILE) System level options include:

- Use Multiple Country/Currency Pricing
- Allow Order Currency Overrides

International Currency Options (MENU ICFILE) Company level options include:

- Use Multiple Country/Currency Pricing: Discounts
- Use Multiple Country/Currency Pricing: Contracts
- Use Multiple Country/Currency Pricing: Trade Discounts

Security for Pricing - Application Action Authority

Application Action Authority Maintenance (MENU XASCTY) contains the pricing functions that are restricted based on a specific user or user group. For these application actions, you determine who will be allowed to perform the application actions: all users (A), master users only (M), selected users or user groups (S), or no users (N). Refer to the User Security User Guide for details about a particular menu option and how the selections made will affect pricing.

- Display GM% and Profit in Order Entry
- Allow Gross Margin Repricing
- Allow Changes to Item Price - Item Entry
- Allow GM Repricing on Contract Priced Items
- Allow GM Repricing on Quantity/Family Priced Items
- Allow GM Repricing Override/Rebate Priced Items

- Allow Access to the Contract Calculator
- Allow Contract Creation from Contract Calculator
- Allow Changes to GL Cost - Item Entry
- Allow Changes to OE Cost - Item Entry

Price Source

The Price Source of an ordered item is tracked and visible throughout various Order Entry menu options. The Price Source identifies where the price of the item originated (e.g., contracts, rebates, matrix, quantity breaks, etc.). Possible Price Sources are:

- **RB** - Rebate Override Price or Discount
  - This code only applies to rebates that have an override price and/or a discount specified. It is possible for a rebate to be found and used for an item's cost, and for that item's price source to be something other than RB, if there is no price information for the item specified on the rebate.
  - For Rebate Contracts, the source code will be RB.
- **Czy** or **CNzy** - Contract Price, where **Z** is the Contract Type and **Y** is the Contract Hierarchical Level
  - Contract Types:
    - $ = Fixed Price
    - G = Gross Margin
    - D = Discount
    - M = Markup
    - N = Other (None)
  - Contract Hierarchical Level - Named Contracts:
    - M = Customer/Ship-To/Item
    - N = Customer/Ship-To/Item Group
    - A = Customer/Item
    - B = Customer/Item Group
    - C = Customer Group/Item
    - D = Customer Group/Item Group
    - E = All Customers/Item
    - F = All Customers/Item Group

NOTE: Note that if the contract used for pricing is a Named Contract, the Contract Number will be displayed in the **Price Source** field.

  - Contract Hierarchical Level - Unnamed Contracts:
    - O = Customer/Ship-To/Item
    - P = Customer/Ship-To/Item Group

    - G = Customer/Item
    - H = Customer/Item Group
    - I = Customer Group/Item
    - J = Customer Group/Item Group
    - K = All Customers/Item
    - L = All Customers/Item Group
- **MX** - Matrix Pricing
- **MXQB** -Matrix Pricing and an Item or Class Quantity Discount
    - The Quantity Break Class code already displays so the source will be concatenated to **MXQB**.
- **MXR** or **MXRED** - Matrix Price Redirect
  - Matrix used for pricing, but a contract was used to redirect to a different part of matrix.
  - **MXREDRCT** will appear in upper right corner of this screen below the warehouse, if the matrix entry had a price list redirect specified.
- **LS** - List Price
- **LSR** or **LSRED**- List Price Redirect
  - List price used for pricing, but a Contract was used to redirect to a specific list
- **QB** - Item and Class Quantity Discounts
  - Class Quantity Discount (QB)
- **CM** - Component Override Price
  - Only applicable for assortment components that have an override price specified.
- **PM** - Promotion Override Price

NOTE: The fourth position of the price source shown will have a:
* if a promotional discount was applied to the base price for a “get” item;
# for an overridden price.

The Price Source of the item appears in:

- Enter, Change & Ship Orders (MENU OEMAIN) on the Item Review Screen (p. 6-115). If **Use Best Pricing** is Y, the ordered items’ price will now be the best one for the customer, rather than the first one found in the standard Distribution A+ Pricing Hierarchy.
    - Within this option, the display of price source information has been shortened to **Czy** from **CNzy** due to space considerations.
- Open Orders Inquiry (MENU OEMAIN) on the Item Detail Display Screen (p. 15-55).
- Customer Order/Shipment Inquiry (MENU OEMAIN) on the Item Detail History Display Screen (p. 16-89).
- Open Orders by Item Inquiry (MENU OEMAIN) on the Open Orders By Item - Item Detail Screen (p. 17-13).
- Shipped Orders by Item Inquiry (MENU OEMAIN) on the Shipped Orders By Item - Item Detail Screen (p. 18-12).

- Item Price Inquiry (MENU OEINQY) on the Item Price Inquiry Screen (p. 101-11). If **Use Best Pricing** is Y, the item's price displayed will now be the best one for the customer, rather than the first one found in the standard Distribution A+ Price Hierarchy.

Entering An Order

The fields presented in Enter, Change & Ship Orders (MENU OEMAIN) which relate to pricing (called pricing fields) are identified in the tables below based on the screens the display on.

NOTE: The display of certain pricing fields is determined through Order Entry Options Maintenance (MENU XAFILE). Some fields also require authorization to view them. Authorization is determined through Application Action Authority (MENU XASCTY).

Second Order Header Screen

The pricing fields on the Second Order Header Screen apply to all items that are keyed on an order. The default values are based on the customer as defined through Customer/Ship to Master Maintenance (MENU ARFILE). These default values may be accepted or overridden.

The values that you key (or defaults that you accept) are used on the Item Entry Screen (p. 6-71) to determine the price of an item.

NOTE: O/E may be tailored through Order Entry Options Maintenance (MENU XAFILE) so the Second Order Header Screen will not automatically display for every order. If this is the case, the default values that would display on that screen are still used when pricing items.

Second Order Header Screen

Field Name	Description
Price List	This field displays only if OE company options are set up to allow cost and price overrides. The price list is used to select one of the five prices that are assigned at the item level through Item Master Maintenance (MENU IAFILE) and, if applicable, at the warehouse level (balance) through Item Balance Maintenance (MENU IAFILE). The default price list for an order is that which is assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE) (unless the values of pricing fields on the Ship-to level are overridden, then these ship-to level values will be used as default values instead of the customer level values). The value in this field may be 1 through 5, representing the price list used by the customer for whom the order is keyed. A price list is required for all orders.
Price Discount Percent	When keyed on the Second Order Header Screen (p. 6-48), the price discount percentage becomes the one that applies to all items keyed for an order. The discount percentage for all items keyed on the Item Entry Screen for the order will be overridden with the discount percentage keyed in this field. Use this field when an item discount is given regardless of discounts determined by contracts or the price matrix.
Price Discount Code	The Customer Price Discount Code (001-999), is a three digit code used to classify customers for pricing when using the price matrix. Each customer may be assigned a Customer Price Discount Code through Customer/Ship to Master Maintenance (MENU ARFILE). The default Customer Price Discount Code is that which is assigned to the customer (unless the values of pricing fields on the Ship-to level are overridden, then these ship-to level values will be used as default values instead of the customer level values). You may accept or override the default code.
Trade Discount Percent	The trade discount percentage for an order is used only if you have selected to use trade discounts through Order Entry Options Maintenance (MENU XAFILE).

Second Order Header Screen

Field Name	Description
Contract Code	The Customer Contract Code is a code used to classify groups of customers when using contract pricing. Each customer may be assigned a Customer Contract Code through Customer/Ship to Master Maintenance (MENU ARFILE). The default Customer Contract Code is that which is assigned to the customer (unless the values of pricing fields on the Ship-to level are overridden, then these ship-to level values will be used as default values instead of the customer level values). You may accept or override the default code.
Contract	If you have selected to use customer contracts through Order Entry Options Maintenance (MENU XAFILE), then an order may have a discount, gross margin, or markup applied, as specified in a contract. A contract is a specific amount or percentage that pertains to a specific time period and/or quantity of items that is used to determine pricing of an order. You may specify a contract number. This number is specific to the customer and is used only if a contract number is keyed. When a contract number is keyed, that contract [as it has been defined through Contract Prices Maintenance (MENU OEPRCE)] is used to price the order.

Item Entry Screen

Unlike the pricing fields on the Second Order Header Screen, the pricing fields on this screen are specific to each item in an order. When you key an item number, all pricing fields are blank. You may key any of the pricing fields to arrive at your final price. When you do this, you are using override pricing; the values that Order Entry calculates for these fields will display below the overridden fields on the Item Review Screen. You may override any of the following fields: Base Price, Discount 1, (Discount, Gross Margin, or Markup), Discount 2, Final Price.

When you leave any of these fields blank, their values are calculated as described in the previous sub-topics.

Item Entry Screen

Field Name	Description
Base Price	This is the base price of the item. The base price is determined by one of the following: • One of the five list prices defined at the item level through Item Master Maintenance (MENU IAFILE) and, if applicable, at the item/warehouse level Item Balance Maintenance (MENU IAFILE). Which of the five prices is based on the price list code defined in the **Price List** field on the Second Order Header Screen or redirected through contract pricing or price matrix pricing. • When the price of an item is determined by a gross margin or markup from cost [i.e., **Allow Gross Margin Pricing** and **Use Markup Pricing** have been defined Y in Order Entry Options Maintenance (MENU XAFILE)], the base price displayed is the cost of the item.
Discount 1	The first discount, gross margin, or markup amount applied to the base price/cost to calculate the final selling price. If you do not key a percentage, it is calculated from the following hierarchy for this item: • A contract, or contract criteria, that match this order. • The price matrix and quantity breaks for the **Price Discount Code** defined on the Second Order Header Screen. Discount, gross margin, or markup pricing may be used alone or with contract pricing. If the amount in the **Dsc 1** field is a discount amount, the letter **D** is displayed directly to the right of the **Dsc 1** field on the Item Review Screen. If the amount in the **Dsc 1** field is a gross margin amount, the letter **G** is displayed directly to the right of the **Dsc 1** field on the Item Entry Screen. If markup pricing is used, and the value in the **Dsc 1** field is a markup, the letter **M** is displayed directly to the right of the **Dsc 1** field on the Item Review Screen.

Item Entry Screen

Field Name	Description
Discount 2	This is an optional second discount amount. Through Order Entry Options Maintenance (MENU XAFILE), you determine whether or not this field will be used [i.e., displayed on the Item Entry/Review Screens in Enter, Change & Ship Orders (MENU OEMAIN)]. The discount amount that you key in this field is an additional discount that is applied to the value of the base price after it has been discounted by the percentage in the first discount (**Dsc 1**) field. The second discount is a chain discount when the first discount is used (Refer to Chain Discount (p. 2-19) for examples and more information.). Additionally, this field is always a discount regardless if **G** or **M** is used for the **Dsc 1** field. Note however, that if a gross margin reprice has occurred which affected this line, gross margin values will take precedence and a G will be presented instead of the **D**. If a quantity discount is applied to an item, the quantity discount percentage will display below this field. The quantity discount is, however, independent from the discount keyed in this field. If all three discounts (**Dsc 1**, **Dsc 2**, and quantity discount) are used, their discount percentages are also chained.

Item Entry Screen

Field Name	Description
O (Override)	This field indicates how the value in the **Final Pr** field has been calculated. To manually key a value in the **Final Pr** field, this field must be an O to indicate the override status. Access to this field is based on the Application Action Authority to **Allow Price Changes During OE** field being set to Y and you are authorized to change prices or access is granted if you are the authorized user ID defined through Company Name Maintenance (MENU XAFILE), or you are a master user. When the **Final Price** reflects the system calculated value determined in accordance with the normal pricing rules, this field should be blank. This field can also be used to access the contract calculator for users that have access to the calculator through Application Action Authority (MENU XASCTY). You cannot access the contract calculator for items that are part of a rebate. Key a C in this field to display the Contract Calculator Screen (p. 91-40) before the Item Review Screen. Note that if the **Final Price** reflects a value calculated because of the gross margin reprice function, this field will display a G when presented on the Item Review Screen. Note that a G may not be keyed on this screen, and it is a display-only value since it reflects a system determined process and not a manually keyed value.
Final Price	The final price field displays the selling price of the item. If **Show Prices in Order Entry** is set to P in Order Entry Options Maintenance (MENU XAFILE), this price is in the unit of measure that has been established as the pricing unit of measure for the item [defined through Item Master Maintenance (MENU IAFILE)]. This price is shown in the ordering unit of measure if **Show Prices in Order Entry** is set to O in Order Entry Options Maintenance (MENU XAFILE).
L (Lot Charge)	This field indicates that this item is sold as a lot. The final price will be used as a lot charge and will be the total amount for whatever quantity of the item is ordered on this line. This is considered “lot pricing” and is normally used for clearance type of sales.

Item Entry Screen

Field Name	Description
OE Cost	The OE cost of the item is determined as the average, standard, user, or last cost for this item in this warehouse as defined through Item Balance Maintenance (MENU IAFILE), or the commission cost. See “Cost to be Used for OE” on page 3-2 for more information on the determination for value of the OE Cost.
GL Cost	The GL cost of the item represents the unit General Ledger cost of the item. The GL cost is determined as the average, standard, or user cost for this item in this warehouse as defined through Item Balance Maintenance (MENU IAFILE). See “Cost to be Used for GL” on page 3-3 for more information on the determination for value of the GL Cost

Item Review Screen

The Item Review Screen displays after you press ENTER from the Item Entry Screen. It displays the pricing information from the Item Entry Screen for verification. You may override the calculated values in the pricing fields on this screen. If you do, you must blank out the fields to the right of the overridden value. This is so Order Entry can calculate the new values for those fields. The value that is originally put in those fields will display below each overridden field. You may use these values by blanking out the overridden fields and pressing ENTER.

Refer to the previous sub-topics for calculations and details of these fields.

Item Review Screen

Field Name	Description
Pricing fields on the Item Review Screen that are the same on the Item Entry Screen	Base Price Discount 1 Discount 2 O (Override) L (Lot Charge) Pr Lst OE Cost GL Cost
Final Price	The unit monetary amount of this item in this order based on the pricing that was applied.

Item Review Screen

Field Name	Description
M%	Between the **Final Price** and the **Total** fields on the Item Review Screen, indications will be presented if the item is below gross margin. If gross margin is being used, the line item's selected gross margin percentage will be presented.
Total	When IC is installed **Total** displays as **Tot XXX** where XXX is the currency symbol. The extended monetary amount of this item in this order based on the pricing that was applied.
Price List	The price list code keyed in the **Price List** field on the Second Order Header Screen defaults in this field. If you did not display the Second Order Header Screen, this is the price list code used for the customer placing the order, or the **Redirect Price List** determined by contract pricing or price matrix pricing.
Quantity Break Class	When a quantity discount is available for and item or has been applied to the final price or the item, the Quantity Break Class code selected displays for review.

End Order Screen

The End Order Screen (p. 6-248) displays the total amount due for this order. Special charges, sales tax, and trade discounts are applied to determine the order total. The only two elements used in pricing that are displayed and calculated on this screen are the trade discount, and the gross margin values, if any, for this order.

NOTE: If using Vertex Taxing software, the sales tax for an item or special charge is calculated using Vertex as items and special charges are added to the sales order and shown in the **Sales Tax** field. The Vertex Tax Register File (VTSREG) does not update until the sales order is invoiced.

Field Name	Description
Trade Discount	The trade discount percent for this order is used to calculate the trade discount amount if the order exceeds a specified monetary amount.

Field Name	Description
GM%/Profit Amount	If Order Entry Options Maintenance (MENU XAFILE) are set to use gross margin pricing and you are a master user or an authorized user, the order's overall gross margin percentage and the profit amount are presented for review.
Target GM%	If any changes are desired, a value may be keyed in the **Target GM%** field and the F15=APPLY MARGIN function key may be used to reprice the order's line items to bring them in sync with the target value keyed.

Inquiring About Item Prices

This section discusses how the Item Price Inquiry (MENU OEINQY) uses the order entry pricing/costing concepts to provide a powerful and insightful tool.

Item Price Inquiry

Item Price Inquiry (MENU OEINQY) allows for the determination of item prices as if they were currently being ordered by selected customers or customer ship-tos. The same pricing/cost logic found in Enter, Change & Ship Orders (MENU OEMAIN) is utilized through this option to provide price/cost information from an inquiry rather than from placing the order.

While displaying price/cost data for an item/customer (or item/customer ship-to) or, if applicable, item/warehouse/customer relationship, you can key new or different criteria to modify the results of the display. For example, you can display the price/cost data for one item, or for a selected quantity break for the same item; you can locate alternates, replacements, substitutes and include their pricing/cost data; you can access the customer inquiry and the item inquiry; and you can even display the same data for an item in different warehouses for comparative evaluation. Basically, this inquiry provides the depth and completeness of order entry without the need to actually create the order.

CHAPTER 3

Order Entry Costs

3

The costs incurred in the business transaction cycle are critical to the profitability of an organization. Distribution A+ Order Entry provides you with 5 types of costs and several mechanisms to maintain those costs. Distribution A+ Purchasing includes the PO Cost and the vendor/item cost; Distribution A+ Warehouse Management includes the warehouse management cost.

Distribution A+ provides the flexibility to have one cost (GL Cost) for posting to General Ledger, Inventory Accounting, and Sales Analysis and another cost (OE Cost) for everything else that happens in Order Entry including calculating the sales price for markups, gross margin pricing and contract calculators.

It is important that Sales Analysis is updated with the GL Cost because this is a sub-ledger; but at the same time it is beneficial for users to see the OE Cost in Sales Analysis.

The initial cost values are created with the items through Distribution A+ Inventory Accounting. The basic cost fields are standard cost, average cost, user cost, and last cost. Costs of an item are maintained through Item Balance Maintenance (MENU IAFILE), or Enter/Update Transactions (MENU IAMAIN) if **Cost Maintenance Transactions Allowed** is set to Y in Inventory Accounting Options Maintenance (MENU XAFILE).

Different methods are provided to calculate a commission cost. This chapter will discuss how these costs are utilized in the order cycle.

Protection of who should see what costs is accomplished through Application Action Authority Maintenance (MENU XASCTY) and can be accomplished for all users, selected users or user groups, master users, or no users.

Beginning with the Order Entry Options (MENU XAFILE), company level set up determines what costs will be used in order entry and where the selected costs will be applied.

Order Entry Cost Options

Order Entry Options Maintenance (MENU XAFILE) contains several options that pertain to costs, as presented in the following bullet list. Refer to the Cross Applications User Guide for details about a particular menu option and how the cost selections made will affect the sales order and other Distribution A+ modules and reporting.

- Cost to be Used for OE
- Cost to be Used for GL
- Cost to be Used for Markup Pricing
- Cost for Contract Calculator when Ordering
- Cost to be Used for GM Hold
- Update GL Cost when Backorders are Released
- Update OE Cost when Backorders are Released
- Commission Cost Flag
- Re-Cost Inventory OE Cost at Day-End
- Re-Cost Inventory GL Cost at Day-End
  - Recost Method

Cost to be Used for OE

The **Cost to be Used for OE** determines which cost will display in the **OE Cost** field in Enter, Change & Ship Orders (MENU OEMAIN) on the Item Review Screen (p. 6-115) 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 in Order Entry Options Maintenance (MENU XAFILE). Valid selections are Standard cost, User cost, Average cost, Last cost, and Commission cost.

When the OE cost is calculated from the commission cost, the commission cost can be derived from the Item Balance standard, average, user, vendor/item, and rebate cost, and then have cost load factors (maintained through Cost Load Factors Maintenance (MENU IAFIL2)) added onto this cost.

In order for the rebate cost to be used, however, the **Use Rebate Cost as Base Commission Cost** in Rebate Options Maintenance (MENU OERFILE) would have to be Y and a Commission Cost Load Factor of $, %, or L would have to be entered on the rebate item.

The **Last Cost Date** field, showing the date of the last average cost determination, will display on the Item Review Screen (p. 6-115) of Enter, Change & Ship Orders (MENU OEMAIN) 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.

If the item is a kit item, the OE cost can be a rolled up value of the OE Cost from individual component items instead of the parent item. In order for this to occur, the **Allow Roll-Up OE Cost** must be Y on the kit item (MENU OBFILE).

If **Cost to be Used for GM Hold** is O for the OE cost in Order Entry Options Maintenance (MENU XAFILE), the **OE cost** field displays the cost of the item that will be used to calculate the item's profit margin.

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 (p. 6-115) 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 in the Order Entry Option Maintenance (MENU XAFILE).

Also note 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.

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).

This cost field represents the unit GL cost of the item. The GL cost is determined as the average, standard, or user cost for this item in this warehouse as defined through Item Balance Maintenance (MENU IAFILE). The cost used (average, standard, or user) is based on the **Cost to be Used for GL** setting in Order Entry Options Maintenance (MENU XAFILE).

If **Cost to be Used for GM Hold** is G for the GL cost in Order Entry Options Maintenance (MENU XAFILE), this field displays the cost of the item that will be used to calculate the item's profit margin.

If you have a vendor rebate that is greater than the current average cost of the item, the vendor rebate will be ignored and the current average cost will be used. Refer to Rebate Master Maintenance (MENU OERMAIN) for details about rebates.

When International Currency is installed, costs will always display in the local currency of the company that is taking the order. The currency symbol for the company's local currency will display to the right of the field heading.

Cost to be Used for GM Hold

When the **Cost to be Used for GM Hold** is set to O for the Order Entry cost in Order Entry Options Maintenance (MENU XAFILE), the OE Cost field (default cost or an overridden cost) will be used as the cost basis for the gross margin check.

When the **Cost to be Used for GM Hold** is set to G for the General Ledger cost in Order Entry Options Maintenance (MENU XAFILE), the GL Cost field default cost or an overridden cost) will be used as the cost basis for the gross margin check.

If the cost basis value is greater than the **Final Price** minus the **Minimum Gross Margin Percent** of the total price [as defined through Item Class/Sub Class Maintenance (MENU IAFILE) for the item class/sub-class or through Order Entry Options Maintenance (MENU XAFILE) for the entire order], then the message **Low Marg** will display in reverse image next to the **Final Price** field on the Item Review Screen (p. 6-115).

Example: Gross Margin Hold

If the final price of an item is $10.00, the minimum gross margin percent is 10%

- With a cost basis of $9.10, the low margin message will display
    - Final Price minus Gross Margin Percent equals Margin Check Value; Margin Check Value compare to cost basis
    - $10.00 minus 10% equals $9.00; $9.00 is less than the $9.10 cost basis to trigger the minimum gross margin message

If **Hold order if line item falls below margin percent** is Y at the item class/sub-class level [through Item Class/Sub Class Maintenance (MENU IAFILE)] or if **Hold Below Gross Margin** is Y at the order level [through Order Entry Options Maintenance (MENU XAFILE)], the order will be held with a Gross Margin Warning (**GM**) hold.

When items are added to a sales order as a result of a promotion being applied (see CHAPTER 96: *Maintaining Promotions*) and the Order Entry option to **Include Promo Items in Gross Margin Checking** is N, the items will not cause the order to go on gross margin hold if they trigger the minimum gross margin message. If the Order Entry option to **Include Promo Items in Gross Margin Checking** is Y, the sales order would be put on minimum gross margin (**GM**) hold.

Application Action Authority

Application Action Authority Maintenance (MENU XASCTY) contains the cost functions that are restricted based on a specific user or user group. For these application actions, you determine who will be allowed to perform the application actions: all users (A), master users only (M), selected users or user groups (S), or no users (N). Refer to the User Security User Guide for details about a particular menu option and how the selections made will affect item and order costs.

- Display Average Cost
- Display Commission Cost
- Display Last Cost
- Display PO Cost
- Display Standard Cost
- Display User Cost
- Display Vendor/Item Cost
- Display WM Cost
- Display GL Cost and Profit (OE, SA, AR, some PO)
- Display OE Cost and Profit (OE, SA, AR, some PO)
- Display GM% and Profit in Order Entry
- Allow Access to Cost Load Window
- Allow Changes to GL Cost - Item Entry
- Allow Changes to OE Cost - Item Entry

Commission Costs

Commission Cost Loads - Warehouse and Item Levels

A commission cost load factor allows you to factor extra costs, such as carrying and orders costs, into the line item commission cost to create a loaded commission cost. You can define a commission cost load factor at both the warehouse level through Warehouse Numbers Maintenance (MENU IAFILE) and the item balance level through Item Balance Maintenance (MENU IAFILE).

For a warehouse, the commission cost load factor can be defined as a positive or negative percentage or set to Cost Load Factors through Warehouse Number File Maintenance (MENU IAFILE). For an item in a warehouse or on a rebate, you can set a fixed amount, a percentage, a currency amount, or Cost Load Factors for the commission cost through Item Balance Maintenance (MENU IAFILE). If you do not define a commission cost load factor for an item at the warehouse or rebate level, then the warehouse commission cost load factor will be used.

The base cost to use for calculating commissions is based on the **Commission Cost Flag** field in Order Entry Options Maintenance (MENU XAFILE). You can select to use the Average, Standard, User, Last, or Vendor/Item cost for calculating commissions. You can also specify to use the rebated cost of an item as the base commission cost through Rebate Options Maintenance (MENU OERFILE).

A Vendor/Item cost will only be available if a vendor/item record exists. If this cost is selected, 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 or the last cost if the **Cost to be Used for GL** field is blank.

Loaded Commission Cost

A Loaded Cost is a cost that starts with a base value and then other costs (based on many different factors) are applied based on Vendor, Item Class/Subclass, and Item. This Loaded Cost can then used in Order Entry and Sales Analysis as the Commission Cost; markup pricing could also then be based on this loaded cost value.

Most often, the term loaded cost is synonymous with commission cost and therefore the calculated Loaded Cost will be stored in the Commission Cost field for sales orders and will be calculated on demand for other inquiries that are not related to sales orders (i.e. Item Inquiry).

Based on tailoring options, Commission Cost can be updated at different points during the life cycle of an order after initial entry.

- Changing an order
- Release Held Orders, Quotes, Backorders and Futures
- Automatic Backorder Release
- Print Purchase Orders for Special Order
- Print PO Receipts Register for Special Order Receipt
- Day-End (due to rebate changes or cost updates)

Cost Load Window

Use this pop-up screen to review any additional cost factors applied to the base commission cost. Cost load factors are defined through Cost Load Factors Maintenance (MENU IAFIL2). You will also be able to select a cost load factor to review further details.

Information on this pop-up screen varies depending on certain factors. For example, the **Base Cost Vendor** field will only display on the first line if the **Commission Cost Flag** field is set to V for Vendor/ Item (in Order Entry Options Maintenance (XAFILE)) or the F7=TRANSFER COST / F7=REGULAR COST / F7=SPEC ORD COST function key on this pop-up screen, if displayed, has been pressed to view the transfer/special order cost. The second line will either display the cost that is used for the commission calculation (from the **Commission Cost Flag**), the warehouse transfer or vendor/item (if the item is transferred or special ordered), or the fixed cost (if the commission cost factor, from Item Balance, is an F for Fixed). Customer specific cost factors (whether a drop ship or not) will only be shown on this pop-up screen when accessed through the Item Price Inquiry (MENU OEINQY).

If cost load factors are not being used at the Item Rebate, Item Balance or Warehouse levels, then only one of the following cost load lines will appear if commission cost factors and codes have been entered at the Item Balance or Warehouse levels:

- ***Item Balance Fixed Cost*** (if the Item Balance commission factor code is F, as defined in the **Cd** field on the *Balance File Maintenance Screen* of Item Balance Maintenance (MENU IAFILE)
- ***Item Balance Currency Amount*** (if the Item Balance commission factor code is $, as defined in the **Cd** field on the *Balance File Maintenance Screen* of Item Balance Maintenance (MENU IAFILE)
- ***Item Balance Percent*** (if the Item Balance commission factor code is %, as defined in the **Cd** field on the *Balance File Maintenance Screen* of Item Balance Maintenance (MENU IAFILE).
- ***Warehouse Percent*** - The Item Balance factor code is blank, as defined in the **Cd** field on the Item Balance File Maintenance Screen 1 in Item Balance Maintenance (MENU IAFILE), and the Warehouse commission factor code (**Comm Cd**) is blank and a commission load factor (**Comm Load %**) has been entered for the warehouse through Warehouse Numbers Maintenance (MENU IAFILE).

The loaded cost calculations are as follows:

- summarize all the currency amounts
- summarize all the percentage values
- add the summarized currency amounts to the base cost amount
- apply the summarized percentage total to the working loaded cost amount

Example: Loaded Cost Window Calculations

Item A200 has a base cost of $4.99.

The cost loads for Warehouse 1 are:

- 11.24987 % Recycling Fee
- 22.78965 Removal Charge
- 12.34567 % Processing Fee
- 23.45678 Handling Charge

- Summarize the monetary charges to $46.24643. Add the base cost to create the working loaded cost amount of $51.23643.
- Summarize the percentage values to 23.59554%.
- Apply the total percent (23.59554) to the working loaded cost amount (51.23643) to create the load amount.

  (23.59554/100) * 51.23643 = 12.08951
- Add the total monetary amount (46.24643) to the load amount (12.08951) to create the total loaded amount.

  $46.24643 + $12.08951 = $58.33594
- Base Cost ($4.99) + total loaded amount ($58.33594) = Total Commission Cost

  $4.99 + 58.33594 = $63.32594

Cost Loads and Rebates

It is important to note that when the Distribution A+ Order Entry Rebates module is installed, there is an additional tailoring option **Use Rebate Cost for Base Comm Cost** in Rebate Options (MENU OERFILE) that would also affect the base cost that is used in the above calculation.

The items of a rebate will then identify the commission cost and the commission cost code (fixed cost, currency, percentage or Cost Load Factors) to be used for the calculation of the commissions cost.

Example: Loaded Cost Calculations with Rebates

NOTE: This example is based on Y being set as the **Use Rebate Cost for Base Comm Cost** in Rebate Options Maintenance (MENU OERFILE).

Item A900 has a Vendor/Item cost of $71.87 that is set to be used as the original cost. In the rebate, there is a 5% rebate adjusting the original cost to a $68.27650 rebate cost, and also L (Load) was specified in the commission code field. The rebate cost of $68.27650 will be used for the commission cost base instead of what was specified in OE Options for Commission Cost Flag of A, S, U, L or V.

The cost loads for Warehouse 2 are:

- 3.50000 Handling Charge
- 2.50000 % Holding Fee
- 35.00000 Import Charge
- 12.34567 % Processing Fee

- Summarize the cost load monetary charges (handling charge and import charge) to $38.50000. Add to the adjusted original cost of $68.27650 to create the working loaded cost amount of $106.77650.
- Summarize the cost load percentage values (holding fee and processing fee) to 14.84567%.
- Apply the total percent (14.84567) to the working loaded cost amount (106.77650) to create the load amount.

  (14.84567/100) * 106.77650 = 15.85168
- Add the cost load total monetary charges (38.50000) to the load amount (15.85168) to create the total loaded amount.

  $38.50000 + $15.85168 = $54.35168
- Adjusted original cost ($68.27650) + total loaded amount ($54.35168) = total commission cost work amount.

  $68.27650 + 54.35168 = $122.62818
- Total commission cost work amount - (adjusted base cost - commission cost adjustment) = total commission cost.

  $122.62818 - ($68.27650 * 5%) = 119.21436

CHAPTER 4

Order Entry Order Processing

4

Order Processing, performed mainly through Enter, Change & Ship Orders (MENU OEMAIN), is the means by which orders are entered, changed, shipped and invoiced in Order Entry. Orders are processed individually and allocate inventory immediately.

NOTE: Inventory is not allocated for quotes or future, master or blanket orders.

This section provides a summary of functionality in each of the following areas:

- Order Processing Components
- Order Entry Features and Functions
- Special Order Processing
- Order Processing Lists
- Multi-Warehouse Orders
- Processing Orders with Restricted/Authorized Items

Order Processing Components

Order Processing may include up to six components, or activities. These activities include entering an order, printing a Pick List, performing a shipping confirmation, printing Invoices, holding an order, and releasing an order.

1. **Entering an Order**

   Orders are keyed individually for each customer. In addition, pricing inquiries are performed through Enter, Change & Ship Orders (MENU OEMAIN).

2. **Printing a Pick List**

   Pick Lists can be printed individually from the End Order Screen (p. 6-248), or may be printed as a group through Print Pick Lists (MENU OEMAIN).

NOTE: Pick list sequencing may not be overridden at print time.

3. **Performing a Shipping Confirmation**

   Pick list counts are verified and the shipment is confirmed through one of the following:

   - Enter, Change & Ship Orders (MENU OEMAIN)

- Ship Confirm Multiple Orders (MENU OEMAIN)
- Confirm Box Shipments (MENU WMMAIN2), if you have Warehouse Management installed and are using the boxing function
- Transaction Manager (MENU RFMAIN), if you are using Radio Frequency
- Radio Frequency Options Maintenance (MENU RFFILE), if you using Radio Frequency
- Shipment Management, if installed

NOTE: Pack Lists are automatically printed if selected through Order Entry Options Maintenance (MENU XAFILE).

4. **Printing Invoices**

Once the order is ship confirmed, that order is invoiced through Print Invoices (MENU OEMAIN). At day-end, the orders become open receivables and may be viewed through Customers Inquiry (MENU).

NOTE: Purchasing Options - Warehouse (MENU XAFILE) allows you to specify, at the warehouse level, whether or not receipt of warehouse transfer POs will be automatically posted in the receiving (“to”) warehouse when the Invoice prints for the sending (“from”) warehouse. This will automate the receiving and posting of PO receipts when goods arrive at the receiving warehouse.

For additional information regarding the automatic receipt of warehouse transfers at invoice print, refer to:

- Purchasing Options Maintenance (MENU XAFILE). The **Auto Receive Incoming WH Transfers at Invoice Print** is used to indicate whether or not you want to have transfer POs automatically received in the “to” warehouse when the Invoice is printed for the “from” warehouse.
- Enter, Change & Ship Orders (MENU OEMAIN). If you request an invoice print (F6=PRT INV) for a transfer order and the receiving warehouse has selected the “auto receive” process, you will be prompted for the G/L posting date of the receipt.
- Print Invoices (MENU OEMAIN). If you are printing Invoices for the transfer company and any warehouse has selected the “auto receive” process, you will be prompted for the G/L posting date of the receipt.

For information regarding warehouse transfers, refer to the Warehouse Transfers Overview chapter of the Purchasing User Guide.

5. **Holding an Order**

An order may be put on hold on the End Order Screen (p. 6-248). This occurs automatically when the order meets certain criteria, as explained in “Hold Codes” on page 4-21. A hold occurs manually by entering a user defined hold code on the End Order Screen.

6. **Releasing an Order**

You can perform order release through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN). You can release the following:

- held orders when those orders are ready to ship or invoice
- quotes or future orders which converts them to new orders that you may ship and invoice
- backorders when adequate inventory is available so you may ship and invoice them

The order processing activities and corresponding order status types are summarized in the following table (see the “Order Status” topic within this section for more information):

Activity	Order Status
Enter an order	Ready for Pick List Print
Print pick list	Pick List Printed
Perform ship confirmation	Ready for Invoice Print
Print Invoice	Invoice Printed (order complete)
Hold order	Order Held
Release order	Order Status before Held

NOTE: You also may automatically release one or more marked orders using the F6=ORD RELEASE function key on some of the inquiry screens in Order Entry. See the “Automatic Order Release” topic which follows for more information.

7. **Automatic Order Release**

In addition to releasing orders through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN), you have the option to automatically release one or more marked orders using F6=ORD RELEASE through the following menu options:

- Open Orders Inquiry (MENU OEMAIN)
- Customer Order/Shipment Inquiry (MENU OEMAIN)
- Order Inquiry by P/O or Order (MENU OEMAIN)

This function key, F6=ORD RELEASE, allows you to select one or more open orders for release without requiring any interaction from you unless an error is detected when the order is being released. This allows for the release of orders in a more timely manner since you can release orders all at once instead of one at a time.

For the automatic release process to work independently, you need to set the **Automatically Release Marked Orders** field to Y through Order Entry Options Maintenance (MENU XAFILE). By setting this option to Y, when you press F6=ORD RELEASE to release the order through any of the menu options listed above, you can automatically release the marked orders and you are not required to intervene. However, if there are any orders that require you to intervene, the release process stops at the order and displays the Order Release Screen (p. 7-5) in Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN), where you are prompted as to the required action. If you press F6=ORD RELEASE to get the next order, the following message displays: **Press F6=Ord Release again to auto-release the remainder of the marked orders**. After you press F6=ORD RELEASE again the process continues automatically releasing any orders that follow.

If you do not want to allow marked orders to be released automatically without prompting, you can set the **Automatically Release Marked Orders** field to N, or leave it blank. The release function will process as normal through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN), requiring that you intervene to release each order individually.

A variation of automatic backorder release is available through the Accounts Payable/Purchasing drop ship receipt validation process if the drop ship originated through Order Entry. Purchasing warehouse-level options exist which can allow the automatic release of drop ship orders when the purchase order receipts are processed through the Account Payable drop ship receipt validation process. Refer to the Accounts Payable User Guide for further details.

Order Entry Features and Functions

Order entry is the process of creating an order containing items, order messages, and special charges. This process includes many different tailorable features and functions that are included through the steps outlined above.

Order Numbers

Order numbers can be assigned automatically or manually. To have order numbers assigned automatically, you do not key an order number. The next sequential order number for a company is assigned. If you select to manually override automatically assigned order numbers, you must key in a unique order number for each order created. Furthermore, you can specify in Order Entry Options Maintenance (MENU XAFILE) how many order numbers Order Entry can generate before they “wrap” or begin over again. You can specify as few as 99,999 order numbers before they wrap to over 10,000,000.

Order Status

The order status indicates the previous and next activity for an order at any particular moment. An order does not have to progress through all status types. An order may be one of five status types:

1. **Ready for Pick List Print**

   The order has been entered and the Pick List has not been printed.

2. **Pick List Printed**

   The Pick List has been printed for this order, but the shipping confirmation has not been performed.

3. **Ready for Invoice**

   The Pick List has been printed and shipping confirmation has occurred for this order and generation number (See Backorders), or a return order has been entered, or an invoice only order has been entered.

   If Radio Frequency is installed, the option to automatically set the order status to “Ready for Invoice” after an order has been “Pick Confirmed” may be set through Radio Frequency Options (MENU RFFILE). If you select Y through this option, the order status will be changed to “Ready for Invoice” after all items have been picked.

   If you are using Warehouse Management, you may set the status of an order to automatically change to “Ready to Invoice” after the last box is confirmed for shipment by setting the **Chg Order**

Status after Last Box field to Y through Warehouse Management Options Maintenance (MENU WMFILE).

If the **Print Pack List after Ship Cnfrm** field is set to Y through Order Entry Options Maintenance (MENU XAFILE), Pack Lists will automatically print for an order after that order has been ship confirmed.

4. **Invoice Printed**

   The Invoice has been printed from the End Order Screen (p. 6-248), or through Print Invoices (MENU OEMAIN).

5. **Order Held**

   An order may be put on hold because of minimum gross margin (GM), maximum gross margin (GX), slow payment (SP), credit limit (CR), new customer hold (NC), off-line order entry errors (OH), or through user-defined hold codes (e.g., return goods authorizations, warehouse management, work orders, or order minimum holds).

NOTE: Order Entry will automatically put an order on hold with one of these hold codes (GM, GX, SP, CR, NC, OH), if appropriate.

Orders on hold may be released through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN), and Release "New Customer" Orders (MENU OEMAIN). The user must have authority to release orders.

Order Types

Order types determine the number of steps required to enter an order, the way an order is entered, and the status of an order. An order type may be one of the following:

Order

An order type of Order (O) indicates that Order Entry will require that you print a Pick List and ship confirm this order before it can be invoiced. Quotes and price checking should be entered as an order type of O. When an order is entered with this order type, it will have an order status of Ready for Pick List Print.

Invoice Only

When an order is entered with an order type of Invoice Only (I), it will have an order status of Ready for Invoice. The statuses of Ready for Pick List Print and Pick List Printed will be skipped. This is particularly useful in "over the counter" situations.

Return

A Return (R) Order type reflects an order that puts stock away and credits the customer's account.

You may enter the invoice number of the original order on the Second Order Header Screen (p. 6-48); this will not affect your G/L accounts.

Additionally, you may select to have a check performed when you are entering a return to ensure that the return amount entered for the customer is not greater than the original order amount shipped to the customer (including all generations of the order). Previous returns of the item are taken into consideration. For further details, see the “Returns” topic explained later in this section.

Through Order Entry Options Maintenance (MENU XAFILE), you have the option to **Place new returns on RGA hold** and specify the **Default Hold Code**. If you select to put new returns on hold, when the return order is entered, the status of the order will be “HOLD — XX” (XX being the default hold code that was selected).

If you have set the **Immediate Resale of Returned Items** field to Y in Order Entry Options Maintenance (MENU XAFILE), returned items designated as return-to-stock become available for resale immediately instead of waiting for day-end processing to make them available. An inventory receipt group is created and posted automatically from invoice print.

Future Orders

A Future Order (F) type reflects an order which you would like to enter immediately, but ship at a later date. The requested ship date may be changed to the date that you would like to ship the order. Note that if a carrier-specific schedule has been determined through Carrier Codes Maintenance (MENU OEFIL2), the date that you identify must fall on one of the scheduled delivery days. If it does not, the system will automatically change the date to the next date falling on a scheduled day of the week.

You may create a future order by entering the order with an order type of F or by using allocation time periods with regular type O orders. See “Allocation Outside of Requested Ship Date” in the Allocating Inventory topic of this section for details.

Additionally, inventory will not be allocated for future orders.

Master Orders

A Master Order (M) type reflects an order which can be copied many times. Once an order is created as a master, it can be used as a shell for other orders. Be careful when prices change on the items contained in a master order; you should go through your master orders and re-price them.

Master orders are also used to create blanket orders. After creating a blanket order, individual shipments are released as new orders through Release Blanket Orders (MENU OEMAIN).

NOTE: Inventory will not be allocated for master orders or blanket orders.

Special Orders

A Special Order is an order such as a drop-shipment, non-stock, or an order of such a large quantity that you do not want to remove the items from stock. Special orders are entered into O/E in the same manner in which you would enter a regular order (type “O”), with some minor differences. The Purchasing module allows special order inclusion/exclusion into/from a requisition by simple selection from a special order list. When that requisition becomes a purchase order and is then received, the received quantities update the order’s ship quantities. If the order and purchase order are drop shipped, and the receipt process is performed through the Account Payable drop ship receipt validation process, the orders may also be automatically released. Refer to the Accounts Payable User Guide for further details about this process.

Special order company options for extended special order processing features can be defined through Special Order Options Maintenance (MENU XAFILE). These options determine how special orders/drop-ships will be handled by each company. 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. Special order processing extended features streamline your special order process and provide you with many benefits. When a special order needs to be changed, rules are provided that drive automation, communication, change control, and improve the visibility of the special order elements.

Note that in order to utilize special order processing, **Special Order Processing Active** must be Y in Order Entry Options Maintenance (MENU XAFILE).

Quotes

A quote is entered as a normal order (type "O"). This ensures that you are providing the correct pricing for that customer. You simply press function key F11=QUOTE on the End Order Screen (p. 6-248) which stores the order information on the screen as a quote. Also, you may enter a review date so you can follow up on outstanding quotes by printing the Quote Review Date Report (MENU OEREPT).

NOTE: Inventory will not be allocated for quotes. However, if you have selected to use allocation time periods for a warehouse, an allocation date will be calculated for any quote for items from that warehouse that meet the allocation criteria, at the time that the quote is converted to an order.See the Allocating Inventory (p. 4-9) section for more information.

Ship Confirmation/Backorders

Once an order has been picked from the shelves, you report which items and the amounts that were picked. If there are items that could not be shipped, a partial order will be shipped and the remaining items will go on backorder.

You have the option of requiring that, under certain circumstances, freight charges must be entered before an order can be ship confirmed. If the **Freight Charges Required to Ship Confirm Orders** field in Order Entry Options Maintenance (MENU XAFILE) is Y, and the **FOB CD** entered on the Order Header Screen is defined with **Cost Liability** set to R, (the recipient is responsible for freight damages), there must be at least one order level shipping charge on the order that is defined as a freight charge before you will be allowed to ship confirm the order. Order level charges are defined as freight charges through Special Charge Definitions Maintenance (MENU OEFILE).

Quantity Ordered / Quantity Shipped

The quantity ordered is the quantity of the item ordered in the item's selected unit of measure. The unit of measure may be any of the item's stocking units of measure.

When entering a sales order, the stocking unit of measure quantity [Item Master File Unit of Measure File (ITMST)] as well as the additional unit of measure quantity [Item Master Additional Unit of Measure File (IMAUM)] in the **(Customer Qty) Ord** field on the Item Review Screen may be changed. The quantity that has changed will cause the other quantity to be converted.

Example: Additional U/M and Fraction Code Y

For example, assume item A100 has a stocking unit of measure of EA (each) and an additional unit of measure has been defined for CAS (case), where there are 10 EA/ CAS and the fraction code is Y.

If the quantity ordered is 60 for the unit of measure EA (stocking U/M) and the quantity shipped is 40, the following would then display on the Item Review Screen:

- 60 ordered
- 40 shipped
- 20 backordered for U/M EA

If the quantity ordered is 10 for the unit of measure of CAS (additional U/M), and the quantity shipped is 5, the following would display on the Item Review Screen:

- 50 ordered
- 25 shipped
- 15 backordered for U/M EA

-AND- on the alternate ordering unit of measure line

- 10 ordered
- 5 shipped
- 3 backordered for U/M CAS

If you changed the quantity shipped field (on the alternate unit of measure line) to 10, with a unit of measure of CAS, the following would then display on the Item Review Screen:

- 50 ordered
- 50 shipped
- 0 backordered for U/M EA

-AND- on the alternate ordering unit of measure line

- 10 ordered
- 10 shipped
- 0 backordered for U/M CAS

If both unit of measure quantities are changed (the values in the quantity ordered and the **(Customer Qty) Ord** field), the additional unit of measure quantity will be converted into the stocking unit of measure. That is, the additional unit of measure quantity ordered takes precedence and the stocking unit of measure value will be converted.

For items using additional units of measure, to order small amounts or to break stocking quantities, the **Fraction Code** in Item Master Maintenance (MENU IAFILE) should be Y.

Customer/Item Default Units of Measure

A default customer/item unit of measure 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. These conversions will display and process in Order Entry as the additional units of measure explained above.

Example:

If customer 100 consistently purchases item C300 by the CTN (carton) but item C300 is only stocked as EA (each), you can set up an additional unit of measure through Item Master Maintenance (MENU IAFILE) for item C300.

Then, use Customer/Item Default Unit of Measure Maintenance (MENU ARFILE) to establish the default so that when customer 100 orders item C300, the ordering unit of measure defaults to CTN instead of EA during Order Entry.

This process will only be checked when **Use Customer Default U/M** field is set to Y in Order Entry Options Maintenance (MENU XAFILE).

Allocating Inventory

Order Entry automatically updates available inventory counts by allocating inventory when orders are placed. The following definitions and examples will help you understand how inventory is updated.

NOTE: Inventory is not allocated for quotes, future, master, or master blanket orders. However, if you have selected to use allocation time periods for a warehouse, an allocation date will be calculated for any quote at the time the quote is converted to an order. Items that are not planned and have no Vendor/Item Master File or Vendor Master File records in Purchasing cannot have an allocation date calculated due to the missing lead time field value.

Available

Available inventory consists of items that are available for sale; they are not backordered and are not allocated.

Quantity available, without Warehouse Management, is calculated as:

Available = Qty On-hand - Allocated + In Process

NOTE: If you use a query to investigate allocations, be aware that there is a SPSUM file which is used to figure out availability, if any special orders are applicable, as follows:

Availability = Qty On-hand - Allocated + In Process + SPSUM Value (special order value)

Therefore, this file should be taken into account when you use IBM i query. Refer to the topics on special orders within this section for details.For example, there are currently 10 item A's in your warehouse. As long as no orders are pending for the item (i.e., allocated), the available quantity of item A is 10.

Quantity available, with Warehouse Management, is calculated as:

Available = Qty On-hand - Allocated + In Process - Unavailable + Return Qty* + Special Order Qty

Return Qty* is the sum of all the quantity returned for open orders with **Allocate Inventory** set to Y. For example, there are currently 10 item A's in your warehouse. As long as no orders are pending for the item (i.e., allocated), no orders are in the returns location, no items are in locations considered unavailable, and no items are on special order, the available quantity of item A is 10.

On-hand

Inventory on-hand is the quantity of an item that is in stock, whether it is allocated for an order or not. Therefore, the quantity of an item that is on-hand equals the sum of the items allocated for shipment, plus the items that are available for sale.

For example, a customer places an order for 8 of item A's. The on-hand quantity of item A remains at 10, since none of the 8 allocated items have been shipped, and 2 items remain available for sale.

At Day-end, the on-hand quantity of the item is decreased by the quantity of the item that was shipped.

For example, once the order for 8 item A's is invoiced at Day-end, the on-hand quantity of the item (10) is decreased by the shipped quantity (8), resulting in a new on-hand quantity of 2.

Allocated

Allocated inventory consists of items that have been placed on an order through Enter, Change & Ship Orders (MENU OEMAIN) but not yet shipped. When inventory is allocated, it is no longer available for sale, but remains on-hand. Return requisitions will also allocate inventory if the **Update Inv** field is set to Y through Enter or Change Requisitions (MENU POMAIN).

NOTE: Inventory is not allocated for quotes or for future, master, and blanket orders.

For example, there are currently 10 item A's in your warehouse. A customer places an order for 8 item A's. To prevent another customer from ordering the same 8 items, the allocated quantity of item A becomes 8.

Inventory is allocated dynamically as you enter any order, but not allocated for quotes, future orders, master orders, or blanket orders. As soon as an item is confirmed on the Item Review Screen (p. 6-115), the available quantity of the item is decreased by the allocated quantity of the item.

NOTE: Processing for an invoice-only order is a little different than processing for a normal order. However, the inventory allocation process is identical. Refer to "Order Processing Lists" on page 4-41 for additional information.

Allocation Outside Requested Ship Date

Rather than immediately allocating inventory for orders that are not due to ship in the next few days, Order Entry allows you to set a flag to **Use Allocation Time Periods** at the warehouse level through Warehouse Numbers Maintenance (MENU IAFILE). Using allocation time periods enables Order Entry to calculate an inventory allocation date for the order that takes into account the requested ship date and the lead times and order frequencies of the items ordered.

If you are using this feature, regular (type O) orders for that warehouse will be automatically converted to future (type F) orders if the requested ship date is outside a system-calculated allocation window (i.e., the allocation date is greater than or equal to the current date). No inventory will be allocated for these future orders until they are released manually or through Day-End Processing. On the End Order Screen (p. 6-248), the allocation date displays to the right of the **Hold Code** field, and the message "**Allocation days used. Order will be turned into Future Order"** displays to the user.

When you enter a regular order, the lead time is added to the order frequency (both expressed in weeks) for each item and subtracts the largest total number of weeks from the requested ship date to determine the allocation date for the order. So, the allocation date equals:

Requested Ship Date - (Lead Time + Order Frequency)

The lead time and order frequency from the primary vendor are used for the item. If Inventory Management & Planning is installed, the lead time and order frequency are taken from the Inventory Management & Planning Balance File (IMBAL). If Inventory Management & Planning is not installed, lead time and order frequency are checked in the following Purchasing files in this order:

- Vendor/Item Master File (VNITM)
- Vendor Master File (VENDR)

During Day-End Processing, the allocation date for the order is compared to the current date. When the allocation date is less than (before) the current date, the order is released automatically and inventory is allocated. At that time the order is checked for possible backorders or other types of holds.

You may release future orders created through the use of allocation time periods manually at any time through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN). You can specify whether authorization is required for users to release future orders.

Allocation dates are also calculated for regular orders entered through Off Line Order Entry (MENU OEMAIN).

Recalculating Allocation Dates

If the lead time and/or order frequency for one or more items change, you will need to recalculate the allocation dates on future orders so that inventory will continue to be allocated at the correct time. Reset Allocation Date of Future Orders (MENU OEMAST) automatically recalculates the allocation dates of future orders based on the current lead times and order frequencies.

An allocation date is calculated only if all of the following conditions are true:

- **Use Allocation Time Period** is set to Y in Warehouse Number Maintenance (MENU IAFILE)
- The order is a first-generation type order or backorder with no pick list date
- The order is not a future order that has been manually released
- No line items are drop ship or special order items
- The order is not a new customer order (on NC hold)
- The order is not a work order (if the Value Added Services module is installed).

If an allocation date is calculated, Order Entry clears the **Hold Code** field and the **Alloc Inv** field displays an N. You will not be allowed to make an entry in either of these fields. The order will be stored as a future order, and the order type will be changed to F.

During Day-End Processing, the allocation date of future orders is compared to the current date. Inventory is allocated for any orders where the current date is beyond the allocation date. The order type will be changed to an O, and the order will be automatically released. Future orders may also be released by authorized users at any time. Inventory is allocated for the released order at the time it is released.

Automatic Release of Future Orders

Regular orders that are changed to future orders based on the allocation date are released automatically during Day-End Processing when the allocation date is less than the current date, unless the order has been put on an “Off-Line” (OH) hold.

You can also select to have future orders (orders originally entered as future orders) released automatically during Day-End. To do this, run Reset Allocation Date of Future Orders (MENU OEMAST) and key Y in the **Recalculate Pre-existing Future Orders** field. This will calculate an allocation date for all future orders, regardless of how the order was created. The allocation date will then be used during Day-End Processing to determine when the order should be released.

Any future orders entered after that program is run will have to be released manually until you run Reset Allocation Date of Future Orders again.

If you are not using allocation time periods for a warehouse, Order Entry allocates inventory for each order for that warehouse when the order is entered.

Backorders

If an order is placed for an item that cannot be completely shipped, the quantity of items allocated for the order is the total quantity of items ordered. The quantity that cannot be shipped is backordered inventory. The quantity of items intended for shipment is committed inventory. The committed amount is the value shown in the **Quantity Shipped** field.

To allow items to remain allocated for a specific order that is backordered, the quantity backordered is calculated as:

Qty Backorder = Allocated - Quantity Committed

For example, the quantity on-hand of item A is 2. When an order is placed for 5 item A's, 5 items are allocated, 2 items are committed (those available for shipment are intended to be shipped), and a quantity of 3 items are backordered.

Backorders are created continually in Order Entry. If, when an order is processed, the desired quantity of any items cannot be shipped, a second generation of the order is created automatically to contain only those items that could not be shipped. Order Entry copies the unshipped items from the original order number to the next "generation" order number. In other words, the invoice print job for an order that cannot be completely filled evokes the backorder creation in the Transaction Processor.

Example: Backorders

Order number 10010/00 [where the /00 indicates the first (original) generation of this order] is able to ship every item excluding 10 of item A1700. Order Entry will ship all other items in the original order number, then generate order number 10010/01 (where the /01 indicates the second generation of this order) with the only item being the A1700 with a quantity of 10. The item on order 10010/01 is now a backordered item.

Also, you can affect the way a backorder is handled in Order Entry. If you would like to ship an order complete, you have the option to do so with the **Complete Ship** field on the Second Order Header Screen (p. 6-48). Enter an H and the order will go on hold until you can ship every item in full. Alternatively, you may delete all backorders simply by changing the **Complete Ship** field to D.

Manual Backorder Release

To release a backorder manually, use Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN). You enter the order number, along with the generation and order status. You may optionally go into Enter, Change & Ship Orders (MENU OEMAIN) at the time of releasing the order. This allows you to view the order and check the status of the line items.

Automatic Backorder Release

When you receive a large amount of inventory into stock, it may be cumbersome to release every order individually. Automatic Backorder Release (ABR) streamlines the number of steps required to release an order. Refer CHAPTER 5: *Order Entry Managing Backorders* for more information.

Semi-Automatic Backorder Release

There are some instances in which an order might be released as a result of another process. Such is the case when receiving drop ship purchase orders (that originated from a customer order) through Account Payable's drop ship receipt validation process. If Purchasing Options (MENU XAFILE) warehouse-level options are set, the originating order will be released to invoice when the receipt validation process is complete. Refer to the Accounts Payable User Guide for further details about this process.

Blanket Orders

NOTE: Inventory is not allocated for master blanket orders. You specify whether inventory is allocated for individual blanket orders released from the master blanket order, at the time of release.

A blanket order is an order in which the total quantity will be released and shipped in two or more increments. A shipping schedule (requested ship dates and quantities) can be supplied by the customer when the order is entered, or items can be released and shipped on the customer's request.

Order Entry stores blanket orders as a special type of master order. Master blanket orders are entered through Enter, Change & Ship Orders (MENU OEMAIN). Blanket orders are released through Release Blanket Orders (MENU OEMAIN).

Determining the Release Method

There are two methods of releasing blanket orders. Which method you intend to use determines how the order is entered through Enter, Change & Ship Orders (MENU OEMAIN).

- Method 1 - Pre-defined release dates

  Use this method when both of the following are true:

  - The customer can provide a shipping schedule at the time the order is placed
  - Items with the same requested ship date will be sent to the same ship-to

Example:

Your customer knows that he wants a total of 1200 cases of copy paper and that he wants the paper shipped at the rate of 100 cases per month for 12 months, on the 15th of each month. Additionally, all shipments will go to the company's central office.

- Method 2 - Release on request

  Use this method when either of the following is true:

  - The customer is not able to provide a shipping schedule at the time the order is placed
  - Items with the same requested ship date must be sent to different ship-tos.

Example:
Your customer knows that she will need a total of 300 cases of fax paper over the next six months. However, she cannot accept delivery of all 300 cases at once. Additionally, fax paper usage fluctuates and is not predictable. Finally, the customer wants the ability to direct shipments to any of her company's three offices, which may require shipping to more than one office at the same time.

There are other differences between the two release methods which should be considered when deciding which one to use:

- With Method 1, the total of one line of the order will be released and shipped. With Method 2, you can release a portion of the quantity of one line of the order and hold the remaining quantity for later release.
- With Method 1, releases may occur for more than one master order. With Method 2, releases occur for only one master order at a time.

Entering the Master Blanket Order

Regardless of the release method you plan to use, all master blanket orders have an order type of M (Master Order) and a Y in the **Blanket** field on the Order Header Screen (p. 6-18). The following table summarizes the differences in the order entry process depending on the release method you will be using for the order. Notice that all master blanket orders for Method 2 require a requested ship date of December 31, 2049. Order Entry uses this requested ship date to identify which master blanket orders have set up as "release on request" orders.

	Method 1 - Pre-defined Release Dates	**Method 2 - Release As Needed**
Start Order Screen	Key M in the **Order Type** field.	Key M in the **Order Type** field.
Order Header Screen	Change the entry in the **Blanket** field to Y.	Key the date December 31, 2049 in the **Req Ship** field. Change the entry in the **Blanket** field to Y.
Item Entry Screen	Enter a separate line for each shipment of an item, with the quantity for that shipment.	Enter one line per item with the total quantity for all shipments of the item.

	Method 1 - Pre-defined Release Dates	Method 2 - Release As Needed
Item Review Screen	The **Shp** field displays the quantity of the item available to ship. Change the date in the **Req Sh** field to the requested ship date for this shipment of the item.	The **Shp** field displays 0. The **B/O** field displays the quantity ordered. The **Req Sh** field displays the date December 31, 2049. Do not change this date.

Releasing Blanket Orders

The first step in releasing a blanket order is to select the release method using the **Release Method** field on the Blanket Order Release Screen (p. 10-3). Your entry in this field determines which screens will display and how Order Entry will process your entries. The release process differs in several ways depending on the release method you select:

- Method 1 - Pre-defined release dates

  If you select Method 1:

  - Your entries on the Blanket Order Release Screen are used to select which blanket orders to release.
  - All blanket orders that meet the selection criteria will be released automatically. You will not have the opportunity to modify any individual blanket order before it is released.
- Method 2 - Release as needed

  If you select Method 2:

  - Your entries on the Blanket Order Release Screen are used to select which master blanket orders to display on the Blanket Order List Summary Screen (p. 10-10). You can then select the master blanket order you want to work with.
  - You must enter the item quantities and requested ship date for each blanket order to be released. You also have the option of entering a ship-to for the blanket order you are releasing that is different from the ship-to originally entered on the master blanket order.
  - You release an individual blanket order by pressing a function key.

Regardless of the release method you use, Order Entry creates a new order for each blanket order to be released and assigns the next available order number to the new order. The new order's generation number (sequence number) will be 50 and the original master blanket order number will be placed in the **Ref No** field on the Second Order Header Screen (p. 6-48).

NOTE: Do not modify the program to remove the edit of this field, since Distribution A+ uses it in the restart procedures.

Item comments will be copied to the new order only when the associated item is released for shipment. The item comment is removed from the original master blanket order when all of the quantity for that line on the order has been released.

Order comments will be copied to each blanket order released from the master blanket order. Order comments are retained with the master blanket order until all of the items have been released and are deleted when the master blanket order is deleted.

Item special charges will be copied to the new order only when the associated item is released for shipment. The item special charges are removed from the original master blanket order when all of the quantity for that line on the order has been released.

Once the original master blanket order is completely released, it will be deleted by the blanket order release program.

Cross-reference, Replacement, and Complement Item Entry

O/E provides flexibility when entering an item on an order with cross-reference, replacement, and complement items. With these types of items you can do the following:

- Key items using the customer's item number instead of your own.
- Select an item that is an adequate replacement of the item ordered.
- Indicate other items to the customer that may be used with (or complement) an item.

Cross-Reference Items

For each customer, you may set up an item cross-reference through Customer/Item Numbers Maintenance (MENU OEFILE) for any of your items. This cross-reference allows the customer to place an order using the customer's item number instead of your item number. When you enter the customer's item number in Enter, Change & Ship Orders (MENU OEMAIN), the customer's item number is cross-referenced with your item number [as defined through Item Master Maintenance (MENU IAFILE)], and your item number is used on the order. You can choose which item number (or both) will print on Pick Lists, Pack Lists, Acknowledgments, and Invoices through Order Entry Options Maintenance (MENU XAFILE).

The pre-requisite for using item number cross-references is to define the cross-reference through Customer/Item Numbers Maintenance (MENU OEFILE).

You may want to use item number cross-references for customers who frequently place orders. Allowing customers to order items using their own item numbers improves your level of customer service.

Replacement Items

With replacement items, you can inform the customer that you have items that are identical to, similar to, or better than the item originally ordered. This is particularly helpful when the item originally ordered is out of stock. When an order is placed for the original item number, you may press F4 from the Item Review Screen (p. 6-115) to display replacement items.

There are three different types of replacement items:

- Replacement
- Alternate
- Upgrade

NOTE: A fourth type, known as pattern items, is available for use in Inventory Management & Planning only.

For replacement type items, you define the replacement using the original item number and the new item number through Item Replacements /Complements Maintenance (MENU OEFILE). The original and new item numbers must have been defined through Item Master Maintenance (MENU IAFILE).

Alternate and upgrade replacement type items are very similar to one another. Both are provided so you may differentiate between items that are similar to the original item (alternates), and items that are better than the original item (upgrades). Neither type requires that the original item number is defined through Item Master Maintenance (MENU IAFILE). This will allow you to create an internal item number cross-reference. Unlike the customer/item cross-reference, which defines the customer's item number with your item number for one customer, you may use this internal cross-reference to create an alias for your items. An alias may be used instead of the actual item number when entering items.

NOTE: Replacement items can also be used by Inventory Management & Planning (IM&P) in determining item demand sales analysis data, etc. Refer to the Inventory Management & Planning User Guide for additional information.

Items Complements

An item complement is an item that may be ordered in addition to the item originally ordered. Such an item may be required by the original item (e.g., suggest light bulbs when the customer orders a table lamp), or will enhance the original item (suggest a table lamp when the customer orders a table). Complement items may be displayed by pressing F9=CMPT from the Item Entry Screen (p. 6-71), or will display automatically whenever an item defined to have complements is ordered.

Define item complements using the original item number and the new item number through Item Replacements/Complements Maintenance (MENU OEFILE). The original item number is the first item ordered by the customer; the new item number is the item that you suggest that the customer should order.

Drop Shipments

If an item is back-ordered and you would like to ship it directly from your vendor, you may use a drop shipment. Drop shipments allow you to avoid customer delays.

To avoid any redundant keying, Special Order Processing allows you to turn an order into a maintainable purchase order if you have Purchasing installed. Therefore, you do not have to re-key drop ship orders. When the purchase order is received, the quantities are used to update the order's ship quantities so that it may be processed to invoice. Refer to "Special Order Processing" on page 4-37 for additional information.

Extended Item Comments (EICs)

Extended item comments (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.). Refer to Item Master Maintenance (MENU IAFILE) as described in the Inventory Accounting User Guide for details about defining EICs.

EIC related selections made through System Options Maintenance (MENU XAFILE) determine if EICs will be created for a specific item or item EIC group, and EICs can be limited to specific customers or customer EIC groups. Additionally, EICs can be created for a specific warehouse or can be used across all warehouses (i.e., across all those warehouses defined as not using warehouse-specific EICs). Refer to the Cross Applications User Guide for details about EIC uses. If item EIC groups and/or customer EIC groups are to be used, refer to Item EIC Groups Maintenance (MENU OEFIL2) and/or Customer EIC Groups Maintenance (MENU OEFIL2), respectively. For individual warehouse level determinations related to EIC use, refer to Warehouse Numbers Maintenance (MENU IAFILE).

During order entry, the EICs for an item are selected based on the warehouse, item, item EIC group, company, customer, and/or customer EIC group of the order. The **Show All Qualifying EIC** field in System Options Maintenance (MENU XAFILE) determines whether only the one EIC determined to be most applicable for an item will display and/or print, or multiple EICs, if more than one apply.

The following decision hierarchy is used to determine which EICs apply:

- 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?

All EICs are created with start 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. If there are two EICs at the same level of the decision hierarchy, the EIC to use will be selected based on the start and end dates. The EIC selected will be the EIC with the smallest date range that includes the order’s requested ship date.

The rules of the decision hierarchy apply regardless of whether the specific warehouses use EICs or not; the only difference is that if a warehouse is using warehouse specific comments, the searches will be implemented with a warehouse ID as part of the search.

If the **Show All Qualifying EIC** field is Y in System Options Maintenance (MENU XAFILE), one EIC at each level of the decision hierarchy for which EICs have been defined will display in inquiries and print on reports, Pick Lists, etc., as determined by the print code assigned to the EIC. If the **Show All Qualifying EIC** field is N, only the one EIC determined to be most applicable will display and/or print.

If an EIC is used for an order, that EIC may be reviewed through order entry and any inquiries which provide access to the order itself. EICs will show exactly the same for open orders as for orders already moved to history. This is because the EIC is an entity unto itself and is not retained as part of any order. Rather the order's requested ship date is used to select the most appropriate EIC at the time the order is being processed (either during order entry or order review). Therefore, if a comment were to change, the original comment, as selected for applicable orders prior to the change, would be lost. To retain comments that are no longer applicable (for historical purposes), create EICs as date-sensitive and do not modify them. Instead, create new comments for the new information with new effective dates.

Hazardous Materials

Distribution A+ allows for the entry of hazardous material information if, in Item Master Maintenance (MENU IAFILE), the **DOT Reg** field is Y or the **SDS Date** field contains a value and if, in System Options Maintenance (MENU XAFILE), **Hazardous Materials** is set to Y. This information may be entered for viewing purposes only or may be entered for both viewing and tracking purposes.

With the use of hazardous material information, two documents will be created based on the hazardous material information entered into the system. These documents are referred to as the HAZMAT Shipping Papers (p. 20-59) and the HAZMAT Carrier Weight Summary Report (p. 20-64).

If hazardous materials will be distributed and tracked by the system, Distribution A+ will set up, check, and produce hazardous material information for "HAZMAT" items entered on an order through Enter, Change & Ship Orders (MENU OEMAIN).

For additional information, refer to the following areas:

- System Options Maintenance (MENU XAFILE), of the Cross Applications User Guide, where you indicate if hazardous materials will be distributed and the weight measure (e.g. LBS) being used.
- Warehouse Numbers Maintenance (MENU IAFILE), in the Inventory Accounting User Guide, provides the warehouse address and emergency contact and contract information, as well as identification of when to print the HAZMAT Shipping Papers and Weight Summary.
- Item Master Maintenance (MENU IAFILE), in the Inventory Accounting User Guide, where hazardous material information may be entered about an item if an **SDS Date** is entered or **DOT Reg** field is set to Y.
- Hazardous Material Message Codes Maintenance (MENU IAFIL2), in the Inventory Accounting User Guide, where material message codes are defined so that they may help identify a hazardous item.
- Hazard CAS# Maintenance (MENU IAFIL2), in the Inventory Accounting User Guide, where Chemical Abstract Service Numbers are defined so that you may identify an item's chemical ingredients.
- Hazard Class Code Maintenance (MENU IAFIL2), in the Inventory Accounting User Guide, where class codes are defined and associated pictograms are assigned.
- Hazard DOT# Maintenance (MENU IAFIL2), in the Inventory Accounting User Guide, to maintain the unique hazardous materials identifiers provided by the Department of Transportation.
- Hazard Pictogram Code Maintenance (MENU IAFIL2), in the Inventory Accounting User Guide, to identify the standard hazardous materials pictograms.

- Carrier Order Inquiry (MENU OEMAIN), in this user guide, where the HAZMAT Shipping Papers and the HAZMAT Carrier Weight Summary Report are shown and explained.

Hold Codes

Hold codes are used to temporarily suspend orders. The specific hold code will tell you which orders are on hold and why they are on hold. Order Entry will automatically put an order on hold with one of the following system-defined hold codes, if appropriate: GM, GX, SP, CR, NC, or OH.

Certain user-defined hold codes that have been specified for a unique purpose through a system/company/warehouse option, will also be used, when applicable, to automatically put an order on hold. For example, if RG is identified as the RGA hold code, when returns are processed, they may automatically be put on RG hold. These user-defined holds apply to the following: Boxing hold, Consolidated Invoice hold, Order Minimum hold, RGA hold, or Warehouse Management hold. These user-defined hold codes (and any additional hold codes) are created through Order Hold Codes Maintenance (MENU OEFILE) and then assigned to the applicable options record. For details, refer to the below listed hold codes.

Additionally, other applications that create/update orders from a specific process and have user-defined hold codes that have been specified for a unique purpose through a system/company/warehouse options will place orders on hold. These user-defined holds apply to the following: drop ship hold from A/P Receipt Validation, incoming purchase orders through the EDI module, automated invoicing and replenishment orders through the Consignment module, processing errors for orders being paid with Electronic Payments, and delivery discrepancy hold when importing delivered orders from Advanced Mobile.

Once an order is placed on hold, you may release it on demand through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN). New customer orders (hold code NC) must be released on demand through Release “New Customer” Orders (MENU OEMAIN).

You may also release the following hold codes with the F9=RELEASE function key on the End Order Screen through Enter, Change & Ship Orders (MENU OEMAIN):

- Credit Exceeded - CR
- Gross Margin Minimum - GM
- Gross Margin Maximum - GX
- Off-line Order Entry - OH
- Slow Pay - SP
- Order Minimum
- Returned Goods Authorization
- Automated Consignment Invoicing
- Automated Consignment Replenishment
- EDI Order
- EDI Order Error

- Received Drop Shipment

If the order qualifies for a second hold code according to the Check Order Hold hierarchy, that hold code will be applied. Only hold codes that do not require additional user interaction will be available for the F9=RELEASE function key on the End Order Screen.

Display All Order Hold Codes

During Order Entry, when placing an order, it is possible for the order to go on multiple holds simultaneously, based on an order hold code hierarchy.

Order Hold Code Hierarchy

1. Offline Entry Hold
2. ES Company Options Hold
3. Drop Ship Hold
4. Automated Invoicing Hold
5. Replenishment Hold
6. EDI Order Hold
7. Web/Storefront Order Hold
8. EDI Order Error Hold
9. Web/Storefront Order Error Hold
10. Gross Minimum Hold
11. Gross Maximum Hold
12. New Customer Hold
13. Order Minimum Hold
14. Credit Hold
15. Slow Pay Hold
16. Return Goods Authorization Hold
17. Warehouse Transfer Order Hold
18. Warehouse Management Hold
19. Consolidated Hold
20. Boxing Hold
21. Delivery Discrepancy Hold
22. Pending Authorization Hold (CC)
23. Processing Error Hold (CC)
24. Expired Authorization Hold (CC)
25. Declined Credit Card Hold (CC)

For example, it could potentially go on a shipping hold, credit hold, gross margin hold, etc. Distribution A+ enables you to see all holds that apply to the order, so the correct people can be contacted to release those holds. The ability to release selected or all holds is also available, if authorized.

The **Show All Hold Codes Before End Order** tailoring option in Order Entry Options Maintenance (MENU XAFILE) allows you 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. If this option is Y, then when you press F10=END from the Order Header Screen (p. 6-18) or F10=END ORD from the Item Entry Screen (p. 6-71) during Order Entry to end the order, the Order Hold Code Summary Screen (p. 6-243), will appear if more than one hold code applies to the order. If this option is N, when you press F10=END from the Order Header Screen (p. 6-18) or F10=END ORD from the Item Entry Screen (p. 6-71) during Order Entry to end the order, the End Order Screen (p. 6-248) will appear with the first applicable hold code for the order.

The Order Hold Code Summary Screen (p. 6-243) allows you to review all holds that apply to the order and determine which holds, if any, you want to release (if authorized) prior to the display of the End Order Screen (p. 6-248). You will be allowed to release one or more holds simultaneously. If you are not authorized to release any of the hold codes for the order, the screen will still appear so that you can review the holds and notify the appropriate departments that the holds require attention.

When accessing the Order Hold Code Summary Screen (p. 6-243) from Enter, Change, & Ship Orders (MENU OEMAIN), you will be allowed, if authorized, to release only the following hold codes (which are the same ones that can be released on the End Order Screen (p. 6-248):

- Automated Invoicing Hold (defined in Consignment Company Options)
- Credit Hold (CR)
- Drop Ship Hold (defined in Purchasing Company Options)
- EDI Order Hold (defined in EDI Company Options)
- EDI Order Error Hold (defined in EDI Company Options)
- Gross Minimum Hold (GM)
- Gross Maximum Hold (GX)
- Offline Entry Hold (OH)
- Order Minimum Hold (defined in Order Entry Company Options)
- Returned Goods Authorization Hold (defined in Order Entry Company Options)
- Replenishment Hold (defined in Consignment Company Options)
- Slow Pay Hold (SP)

The following hold codes will not be allowed to be released from the Order Hold Code Summary Screen, because they require user interaction via screen processing or require orders to be at a certain order status prior to being released:

- Consolidated Hold (defined in Order Entry Company Options)
- New Customer Hold (NC)
- Pending Authorization Hold (CC) (defined in Credit Card Company Options)
- Processing Error Hold (CC) (defined in Credit Card Company Options)
- Expired Authorization Hold (CC) (defined in Credit Card Company Options)
- Declined Credit Card Hold (CC) (defined in Credit Card Company Options)

The Order Hold Code Summary Screen can also be accessed from the F13=VIEW ALL HOLDS function key on the Order Release Screen or Order Release Order Header Screen in Release Held Orders, Quotes, Backorders, and Futures (MENU OEMAIN) and F11=HOLDS function key on the Order Display Screen during the Order Display Inquiry (MENU OEMAIN). When accessed from the Order Display Inquiry, you will be in Inquiry mode only and the Order Hold Code Summary Screen will be for viewing purposes only (i.e., you will not be able to release hold codes associated with the order).

Credit Exceeded

Credit exceeded is a system-defined hold code CR. You can specify a credit limit for each customer through Customer/Ship to Master Maintenance (MENU ARFILE). This limit is then used during order entry to determine if a customer has exceeded their credit limit. The credit limit calculation determines the total credit used and then compares the calculated amount to the credit limit in the Customer Master File. The values used to calculate the total credit used are based on the value specified in the **Include Future Invoices in Credit Limit Check** field in Order Entry Options Maintenance (MENU XAFILE). Refer to Order Entry Options Maintenance in the Cross Applications User Guide for the specific calculations. If the customer's credit limit is exceeded, their orders will go on hold with the hold code CR. When changing an order through Order Entry, you will receive a warning if the order is on credit hold.

Gross Margin - Minimum

Minimum Gross Margin is a system-defined hold code of GM. If an order falls below the percentage you specified in Order Entry Options Maintenance (MENU XAFILE), the order will go on hold with hold code GM. Additionally, if any one item on an order falls below the percentage you specified for the item class/sub-class in Item Class/Sub Class Maintenance (MENU IAFILE), the order will also go on hold with hold code GM. Note that warehouse transfer orders are exempt from gross margin hold. Also note that free or discounted items added as part of a promotion may also be exempt if the Order Entry option to **Include Promo Items in Gross Margin Checking** is set to N.

Gross Margin - Maximum

Maximum Gross Margin is a system-defined hold code of GX. If an order falls above the percentage you specified in Order Entry Options Maintenance (MENU XAFILE), the order will go on hold with hold code GX.

Off-Line Order Entry

Off-line Order Entry is a system-defined hold code of OH. When the offline order entry program has uploaded an order and determined that there is missing required criteria in the order, the order will go on hold with hold code OH.

New Customer

New Customer is a system-defined hold code of NC. Before a new customer is defined in the system, Accounts Receivable has to determine their credit limit. Accounts Receivable can quickly locate customers who need credit limits and customer numbers assigned by inquiring on orders with hold code NC; however, if the order also meets the requirements for gross margin or maximum gross margin hold, those holds will be applied first.

Slow Pay

Slow Pay period is a system-defined hold code of SP. If an open order amount appears in or above the aging period you specified as your slow pay hold period through A/R Aging Codes Maintenance (MENU ARFILE), for the aging code assigned to the customer placing the order, the order goes on hold with the hold code SP. When changing an order through Order Entry, you will receive a warning if the order is on slow pay hold.

Automated Consignment Invoicing

When Consignment is installed and the offline order entry program has uploaded an order from the Generate Invoices (MENU CNINVC) option where the user selected **Hold Orders** Y, the user defined hold code for **Automated Invoicing Hold Code** (Consignment Options MENU CNFILE) will be used to place the order on hold.

Automated Consignment Replenishment

When Consignment is installed and the Create Consignment Replenishment Orders (MENU CNMAST) option runs where the user selected **Hold Orders** Y, the offline order entry program will upload orders with the user defined hold code for **Replenishment Hold Code** (Consignment Options MENU CNFILE).

Boxing

If Warehouse Management is installed and boxing is being used, an order will be placed on this hold if all the items have not been properly associated with a box in which they are to be shipped. This hold code is assigned through Warehouse Management Options Maintenance (MENU WMFILE).

Consolidated Invoice

If the next invoice date for a bill code is in error (i.e., blank or has passed), all invoices created with that bill code will be automatically placed on this hold. This hold code is assigned through Order Entry Options (MENU XAFILE). To release orders from this hold, the invoice date must first be updated through Consolidated Bill Code Maintenance (MENU ARFIL2), then the orders may be released.

Delivery Discrepancy

When an order is delivered, there could be delivery discrepancies such as damaged goods or customers refusing to sign for the orders. During the Import Delivered Orders (MENU AMMAIN) option, key a hold code to place these orders on hold. Any user-defined hold code is valid for this option and may be changed for each individual import.

EDI Orders

When EDI (Electronic Data Interchange) is installed and the EDI Options (MENU EIMAIN) have a default hold code value assigned to the **Order Hold Code** field, orders created by the EDI receipt of an incoming PO will be placed on a user-defined hold code.

EDI Order Error

When EDI (Electronic Data Interchange) is installed and the EDI Options (MENU EIMAIN) have a default hold code value assigned to the **Order Error Hold Code** field, orders created by the EDI receipt of an incoming PO that are found to have an error condition will be placed on a user-defined hold code.

Electronic Payments

The Electronic Payment module has 4 user defined hold codes related to the status of the payment transaction that will place an order on hold.

Pending Authorization Hold

The order is marked to be paid by credit card but the authorization process has not been completed.

Processing Error Hold

The order is marked to be paid by credit card but the authorization process did not successfully complete.

Expired Authorization Hold

The order is marked to be paid by credit card, was previously authorized, but the expiration days specified for the specific payment type has passed and the order will need to be authorized again.

Declined Credit Card Hold

The order is marked to be paid by credit card but the credit card information submitted for authorization was declined.

Order Minimum

If the order value does not meet the minimum order amount required for a company and/or customer/ship to, the order will go on hold with the assigned hold code. An order minimum hold is checked only if the **Check Order Minimum Hold** field is set to Y in Order Entry Options Maintenance (MENU XAFILE). You can specify an order minimum amount for a company and/or customer/ship to. When determining the minimum order amount to use, the system uses the following hierarchy:

- customer ship-to address
- customer
- company

An order on minimum order hold will be automatically released once the order value rises above the order minimum. Additionally, Order Entry will check for this type of hold only on order type of “O” for first generation orders (generations “00” and “50”), type “Q” for quote for first generation orders (generations “00”), and check for this hold between a gross margin hold (GM) and a credit hold (CR). The same rules apply for Off Line Order Entry.

Received Drop Ship

If Purchasing Options (MENU XAFILE) are set to automatically hold orders whose items are all backordered but are not entirely drop ship items, but contain a drop ship line whose quantities have been received through the Account Payable drop ship receipt validation process, then a hold code must be assigned. This hold code is assigned through Purchasing Options (MENU XAFILE).

RGA (Return Goods Authorization)

If Order Entry Options (MENU XAFILE) are set to automatically hold new returns, then a default hold code must also be assigned so that all new returns will automatically be placed on this hold. This hold code is assigned through Order Entry Options (MENU XAFILE).

Warehouse Management

If Warehouse Management is installed and an order is lacking the specification of specific lots, serials, or locations, the order will be placed on this hold. This hold code is assigned through Warehouse Management Options Maintenance (MENU WMFILE).

Additional User Defined

The user may define any additional hold codes through Order Hold Codes Maintenance (MENU OEFILE). At the End Order Screen, you key the hold code. The order will be held with that hold code type.

Invoicing

Consolidated Invoice Printing

Consolidated invoicing provides the ability to mark invoices with a **Consolidated Bill Code** so invoices will not be printed immediately. Instead, they will be retained and held until a designated time and then printed for a customer or set of customers through Print Invoices (MENU OEMAIN). The **Consolidated Bill Code** is assigned at the customer level and carries through the order to the invoice and into order history. All invoices processed for this customer with the same payment type and currency can be consolidated on to one invoice.

Each consolidated invoice bill code has a **Next Invoice Date** field assigned to it. All invoices processed before this date for a customer with this consolidated invoice bill code will change to a status of **Ready**

for Consolidated Invoicing on the day they are invoiced and each will get the same invoice number and the same invoice date based on the date assigned to the consolidated bill code.

An actual invoice is not generated at the time the initial invoice print occurs; however, when Day-end is processed, the invoiced orders are moved to order history and will update Accounts Receivable. The actual invoices for customers with the same bill code are consolidated and printed in one process. For example, for a bill code (MN) that represents a monthly consolidation, at the end of the month, the consolidation occurs for the monthly consolidated bill code by entering the bill code (MN) when selecting Print Invoices (MENU OEMAIN). At this time, all invoices marked as **Ready for Consolidated Invoicing**, for this bill code, in open orders and order history, will be processed and a combined invoice will be generated for each customer using this bill code. The body of the invoice begins with the details of the first order, followed by the order number and shipping detail for the second order, and so on.

When the consolidated invoice is generated, the user can change the **Next Invoice Date** field to be assigned to the next set of consolidated invoices. If the date is not changed (or any time a bill code has a date prior to today’s date), all other invoices processed after this date will temporarily go on consolidated invoice hold. For example, if the monthly consolidated invoice print run has not been completed before another invoice in the new month is printed based on the date assigned to the bill code, the new invoice will be placed on consolidated invoice hold. After the combined invoice is printed and the **Next Invoice Date** field for each consolidated invoice bill code is updated to the next print date, the invoices that are on hold are automatically released from that hold when the next batch process of printing invoices is completed.

Manufacturer’s Part Number Item Entry

O/E provides you with the ability to enter a manufacturer’s part number [as defined for the item through Vendor/Item Information Maintenance (MENU POFILE)] in the **Item No** field on the Item Entry Screen during item entry. To search for a manufacturer’s item number, prefix your search criteria with M/. The system will search the Vendor/Item file for a valid manufacturer item number. If only one match is found, the system will replace the manufacturer’s part number entered with the actual item number. If multiple matches are found, as could be the case if a partial manufacturer’s part number is entered, the Item Description Search Screen will display showing all matches. Refer to the Item Description Search Screen as explained in the Inventory Accounting User Guide.

Example:

If the manufacturer’s part number is ITEM1 (and “our” or the actual item number is TOOLS), by entering M/ITEM1 in this field, the system will replace the manufacturer’s part number with the actual item number (TOOLS) since only one match will be found.

Order Priority

The order priority code may be 1 through 7. Codes 1 through 6 are used by Automatic Backorder Release (ABR) to determine how orders are released, based on the urgency to ship a backorder and whether inventory is committed to the backorder or not. Priority code 7 is used for orders that will not be released using ABR. Refer to CHAPTER 5: *Order Entry Managing Backorders* for more information.

Order Sources

The order source can be used to identify to whom your orders can be attributed. This may be a marketing campaign, advertising, or direct mail. It will help you gauge the effectiveness of a marketing effort or a particular marketing channel. If used, order source will be required on the Start Order Screen (p. 6-6)). The order source is used in the hierarchical selection of which G/L accounts will be updated during Day-end Processing. Therefore, you may measure dollar volumes generated by order source.

Returns

A return is an type R order with negative item quantities. Processing a return automatically generates a credit memo for the customer in Accounts Receivable.

Returns can be entered in 2 ways:

- Manually, through Enter, Change & Ship Orders (MENU OEMAIN)
- Automatically, from order history, through Customer Order/Shipment Inquiry (MENU OEMAIN).

Creating Returns Manually

The order will be held, as indicated on the End Order Screen (p. 6-248), if in Order Entry Options Maintenance (MENU XAFILE) you designated to **Place new returns on RGA hold** and specified the **Default Hold Code**. The item will be flagged as a return if the **Qty Ord** field on the Item Entry Screen (p. 6-71) or the **Ord** field on the Item Review Screen (p. 6-115) is a negative value, regardless of the order type (I, O, or R) specified in the **Function** field on the Start Order Screen (p. 6-6). If the **Return to stock** field, assigned to a return reason code through Return Reason Code Maintenance (MENU OEFIL2), is set to Y, then the allocate inventory code at the line level will be updated to Y. If the **Return to stock** field is set to N, then the allocate inventory code will be updated to N. If the allocate inventory code is set to Y, then the inventory will be updated. If the allocate inventory code is set to N, then the inventory will not be updated.

You can also select to update the quantity on-hand for returns immediately when you print a return Invoice. By setting **Immediate Resale of Returned Items** to Y in Order Entry Options Maintenance (MENU XAFILE), returned items become available for resale immediately instead of waiting for Day-End Processing to make them available.

You can choose to perform a check when you are entering a return to ensure that the return amount entered for the customer is not greater than the original order amount shipped to the customer (including all generations of the order). Previous returns of the item are taken into consideration.

To perform the original order information check, use the **Allow Returns without Original Order Reference** authority in Application Action Authority (MENU XASCTY) to determine who will be allowed to enter returns without having to specify an order number (i.e. who can enter a return without having the system do the original order information check. Set the authorization to No Users to always require an original order number, Master Users Only allows master users to create return orders without an original order number, Selected Users provides for a list of specific users and/or selected user groups.

Then, on the Item Review Screen (p. 6-115), after a return has been entered with a negative amount on the Item Entry Screen (p. 6-71), unless you are allowed to enter returns without an original order reference, you will be required to enter an original order number. (If you do not recall the original order number, use the F11=HIST function key on the Item Review Screen (p. 6-115) to identify the original order from history.) This prompts Order Entry to check the Order History Files to see if the item being returned exists in the files on the original order number entered, and if the return amount keyed (taking into account all previous returns of the item by the customer) is greater than the original order amount shipped to the customer on all generations of the sales order. If the return amount keyed is greater than the original quantity shipped (less any cumulative returns, with a positive amount remaining), the Order Returns Listing Screen (p. 6-232) will appear. This screen shows all quantities of items on the original order, and the cumulative quantities that have already been returned for the indicated items.

Since orders are sometimes purged from history or returns processed on old computer systems must be accepted, Application Action Authority (MENU XASCTY) allows for a flexible setup of the original order information requirement.

NOTE: The original order information check applies not only to returns, but to orders, invoices, and future orders entered with negative quantities through Enter, Change & Ship Orders (MENU OEMAIN).

Creating Returns Automatically

You can create a return (credit memo) automatically for any regular order (type O) or invoice-only order (type I) in history through the F15=CREDIT OPTIONS function key on the Invoice Display Screen (p. 16-28). This screen displays when you use Customer Order/Shipment Inquiry (MENU OEMAIN) and select an order in history.

The return will be created for the quantity shipped on the order/generation you selected, using the pricing and tax values from that order. The return order will not include items that were backordered or on another part of a split order (with a separate order number). If the order for which you are creating a return is one of a group processed using a Consolidated Invoice, the return will be created for only the amount of the one order you selected, not for all of the orders on the Consolidated Invoice. The invoice number from the selected order will be included on the return.

If you have already processed a partial return for this order through Enter, Change & Ship Orders (MENU OEMAIN), the return you create will be for the total of the items and quantities remaining on the order/generation. Whether returned items are put back into inventory and whether the order is placed on hold are determined in the same way as for manually entered returns.

Safety Data Sheet Items

A Safety Data Sheet (SDS) is a document that may be required by the Occupational Safety & Health Administration (OSHA) to be provided to every customer who receives a hazardous (SDS) item. If it is required that an SDS be provided, an SDS tracking feature is available. This feature allows you to easily track the requirement of providing a SDS, informing you when the SDS should be sent to customers with their first shipment and with any subsequent shipments if the chemical formulation has changed.

SDS tracking may be activated through Order Entry Options Maintenance (MENU XAFILE). If activated, you may specify to print an SDS message (** **SDS** **) on Pick Lists, Pack Lists, and/or Invoices. This message alerts the distributor to send the appropriate SDS along with the shipment. If you choose not to print a message on any of the above mentioned documents, the system will still track the need to send a message in the Pending SDS File (OEPMS); information is added to this file each time applicable invoicing occurs.

Conversely, you may print a report identifying any pending SDS requirements found in the Pending SDS File for the selected company or all companies. This report, referred to as the SDS Picking List Report, may be generated on demand through SDS Picking Instructions (MENU OEREPT), or automatically during Day-End Processing (MENU XAMAST).

A history of all SDS requirements will be retained. This data may be used to generate any required reports and provides an audit trail into the requirements and distributions of an item tracking SDS.

For additional information, refer to the following menu options:

- Order Entry Options Maintenance (MENU XAFILE) in the Cross Applications User Guide, on the *Maintain O/E Options* - *Miscellaneous Settings Screen 3*, to identify the usage of Safety Data Sheets for this company, and the method to notify the staff that new Safety Data Sheets must be sent to the customer for purchased items.
- Item Master Maintenance (MENU IAFILE) of the Inventory Accounting User Guide, where an item will be identified as needing to supply Safety Data Sheets to customers by entering an **SDS Date**.
- Customer/Ship to Master Maintenance (MENU ARFILE), where the customer or customer ship-to may be flagged as being a customer or customer ship-to who requires a SDS.
- SDS Picking Instructions (MENU OEREPT) in this Users Guide, where, based on set up choices, Safety Data Sheet picking instructions and customer shipping labels may be available for printing.

Special Charges

Special charges can be added manually for each order or automated order charges can be defined based on numerous criteria that will be automatically added to orders. Item level charges that pertain to a specific item in an order also can be added manually within an order or automated item charges can be defined based on numerous criteria. Line charges will print within the body of the order on special forms; where order charges print as part of the totals section on special forms.

The automated order charges can be a fixed monetary amount or based on a percentage of the total item sales amounts or weight. Refer to CHAPTER 75: *Maintaining Automated Order Charges* for more information. The automated item charges can be a fixed monetary amount or based on a percentage of item sales with an additional choice to be based on per unit sold. Refer to CHAPTER 74: *Maintaining Automated Line Charges* for more information.

Taxing Information

Tax Body Codes

NOTE: These tax codes are not used at all during Order Entry processing if you have Vertex software installed and have, selected to use Vertex via System Options Maintenance (MENU XAFILE). Refer to the Vertex manuals for details.

Order Entry allows a variety of means by which taxes can be assigned. Tax and tax exemption codes are defined at all levels: locations, customers, ship-to-addresses, and items. These codes are utilized, often in combination with each other, to allow for great flexibility in the ever-changing tax arena.

For example, tax bodies are defined for area locations (e.g., states) through Tax Body Maintenance (MENU OEFILE) and apply to all companies. A tax body code represents a taxing jurisdiction. When defining a tax body, you specify the base tax rate of the taxing jurisdiction. You may create as many tax bodies as necessary (at least one tax body must be created), and may define up to four local taxes per tax body. Typically, tax body codes represent states; since sales tax rates differ among states, you may assign a tax body code to each state. Additionally, taxes may be changed in the future depending on the date entered through this option. When taxes are calculated for an order, the new tax rates are used if the invoice date is greater than or equal to the effective date.

Once tax bodies have been defined, they are then assigned to each customer and ship-to-address (via Customer/Ship to Maintenance.) As orders are created for customers and/or ship-to-addresses, the taxes will be automatically accounted for and included in your order processing.

Defaults and overrides are available to ensure the desired taxes are applied. For example, a ship-to address' tax body code will override a customer's tax body code if a shipping address is not keyed at order entry. Furthermore, the tax exemption certificate number, a requirement of non-taxable orders, is used in concert with the item re-use code [assigned to individual items at the Item Master level through Item Master Maintenance (MENU IAFILE) or the Item Balance level through Item Balance Maintenance (MENU IAFILE) to determine which items on that order are taxable. For example, when creating an order through Enter, Change & Ship Orders (MENU OEMAIN), you can:

- Identify the customer or ship-to address as taxable; since all items on the order will be taxed or not taxed based on the tax code in the Item Master File or in the Item Balance File, regardless of their re-use code.
  - A value of 0 (zero) indicates this customer is taxable. All items with a tax code of 0 will be taxed. The **Re-use Code** of an item is disregarded.
- Identify the customer or ship-to address as tax exempt; all items on the order are not taxed regardless of their re-use code.

  - A value of 1, 2, or 3 indicates this customer is tax exempt in one of three categories. You define what type of tax exemption each of these categories represent. All items on the order are not taxed, regardless of their tax code or their **Re-use Code**.
  - Even if an item's tax code is 0 (taxable), that item will still not be taxed.
- Identify the customer or ship-to address as one to be taxed based on the re-use code of the individual items ordered: all items with a code of 0 that are re-usable will be taxed; all items with a code of 0 that are not re-usable will not be taxed; any items with a code of 1, 2, or 3 will not be taxed. The re-use code can be defined at the Item Master level or at the Item Balance level.
- Identify the customer or ship-to address as J (for jobber) to tax the customer based on the **Re-use Code** of the individual items ordered. All items with a tax code of 0 and a **Re-use Code** of Y are taxed. All items with a tax code of 0 and a **Re-use Code** of N are not taxed. All items with a tax code of 1, 2, or 3 will not be taxed.

How Tax Codes Work

Customer Tax Cd	Item Tax Cd	Result
1, 2, or 3		no items on the order will be taxed
0	0	items are taxed
0	1, 2, or 3	items are not taxed
J	0, Re-use Code Y	items are taxed
J	0, Re-use Code N	items are not taxed
J	1, 2, or 3	items are not taxed

Tax Classes

Another method by which tax exemptions are maintained is through the use of customer tax classes and item tax classes. These classes allow you to group together customers or items for tax exemption purposes. Once grouped, overrides for one or more than one (all in the same customer tax class) customer who orders one or more than one (all in the same item tax class) item, can be attributed a defined tax exemption status. The customer tax classes, item tax classes, and tax overrides are defined through MENU OEFIL2. Item tax classes can be assigned at the Item Master level or at the Item Balance level. Note that the level to which overrides may be applied is determined through Order Entry Options Maintenance (MENU XAFILE). The available options are:

- one customer/one item
- one customer/many items (item tax class)
- many customers (customer tax classes)/one item
- many customers (customer tax classes)/many items (item tax class)

If any of the above four options are activated, and **Use WH Tax Overrides** is Y on the Warehouse Number File Maintenance Screen (MENU IAFILE), then you may also create that activated level of tax override at the Item Balance level (i.e., for an item in a particular warehouse). This would add up to four more possible options:

- one customer/one item/one warehouse
- one customer/many items (item tax class)/one warehouse
- many customers (customer tax classes)/one item/one warehouse
- many customers (customer tax classes)/many items (item tax class)/one warehouse

Both order entry [Enter, Change & Ship Orders (MENU OEMAIN)] and off-line order entry [Off Line Order Entry (MENU OEMAIN)] will search for established overrides for ordered items, and the tax exempt status will be applied.

NOTE: The established overrides that will be searched for and used depends on the override levels selected through Order Entry Options Maintenance (MENU XAFILE).

Item Balance Level Taxing

In addition to defining taxing information at the Item Master level, taxing information can be defined at the Item Balance level, (i.e., for an item in a particular warehouse) via MENU IAFILE. The **Tax Code**, **Item Tax Class**, and **Re-use Code** fields are provided at both the Item Master and the Item Balance level. If taxing information is defined for these fields at the Item Balance level, it will supersede any taxing information defined at the Item Master level, and will therefore be brought into Order Entry as the default.

Similarly, item tax overrides, created with the F4=TX OVR MNT function key in either Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE), and special charge tax overrides, created with the F4=TX OVR MNT function key in Special Charge Definitions Maintenance (MENU OEFIL2), may be created with or without specifying a warehouse.

Order Entry options allow for the optional creation of tax overrides for the following four combinations:

- One customer/one item
- One customer/many items (item tax class)
- Many customers (customer tax class)/one item
- Many customers (customer tax class)/many items (item tax class)

If a particular warehouse has its options set to use warehouse level tax overrides, via Warehouse Numbers Maintenance (MENU IAFILE), then when the tax overrides for the above four combinations are created, they may be created with or without the identification of a warehouse. Specifying a warehouse allows for creating tax overrides for four more 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

During order entry or off-line order entry, warehouse specific tax overrides will be retrieved for the shipping warehouse of each line item of the order.

NOTE: You should not use item tax overrides if you have Vertex taxing software installed and you selected to use Vertex taxing through System Options Maintenance (MENU XAFILE).

Taxing Hierarchy

If any tax overrides are enabled in Order Entry Options Maintenance (MENU XAFILE), and **Use WH Tax Overrides** is set to Y in Warehouse Numbers Maintenance (MENU IAFILE), then the taxing hierarchy will be in the following order:

- Look for any tax overrides that were created for this particular warehouse in Tax Overrides Maintenance (MENU OEFIL2)
- If none found, look for any tax overrides that were created without specifying a warehouse in Tax Overrides Maintenance (MENU OEFIL2)
- If none found, look for any item tax overrides that were created for this item and this particular warehouse with the F4=TX OVR MNT function key in Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE)
- If none found, look for any item tax overrides that were created for this item without specifying a warehouse with the F4=TX OVR MNT function key in Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE)
- If none found, look for any tax information that was defined for this item and this particular warehouse via Item Balance Maintenance (MENU IAFILE)
- If none found, look for any tax information that was defined for this item without specifying a warehouse via Item Master Maintenance (MENU IAFILE)

If any tax overrides are enabled in Order Entry Options Maintenance (MENU XAFILE), and **Use WH Tax Overrides** is set to N in Warehouse Numbers Maintenance (MENU IAFILE), then the taxing hierarchy will be in the following order:

- Look for any tax overrides that were created without specifying a warehouse in Tax Overrides Maintenance (MENU OEFIL2)
- If none found, look for any item tax overrides that were created for this item and this particular warehouse with the F4=TX OVR MNT function key in Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE)
- If none found, look for any item tax overrides that were created for this item without specifying a warehouse with the F4=TX OVR MNT function key in Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE)
- If none found, look for any tax information that was defined for this item and this particular warehouse via Item Balance Maintenance (MENU IAFILE)
- If none found, look for any tax information that was defined for this item without specifying a warehouse via Item Master Maintenance (MENU IAFILE)

GST/PST Taxing

You may define whether to use goods and services taxing (GST), provincial sales tax (PST), or both for orders. You can select to use GST/PST taxing through Systems Options Maintenance (MENU XAFILE). If you key Y in the **Use GST/PST Taxing** field, GST/PST taxing will be applied and used throughout Order Entry and will appear on inquires, reports, and invoices.

GST can also be calculated for purchase order line items that are taxable. Refer to Calculating GST for Purchase Orders in the A/P Voucher Processing section of the Accounts Payable User Guide for more information.

Setup Options for GST and PST Taxing

Follow these steps to set up GST and PST taxing for Order Entry:

1. Set the **Use GST/PST Taxing** field to Y and the **Use Vertex Taxing** to N through System Options Maintenance (MENU XAFILE).
2. Provide a GST registration number through Warehouse Numbers Maintenance (MENU IAFILE).
3. Define tax bodies and set the **Use GST** and **Use PST** fields to Y through Tax Body Maintenance (MENU OEFILE).
4. Define GST and PST general ledger accounts through Sales Tax Accounts from the GL Transfer Definition (G/L Transfer Definition Sub-Menu).
5. Assign tax bodies to customers through Customer/Ship to Master Maintenance (MENU ARFILE).

Calculating GST and PST for Orders

Orders may be charged GST alone, PST alone, or GST and PST combined. PST can be charged at a flat rate or a compounded rate. These taxes will be calculated instead of normal tax calculations. This section provides the calculation that is used in each scenario.

GST is calculated for all items assigned a tax code of 0 or 1 through Enter, Change & Ship Orders (MENU OEMAIN). PST is calculated for all items assigned a tax code of 0.

Example: Order is for items A, B, and C
Item A has tax code 0 and a value of $100.00
Item B has tax code 1 and a value of $50.00
Item C has tax code 2 and a value of $25.00
GST rate is 3%
PST rate is 1%
A 10% trade discount applies to the order

Example: Order is for items A, B, and C

Calculating GST:

Item A plus item B (codes 0 and 1)

$100.00 + 50.00 = $150.00

$150.00 less 10% trade discount = $135.00

$135.00 x 3% GST = $4.05

Thus GST = $4.05

Calculating Compounded PST:

Item A (code 0)

$100.00 - 10% trade discount = $90.00

$90.00 + $4.05 GST = $94.05

$94.05 x 1% PST = $.94

Thus PST = $.94

Calculating order total:

$100.00 + $50.00 + $25.00 = $175.00

$175.00 less 10% trade discount = $157.50

$157.50 + $4.05 GST + $.94 PST = $162.49

Open Order Warnings

When entering new orders, Order Entry can alert you when open orders exist for a particular customer/company, ship-to number, and order source code. Therefore, instead of creating a new order every time the same customer places an order, you can choose to append to an existing open order if one exists. Thus, instead of shipping multiple orders to the customer, 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. To use this feature, you must set **Warn if Open Orders Exist** to Y in Order Entry Options (MENU XAFILE).

Special Order Processing

Special order processing is the means by which you handle orders for things such as drop-shipments, non-stocks, or of such a large quantity that you do not want to remove the items from stock. They are entered into O/E in the same manner in which you would enter an order (type “O”), with some minor differences. In order to utilize special order processing, **Special Order Processing Active** must be Y in Order Entry Options Maintenance (MENU XAFILE).

Special order company options defined through Special Order Options Maintenance (MENU XAFILE) determine how special orders/drop-ships will be handled by each company. 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.

Entering a Special Order

A special order begins in Order Entry. There are four ways in which items on an order (or an entire order) may be processed as a special order; they are as follows:

Drop-Ship Items

Drop-ship items may be defined through Item Balance Maintenance (MENU IAFILE) by the **Special Ord Cd** being set to D. When entering an item defined this way through Enter, Change & Ship Orders (MENU OEMAIN), the **Drp Sh** field will automatically be set to Y on the Item Entry Screen (p. 6-71), and the item will be drop shipped. Note that when a Y is identified in the **Drp Sh** field on the Item Entry Screen (p. 6-71), the **Sp Ord** field on the same screen will default to Y.

Drop-Ship Order

Alternatively, you may override the default of N in the **Drp Shp** field on the Order Header Screen (p. 6-18) to Y during Enter, Change & Ship Orders (MENU OEMAIN). This will convert the entire order into a special order.

You also have the ability to convert stocked items to special order items on a particular order. To do this, you override the **Sp Ord** field on the Item Review Screen (p. 6-115) to Y for the applicable items.

Non-Stock Order

Non-stock orders (orders which are flagged as being non-stock orders through Item Master Maintenance) may be special ordered. When entering an order through Enter, Change & Ship Orders (MENU OEMAIN), if the item you key on the Item Entry Screen is a non-stock item (identified as being non-stock through the **Update Inventory** field in Item Master Maintenance), NS will display next to this field on the Item Review Screen. The **Sp Ord** field on the Item Review Screen (p. 6-115) will default to Y.

Special Order Item

If a customer orders an unusually high quantity of an item, or you are out of stock of an item that the customer wants shipped promptly, you may special order the item. This is accomplished by changing the **Sp Ord** field on the Item Review Screen (p. 6-115) to Y.

Assigning a Vendor

The Purchasing module provides a variety of available functions for you to perform for your special orders. For example, if you leave the **Vendor** field blank in Work With Special Orders (MENU POMAIN), the special ordered items which have not been assigned a vendor will be displayed on the Work With Special Orders Screen. From this screen, you may key C to change the special order, key a vendor, search on a vendor, or use F17=VND SEARCH to access the vendor item inquiry. This will show you all of the vendor/item records for the item in question. You can then select one for detail. F11 will select the vendor and assign it to the item. If you are using the change request process as determined by company-level special order options defined through Special Order Options Maintenance (MENU XAFILE), you can key Q to request a change to the special order or drop-ship item or key A to review all change requests for this item. Keying V allows you to review the item's order information.

Once the vendor has been assigned and you press ENTER to confirm, the record is updated in the Special Order File (SPORD).

Hierarchy for Defaulting a Vendor

The following hierarchy for defaulting a vendor is used during Order Entry (note that #1 takes priority over #2, #2 takes priority over #3, etc.):

6. If a vendor is entered during item review, that vendor will be used.
7. If a default is keyed in Item Balance Maintenance (MENU IAFILE), that default will be used.
8. If a default is keyed in Item Master Maintenance (MENU IAFILE), that default will be used.
9. If no match on any of the above has been found, then the vendor must be assigned using Work With Special Orders (MENU POMAIN).

Creating the Special Order File

The Special Order File (**SPORD**) is created or added to in one of the following two ways:

1. When a vendor is assigned or defaulted in Enter, Change & Ship Orders (MENU OEMAIN), at end order time.
2. When a vendor has been assigned via the process of "Assigning a Vendor."

Creating a Requisition for Special Orders

Once a special order has been entered and the Special Order File has been built, the requisition may be created.

Enter a special order in the same manner that you enter a normal purchase order. However, once you have accessed the Requisition Header Screen [in Enter or Change Requisitions (MENU POMAIN)], press the F6=SP ORD function key to display all open special orders.

NOTE: When processing drop-ship (D/S) special orders, Purchasing will warn you to ship to one customer only. Use the F9=CUSTOMER / F9=ITEM toggle function key during item selection to view one customer at a time.

If you select items to be shipped to multiple customers, it will still create just one requisition using the ship-to of the first item selected.

If you are using the auto-creation process as determined by company-level or vendor-level special order options defined through Special Order Options Maintenance (MENU XAFILE) and Vendors Maintenance (MENU POFILE) respectively, requisitions/purchase orders can be automatically created/updated at end order time. Refer to Special Order Options Maintenance (MENU XAFILE) in the Cross Applications User Guides and Vendors Maintenance (MENU POFILE) in the Purchasing User Guide for explanations of setting up the auto-creation process.

Maintaining Special Orders

Special orders should be treated differently during the customer order and purchase order change operations. It is possible that while you maintain an order that is in Order Entry, paperwork on this order may have already been sent to the vendor for shipment to your customer. Distribution A+ will warn you if you are maintaining a special order and/or special order line item.

Through Order Entry Options Maintenance (MENU XAFILE) you can prevent special order line items and entire orders with one or more special order line items from being deleted, except by master users and the Authorized User ID defined through Company Name Maintenance (MENU XAFILE).

NOTE: If you are not using the change request process as determined by company-level special order options defined through Special Order Options Maintenance (MENU XAFILE), changing the contents of a customer order will not change the special order or requisition/purchase order information. Also, changing the special order or requisition/purchase order will not affect the customer order information. Therefore, any changes made in one place must also be made in the other. However, if you are using the change request process, special order elements can be automatically updated when a change request is approved (if approval is required) and closed.

Receiving Special Orders

When purchase orders created from special orders are received, their quantities will be used to automatically update the order's quantities. Additionally, for drop ship orders whose quantities were received through the Account Payable drop ship receipt validation process, the orders may be released if the Purchasing Options (MENU XAFILE) are set to do so. Otherwise, normal release procedures may be used to process the orders.

Special order receipts for over/under shipments can be tailored based on special order company-level options defined through Special Order Options Maintenance (MENU XAFILE) or customer-level options defined through Customer/Ship-to Master Maintenance (MENU ARFILE). Refer to Special

Order Options Maintenance (MENU XAFILE) in the Cross Applications User Guide and Customer/ Ship-to Master Maintenance (MENU ARFILE) in the Accounts Receivable User Guide for details.

NOTE: Special orders can cause the ordered item to be split off into a separate order if, at receipt time, the Pick List of the original order has been printed.

Order Processing Lists

The basic steps which need to be performed to process orders in Order Entry are listed in this section. Each list is preceded by a brief explanation of the function being performed. Although Order Entry provides many additional features, they are not explained in these lists. These lists are intended to help you understand the typical processing sequences used in Order Entry.

Processing an Order

Use this list to process an order (type "O") in Order Entry. This type of order requires a Pick List and shipping confirmation prior to invoicing.

1. Select Enter, Change & Ship Orders (MENU OEMAIN). Specify the order type as O on the Start Order Screen (p. 6-6).
2. Enter an item and order quantity on the Item Entry Screen (p. 6-71). You may enter special charges by pressing F4=CHARGES, and comments by pressing F5=COMMENTS. Press ENTER to display the Item Review Screen (p. 6-115).
3. Verify or make changes on the Item Review Screen to the line entered.
4. When all items, special charges, and comments are entered, press F10=END from the Item Entry Screen (p. 6-71) to end the order. The End Order Screen (p. 6-248) will display. When you press ENTER on the End Order Screen, the status of the order will be Ready for Pick List Print.
5. To ship the order as soon as possible, print a pick list for the order using Print Pick Lists (MENU OEMAIN), or by pressing F5=PRT PCK from the End Order Screen. After the pick list successfully prints, the status of the order becomes Pick List Printed.
6. Send the pick list to the warehouse where the merchandise is picked and the order is shipped.
7. To verify that the order has been shipped, you must perform a shipping confirmation. Do this through Enter, Change & Ship Orders (MENU OEMAIN) by specifying the order type as S on the Start Order Screen (p. 6-6), and keying the number of the order for which shipment will be confirmed.
8. If there were any changes between what was ordered and what was picked, make those changes on the shipping confirmation on the Item Review Screen (p. 6-115) by using the F13 through F20 function keys.
9. Press F10=END, from the Item Entry Screen, to end the shipping confirmation. The End Order Screen will appear. After you press ENTER on the End Order Screen, the status of the order is Ready for Invoice Print.

NOTE: A Pack List will automatically print if so determined through Order Entry Options Maintenance (MENU XAFILE).

10. Select Print Invoices (MENU OEMAIN) to print invoices. Specify the invoices you want to print using the ranges, or print by pressing the F6=PRT INV function key on the End Order Screen. After Invoices are printed, the status of the order is Invoice Printed, and the order is completed.

Consolidated invoices are available to group customer invoices for those customers who have their invoices consolidated over the same defined time periods. A consolidated bill code is available through Print Invoice (MENU OEMAIN) to print Consolidated Invoices. Consolidated Bill Codes are created through Consolidate Bill Code Maintenance (MENU ARFIL2). You also have the option to consolidate invoices for multi-warehouse split orders. For more information about this feature, refer to “Multi-Warehouse Split Order Invoice Consolidation” on page 4-49.

NOTE: When using the Vertex Taxing Interface for calculating sales tax, the Vertex Tax Register File (VTSREG) that contains all of the pertinent tax data, does not update until the order is invoiced.

Processing an Invoice Only Order

Use this list to process an invoice only order (type “I”) in Order Entry. An invoice can be printed immediately after entering the order.

1. Select Enter, Change & Ship Orders (MENU OEMAIN). Specify the order type as I on the Start Order Screen (p. 6-6).
2. Enter an item and order quantity on the Item Entry Screen (p. 6-71). You may enter special charges by pressing F4=CHARGES, and comments by pressing F5=COMMENTS. Press ENTER on the Item Entry Screen to display the Item Review Screen (p. 6-115).
3. Verify or make changes on the Item Review Screen to the line entered.
4. When all items, special charges, and comments are entered, press F10=END to end the order. The End Order Screen (p. 6-248) will display. When you press ENTER, the status of the order will be Ready for Invoice Print.
5. Press F6=PRT INV from the End Order Screen, or select Print Invoices (MENU OEMAIN) to print the invoice for the order. After the invoice prints, the status of the order is Invoice Printed, and the invoice only order is complete.

Processing a Return

Use this list to process a return (type “R”) in Order Entry. A return order is used when a customer returns merchandise and the applicable accounts receivable must be credited.

1. Select Enter, Change & Ship Orders (MENU OEMAIN). Specify the order type as R on the Start Order Screen (p. 6-6). If the invoice number of the original customer order is known, key that invoice number on the Second Order Header Screen (p. 6-48) while entering this return (this is optional). If you do not know the invoice number of the original order, you may leave it blank on the return or use shipment inquiry to locate the number.
2. Enter an item and negative order quantity on the Item Entry Screen (p. 6-71) for the returned item. You may enter special charge returns by pressing F4=CHARGES, and comments by pressing F5=COMMENTS. Press ENTER to display the Item Review Screen (p. 6-115).

NOTE: **Return to Stock** is defined at the order level. However, the Item Entry Screen has a **Return Reason Code** that designates the **Rtn to Stock** (Y/N) value. If all line items' return to stock values agree, defaults that value to the End Order Screen (p. 6-248). Otherwise, Order Entry will leave the value on the End Order Screen blank so that you may key in a value.

3. Verify or make changes on the Item Review Screen (p. 6-115) to the line entered. To check the return against the original shipped quantity you can enter the original order number on this screen, provided it is in the Order History Files. To locate an original order number, use the F11=ORD/SHIP INQ function key on the Start Order Screen (p. 6-6) to identify the original order from history.

NOTE: To return the same number of items that were ordered, you must enter the original order number. You are required to enter the original order number in the **Ord** field on the Item Review Screen only if the **Original Order Info Required** field is defined as Y in Application Action Authority (MENU XASCTY). However, if you are a user in the user group that was keyed in the **Override User Group** field (unless *NONE was selected) in Application Action Authority, you will not be required to enter the original order number.

4. When all returned items, special charges, and comments are entered, press F10=END to end the return order. The End Order Screen (p. 6-248) will display. When you press ENTER, the status of the order will be Ready for Invoice Print.

NOTE: When returning an order for a customer, the order is put on "hold" if in Order Entry Options Maintenance (MENU XAFILE) you designated to **Place new returns on RGA hold** and selected the **Default Hold Code**.

5. On the End Order Screen, you may indicate if you want to allocate the merchandise on the return order and update inventory in general ledger by keying Y in the **Allocate Inv** and **Return to Stk** fields. If you key N in these fields, inventory quantities are not updated for the returned merchandise and General Ledger is updated due to the damaged goods.
6. Press F6=PRT INV from the End Order Screen, or select Print Invoices (MENU OEMAIN) to print the credit memo invoice for the order. After the credit memo invoice is printed, the status of the return order is Invoice Printed, and the return order is complete.

If you have set the **Immediate Resale of Returned Items** field to Y in Order Entry Options Maintenance (MENU XAFILE), returned items designated as return-to-stock become available for resale immediately instead of waiting for Day-End Processing to make them available. An inventory receipt group is created and posted automatically from invoice print.

Creating and Releasing a Future Order

Use this list to create a future order (type "F") in Order Entry. A future order must be released (converted to an order) at a later date.

1. If **Use Allocation Time Period** is Y in Warehouse Number Maintenance (MENU IAFILE), Order Entry automatically changes any regular order for that warehouse to a future order if the requested ship date is outside the system-calculated allocation window (see Allocating Inventory within this section). These orders are released automatically during Day-End Processing at the allocation date.

They may also be released manually by an authorized user at any time. Select Enter, Change & Ship Orders (MENU OEMAIN). Specify the order type as F on the Start Order Screen (p. 6-6).

2. Follow steps 2, 3, and 4 of "Processing an Invoice Only Order" on page 4-42. The order will remain a future order until it is released in the next step.
3. When you are ready to release (i.e., create an order or invoice for) the future order, select Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN). Enter the company and order/ generation number of the future order on the Order Release Screen (p. 7-5).
4. On the Order Release Screen, indicate if you want the future order to be converted to an order or an invoice by keying O or I in the **New Order Type** field, respectively.

   If you key O, follow steps 5 through 10 of "Processing an Order" on page 4-41. The status of the order will be Pick List Ready to Print.

   If you key I, the status of the order will be Ready for Invoice Print. Select Print Invoices (MENU OEMAIN) to print the invoice for the order.

   After the invoice is printed, the status of the order is Invoice Printed, and the order is complete.

Creating a Quote

Use this list to create a quote. A quote can be used to check item prices for a particular customer. If the customer decides to place the order, you must release the quote. This converts the quote to an order or an invoice.

1. Select Enter, Change & Ship Orders (MENU OEMAIN). Specify the order type as O on the Start Order Screen (p. 6-6).
2. Follow steps 2 and 3 of "Processing an Invoice Only Order" on page 4-42.
3. When all items, special charges, and comments are entered, press F10=END to end the order. The End Order Screen (p. 6-248) will display.
4. Enter a quote review date and press F11=QUOTE to store the order as a quote. The order will remain a quote until it is released. You may use the quote review date to print the Quote Review Date Report (p. 33-4) if you wish to follow up the quote with a sales call.
5. When you are ready to release (i.e., create an order or invoice for) the quote, select Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN). Enter the company and order/ generation number of the quote on the Order Release Screen (p. 7-5).
6. On the Order Release Screen, indicate if you want the quote to be converted to an order or an invoice by keying O or I in the **New Order Type** field, respectively.

   If you key O, follow steps 5 through 10 "Processing an Order" on page 4-41. The status of the order will be Pick List Ready to Print.

   If you key I, the status of the order will be Ready for invoice print. Select Print Invoices (MENU OEMAIN) to print the invoice for the order. See "Invoice/Credit Memo" on page 25-21 for a sample invoice.

   After the Invoice is printed, the status of the order is Invoice Printed, and the order is complete.

Creating and Releasing a Blanket Order

A blanket order is an order in which the total quantity will be shipped in two or more increments. A shipping schedule (requested shipping dates and quantities) can be supplied by the customer when the order is entered, or items can be shipped at the customer's request. The process of creating and releasing blanket orders with a pre-defined shipping schedule is different from the process of creating and releasing blanket orders that will be released upon request. The following lists provide instructions for creating and releasing both types of blanket orders.

Blanket Order with a Pre-Defined Shipping Schedule

This method of creating and releasing blanket orders allows you to set up scheduled shipments of an item over a period of time and then release those shipments according to the customer's schedule.

1. Select Enter, Change & Ship Orders (MENU OEMAIN). Specify the order type as M (for master order), and key any order number in the **Order No/Seq** field on the Start Order Screen (p. 6-6).
2. On the Order Header Screen (p. 6-18), key Y in the **Blanket** field.
3. Enter an item and the order quantity for the first shipment of that item on the Item Entry Screen (p. 6-71). You may enter special charges by pressing F4=CHARGES and comments by pressing F5=COMMENTS. Press ENTER from the Item Entry Screen to display the Item Review Screen (p. 6-115).
4. On the Item Review Screen, enter the requested ship date for the first shipment of the specified item and quantity. Verify or make changes to the line entered, and press ENTER to return to the Item Entry Screen.
5. For the second shipment of the same item, enter the item number again on the Item Entry Screen with the quantity for the second shipment. Enter the requested ship date for the second shipment of the order on the Item Review Screen. Continue entering the same item number with different quantities and requested ship dates until you have entered all shipments of this one item, then begin entering the next item on the customer's order.
6. When all items (with different requested ship dates), special charges, and comments are entered, press F10=END to end the order. The End Order Screen (p. 6-248) will display. When you press ENTER, the order remains a master blanket order until the last blanket order (the last shipment scheduled) is released.
7. To release one or more shipments under the master blanket order (i.e. create an order or invoice for each item for the appropriate requested ship date), select Release Blanket Orders (MENU OEMAIN).
8. On the Blanket Order Release Screen (p. 10-3), key 1 in the **Release Method** field (Pre-defined release dates).
9. Select which blanket orders to release by entering ranges for one or more of the following:
   - Master blanket order number
   - Requested ship date
   - Customer number
   - Customer PO number
   - Item number

   All blanket orders that meet the selection criteria you enter will be released.

10. On the Blanket Order Release Screen, indicate if you want the order being released to be an order or an invoice by keying O or I in the **New Order Type** field, respectively.

NOTE: If you have Warehouse Management installed, the blanket order may be released only as an order (type O).

11. On the Blanket Order Release Screen, key a Y or an N in the **Allocate** field to indicate whether you want inventory to be allocated for the new order being released.
12. Press ENTER to confirm your entries and release the blanket orders. All of the orders that meet the selection criteria you entered will be released. Each new orders created will be assigned the next sequential order number with a generation number of 50. Additionally, the Blanket Order Release Report (p. 10-17) will print. This report will print the new order number of the blanket order, and indicate how many, if any, blanket orders remain for the master order.

NOTE: After the new order has been created and you access the order to review or maintain it through Enter, Change & Ship Orders (MENU OEMAIN), the requested ship date will be checked against the carrier's schedule [if any, as defined through Carrier Codes Maintenance (MENU OEFIL2)]. If the date does not reflect a day of the week on which that carrier is scheduled to deliver, the system will update the date to the next day of the week identified as a scheduled delivery day.

When you release a blanket order, the line item comments and special charges associated with that line on the master blanket order are copied to the new order and deleted from the master blanket order. The order comments are copied to the new order, but also remain with the master blanket order until it is deleted.

When you release the last item quantity from a master blanket order, the master blanket order and all associated order comments are deleted from the system automatically.

Released orders are checked for any applicable hold codes. Therefore, although you may release a blanket order, the order may not be available to ship because it has been placed on hold.

13. If you keyed an O in the **New Order Type** field, follow steps 5 through 10 of "Processing an Order" on page 4-41. The status of the order will be Pick List Ready to Print.

    If you keyed an I in the **New Order Type** field, the status of the order will be Ready for Invoice Print. Select Print Invoices (MENU OEMAIN) to print the invoice for the order.

    After the Invoice is printed, the status of the order is Invoice Printed, and the order is complete.

Blanket Order to be Released on Request

Because customers do not always know when they place an order exactly when they will need shipments of the item, Order Entry allows you to enter a master blanket order without a pre-defined schedule and to release blanket orders from that master blanket order as requested. The requested quantity and ship date for each shipment are entered at the time of release.

1. Select Enter, Change & Ship Orders (MENU OEMAIN). Specify the order type as M (for master order), and key any order number in the **Order No/Seq** field on the Start Order Screen (p. 6-6).
2. On the Order Header Screen (p. 6-18), key the date December 31, 2049 in the **Req Ship** field, and key Y in the **Blanket** field. You must enter a requested ship date of December 31, 2049 to be able to release quantities on an as-needed basis with the Blanket Order Release option (MENU OEMAIN).

3. Enter an item and the total order quantity for the item (i.e., the total for all shipments of the item on this master blanket order) on the Item Entry Screen (p. 6-71). You may enter special charges by pressing F4=CHARGES and comments by pressing F5=COMMENTS. Press ENTER from the Item Entry Screen to display the Item Review Screen (p. 6-115).

NOTE: When you use a requested ship date of December 31, 2049 and enter the item quantity, the **Shp** field will show 0.00. The total quantity ordered will display in the **B/O** field.

4. On the Item Review Screen, verify or make changes to the line entered. Do not change the requested ship date.
5. When all items, special charges, and comments are entered, press F10=END to end the order. The End Order Screen (p. 6-248) will display. When you press ENTER, the order remains a master blanket order until the quantity remaining to be shipped for each item is zero.
6. Select Release Blanket Orders (MENU OEMAIN) to release blanket orders (i.e. create an order or invoice for one or more items on a master blanket order).
7. On the Blanket Order Release Screen (p. 10-3), key 2 in the **Release Method** field (Assign release dates).
8. Select which master blanket orders you want to work with by entering ranges for one or more of the following:
   - Master blanket order number
   - Requested ship date
   - Customer number
   - Customer PO number
   - Item number

   All of the master blanket orders that meet the selection criteria you enter will be displayed on the Blanket Order List Summary Screen (p. 10-10).
9. On the Blanket Order Release Screen, indicate if you want the blanket order to be an order or an invoice by keying O or I in the **New Order Type** field, respectively.

NOTE: If you have Warehouse Management installed, the blanket order may be released only as an order (type O).

10. On the Blanket Order List Summary Screen, select the master blanket order from which you want to release one or more orders for shipment.
11. On the Blanket Order Release Detail Screen (p. 10-12), select the first item to be included on the order being released and enter a quantity for the item, then press ENTER. Continue selecting items and entering quantities until you have identified all the items for this one order.
12. Enter a release date (requested ship date) for the new order. If you want this shipment delivered to a different ship-to address than the ship-to on the master blanket order, enter the ship-to address. Press F10=RELEASE to release the order. All of the items you select before you press F10=RELEASE will be released on the same order, with the requested ship date and ship-to address (if any) you entered.

    If there are other orders you want to release, select the next master blanket order you want to work with and repeat this process.

    Each new orders created will be assigned the next sequential order number with a generation number of 50. Additionally, the Blanket Order Release Report (p. 10-17) will print. This report will print the new order number of the blanket order, and indicate how many, if any, blanket orders remain for the master order.

NOTE: After the new order has been created and you access the order to review or maintain it through Enter, Change & Ship Orders (MENU OEMAIN), the requested ship date will be checked against the carrier's schedule [if any, as defined through Carrier Codes Maintenance (MENU OEFIL2)]. If the date does not reflect a day of the week on which that carrier is scheduled to deliver, the system will update the date to the next day of the week identified as a scheduled delivery day.

When you release a blanket order, any line item comments and special charges for an item are copied to the new order. Item comments and special charges are deleted from the master blanket order when the total quantity for the item has been released. Order comments are copied to the new order, and remain with the master blanket order until it is deleted.

When you release the last item quantity from a master blanket order, the master blanket order and all associated order comments are deleted from the system automatically.

Released orders are checked for any applicable hold codes. Therefore, although you may release a blanket order, the order may not be available to ship because it has been placed on hold.

13. If you keyed an O in the **New Order Type** field, follow steps 5 through 10 of "Processing an Order" on page 4-41. The status of the order will be Pick List Ready to Print.

    If you keyed an I in the **New Order Type** field, the status of the order will be Ready for Invoice Print. Select Print Invoices (MENU OEMAIN) to print the invoice for the order.

    After the Invoice is printed, the status of the order is Invoice Printed, and the order is complete.

Multi-Warehouse Orders

The Multi-Warehouse Orders feature allows orders to be taken that will ultimately be shipped from more than one warehouse (WH). When the order is completed, the system will automatically create a separate order for each warehouse. Therefore, multiple Pick Lists will be printed and each will be confirmed and invoiced individually. The user can define an alternate warehouse sequence by WH or by Customer/WH. When alternate warehouses are requested during order entry, the system will display alternate warehouse availability in the pre-defined sequence. The customer order/shipment inquiry will provide customer service representatives with a consolidated view of the original customer order.

If an item is not available from every warehouse, you do not have to set up the item balance for every warehouse from which it may be sold. You can use the Override Shipping Locations feature. This allows you to set up the item balance only in the warehouse in which the item is stocked. You can then override the warehouse indicated for this item. At order entry time, when the item is ordered, the override warehouse where the item is stored will automatically be selected.

The following rules apply:

- The **Multi Warehouse** field must be set to Y through System Options Maintenance (MENU XAFILE).

- The **Multi W/H Orders** field must be set to Y to System Options Maintenance (MENU XAFILE).
- The order cannot be an invoice, master, or return order
- The order cannot be an order for a transfer company
- The customer must not require a complete shipment
- The pick list cannot have been already printed

Setting up Multi-Warehouse Orders

You must have the following setup to process multi-warehouse orders.

- Alternate Warehouse

  An alternate warehouse sequence must be defined through Alternate Shipping Warehouses Maintenance (MENU OEFIL2), if multi-warehouse orders are to be used.
- Warehouse Management Options

  All warehouse management options should be reviewed to ensure that you take advantage of available features. See the Warehouse Management User Guide for details.
- Carrier Code

  Carrier codes should be set up through Carrier Codes Maintenance (MENU OEFIL2).

  Customers may be set up with a default carrier through Customer/Ship to Master Maintenance (MENU ARFILE).
- Boxes

  Create boxes from Box Master Maintenance (MENU WMFILE). You should measure your boxes and enter each one with a box identification.

  Update Item Master Maintenance (MENU IAFILE) with all information necessary for boxing items; measure the items which you would like to have considered for boxing.

NOTE: Box Maintenance also may be performed via the F13=BOXES function key on the End Order Screen in Order Entry, or where the F13=BOXES function key is available through various Order Entry inquiries.

- Pallet

  Optionally set up the pallet class for items through Pallet Classes Maintenance (MENU WMFILE). This allows you to group types of pallets.

  Optionally set up the pallet ID through Item Balance Maintenance (MENU IAFILE).

  Each pallet that will be received should be identified by the pallet ID. This is performed through Pallet Master Maintenance (MENU WMFILE).

Multi-Warehouse Split Order Invoice Consolidation

You can consolidate invoices for split orders shipped on the same day from different warehouses. Invoices for the split orders will be consolidated when invoices are printed, either by pressing the F6=PRT INV function key on the End Order Screen (p. 6-248), via the Print Invoices option (MENU

OEMAIN), or when they are submitted by an auto day-end invoice job. Consolidating invoices for multi-warehouse split orders will make split order processing invisible to your customers because they will receive a single invoice for same day shipments. To use consolidation for multi-warehouse split order, set the **Consolidate Multi-Warehouse Split Orders** field to Y in Order Entry Options Maintenance and specify a split code. The code you assign is given the description “multi-warehouse split code.” Neither the code nor the description can be changed once assigned. The split code character combination will not be available as 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).

When entering an order that generates a multi-warehouse split without a consolidated bill code, invoice date, cash discount date, future date, AR customer number, or invoice number specified, if the **Consolidate Multi-Warehouse Split Orders** field is set to Y, the system will assign the split code to the orders during the order split process as long as a split code has been defined and the A/R terms code assigned to the order is not a split terms code. The multi-warehouse split code will display on the Second Order Header Screen (p. 6-48) for each split order. You may override the consolidation for one or more split orders by clearing the split code from the **Consolidated Bill Code** field on the Second Order Header Screen (p. 6-48); however, once the change is made and confirmed, the order cannot be returned to consolidation status.

When invoices are printed for any orders with a split code assigned, qualified orders (orders with a company, currency, and customer match that are ready to invoice) will be assigned. An consolidated invoice control number, an invoice number, invoice date, invoice print date, net date and due date will be assigned and the order status updated to invoice printed. Invoices will print using the consolidated invoice print format. Orders with different payment types will be processed with a separate invoice control number. Orders with currency or AR terms code discrepancies that cannot be consolidated are invoiced individually and listed on the Multi-Warehouse Consolidation Exception Report (p. 25-28).

Processing Orders with Authorized/Restricted Items

Authorized Item Codes (AICs)

To restrict a particular customer from only ordering from a subset of your available items, AICs may be created through Authorized Item Codes Maintenance (MENU OEFIL3). AICs allow you to designate which items you want your customers or ship-to’s to be authorized to purchase.

Once AICs are created, you can assign items and/or item classes/sub classes to each applicable AIC, and then add the AIC to each customer or ship-to number. Those customers or ship-to’s will then only be able to place orders for items specified on the assigned AIC either by item number or by its item class/subclass.

In addition to creating AICs through Authorized Item Codes Maintenance, you will also be able to assign a system defined AIC of *CONTR to a customer or ship-to which will allow the customer or ship-to to only order items for which a current contract has been set up, if **Use Customer Contracts** is Y in Order Entry Options Maintenance (MENU XAFILE).

If any unauthorized requests to purchase items were made for customers set up with an AIC, you can also select (through Authorized Item Codes Maintenance) to have the unauthorized requests logged/recorded. If so, whenever a customer attempts to purchase an item that is not included on their AIC, a record will be recorded in the OE Unauthorized Orders File (OEUAU) even if the request was overridden by an authorized user during Order Entry. You can then print the Unauthorized Requests for Authorized Item Code Report (p. 35-9) through Unauthorized Req for Restricted Products (MENU OEREPT) to view all unauthorized requests that were made.

Product Restrictions

Since distributors may have the need to restrict certain customers from ordering certain items, product restriction codes are provided which allow or deny the sale of certain items for certain customers. In some instances, the products can only be sold to customers with valid licenses; in other instances, items are stocked only for certain customers. Products may also be excluded from some states.

Product restriction codes are provided to identify restricted items and to define the parameters necessary to perform these restrictions. Fields in the Customer and Ship-to Master files will specify if a customer should be checked for product restrictions. License number and expiration date verification can also be part of the restriction checking process. To minimize item maintenance, restrictions can be defined to either prevent or allow the sale of an item.

As part of the product restriction code definition, options are provided for tracking unauthorized requests. Requests for those restricted products, for which tracking has been requested, will be logged in a history file. In addition, reports are provided that list the unauthorized requests and details regarding the violations.

During Order Entry, when an order is placed for a restricted item that the customer is not authorized to purchase, the **Restriction Code** will appear on the Item Entry Screen to indicate what the restriction code was that caused the item to be restricted. It will also print on the Offline Order Entry Report.

Selection Hierarchy for Authorization Checking

If using the Product Restriction feature, O/E will perform authorization checking for restricted items when orders are entered. The system will verify the Customer Authorizations File (OECAU) whenever a restricted item is entered for a customer who requires checking to determine if the customer will be allowed or prevented from purchasing the restricted item.

Order Entry determines if the customer will be allowed or prevented from purchasing the restricted item based on the following selection hierarchy:

- Does the customer or customer ship-to need to check restriction?
    - Is restriction checking determined at the ship-to level?
    - Has the address been changed (overridden)?

  - Does the restriction code allow for address changes (overrides)?
- Is the restriction code an ALLOW or PREVENT restriction?
- For ALLOW restriction codes
  - Is there a valid customer authorization on file? If so, access is granted. Else, access is denied.
  - When no customer authorization exists, check Restriction Code variables.
    - Determine what variables (state, territory, county, city, zip/postal code, warehouse, vendor, and purchasing line) have been set to S for selected data.
    - If the customer does not match the exception to the allow data, the purchase is allowed.
    - If the customer does match the exception to the allow data, the purchase is denied.
- For PREVENT restriction codes
  - Is there a valid customer authorization on file? If so, access is denied. Else, access is granted.
  - When no customer authorization exists, check Restriction Code variables.
    - Determine what variables (state, territory, county, city, zip/postal code, warehouse, vendor, and purchasing line) have been set to S for selected data.
    - If the customer does not match the exception to the prevent data, the purchase is denied.
    - If the customer does match the exception to the prevent data, the purchase is allowed.

Refer to the following areas for additional information:

- Product Restriction Codes Maintenance (MENU OEFIL2)
- Item Master Maintenance (MENU IAFILE)
- Restricted Items; Overview section of the Inventory Accounting User Guide
- Customer/Ship to Master Maintenance (MENU ARFILE)
- Customer Authorizations Maintenance (MENU OEFIL2)
- Restricted Product Sales Report (MENU OEREPT)
- Unauthorized Req for Restricted Products Report (MENU OEREPT)
- Enter, Change & Ship Orders (MENU OEMAIN); Item Entry Screen

Warehouse Transfers

Set up the warehouse transfer company through Company Name Maintenance (MENU XAFILE). Company 99 is suggested.

Distribution A+ allows you to identify at the warehouse level [Purchasing Options - Warehouse Maintenance (MENU XAFILE)], the warehouse transfer customer number and vendor number to be used for each warehouse transferring and receiving inventory. Pricing, discount/markup percents, hold codes, and demand tracking defaults are also established.

Warehouse transfers begin with a PO Requisition to order inventory from a warehouse transfer vendor which is another of your warehouses. Printing that purchase order automatically creates the warehouse transfer sales order and allocates inventory in the warehouse transfer vendor warehouse. That sales order is picked, packed, and shipped.

Distribution A+ allows you to specify, at the warehouse level [Purchasing Options - Warehouse Maintenance (MENU XAFILE)], whether or not receipt of warehouse transfer POs will be automatically posted in the receiving (“to”) warehouse when the Invoice prints for the sending (“from”) warehouse. This will automate the receiving and posting of PO receipts when goods arrive at the receiving warehouse.

Return purchase orders/sales orders are not allowed for warehouse transfers. To return a warehouse transfer, create a new warehouse transfer PO requisition to transfer the inventory back to the original warehouse that shipped the inventory.

For more information on setting up warehouse transfers, refer to the Warehouse Transfers Overview chapter of the Purchasing User Guide.

Shipping and Boxing Orders

With Warehouse Management installed, the ability to recommend the appropriate shipping box or boxes for a customer order becomes available. This support works well in a unit picking environment where less than full cases are picked to boxes or totes. Boxing not only enhances the flexibility within the picking process, but also provides the basis for the generation of the EDI Advance Shipping Notification (ASN). The Distribution A+ box number is the equivalent to the ASN carton/container identifier, and the logic of the box/carton/container is also supported.

The setup begins in the Warehouse Management module. Refer to the Warehouse Management User Guide for details on the features mentioned here.

1. Warehouse Management Options Maintenance
   - Case/Shipping Labels to Y
   - Select Box by Size (N, A, L)
   - Minimum Head Space Percentage
   - Minimum Fill Percentage
   - One Box per Pick List Page
   - Dunning Weight per Cube
   - Track Boxes set to Y
     - This option should not be set to Y until all the supporting set up options and data requirements are completed
2. Box Maintenance
   - Add each size box used for shipping including the length, width, and height dimensions and other specifics for tare weight and maximum weight

3. Pick Section Maintenance
   - Calculate Box Size
     - This field will only display when the **Select Box by Size** field is set to L for location in Warehouse Management Options Maintenance (MENU WMFILE)

Item Master Maintenance (MENU IAFILE) must be performed to identify length, width, and height dimensions for all unit of measure for each stocking unit of measure. For items shipped as full cases, the case quantity information needs to be completed through Item Balance Maintenance (MENU IAFILE).

Boxing Calculation Logic

The following is a brief outline of the logic/calculations used to “box” items.

1. Do items on the order have any “special” box types? If so, the items are split into multiple groups and each group is boxed separately. The remaining steps are described for when there are no special box types on the order.
2. Items that are identified as case quantity items will not be boxed. They have already been assigned a box number on their case picking/shipping labels.
3. Based on the total cube size for the order, try to find the smallest box available which will hold the entire order. This establishes a starting point for analyzing box filling.
   - When selecting the initial box, consider the minimum head space requirement.
   - If no single box will hold the entire order, begin the fill analysis with the largest available box. If multiple boxes are necessary, the system will return and complete analysis for the remaining items after the first box is filled.
4. Once an initial box has been selected, check the minimum fill percentage.
5. Check individual items vs. box dimensions:
   - Analysis is performed in picking sequence.
   - Although it is possible, the initial check of item cubes vx. box cubes might indicate a particular box should work, we might find that individual item dimensions might force us to try to find a different box.
   - If an item cannot fit in the initial smallest box available, then that box will be rejected and the system will begin the process of box selection again with the next larger box.
   - Based on the reiterative cycle, the system will continue the attempt to box the order until it finds a potential fit.
6. If all items fit in a box, check the minimum fill percentage:
   - If the box is sufficiently full, the analyzed box is selected and the system proceeds to the next order.
   - Since the process began with the smallest available box, if the box is not sufficiently full, the system is unable to find an appropriate box. The system will still assign a box number to the group of items but will indicate a message Box Not Found on the pick list, thereby forcing the picker to manually select a box.
7. If most of the order fits in the box but an item or items cannot fit because of their dimensions:

- If the system cannot find a box which will hold all the items based on the actual dimensions of some of the products, it will restart the boxing process at Step 2.
- This time through, the system will place items in the box unless they will not fit dimensionally. If an item will not fit, the system will skip that item and continue to box the other items.
- At the end of the boxing process, it is possible that the system has a filled box plus one or more items which did not fit in the box. The system will then try to box these odd shaped items separately. If no box can be located to fit the item's dimensions the system will assign it a separate box number and indicate a message Box Not Found on the pick list.

NOTE: If the boxing feature is activated while there are existing sales orders in multiple status, orders that are at a status of Pick List Printed or higher will require manual identification of the boxes used for shipping to complete the ship confirmation process. If Radio Frequency is being used, the box ID may need to be provided for RF picking.

Box History

Tracking box history is established through Warehouse Management Options Maintenance. The number of days to keep box history and the selection to track the individual items and quantities content in the boxes are user selections.

For open sales orders, the box information is stored in the Box Header File (OEBHD) and Box Detail File (OEBDT). Once the order is invoiced, Day-End Processing (MENU XAMAST) completes the order and moves the information to the History Box Header File (HSBHD) and History Box Detail File (HSBDT).

Boxing and EDI

Without Warehouse Management

To provide box information for Outgoing EDI Advance Shipping Notices, box information will need to be manually entered before or during the ship confirmation process. On the End Order Screen (p. 6-248), the user will press the F13=BOXES key to open the Box List Screen (p. 16-47). From here, the F6=CREATE BOX function key is used to access the shared boxing programs. The *Print/Reprint Labels Screen* [Box Maintenance (MENU WMMAIN)] will be presented and the user will use the F5=BOX MAINT to display the *Box Header Maintenance Screen* [Box Maintenance (MENU WMMAIN)]. The user will create unique box IDs and identify the items packed in the boxes. Additional fields for PRO Number, BOL Number, DIM weight, Box ID, Box Weight, etc. can be filled. After the first box is filled for multi-box orders, the user will return to the Box List Screen and create/fill the next box. When all the items are boxed, the user will return to the End Order Screen and complete the ship confirmation process.

For the Outgoing 856 EDI Advance Shipping Notice, the PRO Number field will create an EO856D20 record REF CN if you are not using boxing. The BOL Number field will create an EO856D20 record REF BM when using boxing.

With Warehouse Management

Boxing with Warehouse Management can be completed similarly as described above. In most cases, based on the business practices of the warehouse, as orders are picked and packed, the box ship confirmation is usually completed in the warehouse through Box Maintenance (MENU WMMAIN) and/or through Confirm Box Shipments (MENU WMMAIN). Printing the pick lists will auto-create the applicable boxes so they will not need to be manually created. When Radio Frequency is installed, RF Shipping completes many of the boxing steps based on set up options.

CHAPTER 5

Order Entry Managing Backorders

5

A backorder is an order that is created for any items that cannot be shipped when an order is invoiced. Those items that cannot be shipped from the original order are placed on a second generation of the original order. This second generation order is the backorder. This situation occurs when the quantity ordered is greater than available inventory.

Backorders can also be created when the **Assume Zero Ship** field is Y in Order Entry Options (MENU XAFILE). In this situation, when you enter a new order, the **Qty Shp** field on the Item Entry Screen is forced to zero and the order automatically becomes a backorder. You then have the option of manually committing inventory to the backorder through Inventory Commit/Uncommit (MENU OEMAST).

After you receive items from your vendor that have been put on backorder, you will want to send them to the customer as soon as possible. The process of converting a backorder into a working order (i.e., an order that will be picked and ship confirmed, or invoiced), is called releasing the backorder. Backorders may be released manually or released automatically for the indicated customer using the Automatic Backorder Release (ABR) function.

Manual Backorder Release

To release backorders manually, you have two options. First, you can specify the order number of the backorder to release through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN). Through this option, you may release only one backorder at a time.

The second way for releasing backorders manually is through Inventory Commit/Uncommit (MENU OEMAST). Through this option you can release backordered line items which in some instances will result in the entire backorder being released. Inventory commitment can be spread across multiple orders by either a fill quantity or fill percentage, ensuring all specified orders receive some commitment rather than some orders receiving all commitment.

In addition, you can create an inventory commitment matrix where groups of items are linked with groups of customers through Inventory Commitment Matrix (MENU OEMAST). This matrix is used during manual commitment to commit inventory for an exact item/customer combination.

Automatic Backorder Release

Automatic Backorder Release (ABR) allows you to release a group of backorders that meet specified criteria. This is helpful when you receive a large amount of inventory since you will not have to release every backorder individually. With ABR, the number of steps to release backorders is significantly reduced. ABR allows you to release several backorders at one time. You specify the conditions of the backorders that will be released. ABR is performed through Automatic Backorder Release (MENU OEMAST).

If enough items have been received so all items on a specific backorder can be shipped, the backorder is completely shippable. For completely shippable backorders, if an order meets the conditions specified during Automatic Backorder Release (MENU OEMAST), the backorder is released.

Only Backorders and Pick List Ready orders will normally be processed by ABR. All other types of orders (including Pick List Printed, Invoice Ready, Invoice Printed, Future Orders, Master Orders, and Blanket Orders) will be completely ignored by ABR. The option **Reserve Unshipped Backordered Inventory** will include Pick List Printed, Ready for Invoicing, and Invoice Printed orders when set to Y. ABR can be run specifically for either backordered order entry orders, backordered work orders (if the Value Added Services module is installed) or both.

Backorders that qualify for release (based on additional criteria) will be released as Pick List Ready orders. The ship quantities for the line items on these orders will be changed to the new ship quantity that ABR calculates based on the inventory availability.

Pick List Ready orders are orders which have been entered into the system but have not yet had a pick list printed. Although Pick List Ready orders are not normally held (and therefore do no need to be released), ABR will re-calculate the ship quantities for the line items on these orders based on current availability. The following example shows the benefit of re-calculating ship quantities for Pick List Ready orders:

Example:

- On Monday morning an order is entered for 10 widgets to be shipped on Tuesday, but currently only 6 are available in the warehouse. The order is entered with a ship quantity of 6.
- On Monday afternoon, there is a delivery of 100 widgets to your warehouse. The receipts are entered and posted.
- ABR is run. ABR determines that more inventory has become available for this order and, consequently, will automatically change the ship quantity from 6 to 10.
- On Tuesday morning, the pick list is printed with the correct ship quantity. The ship quantities will not be changed during Shipping Confirmation because ABR has already made the necessary changes.
- If some of the items on a backorder may be shipped, that backorder is partially shippable. During ABR, you provide additional criteria that pertains only to partially shippable backorder.

Orders Considered

Orders that are considered by ABR are those that meet the conditions specified through Automatic Backorder Release (MENU OEMAST). These include:

- Matching the *requested ship date through which backorders are released
- Matching the cancel date through which backorders are released
- Falling within the range of order priorities of orders to be released
- Falling within the range of warehouses containing backordered items to be released
- Falling within the range of items on backorder to release. If one item on the order falls within the range, the entire order will be reviewed.
- Matching the customer commitment code for which backorders will be released
- Matching the single customer for whom backorders will be released
- Matching the AR customer number for which backorders will be released
- Matching the customer PO number for which backorders will be released

*The requested ship date specified on the Order Header Screen (p. 6-18) is compared to the requested ship date specified on the Automatic Backorder Release Screen (p. 79-6) to determine if the order should be examined for ABR. The line item's requested ship date on the Item Review Screen (p. 6-115) is then examined to determine if that line should be considered for releasing. Be sure that the order header's requested ship date is the same or earlier than the earliest requested ship of the line items in that order.

NOTE: ABR accommodates BOM kits, using both parent and component item availability.

Orders that are not considered include:

- If the order default for allocate inventory is no, ABR skips this order.
- Orders on the New Customer Hold (NC) are skipped.
- Backorders on hold for other types of hold codes (i.e. Gross Margin (GM) Hold or Credit (CR) Hold) may be released from backorder hold but will still remain on hold for the original reason.
- If Order Entry Options (MENU XAFILE) **Assume Full Shipment** field is set to Y, ABR will not run.

Customer Inventory Reservations

The customer inventory reservations feature with ABR will use the quantity on hand as the basis to be lowered by the quantity of the item specifically set aside, or reserved, for particular customers. When there are inventory reservations for an item, the quantity on hand that is used by ABR has been reduced by the total quantity of the reservations for non-reservation customers. The customers with reservations will have a quantity on hand reduced by all reservations that are for other customers.

Reserving Unshipped Backordered Inventory

Inventory can be reserved for open orders with backordered line items and an order status of Pick List Printed or greater during Automatic Backorder Release (MENU OEMAST) if you key Y in the **Reserve Unshipped Backordered Inventory** field on the Maintain O/E Options - Order Priorities Window (MENU XAFILE).

If you key Y, open orders with backordered line items and an order status of Pick List Printed or greater will have inventory reserved for them before it is given to backordered orders that meet the criteria for automatic backorder release. The quantity available to commit to backordered orders that meet the criteria for automatic backorder release will be reduced by the reserved quantity.

If you key N, no inventory reservation will be made and there will be no reduction to the quantity available to commit to backordered orders.

ABR Commitment Sequence

You can specify a commitment sequence that ABR will use as it sorts backorders for release. You can use one or all four sequence criteria to sort your backorders so that they will be released exactly to your specifications. The four sequences are as follows:

- **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 (5,6) order priority backorders.
- **Requested Ship Date**: Sort backorders based on their requested ship dates. Backorders with the oldest requested ship dates will be released before backorders with more recent requested ship dates.
- **Cancel Date**: Sort backorders based on their cancel dates. The cancel date comes from the Cancel Dt field on the Second Order Header Screen in Enter, Change & Ship Orders (MENU OEMAIN) Backorders with cancel dates closest to the date you run ABR will be released first.
- **Priority Matrix**: Sort backorders based on the priority matrix set up through Priority Matrix Maintenance (MENU OEMAST).

Order Priorities

The Order Priority is the value ABR uses to calculate which orders should be released. You should assign order priorities to orders based on the urgency of the need to ship the backorder, and whether or not inventory is committed to the order. The valid values (1-7) are defined as follows:

- Odd numbered order priorities, 1, 3, and 5 (high, medium, and low respectively), always commit (reserve) inventory to backorders regardless if the backorder can be released. When ABR runs, is may or may not release certain backorders (as determined by additional criteria). Inventory will be committed to items on this backorder, even if the order is not released. Other backorders will not be able to use this inventory.

- Even numbered order priorities, 2, 4, and 6 (high, medium, and low respectively), commit (reserve) inventory only if the backorders can be released. If ABR determines that the backorder should not be released, then inventory is not committed for backorders with even numbered priorities. Other backorders will still have this inventory available when ABR considers them for release.
- Order priority 7 indicates you do not want this customer or order included in calculations for ABR.

NOTE: It is recommended that you use either odd or even numbered order priorities for a specific customer's orders, NOT both.

Through Order Entry Options Maintenance (MENU XAFILE), you determine which order priorities can and cannot be used for a company's orders. You also specify the default order priority.

NOTE: When you set up the default order priority through Order Entry Options Maintenance (MENU XAFILE), use priority 3 or 4. This will allow you to priority ship more important orders (priorities 1, 2) and vice-versa (priorities 5, 6).

Partially Shippable Conditions

Default values for ABR are defined through Order Entry Options Maintenance (MENU XAFILE). These definitions apply to partially shippable backorders only:

- The dollar value for which partial shipments of a greater than or equal to value will be released.
- The dollar value for which partial shipments of a less than or equal to value will not be released.
- The total shippable order value that is compared to the total order value as a percentage (this percentage is examined in the first pass - see below).
- Two additional percentages of the total order value that partial shipments must be greater than or equal to so they may be released (these are examined in the second and third passes).

NOTE: The default for Partially Shippable Conditions is dollar value. However, ABR can examine orders based on weight or quantity also.

Pass

During ABR, you must specify at least one percentage (up to three) for up to three passes. A Pass is when ABR reads the Open Orders Header File (ORHED) looking for, releasing, and committing inventory for backorders according to selection criteria which you determine. Partial shipments having a value that is greater than or equal to the specified first pass percentage of the total order value will be released first. Remaining partial shipments of a lower percentage of the total order value may be released using the optional second and third pass percentages.

The values available can be based on V-total order value (currency), Q-total order quantity, or W-total order weight. ABR will always make at least one pass through the Open Orders Header File. The first few times you use ABR, we suggest you run it with only one pass. The second and third passes are not run unless there are percentage values entered on the prompt screen. Once you have become familiar with it and wish to use the full capabilities of the program, you may then use the second and third passes.

Pass	Percentage	Example
1	100	That is, the shippable value of that backorder is 100% of the total backorder value or the shippable value is greater than or equal to the "Release Partial Shipments greater than/equal to ? Dollars" which is entered on the ABR Prompt screen. This enables you to use available inventory to ship as many "completely shippable" backorders as possible shippable backorders.
2	75	Use remaining inventory to ship all backorders which may have a shippable value which is only75% of the total backorder value.
3	50	There may still be some available inventory left for various items. You may now release backorders which have a shippable value of 50% of the total backorder value.

Orders Released

The orders that meet the ABR conditions are considered for release. However, orders are not released until they pass the criteria outlined below. To determine if a considered backorder can be released, the following steps are performed:

1. Checks if the order can be shipped completely. If it can, the order will be released (and the remaining steps will be skipped; otherwise, the next step will be executed).

2. If it is determined that the order cannot be shipped completely, check if the customer allows partial shipments [**Accept B/O** field in Customer/Ship to Master Maintenance (MENU ARFILE)]. If the customer does not allow partial shipments, the order will not be released (and the remaining steps will be skipped; otherwise, the next step will be executed).

3. If it is determined that the customer allows partial shipments, check if the order may be partially shipped [**Compl Ship** field on the Second Order Header Screen (p. 6-48) is not blank]. If the order cannot be partially shipped, the order will not be released (and the remaining steps will be skipped; otherwise, the next step will be executed).

NOTE: Backorders which have an H (hold until completely shippable) or a D (delete any backordered items when the order is shipped) in the **Compl Ship** field will never be released (unless they are fully shippable) regardless of the shippable value.

4. If the order can be partially shipped, check the ABR conditions selected during Automatic Backorder Release (MENU OEMAST). If the order meets these conditions, the order will be released. If it does not meet these conditions, the order will not be released.

If the order priority is odd, and the order cannot be released, inventory is still committed to the backorder. If the order priority is even, and the order cannot be released, inventory is not committed to the backorder.

When ABR searches for orders that can be released, it first looks at order priority and then at the requested ship date.

NOTE: Order priority and requested ship date are the default settings in the ABR Commitment Sequence (see first example below). If you change these defaults (see the second example), ABR searches for orders to be released based on the sequence(s) you specify.

Order Release Conditions

Always Release These Backorders (Partial): Any backorder that has a partially shippable order value greater than or equal to the order value specified on the ABR prompt screen in the **Release partial shipments greater than ? dollars** field will be released by ABR.

Never Release these Backorders (Partial): Any backorder which has a partially shippable order value less than or equal to the value specified on the ABR prompt screen in the **Don't release partial shipments valued less than ? dollars** field, will not be released by ABR. However, if the backorder has an odd numbered Priority Code, (1,3,5), available inventory will still be committed to the item. Other backorders will not be able to use the "shippable" quantities on this unreleased backorder.

Check the "Pass Percentage Amount" Before Releasing these Backorders: For those orders which have a non-extreme shippable value (below the release amount, but above the don't release amount) a separate calculation is made to determine if the backorder should be released.

- ABR calculates the shippable value of the backorder as a percentage of the total backorder value for this backorder. For example, if the total backorder value is $500 and the shippable value is $250 then the percentage is 50%.
- ABR then compares this percentage amount to the "Pass Percentage" which was entered on the ABR prompt screen. It will use either the First, Second, or Third Pass Percentage depending on which Pass ABR is currently running.
- If the Order Percentage is greater than or equal to the "Pass Percentage" then the backorder is released. If the Order Percentage Amount is less than the "Pass Percentage" then the backorder is not released. However, if the Priority Code for the order is 1, 3, or 5, then the shippable quantity will still be committed (made unavailable for other backorders).

Example:
Orders with order priority 1 will be considered before orders with priority 3 codes are considered. It will commit inventory to the oldest requested ship date within order priority 1 first, then move forward to the requested ship date keyed when you executed ABR through Automatic Backorder Release (MENU OEMAST). You can use a single priority sequence or all four. When more than one is used, they are considered simultaneously, with higher values taking precedence over lower values.

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

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

Semi-Automatic Backorder Release

There are some instances in which an order may be released as a result of another process. Such is the case when a drop shipment is processed through Account Payable’s drop ship receipt validation process. Purchasing Options (MENU XAFILE) warehouse-level options exist to allow for an originating drop ship customer order to be released to invoice or released to a drop ship hold when the purchase order receipts are posted. Refer to the Accounts Payable User Guide for further details about this process.

Update Order Costs

Orders released from backorder hold may need to have their cost updated to reverify the gross margin of each item. Based on an Order Entry Option to Update Order Cost when Backorders are Released, you have the choice to update the item's costs and the order's costs before the normal additional hold code checking of the Automatic Backorder Release and Release Held Orders, Quotes, Backorders & Futures. Refer to Order Entry Options (MENU XAFILE) for more information.

CHAPTER 6

Entering, Changing, and Shipping Orders

6

Use the Enter, Change & Ship Orders option on the Order Entry Main Menu (MENU OEMAIN) to enter an order into Distribution A+. Depending on the type of order entered, there are several types of orders and different steps of processing an order. For an understanding of order processing functions performed through this option, refer to CHAPTER 4: *Order Entry Order Processing*.

When creating a new order, different checks are performed by the system:

- The PO check program will run, if the **Last Status For Duplicate PO Check** setting in Order Entry Options Maintenance (MENU OEMAIN) is set to a status other than zero. If the status of 5 (representing order history) is selected, all open order statuses (1-4) and order history orders (considered status 5 for this setting) will be reviewed in order to determine if the PO number entered on a new order matches any of those records.
  - Based on the **Prevent Duplicate PO Entry** setting, either a warning or error will be shown when a duplicate PO has been entered. During regular order entry, the duplicate PO message displays as an interactive warning or error. Whereas, the appropriate warning/error will display on the offline report when generated as a result of offline order entry. The error will restrict the offline order from being created, whereby the warning will not.
  - The **Number of Days to Check Last Status** setting is taken into consideration for the selected "unshipped" status, if the number of days is not zero. For example, if the number of days was set to 100 and an open and/or history order was found to match the same PO number as the current order, the PO warning/error will be issued if that open/history record was less than or equal to 100 days ago. If it is greater than 100 days, the PO warning/error will not be issued (ignored) as the order is considered too old based on the setting.
  - When determining the number of days range, 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.
  - When checking for duplicate POs, the PO number search functionality includes both case and non-case sensitive matches.
- Order Entry will perform authorization checking for restricted items when entering an order through this option, if the Product Restriction feature is being used. The system will verify the Customer Authorizations File (OECAU) whenever a restricted item is entered for a customer who requires checking to determine if that customer will be allowed to or denied from purchasing the restricted item. An item is restricted by entering a **Restrict Code** for that item through Item Master Maintenance (MENU IAFILE); a customer requires authorization checking if **Chk Prd Rstr** has been defined as Y through Customer Master Maintenance (MENU ARFILE), or defined as Y

through Customer Master Maintenance at the ship-to level. For a logic flow for authorized checking, refer to the “Product Restrictions” on page 4-51. Product Restriction codes are defined through Product Restriction Codes Maintenance (MENU OEFIL2).

- The system will verify if a customer or ship-to has been set up with an Authorized Item Code (AIC). An AIC allows you to designate which items you want your customers or ship-to’s to be authorized to purchase. Assigning an AIC to a customer or ship-to can be done with or without setting up an item as a restricted item. An AIC is defined through Authorized Item Codes Maintenance (MENU OEFIL3) with items or item classes/subclasses assigned to it. An AIC can then be assigned to a customer and/or ship-to so that when the indicated customer places an order through this option, only orders for items specified on the assigned AIC will be authorized to be purchased. You will also be able to assign a system defined AIC of ***CONTR** to a customer and/or ship-to which will allow the customer and/or ship-to to only order items for which a current contract has been set up, if **Use Customer Contracts** is Y in Order Entry Options Maintenance (MENU XAFILE). Depending on your User ID authority, you may be able to perform an override of the unauthorized item(s) if the application action **Allow Override of Unauthorized Items** is set accordingly in Application Authority (MENU XASCTY).

NOTE: Applicable for customers and/or ship-to numbers that are set up with an AIC of ***CONTR** only. If a valid contract is found for an item and customer, then the item will be authorized for purchase, even if a different price hierarchy is used by Order Entry Pricing when an order is placed through this option. The existence of a valid contract indicates that the customer will be allowed to purchase the item.

Enter, Change & Ship Orders

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.

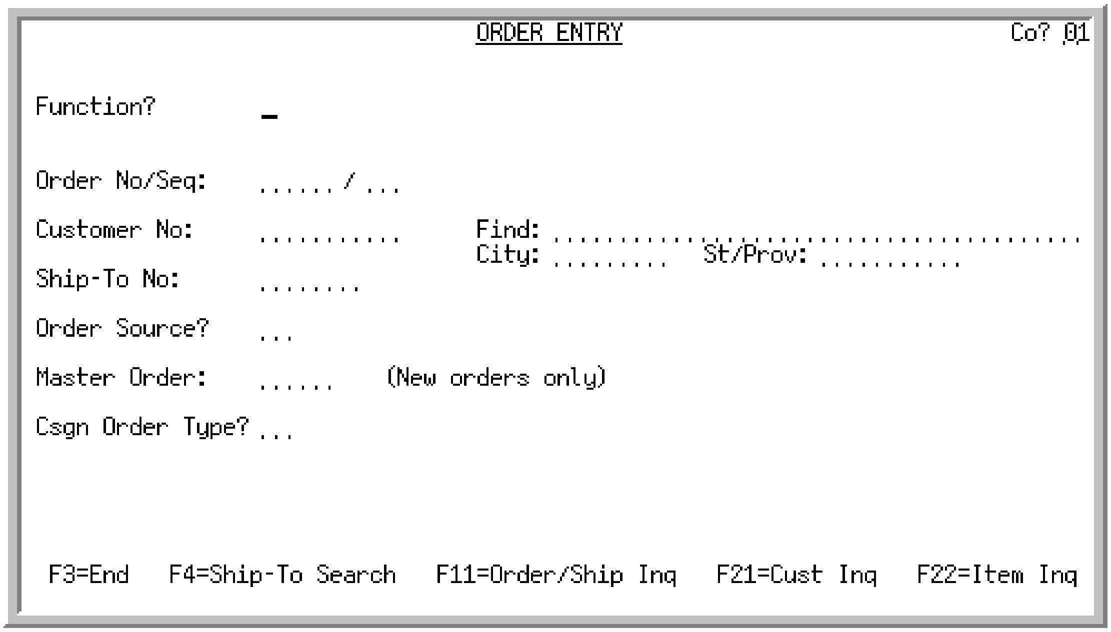
Title	Purpose
Start Order Screen	Use to specify the type of order being entered and any required order information.
Ship-To Search - No Ship-To’s Exist Screen	Use to select and view all customer ship-to records or return to the screen calling the Ship-To Search.
Order Header Screen	Use to provide header information for the order, such as bill to and ship to addresses, PO number, and requested ship date.
Copy Ship To Screen	Use to create a new ship to address for the customer.
Customer Credit Information Screen	Use to review credit information for the customer.

Title	Purpose
Expected Ship Date Screen	Use to enter whether or not the expected ship date on the Order Header Screen (p. 5-16) will be used to update all applicable line items on the order.
Second Order Header Screen	Use to provide additional header information for the order.
Currency Information Screen	Use to override the exchange rate for this order when International Currency is installed.
Item Entry Screen	Use to add line items to an order.
Special Charges Screen	Use to review and add special charges, such as freight or handling, for the order.
Order Comments Screen	Use to review or add line or order comments for the order. Comments can be internal of printed on customer documents, like the invoice.
Display Complementary Items Screen	Use to select the item for which you want to select a complementary item.
Select Complementary Items Screen	Use to select items that complement an item entered for the order.
Complementary Item Comments Screen	Use to review comments specific to the complementary item relationship.
Unit of Measure Selection Window	Use to select a stocking or additional unit of measure.
Standard Pack Warning Message Window	Use to review and accept the change to the order quantity to be a multiple of the standard pack.
Item Review Screen	Use to review and/or change information for a line item on the order.
Alternate Warehouse Selection Screen	Use to select the warehouse from which to order the item.
Replacements Selection Screen	Use to select an alternate, replacement, or upgrade item.
Replacements Selection Comments Screen	Use to review comments for a selected replacement items.
Order Location Selection Screen	Displays a list of warehouse locations storing an item. Use to select the location or make a reservation.
Location Reservations Entry Screen	Use to maintain the location of the reservation assignments for this order.

Title	Purpose
Extended Item Comments Inquiry Screen	Use to review the extended item comments select for the item and order.
Price Change Screen	Use to enter full field size base price and final price amounts.
Rebate Display Screen	Displays information about the rebate associated with the item as shown in the Item Price Inquiry.
Available Rebate List Screen	Displays other rebates for which the item qualifies. Use to select a different rebate for the item as shown in the Item Price Inquiry.
Billing Class/Sub Class Entry Screen	Use to enter the Billing Class and Sub Class for the customer/ship to.
Order Bill of Material Component Information Screen	Use to review the components of the kit parent item being ordered.
Order Bill of Material Component Information Comments Screen	Use to add or maintain message comments for the order specific bill of material.
Order Bill of Material Features/Options Selection Screen	Use to review additional feature items that may be added to the order specific bill of material. or review the option items that may be substituted into the order specific bill of material.
Order Bill of Material Features/Options Selection Review Screen	Use to review the selected feature/option items before completing the addition or substitution task for the order specific bill of material.
Order Bill of Material Component Information Change Screen	Use to add or maintain component items for the order specific bill of material.
Assortment List Screen, History List Screen and Item List Screen	The Assortment List Screen displays a list of all component items defined for an assortment parent item. Use the History List Screen to add items from the customer's order history to the current order. Use the Item List Screen to add all available items to the current order.
Customer Order History Screen	Displays a list of all line items from the customer's previous orders, in order from most recent purchase.
Box Line Maintenance Screen	Use to adjust the contents of each box associated with a line item in an order.
Auto Order Charge - Charge Override Window	Use to review and maintain the automated order charge being added to a specific order.

Title	Purpose
Automated Item Charge - Charge Override Window	Use to review and maintain the automated item charge being added to a specific order.
Order Returns Listing Screen	Provides a list of all items included on the original order and all returns already placed.
Promotions Warning Screen	Use to reset promotions to allow the re-selection of promotions based on changed to the order.
Available Promotions Screen	Use to select, mark, and update the promotional items to the order.
Choice Assortment Screen	Use to select the promotional choice item that will be added to the order.
Order Hold Code Summary Screen	Use to review and release an order from being on hold.
End Order Screen	Displays a summary of the order. Use to complete the order and a variety of activities, such as printing the pick list.
Delete Reason Code Window	Use to select a delete reason code identifying why the new order is being canceled.
ASN Item/Box Discrepancy Window	Use to note which item has a discrepancy between the ship quantity and the boxed quantity.
ASN Box/Label Complete Window	Displays to confirm the box labels were printed and the ASN box information has been recorded.
Picker ID, Packer ID, and Driver ID Window	Use to specify the IDs of the picker, packer, and/or driver for the order.
G/L Posting Date Selection Screen - Invoice Print	Use to specify the date the receipt for this order will be posted to General Ledger.
Credit Card Authorization Window	Use to authorize a credit payment for Electronic Payments.
Special Order Items Req/PO Information Screen	Displays a list of requisitions/purchase orders automatically and manually created or updated for the order.
Special Order Items Req/PO Information Report	Prints the requisition/purchase order information shown on the Special Order Items Req/PO Information Screen.

Start Order Screen



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.

Start Order Screen Fields and Function Keys

Field/Function Key	Description
Co	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE). An order is created or modified for the company number that is keyed in this field. Key the valid company number for which an order will be created 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/Display
Function	Key the function to perform for an order. The following list explains specifications of each. Access to a specific **Function** may be restricted through Application Action Authority. *Valid Values:* O, I, R, F, M, Q, C, or S (A 1) Required
Function - O	O for Order Use this function to create an order. Order transactions consist of the following four steps: 1. Entry: After an order is entered, the status of the order is “Pick List Ready.” This means that a pick list can be printed and sent to the warehouse. 2. Pick List Print: After printing the pick list, the status of the order is “Pick List Printed.” The pick list must be returned from the warehouse, and the order is waiting for a shipping confirmation. 3. Shipping Confirmation: After a shipment has been confirmed, the status of the order is “Invoice Ready to Print.” The invoice for the order is ready to be printed. 4. Invoice Print: After printing the invoice, the status of the order is “Invoice Printed.” The order transaction is complete. If Customer Consignment is installed and you want to perform a customer consignment stock transfer, you must key O in the **Function** field.

Start Order Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Function - I</td><td>I for Invoice Only

Use this function to create an order that does not require a pick list or a shipping confirmation. An invoice order consists of only two steps:

1. Entry: After an order is entered, the status of the order is “Invoice Ready to Print.” The invoice for the order is ready to be printed.
2. Invoice Print: After printing the invoice, the status of the order is “Invoice Printed.” The invoice order transaction is complete.

If Customer Consignment is installed and you want to create a customer consignment invoice, you must key I in the Function field.</td></tr>
<tr><td>Function - R</td><td>R for Return

A return, or credit memo, is used when customers return merchandise to you. This type of order does not require a pick list or a shipping confirmation. A return order consists of two steps:

1. Entry: After a return order is entered, the status of the order is “Invoice Ready to Print.” The return invoice for the order is ready to be printed.

NOTE: Through Order Entry Options Maintenance (MENU XAFILE), you have the option to Place new returns on RGA hold and specify the Default Hold Code. If you select to put new returns on hold, when the return order is entered, the status of the order will be “HOLD — XX” (XX being the default hold code that was selected). The order must first be released through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN) before an invoice can be printed. Once released, the Invoice for the order is ready to be printed; the status is “Invoice Ready to Print.”

Through RGA Slips (MENU OEMAIN), return goods authorization slips may be printed for a specific order or range of orders designated as returns.

You may optionally reference a return invoice to the original order being returned. This is done by keying the original invoice number in the Invoice No field on the Second Order Header Screen (p. 6-48).

2. Invoice Print: After printing the return invoice (credit memo), the status of the order is “Invoice Printed.” The return order transaction is complete.</td></tr>
<tr><td>Function - F</td><td>F for Future Order

A future order is one that is keyed immediately, but will not be shipped until a later date.

Before you can print a pick list or invoice for a future order, the order must be released through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN). When releasing the order, you determine if inventory should be allocated and if a pick list and shipping confirmation is required before printing the Invoice.</td></tr>
</table>

Start Order Screen Fields and Function Keys

Field/Function Key	Description
Function - M	M for Master Order A master order is an order "template" that can be copied several times to create standard or recurring orders. A master order is also used to create blanket orders. A blanket order is an order in which the total quantity will be shipped in two or more increments. A shipping schedule (requested ship dates and quantities) can be supplied by the customer when the order is entered, or items can be shipped on an as-needed basis. After creating a blanket order, release the blanket order shipments through Release Blanket Orders (MENU OEMAIN). A new order is created for the items being released; the new order is assigned the next available order number with a generation (sequence) number of 50.
Function - Q	Q for Quote Key Q in this field to indicate that you are entering a customer quote. This selection keeps inventory from being allocated to an order that is later converted to a quote. If you key Q in this field, you will not have to press the F11 function key on the End Order Screen (p. 6-248) to convert the order into a quote. However, if you do not key Q in this field, you can still use the F11=ORDER/SHIP INQ function key to convert an order into a quote.
Function - C	C FOR CORRECTION To make a correction to an existing order, you must specify a function of C. The original order will display for change. Note that if you are correcting an order for which the pick list has already been printed, a message will display indicating that situation.

Start Order Screen Fields and Function Keys

Field/Function Key	Description
Function - S	S for Shipping Confirmation When processing standard orders, a shipping confirmation is required after a pick list is returned from the warehouse. The shipping confirmation simply verifies that the order has been picked and shipped. Orders can be ship confirmed one at a time through this option or several at a time through Ship Confirm Multiple Orders (MENU OEMAIN). Before an order is eligible for shipping confirmation, the following conditions apply: • All boxes within the order must be ship confirmed. If all boxes have not yet been ship confirmed, and the current customer has the **ASN Pack(s) Req** field set to Y [as defined through Customer/Ship to Master Maintenance (MENU ARFILE)], a window displays when you try to end the order on the End Order Screen (p. 6-248) informing you to complete boxing before attempting to ship confirm the order. On this window, you are prompted to press ENTER and then F13=BOXES to access Box Maintenance. • If the **Freight Charges Required to Ship Confirm Orders** field in Order Entry Options Maintenance (MENU XAFILE) is Y, and the **FOB code** entered on the Order Header Screen (p. 6-18) is defined with Cost **Liability** set to R, there must be at least one order level shipping charge on the order that is defined as a freight charge before you will be allowed to ship confirm the order. After an order has been ship confirmed, the status of the order is “Invoice Ready.” This status indicates that the Invoice for the order is ready to be printed. Additionally, a pack list may print immediately following ship confirmation as determined through a tailoring option in Order Entry Options Maintenance (MENU XAFILE).

Start Order Screen Fields and Function Keys

Field/Function Key	Description
Order No/Seq	NOTE: For new orders (function codes O, I, R, and F), this field is Optional; for master orders (function code M) and existing orders (function codes C and S), this field is Required. The order number and sequence number of this order. The order number is a unique identifier of the order. For new orders, the order number is optional. You may, however, key an alphabetic or numeric order number. If you do not key an order number for function codes O, I, R, and F, the order number will be assigned by the system. For master orders (function code **M**), the order number is required. You may key an alphabetic or numeric order number. The order sequence number (also called generation number) indicates how many times an order has been backordered. If the sequence number is 50, the order was created from a blanket order [i.e., a shipment from a master blanket order was released through Release Blanket Orders (MENU OEMAIN)]. The sequence number must be 00 for new orders. (A 5/N 2,0) Optional/Required
Customer No	Key the number of the customer placing this order. If you do not know the customer number, use the **Find**, **City**, and **St/Prov** fields with the F4=SHIP-TO SEARCH key to activate the Customer Search feature. *Valid Values:* Any valid customer created through Customer/Ship to Master Maintenance (MENU ARFILE) (N 10,0) Required
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 the *Searches* topic in the *Introduction* section of the Cross Applications 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 the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 8) Optional

Start Order Screen Fields and Function Keys

Field/Function Key	Description
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 the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 10) Optional
Ship-To No	A ship-to number may be used on an order for selecting a pre-defined shipping address. If you do not know the ship-to number, press F4=SHIP-TO SEARCH to display the Ship-to search for this customer. *Valid Values:* Any valid customer ship-to number that has been created through Customer/Ship to Master Maintenance (MENU ARFILE) (A 7) Optional
Order Source	The order source is a two character code used in the G/L Interface. You define order source codes through Order Source Codes Maintenance (MENU OEFILE). Order sources may be used to determine to whom an order is attributed, the manner in which an order is placed (telephone, mail, etc.), the effectiveness of a marketing campaign, or any other method of categorizing individual orders. The use of an order source may be required, not required, or informational only, as determined through Order Entry Options Maintenance (MENU XAFILE). Additionally, you may optionally clear the order source code for new orders, or use the same order source that was used for the previous order. For additional information about the General Ledger Interface and Order Source Codes, refer to the General Ledger Interface User Guide. (A 2) Optional
Master Order	This master order field is used to copy order information from an existing master order to a new order. The original master order information will not be changed. If the master order is for the same customer as the new order being entered, all order information will be copied into the new order. If the master order is for a different customer, only line detail information will be copied to the new order. The order header information will be created from customer information specified through Customer/Ship to Master Maintenance (MENU ARFILE). *Valid Values:* An existing master order number previously created through this option with function code M (A 5) Optional

Start Order Screen Fields and Function Keys

Field/Function Key	Description
Csgn Order Type	This field appears only if Customer Consignment is installed. Use this field to specify the type of consignment order that you want to create. You can create a customer consignment stock transfer to move consignment inventory into the customer's site without charging for the goods or to return goods from the consignment warehouse to one of your physical warehouses. A customer consignment stock transfer can, however, include freight and special charges. You must create a customer consignment invoice to bill customers for consignment inventory that they have sold or used. Key AI in this field if you want to create a customer consignment invoice. If you key AI in this field, you must key I in the **Function** field. Key AT in this field if you want to create a customer consignment stock transfer. If you key AT in this field, you must key O in the **Function** field. *Valid Values:* AI for a customer consignment invoice; AT for a customer consignment stock transfer (A 2) Optional
F3=End	Press the F3=END function key to cancel this option. MENU OEMAIN will display.
F4=Ship-To Search	Press F4=SHIP-TO SEARCH to use the Ship-To Search for the customer selected in the **Customer No** field. The Ship-to Search Screen will appear. If the Order Entry Options (MENU XAFILE) for **Auto Launch of Ship-To Search** is set to Y, this process happens automatically when a customer with multiple ship-to locations is selected and no default ship-to address is defined. Refer to this screen as described in the Accounts Receivable User Guide.
F6=Get Next Order	The F6=GET NEXT ORDER function key will be displayed only if Order Entry has been selected from either the Open Order Inquiry Screen (p. 15-7) or the Customer Order/Shipment Inquiry Screen (p. 16-9) and orders have been marked. Press the F6=GET NEXT ORDER function key to get the next marked order. Do not select this key when this screen displays for the first time, because you will skip the current order and will have to manually enter the order number displayed. You should always use this key if the marked order number entered is in use or is invalid for some reason.

Start Order Screen Fields and Function Keys

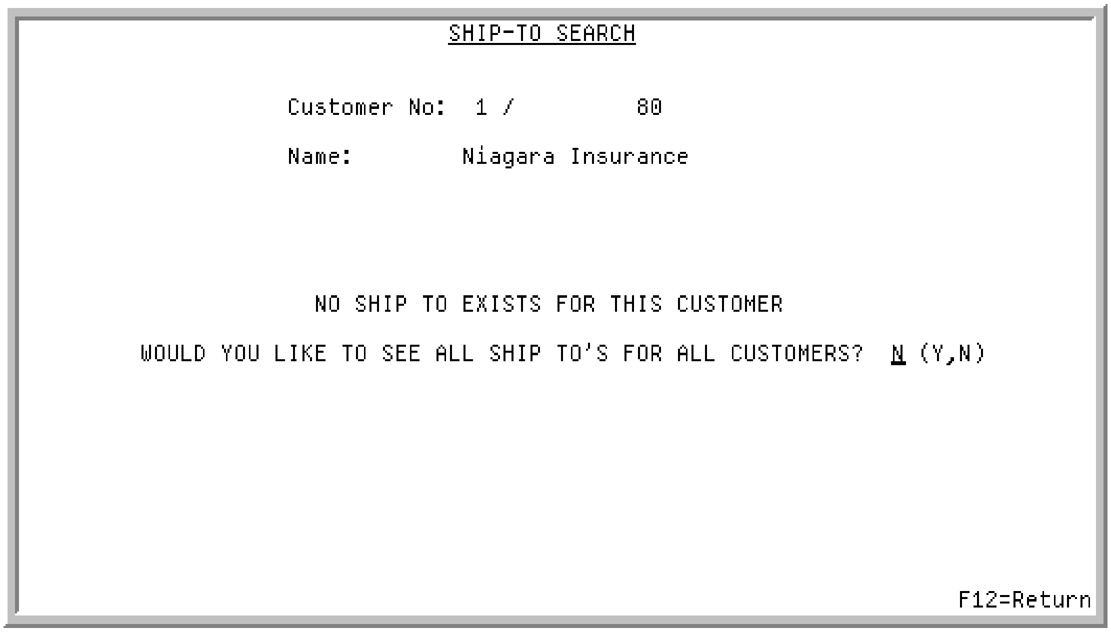
Field/Function Key	Description
F11=Order/Ship Inq	Press the F11=ORDER/SHIP INQ function key to search for open orders and shipment history for the customer keyed in the **Customer No** field. The Customer Order/Shipment Inquiry (MENU OEMAIN) will appear. Refer to CHAPTER 16: *Using the Customer Order/Shipment Inquiry*. NOTE: If you keyed a code in the **Order Source** field, the order source code will also be used as selection criteria for the search.
F21=Cust Inq	Press the F21=CUST INQ function key to display the Customer Inquiry. Use this inquiry to display detailed accounts receivable information for a customer. This inquiry also may be accessed through Customers Inquiry (MENU OEMAIN), and Customer A/R Inquiry (MENU ARMAIN) of the Accounts Receivable module.
F22=Item Inq	Press the F22=ITEM INQ function key to display the Item Inquiry. Use this inquiry to display the inventory status of an item. This inquiry also may be accessed through Item Inquiry (MENU OEMAIN), and Item Inquiry (MENU IAMAIN) of the Inventory Accounting module.

Start Order Screen Fields and Function Keys

Field/Function Key	Description

Enter	This key serves several purposes:
	• Press the ENTER key to view a list of customers after keying search criteria in the **Find**, **City**, and **St/Prov** fields. The Customer Search Screen will appear. For an explanation of this screen, refer to the Accounts Receivable User Guide.
	• Press this key to confirm your selections. One of the following screens will appear:
	  • If the Order Entry Options (MENU XAFILE) for **Auto Launch of Ship-To Search** is set to Y, the Ship-To Search Screen will appear when a customer with multiple ship-to locations is selected and no default ship-to address is defined. For an explanation of this screen, refer to the Accounts Receivable User Guide
	  • The Order Header Screen (p. 6-18).
	  • If any management or user comments exist for the selected customer, the Customer Service Comments Screen (p. 47-5) will appear.
	  • If open orders exist for the selected customer and the **Warn if Open Orders Exist** field is set to Y in Order Entry Options (MENU XAFILE) and/or if open quotes exits and the **Warn if Open Quotes** field is set to S or B in Order Entry Options (MENU XAFILE), a pop-up warning window appears. If a single open order/quote exists, you can choose to append to it rather than entering a new order. If multiple open orders/quotes exist, you can choose to view these open orders/quotes through the Customer Order/Shipment Inquiry Screen (p. 16-9), which you are brought to from this screen; you can then append to one of these open orders/quotes. If you do not want to append to an existing open order/quote, you can key N in the pop-up window and enter a new order/quotes.
	NOTE: The warning for open orders applies to those open orders for which pick lists have not been printed (Status 1 and 9 orders) and have the same customer number, ship-to number, and order source code keyed on this screen, as long as the open orders are not in use. Also, the warning does not apply to new customer numbers.

Ship-To Search - No Ship-To's Exist Screen



The Ship-To Search - No Ship-To's Exist Screen appears when you are searching for a ship-to address by pressing F4=Ship-To Search on the Start Order Screen (p. 6-6) or the Order Header Screen (p. 6-18) there are no records for your selected customer.

All the fields on this screen are display only and cannot be changed.

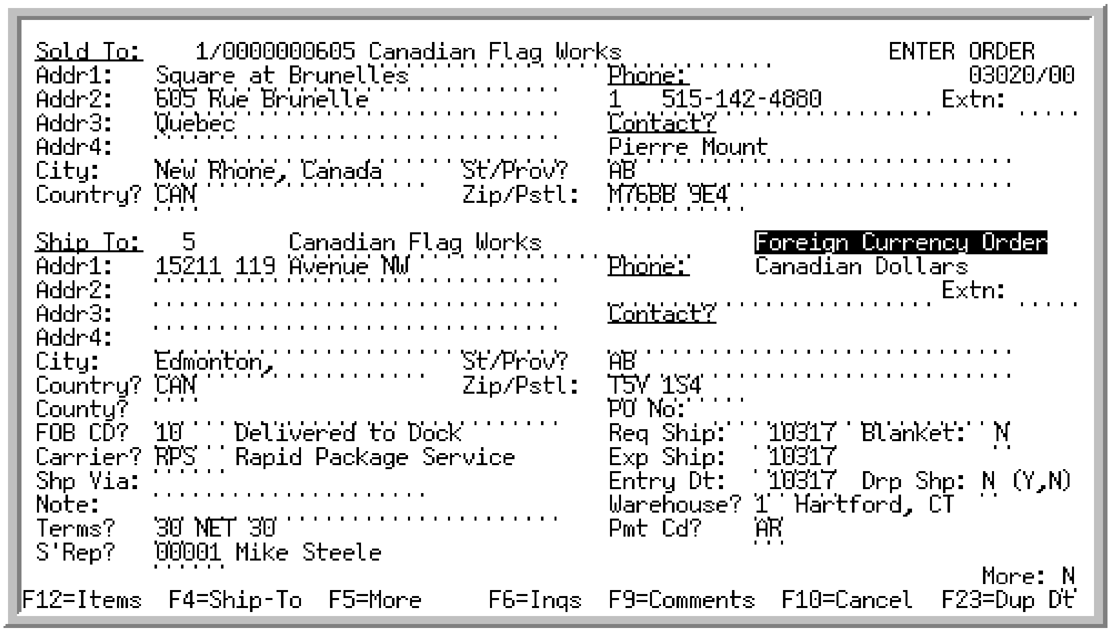
Ship-To Search - No Ship-To's Exist Screen

Field/Function Key	Description
Customer No	The company and customer number selected on the Start Order Screen (p. 6-6).
Name	The name of the selected customer.
(Message Text 1)	The message **No Ship To exists for this customer** displays to inform you that there are no defined shipping address records assigned to the selected customer.
(Prompt Field)	The additional prompt **Would you like to see all ship-to's for all customers?** displays when you press F4=Ship-To Search from the Order Header Screen (p. 6-18). Key N to return to the Order Header Screen and not select a ship-to address. Key Y to display the shipping addresses for all customers of the selected company.

Ship-To Search - No Ship-To's Exist Screen

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Start Order Screen of Enter, Change & Ship Orders (MENU OEMAIN).
Enter	Press ENTER after selecting Y in the prompt field to display the Ship-To Search Screen.

Order Header Screen



This screen appears after you make order and customer selections and press ENTER from the Start Order Screen (p. 6-6), the Customer Search Screen, or the Ship-To Search Screen. It may also appear from the Customer Service Comments Screen (p. 47-5)), the Item Entry Screen (p. 6-71), or the End Order Screen (p. 6-248).

Use this screen to specify the header information for an order. This information applies to the entire order, and is printed once on an invoice. Header information is distinguished from detail or item information which applies to the individual items on an order [see the Item Entry Screen (p. 6-71)].

Some of the information displayed on this screen is retrieved for the order's customer or customer's ship-to address defined through Customer/Ship-to Master Maintenance (MENU ARFILE).

If the **Credit Check Exclusion** field is N through A/R Terms Codes Maintenance (MENU ARFILE) for the terms code displayed on this screen and the **Update A/R** field is Y through Payment Types Maintenance (MENU OEFILE) for the payment type, a review credit warning will appear if you are:

- entering a new order or changing an existing order and the customer has exceeded their credit limit
- entering a new order and no credit limit has been set for the customer
- changing an existing order that is on credit or slow pay hold

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NOTE: When entering an invoice only order, the **Hold After Pick List Print** field (MENU XAFILE) must be set to Y to receive credit warnings on this screen.

The following fields on this screen may not display based on the corresponding tailoring options selected:

- Warehouse [System Options Maintenance (MENU XAFILE)]
- CC/Exp [Order Entry Options Maintenance (MENU XAFILE)]

- Drop Ship [System Options Maintenance (MENU XAFILE)]

If using the "Product Restriction" feature and restriction codes have been defined that do not allow the shipping address to be overridden [**Allow Ship to Overrides** is N in Product Restriction Codes Maintenance (MENU OEFIL2)], the name and address blocks on this screen (**Ship To**) will be protected whenever items defined with one of these restriction codes are contained on an order. Additionally, the F4=SHIP-TO SEARCH function key (**Ship-To**) will become disabled; if you press the F4=SHIP-TO SEARCH function key, you will receive the message: "Ship-to search not allowed -order contains restricted items."

Order Header Screen Fields and Function Keys

Field/Function Key	Description
Sold To	Key the name of the customer placing the order. This name will be printed on the RGA slip, acknowledgment, pick list, and invoice. Also, order history is recorded using this name. You can change a customer address as necessary. Note, however, that when partially changing an address, you must rekey the entire address, not only the portion that changed. You can change a sold to name without affecting its customer address. *Default Value:* The name specified for the selected customer through Customer/Ship to Maintenance (MENU ARFILE). (A 30) Required
(Function)	The function being performed (i.e., entering a new order or changing an existing order). This field will display one of the following, depending on the function selected on the Start Order Screen (p. 6-6): • Enter Order (Function = O) • Enter Invoice (Function = I) • Enter Return (Function = R) • Enter Future (Function = F) • Enter Master (Function = M) • Change (Function = C) • Ship Order (Function = S) The order number and sequence number is displayed below this field. Display

Order Header Screen Fields and Function Keys

Field/Function Key	Description
Addr 1 - 4	You can use the **Addr 4** field only if **Form Type** is 2 in System Options Maintenance (MENU XAFILE). Key the customer'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. *Default Value:* The address specified for the selected customer through Customer/Ship to Maintenance (MENU ARFILE). (4 @ A 30) Optional
Phone	Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is Y in Systems Options Maintenance (MENU XAFILE). In the **Phone** field, key the customer's telephone number, which 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 specified in the **Contact** field. *Default Value:* The phone number specified for the selected customer through Customer/Ship to Maintenance (MENU ARFILE). *Valid Values:* Numerals and the following symbols: - ( ) . / (N 3,0 / N 20,0 / N 4,0) Optional
Contact	Key the name of the purchasing contact person for the selected customer. NOTE: If Mail Server is installed, you have the option to key a question mark in this field and press ENTER to display the Customer/Ship to Email Address Selection Screen, where you can select a customer email address. If you do not select a contact from the Customer/Ship to Email Address Selection Screen in Mail Server and press F12=RETURN on that screen to return to this screen, this field will be blanked out even if there was a contact previously in this field. *Default Value:* The purchasing contact person specified for the selected customer through Customer/Ship to Master Maintenance (MENU ARFILE). (A 30) Optional
City	Key the customer's city. *Default Value:* The city specified for the selected customer through Customer/Ship to Maintenance (MENU ARFILE). (A 20) Optional

Order Header Screen Fields and Function Keys

Field/Function Key	Description
St/Prov	Key the customer's state or province. *Default Value:* The state or province specified for the selected customer through Customer/Ship to Maintenance (MENU ARFILE). *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
Country	Key the customer's country. *Default Value:* The country specified for the selected customer through Customer/Ship to Maintenance (MENU ARFILE). *Valid Values:* A country code defined through Country Name Maintenance (MENU ARFIL2). (A 3) Optional
Zip/Pstl	Key the customer's zip or postal code. *Default Value:* The zip or postal code specified for the selected customer through Customer/Ship to Maintenance (MENU ARFILE). (A 10) Optional

Order Header Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>(Sold - To GeoCode)</td><td>This field appears only if all of the following conditions are true:
• Vertex is installed
• Use Vertex Taxing is Y in System Options Maintenance (MENU XAFILE)
• Ship to name and address fields are blank
This field displays the geographical code (GeoCode) selected by the Vertex Taxing system. Vertex selects the best-suited, or most applicable, taxing GeoCode based on the information entered in the City, St/Prov, and Zip/Postal code fields, as well as the data in Vertex's own files.
If Vertex cannot select a single GeoCode with that information [e.g., if the information is inconsistent such as a keyed City of Daytona (Florida) but a keyed Zip/Postal code of Dayton (Ohio)], the GeoCode Selection Screen will be presented. Up to six possible matches for the keyed information will be presented from which the user is able to make a selection.
Initial file updates to link Distribution A+ files to Vertex files were performed when first installed via MENU ARMAST. Refer to that menu and the Accounts Receivable topic of the Cross Applications User Guide for additional details about Vertex. However, there may exist a need to manually modify this data and this may be accomplished with the F5=VERTEX TABLES function key from within Customer/Ship to Maintenance (MENU ARFILE). Refer to that option as well as the Vertex GeoCoder manual for details.

Important
If a GeoCode can not be selected and the GeoCode appears as a zero, taxing calculations can not be performed correctly. It is therefore imperative that data in the Distribution A+ files and the Vertex files is accurate.

Display</td></tr>
<tr><td>Foreign Currency Order</td><td>This message indicates that the order's currency is different from the company's default currency.
Display</td></tr>
<tr><td>(Currency Description)</td><td>This field displays the description of the order's currency.
Default Value: The description of the currency specified for the customer through Customer/Ship to Master Maintenance (MENU ARFILE).
Display</td></tr>
</table>

Order Header Screen Fields and Function Keys

Field/Function Key	Description
Ship To	Use this field only if the order is being shipped to an address that is different from the **Sold To** address. Key the name of the customer to which the order will be shipped. This name will be printed on the RGA slip, acknowledgment, pick list, and invoice. *Default Value:* The name specified for the selected ship-to address through Customer/Ship to Maintenance (MENU ARFILE). (A 30) Required
Addr 1 - 4	Use this field only if the order is being shipped to an address that is different from the **Sold To** address. You can use the **Addr 4** field only if **Form Type** is 2 in System Options Maintenance (MENU XAFILE). Key the street address to which the order will be shipped. NOTE: If this order is a special order with one or more drop ship line items and Distribution A+ is configured to use the change request process, address changes should be made through the change request process so that the requisitions/purchase orders will be updated with the new address. A warning will appear if you change the address here. *Default Value:* The address specified for the selected ship-to address through Customer/Ship to Maintenance (MENU ARFILE). (4 @ A 30) Optional
Phone	Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is Y in Systems Options Maintenance (MENU XAFILE). Use this field only if the order is being shipped to an address that is different from the **Sold To** address. In the **Phone** field, key the telephone number for the ship-to address. 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 specified in the **(Ship To) Contact** field. *Default Value:* The phone number specified for the selected ship-to address through Customer/Ship to Maintenance (MENU ARFILE). *Valid Values:* Numerals and the following symbols: - ( ) . / (N 3,0 / N 20,0 / N 4,0) Optional

Order Header Screen Fields and Function Keys

Field/Function Key	Description
Contact	Use this field only if the order is being shipped to an address that is different from the **Sold To** address. Key the name of the purchasing contact person for the selected ship-to address. NOTE: If Mail Server is installed, you have the option to key a question mark in this field and press ENTER to display the Customer/Ship to Email Address Selection Screen, where you can select a customer email address. If you do not select a contact from the Customer/Ship to Email Address Selection Screen in Mail Server and press F12=RETURN on that screen to return to this screen, this field will be blanked out even if there was a contact previously in this field. *Default Value:* The purchasing contact person specified for the selected ship-to address through Customer/Ship to Master Maintenance (MENU ARFILE). (A 30) Optional
City	Use this field only if the order is being shipped to an address that is different from the **Sold To** address. Key the city to which the order is being shipped. *Default Value:* The city specified for the selected ship-to address through Customer/Ship to Maintenance (MENU ARFILE). (A 20) Optional
St/Prov	Use this field only if the order is being shipped to an address that is different from the **Sold To** address. Key the state or province to which the order is being shipped. *Default Value:* The state or province specified for the selected ship-to address through Customer/Ship to Maintenance (MENU ARFILE). *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	Key the country to which the order is being shipped. *Default Value:* The country specified for the selected ship-to address through Customer/Ship to Maintenance (MENU ARFILE). *Valid Values:* A country code defined through Country Name Maintenance (MENU ARFIL2). (A 3) Optional

Order Header Screen Fields and Function Keys

Field/Function Key	Description
Zip/Pstl	Use this field only if the order is being shipped to an address that is different from the **Sold To** address. Key the zip or postal code for the ship-to address. *Default Value:* The zip or postal code specified for the selected ship-to address through Customer/Ship To Maintenance (MENU ARFILE). (A 10) Optional
(Ship-To Geocode)	This field appears only if all of the following conditions are true: • Vertex is installed • **Use Vertex Taxing** is Y in System Options Maintenance (MENU XAFILE) • The GeoCode for the ship-to address is different from the GeoCode specified for the customer (Sold To) This field displays the GeoCode for the selected ship-to address. This code, which is retrieved from the Ship-To Master File, changes if the ship-to address changes. For more information, refer to the **Sold-To GeoCode** field description. When a GeoCode appears here, the customer's Sold To GeoCode will not appear. Display

Order Header Screen Fields and Function Keys

Field/Function Key	Description
PO No	The customer's purchase order number, if used, will print on RGA slips, acknowledgments, pick lists, and invoices. It can also be used for customer order inquiries. This field is required if the **P/O Required** field in Customer/Ship to Master Maintenance (MENU ARFILE) has been set up as Y for this customer. This field is optional if the **P/O Required** field in Customer/Ship to Master Maintenance (MENU ARFILE) has been set up as N for this customer. However, if you plan to EDI an invoice or acknowledgment (if EDI is installed), be sure to key a PO number. If you keyed an order status in the **Last Status For Duplicate PO Warning** field on the Maintain O/E Option -Miscellaneous Settings Screen 4 in Order Entry Options Maintenance (MENU XAFILE) and you key a PO number that already exists on an unshipped order for that customer, a message will appear warning you that a duplicate PO number has been created. You can key a new PO number for the customer or continue with the duplicate PO number. The PO number field will be protected if: • the sales order is a split order. A split order occurs when an order is placed that requests shipment from more then one warehouse. This will cause the order to split into separate orders; one order for each warehouse. The PO number needs to stay the same on all orders. • the sales order is a warehouse transfer order. The PO number on a warehouse transfer order ties back to the purchase order request, so it needs to stay the same. • the sales order was created through EDI and the PO number field is not currently blank. (A 22) Required/Optional

Order Header Screen Fields and Function Keys

Field/Function Key	Description
Req Ship	The date of shipment requested by the customer for shipment of the order. The date keyed in this field may be used as the default requested shipment date for each item on this order (see F23=DUP DT). This date is also used when printing Pick Lists, releasing blanket orders, and executing automatic backorder release. NOTE: For a master blanket order from which you want to release shipments at the customer's request [i.e., the customer has not provided a shipping schedule, and the **Release Method** will be 2 in Release Blanket Orders (MENU OEMAIN)], this date must be December 31, 2049. Tax-exempt orders: If an order is tax-exempt, as indicated by a 1, 2 or 3 in the **Cd** field of this option's Second Order Header Screen (p. 6-48), the requested ship date must be the same as or earlier than the tax exemption expiration date in that screen's **Tax Exm Crf# Exp Date** field. *Default Value:* Depending on whether or not a carrier-specific schedule is identified for the selected carrier, this value will either reflect the current date or the next carrier scheduled date. *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
Blanket	This field indicates if this master order is a blanket order. This field is required for master orders (type M), and display only for any other type of order. Key Y if the master order is a blanket order. A blanket order is an order in which the total quantity will be released and shipped in two or more increments. Master blanket orders are released (i.e., converted to regular orders) through Release Blanket Orders (MENU OEMAIN). For more information on creating and releasing blanket orders, refer to CHAPTER 4: *Order Entry Order Processing*. Key N if the master order is not a blanket order. *Default Value:* N *Valid Values:* N or Y (A 1) Required/Display

Order Header Screen Fields and Function Keys

Field/Function Key	Description
FOB CD	This field is required when the **Freight Charges Required to Ship Confirm Orders** field in Order Entry Options Maintenance (MENU XAFILE) is Y. The FOB code contains: • shipping information for the order, including who is responsible (you or the recipient) for shipping charges and for freight damages • delivery terms information that is used to create the Intrastat Report (MENU IAREPT), a monthly report the companies in European Community member countries are required to submit to their respective governments If the **Freight Charges Required to Ship Confirm Orders** field in Order Entry Options Maintenance (MENU XAFILE) is Y and the FOB code you enter here is defined with an R in the **Cost Liability** field (the recipient is responsible for shipping charges), you will not be allowed to ship confirm this order unless it contains at least 1 order level charge that is defined as a freight charge through Special Charge Definitions Maintenance (MENU OEFILE). Key the FOB code for this order. *Default Value:* If a ship-to address is specified on the Start Order Screen, this field will display the FOB code assigned to the specified ship-to address. Otherwise, the FOB code assigned to this customer through Customer/Ship-to Master Maintenance (MENU ARFILE) will display. *Valid Values:* An FOB code defined through FOB Codes Maintenance (MENU OEFIL3 or MENU POFIL2). (A 5) Required/Optional
Exp Ship	The date of shipment expected by the customer for shipment of the order. This date can be maintained immediately or at any time an order is changed. Depending on your Order Entry tailoring options defined through Order Entry Options Maintenance (MENU XAFILE), this field may work in conjunction with the F23=Dup Dt function key. *Default Value:* If the tailoring option **Default Header With Requested Ship Date** is Y in Order Entry Options Maintenance (MENU XAFILE), the expected ship date will default to the date that was calculated for the requested ship date. If the tailoring option is N, then the expected ship date will default to the current date when a new order is started. *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

Order Header Screen Fields and Function Keys

Field/Function Key	Description
Carrier	This field allows you to select the carrier to be used to ship this order. Additionally, 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 contains transport mode information required for that report. Key a carrier code or accept the default displayed. Key *NONE if an outside carrier will not be used. *Default Value:* The default value defined through Customer Master Maintenance (MENU ARFILE) or Customer/Ship to Master Maintenance (MENU ARFILE) *Valid Values:* A carrier code defined through Carrier Codes Maintenance (MENU OEFILE2), or *NONE. (A 5) Required
Entry Dt	The original entry date of the order. You may override or accept the default date. This field is required when keying an order (O), invoice (I), return (R), future order (F), and master order (M). This field is display when changing an order (C) or entering a shipping confirmation (S). *Default Value:* The computer system date *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/Display
Shp Via	The requested method of shipment for this customer or ship-to address. You may accept the default, or key a different shipping method. *Default Value:* The ship via set up for this shipping address through Customer/Ship to Master Maintenance (MENU ARFILE); if a shipping address is not used, the ship via set up for the customer is the default. (A 20) Optional

Order Header Screen Fields and Function Keys

Field/Function Key	Description
Drp Shp	Determines if this order is a drop-shipped order. This type of order will be shipped directly from your vendor to your customer and will not be received into your inventory. You may override the default value when entering a new order. You cannot change this field when changing an order that allocated inventory. The value keyed in this field is used as the default for individual items on the Item Review Screen (p. 6-115). If Customer Consignment is installed and you want to have items drop-shipped to the customer, you must create a purchase order through Enter or Change Requisitions (MENU POMAIN) instead of creating an order through Enter, Change & Ship Orders (MENU OEMAIN). *Default Value:* N (A 1) Required
Note	This note may be used to print a comment at the top of the pick list and invoice for this order. You may override or accept the default value. If the order is to be transmitted via EDI, the note created should not include the following characters as they are reserved characters for EDI processes: • : (colon) • ; (semi-colon) • . (period) • * (asterisk) • ((left parenthesis) •) (right parenthesis) *Default Value:* The note set up for this shipping address through Customer/Ship to Maintenance; if a shipping address is not used, the note set up for the customer, if any, is the default. (A 30) Optional

Order Header Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	NOTE: This field displays only if **Multi Warehouse** is set to Y in System Options Maintenance (MENU XAFILE). The number of the warehouse from which inventory is shipped. This is also the warehouse that is credited for the sale. You may override or accept the default warehouse number. The warehouse name is displayed to the right of this field. When International Currency is installed, it is recommended that the warehouse specified in this field be a warehouse that is of the same currency as this order’s company. This will prevent currency conflicts, which occur when you enter an order for a company with a currency different from that of the warehouse that stores the items. If necessary, a warehouse transfer can be performed to obtain the items from the desired warehouse. A company’s currency is specified through International Currency Options Maintenance (MENU ICFILE). A warehouse’s currency is determined by the company to which the warehouse belongs, as specified through Warehouse Numbers Maintenance (MENU IAFILE). *Default Value:* The warehouse set up for this shipping address through Customer/Ship to Master Maintenance (MENU ARFILE); if a shipping address is not used, the warehouse set up for the customer is used as the default. *Valid Values:* A valid warehouse ID that stocks the item number as defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). If Customer Consignment is installed and you are entering a master or future order, you must specify a non-consignment warehouse in this field. (A 2) Required

Order Header Screen Fields and Function Keys

Field/Function Key	Description
Terms	The terms code for this order (space is allocated for the description which automatically displays). You may accept or override the default terms code. NOTE: If you enter a terms code that has split terms associated with it, a warning message displays alerting you that this code is different than the default terms code defined through Customer/Ship to Master (MENU ARFILE). Also, split terms codes are not allowed for manually entered returns. However, to enter a manual return for a customer who usually uses split terms [has split terms as its default in Customer/Ship to Master Maintenance (MENU ARFILE)], you must remove the split terms from the Order Header Screen (p. 6-18). Removing the split terms allows you to change the invoice number on the Second Order Header Screen (p. 6-48) so that you can enter the desired invoice. Refer to the **Invoice No** field on the Second Order Header Screen for more details. Additionally, if a consolidated bill code has been assigned to this order, this field will be protected and will be for display purposes only. If you wish to override these terms, you may do so by blanking out the **Consolidated Bill Code** field on the Second Order Header Screen (p. 6-48). This field will become unprotected if this is done. *Default Value:* The default terms code selected for this customer through Customer/Ship to Master Maintenance (MENU ARFILE) *Valid Values:* Any terms code or split code that has been defined through A/R Terms Codes Maintenance (MENU ARFILE) (A 2) Required/Display
Pmt Cd	The accepted method of payment for this order. This field is required when keying an order (O), invoice (I), return (R), future order (F), and master order (M). Key any valid payment code for this order. You also may change this field when changing an order (C) or entering a shipping confirmation (S). *Default Value:* The payment type code established for the customer through Customer/Ship to Master Maintenance (MENU ARFILE). *Valid Values:* Any payment type code that has been created for this company through Payment Type Maintenance (MENU OEFILE). (A 2) Required/Display

Order Header Screen Fields and Function Keys

Field/Function Key	Description
S'Rep	The primary sales representative for this order. If you allow more than one sales representative for one order, you may specify their codes on the Second Order Header Screen (p. 6-48). You may override or accept the default value in this field. *Default Value:* The primary sales representative code set up for this customer through Customer/Ship to Master Maintenance (MENU ARFILE). *Valid Values:* Any sales representative code that has been created through Sales Representatives Maintenance (MENU SAFILE). (N 5,0) Required
CC / Exp	This field displays only if the **Use Credit Cards** field has been defined as Y in Order Entry Options Maintenance (MENU XAFILE). The account number (**CC**) and expiration date (**Exp**) of the credit card used to make payment for this order. These fields are required if the **Credit Card** field has been defined as Y in Payment Types Maintenance (MENU OEFILE). Key the credit card number, and month and year of the expiration date. If you selected N in the **Credit Card** field, you will not be able to use these fields since the method of payment is not a credit card. These fields are used for manual credit card processing and will not appear if Electronic Payments has been activated through Activate Credit Card Company Options (MENU EPFILE). When Electronic Payments is active, credit card information for an order is entered on the Credit Card Authorization Window (p. 6-290). *Valid Values:* The month and year of the expiration date (**Exp**) must be the same or greater than the current month and year of the system date. (A 18 / N 4,0) Required/Blank
More	Used to determine if the Second Order Header Screen (p. 6-48) will appear. This screen is used to define additional header information for this order. Key Y to display the Second Order Header Screen (p. 6-48). Key N to skip the Second Order Header Screen and display the Order Header Screen (p. 6-18). *Default Value:* The value specified in Order Entry Options Maintenance (MENU XAFILE) in the **Show Second Order Header Screen** field. (A 1) Required

Order Header Screen Fields and Function Keys

Field/Function Key	Description
F4=Ship-To	Press the F4=SHIP-TO function key to use the ship to search for this customer. The Ship-to Search Screen will appear. Refer to this screen as described in the Accounts Receivable User Guide. Note that if no ship to addresses are defined for this customer, a message will appear. You can select to view ship to addresses for all customers and copy that information to the order and use it to create new ship to addresses. When you select a different ship-to via F4=SHIP-TO, Price Discount Code, Price List or Contract Code fields values will be recalculated for the order. If the values of these pricing fields on the Ship-to level are overridden (no-blank or non-zero for numeric fields), then these ship-to level values will be used as corresponding order's pricing field values instead of customer level values. Also, if as a result of the ship-to number changes, any of the pricing fields will be changed and the order already has items entered, the message: Price Discount Code, Price List or Contract Code changed" will appear. NOTE: You cannot use the F4=SHIP-TO function key if the order contains any restricted items. If you press this key and such items are contained on the order, the message: "Ship-to search not allowed - order contains restricted items" will appear.
F5=More / F5=No More	This key may be used instead of the **More** field displayed on this screen. It may be used as follows: • F5=MORE - Press to display the Second Order Header Screen (p. 6-48). • F5=NO MORE - Press to skip the Second Order Header Screen (p. 6-48) and display the Item Entry Screen (p. 6-71).
F6=Inqs	Press the F6=INQ function key to access additional inquiries and information. The function key line on this screen will change.
F9=Comments	Press F9=COMMENTS to enter or review customer service comments for this order on the Customer Service Comments Screen (p. 47-5).

Order Header Screen Fields and Function Keys

Field/Function Key	Description
F10=Cancel / F10=End	If you are creating an order by copying a master order, this function key will not appear until you have reviewed the items for the order. Depending on whether or not items have been selected for the order, use this key to cancel or end the order. F10=CANCEL Press F10=CANCEL to cancel the order, if you have not selected any items for the order. The Start Order Screen (p. 6-6) will appear. F10=END Press F10 = END to end the order after selecting at least one item for the order. Multiple processes will occur: • If there are no applicable promotions, order charges or item charges found, or all hold codes will not be shown at end order time (as determined through Order Entry Options Maintenance), then the End Order Screen (p. 6-248) will immediately appear when F10=END ORD is pressed. • The Promotion Selection Process occurs first, based on the current order, and the system will look for all available promotions for the order. If there is at least one promotion found for the order, then the Available Promotions Screen (p. 6-236) will appear. • If promotions were previously added to the order, when F10=END ORD is pressed, the Promotions Warning Screen (p. 6-235) may appear: • If the *order* qualifies for an automated order charge and that charge is defined with **Prompt for Overrides** set to Y on the Automated Order Charge - Charge Definition Screen (p. 75-4) (MENU OEFIL3), then the Auto Order Charge - Charge Override Window (p. 6-224) will appear, if applicable. • If the *item* qualifies for an automated item charge and that charge is defined with **Prompt for Overrides** set to Y on the Automated Item Charge - Charge Definition Screen (p. 74-7) (MENU OEFIL3), then the Automated Item Charge - Charge Override Window (p. 6-227) will appear, if applicable. • All applicable holds will be verified for the order. If **Show All Hold Codes at End Order** is Y in Order Entry Options Maintenance (MENU XAFILE), the Order Hold Code Summary Screen (p. 6-243) will appear when F10=END ORD is pressed (if no other screen appears first based on criteria for the order).
F12=Items	Press the F12=ITEMS function key to display the Item Entry Screen (p. 6-71).

Order Header Screen Fields and Function Keys

Field/Function Key	Description
F14=CreditInfor	You may press the F14=CREDITINFOR function key after pressing F6=INQ to display customer credit information including overdue balances, credit limit, and available credit. The Customer Credit Information Screen (p. 6-41) will appear.
F20=Cust Cmt	You may press the F20=CUST CMT function key after pressing F6=INQ to display the Customer A/R Comments Screen within the Customer Inquiry. Use this screen in the inquiry to add A/R comments for your customer. This inquiry also may be accessed through Customers Inquiry (MENU OEMAIN), and Customer A/R Inquiry (MENU ARMAIN). NOTE: The ability to add new A/R comments for a customer is only available if you are authorized to the **Allow Addition of A/R Comments** application action, as determined through Application Action Authority Maintenance (MENU XASCTY). If you are not authorized, the F20=CUST CMT function key will be disabled.
F21=Cust Inq	You may press the F21=CUST INQ function key after pressing F6=INQ to display the Customer Inquiry. Use this inquiry to display detailed accounts receivable information for a customer. This inquiry also may be accessed through Customers Inquiry (MENU OEMAIN), and Customer A/R Inquiry (MENU ARMAIN).
F22=Item Inq	You may press the F22=ITEM INQ function key after pressing F6=INQ to display the Item Inquiry. Use this inquiry to display the inventory status of an item. This inquiry also may be accessed through Items Inquiry (MENU OEMAIN), and Item Inquiry (MENU IAMAIN) of the Inventory Accounting module.

Order Header Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>F23=Dup Dt</td><td>The F23=DUP DT function key serves two purposes in regard to the Req Ship and Exp Ship fields on this screen.

Regarding the Req Ship field:

• Press F23=DUP DT to duplicate the required shipment date for all items on the order with the required shipment date (Req Ship) keyed on this screen.

Regarding the Exp Ship field:

• If the tailoring option Include Expected Ship Date for Duplicate Date is Y in Order Entry Options Maintenance (MENU XAFILE) 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 in the same way as the requested ship date is changed (that is, the line items will be updated with the order header's expected ship date). Note that expected ship dates in any previously extracted special order lines, will not be changed.

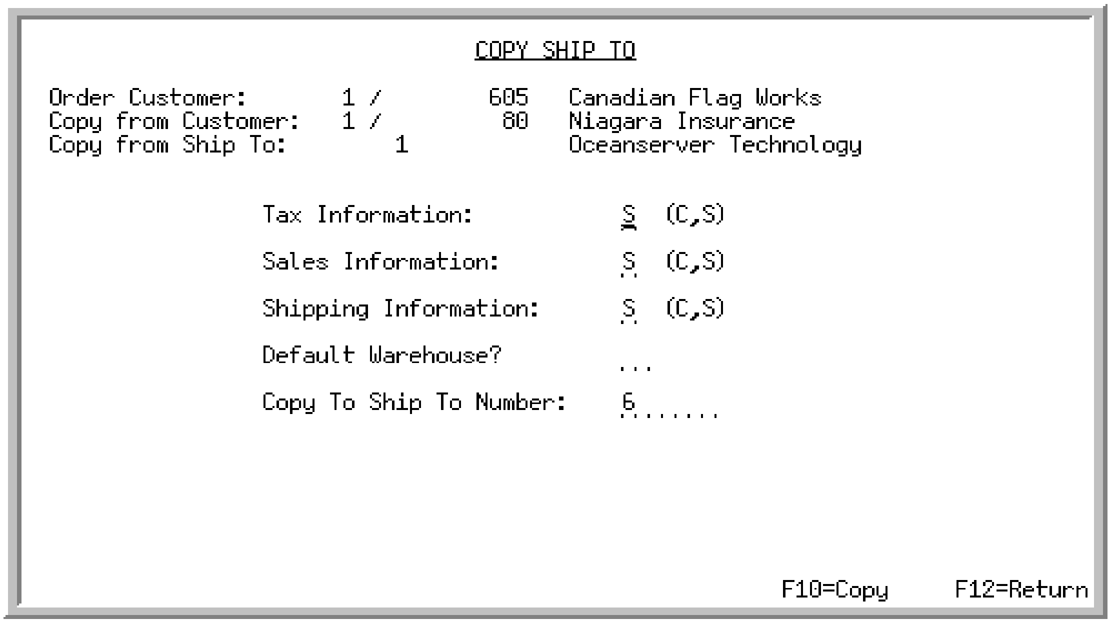
• If the tailoring option Include Expected Ship Date for Duplicate Date is N in Order Entry Options Maintenance (MENU XAFILE) to not include the expected ship date when duplicating the ship date to all detail lines, the system will not update the expected ship date on the line items with the order header's expected ship date when F23=DUP DT is pressed. 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 this screen.

• If the tailoring option Include Expected Ship Date for Duplicate Date is P in Order Entry Options Maintenance (MENU XAFILE) to be prompted to enter if the expected ship date on this screen will be used to update all applicable line items on the order, the system will first display the Expected Ship Date Screen (p. 6-46) before replacing the requested ship date and optionally the expected ship date on all detail lines of the order when F23=DUP DT is pressed.

You must press F23=DUP DT a second time to confirm duplication (that is, replace the requested ship date and optionally the expected ship date on all detail lines of the order).

NOTE: If the expected ship date is updated when F23=DUP DT is pressed, any dates that were calculated using the vendor lead time will also be updated. Also, changes to the order's expected ship date will be tracked as part of Order Activity.</td></tr>
<tr><td>Enter</td><td>Press the ENTER key to confirm your order header selections. If the More field is Y, the Second Order Header Screen (p. 6-48) will appear. If the More field is N, the Item Entry Screen (p. 6-71) will appear.</td></tr>
</table>

Copy Ship To Screen



This screen appears after you press ENTER on the Ship To Search Screen, if you select a customer-only or ship to address for a customer other than the customer for which the order is being entered.

Use this screen to create a new ship to address for the customer by copying the selected customer-only or ship to address and bringing the information to the order being entered or bring the customer-only or ship to address information to the order without creating a new ship to address for the customer.

You can select whether you want to use the taxing, sales, and shipping information for the customer or from the selected copy from customer and/or ship to when using the address. Note that values from the ship-to pricing fields (**Price Disc Code**, **Price List**, and **Contract Code**) established in Customer/Ship to Master Maintenance (MENU ARFILE) will not be included in this copy ship to process.

To copy the information to the order and create a new ship to address, use the F10=COPY function key. To copy the information to the order without creating a new ship to address, use the ENTER key.

The top of the screen displays the current customer to whom the ship to will be added, the customer from whom the ship to is being copied, and the ship to being copied.

Copy Ship To Screen Fields and Function Keys

Field/Function Key	Description
Order Customer / Copy from Customer / Copy from Ship To	The current customer to whom the ship to will be added, the customer from whom the ship to is being copied, and the ship to being copied (if applicable) displays at the top of the screen. Note that the **Copy From Ship To** field will not display a value when this is a customer-only record (with no ship-to).

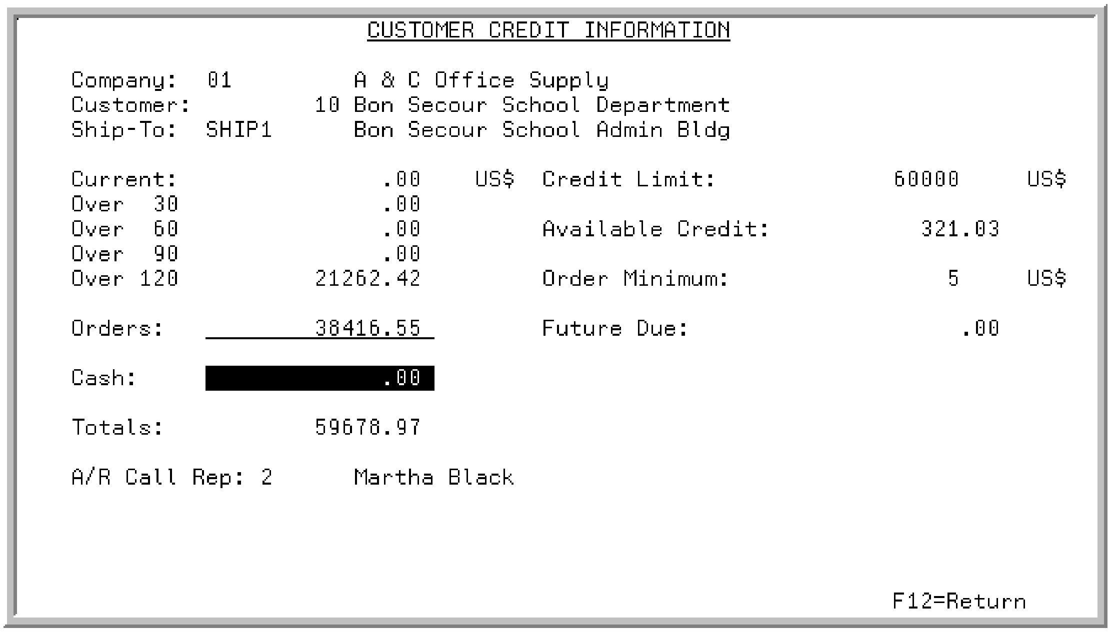
Copy Ship To Screen Fields and Function Keys

Field/Function Key	Description
Tax Information	Use this field to specify whether you want to copy the sales tax information from the selected **Copy from Customer** and/or **Copy from Ship To** or use the information specified for the order customer. The tax information includes the sales tax code, tax body number, and the tax exempt certificate number and expiration date. Key C to use the tax information from the order customer. Key S to use the tax information from the **Copy from Customer** and/or **Copy from Ship To** address. *Default Value:* S (A 1) Required
Sales Information	Use this field to specify whether you want to copy the sales information from the selected **Copy from Customer** and/or **Copy from Ship To** or use the information specified for the order customer. The sales information includes the sales reps, territory, and commission. Key C to use the sales information for the order customer. Key S to use the sales information from the selected **Copy from Customer** and/or **Copy from Ship To** address. *Default Value:* S (A 1) Required
Shipping Information	Use this field to specify whether you want to copy the shipping information from the **Copy from Customer** and/or **Copy from Ship To** or use the information specified for the order customer. The shipping information includes the FOB code, carrier code, route, stop, and ship via assignments. Key C to use the shipping information for the order customer. Key S to use the shipping information from the selected **Copy from Customer** and/or **Copy from Ship To** address. *Default Value:* S (A 1) Required

Copy Ship To Screen Fields and Function Keys

Field/Function Key	Description
Default Warehouse	Use this field to specify the default warehouse for this ship to address. If you are creating a new ship to address this warehouse, key the ID of the warehouse that you want to be assigned as the default warehouse for the ship to address. Leave this field blank to use the default warehouse specified for the selected customer-only address or ship to address being copied. NOTE: If you have already added line items to the order, it will not change the default warehouse on the order. *Valid Values:* A warehouse ID defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Required
Copy Ship To Number	Use this field to assign a number to the ship-to being created. *Default Value:* The next available ship-to number for the customer.
F10=Copy	Press the F10=COPY function key to create a new ship to address record for the customer by copying the selected customer-only address or ship to address and bringing the information into the order being entered. The ship-to address will be created for the customer and you will be returned to the Order Header Screen (p. 6-18) where the new ship-to address information will be applied. If no ship-to addresses existed for the customer, the customer will not be updated with a default ship-to number when this ship-to address is created. If the ship-to number you created should be the default ship-to number for the customer, you must update the customer master through Customer/Ship To Maintenance (MENU ARFILE). NOTE: To copy the information to the order without creating a new ship-to address, use the ENTER key.
F12=Return	Press the F12=RETURN function key to return to the previous screen without copying the ship to address.
Enter	Press the ENTER key to simply bring into the order the ship to address from a customer-only address or ship to address without actually creating a new ship to address record for the customer. You will be returned to the Order Header Screen (p. 6-18) and the information will be applied. NOTE: To create a new ship to address record for the customer by copying the selected customer-only address or ship to address information to the order, use the F10=COPY function key.

Customer Credit Information Screen



```
                         CUSTOMER CREDIT INFORMATION

   Company:  01        A & C Office Supply
   Customer:        10 Bon Secour School Department
   Ship-To:  SHIP1     Bon Secour School Admin Bldg

   Current:                .00    US$  Credit Limit:          60000     US$
   Over  30                .00
   Over  60                .00         Available Credit:        321.03
   Over  90                .00
   Over 120           21262.42         Order Minimum:               5     US$

   Orders:            38416.55         Future Due:                  .00

   Cash:                   .00

   Totals:            59678.97

   A/R Call Rep: 2     Martha Black

                                                              F12=Return
```

This screen appears after you press F6=INQ and then F14=CUSTOMER CREDIT INFORMATION on the Order Header Screen (p. 6-18).

Use this screen to review credit information for the customer/ship to of the order being maintained. If the order is for a customer ship to address, the ship to name and number will display at the top of the screen.

If the customer/ship to of the order being maintained has been assigned an A/R customer number through Customer/Ship To Master File Maintenance (MENU ARFILE), the A/R customer credit information (except for the order minimum) will display on this screen. The order minimum amount comes from the customer/ship to of the order being maintained.

If the **Include Future Invoices in Credit Limit Check** field is Y in Order Entry Options Maintenance (MENU XAFILE), the **Future Due** field will display on this screen.

Customer Credit Information Screen Fields and Function Keys

Field/Function Key	Description
Customer Credit Information	These fields (**Current**, **Over Age 1**, **Over Age 2**, **Over Age 3, Over Age 4**, **Orders**, **Cash**) displays the total accounts receivable amount due from the customer in each aging period. Aging periods reflect the aging code on the Customer Maintenance Screen 2 (MENU ARFILE) as defined through Aging Codes Maintenance (MENU ARFILE). Display

Customer Credit Information Screen Fields and Function Keys

Field/Function Key	Description
Current	The current accounts receivable amount due from this customer. This accounts receivable has been open for less than the number of days in Aging Period 1. When International Currency is installed, the **Currency Code** identifies the currency in which values on this screen are displayed. Pressing the F13=LOCAL CURRENCY / F13=TRADING CURRENCY toggles between displaying the local currency of the company for which an order is being maintained and the trading currency of the order. The trading currency is based on the customer's exchange rate information defined through Currency Contracts (MENU ICFILE). Display
Over (Aging Period 1)	The accounts receivable amount that has been due from this customer for at least the first aging period but less than the second. Display
Over (Aging Period 2)	The accounts receivable amount that has been due from this customer for at least the second aging period but less than the third. Display
Over (Aging Period 3)	The accounts receivable amount that has been due from this customer for at least the third aging period but less than the fourth. Display
Over (Aging Period 4)	The accounts receivable amount that has been due from this customer for at least the fourth aging period. Display
Orders	The total value of orders for unsent Invoices and sent Invoices for which day-end has not been run including today's orders. This field is updated only by orders with a payment type that updates A/R as defined through Payment Types Maintenance (MENU OEFILE). Display
Cash	The cash amount that has been applied to this customer's accounts receivable through Cash & Adjustment Entry/Edit (MENU ARMAIN) but has not been posted through Cash & Adjustment Post (MENU ARMAIN). Display

Customer Credit Information Screen Fields and Function Keys

Field/Function Key	Description
Totals	The total amount due from this customer. This is the sum of the current open receivables (**Current**), the overdue open receivables (Aging Periods 1, 2, 3, and 4), and the invoices for which day-end has not been run (**Orders**), excluding future orders and minus unposted cash (Cash) for this customer. This total is compared to the credit limit for credit hold checking. NOTE: If the **Include Future Invoices in Credit Limit Check** field is set to Y in Order Entry Options Maintenance (MENU XAFILE), the amount in this field will include accounts receivable due in future periods, in addition to the amounts for each aging period listed. Also, if **Include Futures In Credit Check** is Y, the **Future Due** field will display on this screen. Display
Credit Limit	This field displays the credit limit assigned to this customer through Customer/Ship to Master Maintenance (MENU ARFILE). **UNLIMITED CREDIT** will display in this field if the **Credit Limit** field was set to 9999999 on the Customer Maintenance Screen 2 in Customer/Ship to Master Maintenance (MENU ARFILE). If the **Credit Limit** field is blank in Customer/Ship to Master Maintenance (MENU ARFILE), you will be warned that no credit limit has been set for this customer. When International Currency is installed, the **Currency Code** identifies the currency in which values on this screen are displayed. Pressing the F13=LOCAL CURRENCY / F13=TRADING CURRENCY toggles between displaying the local currency of the company for which an order is being maintained and the trading currency of the order. The trading currency is based on the customer's exchange rate information defined through Currency Contracts (MENU ICFILE). Display
Available Credit	This field displays the customer's current available credit. Available credit is calculated as follows: Customer's Credit Limit - Total Due = Available Credit NOTE: The available credit can not exceed the customer's credit limit. **UNLIMITED CREDIT** will display in this field if the **Credit Limit** field was set to 9999999 on the Customer Maintenance Screen 2 in Customer/Ship to Master Maintenance (MENU ARFILE). If the **Credit Limit** field is blank in Customer/Ship to Master Maintenance (MENU ARFILE), you will be warned that no credit limit has been set for this customer. Display

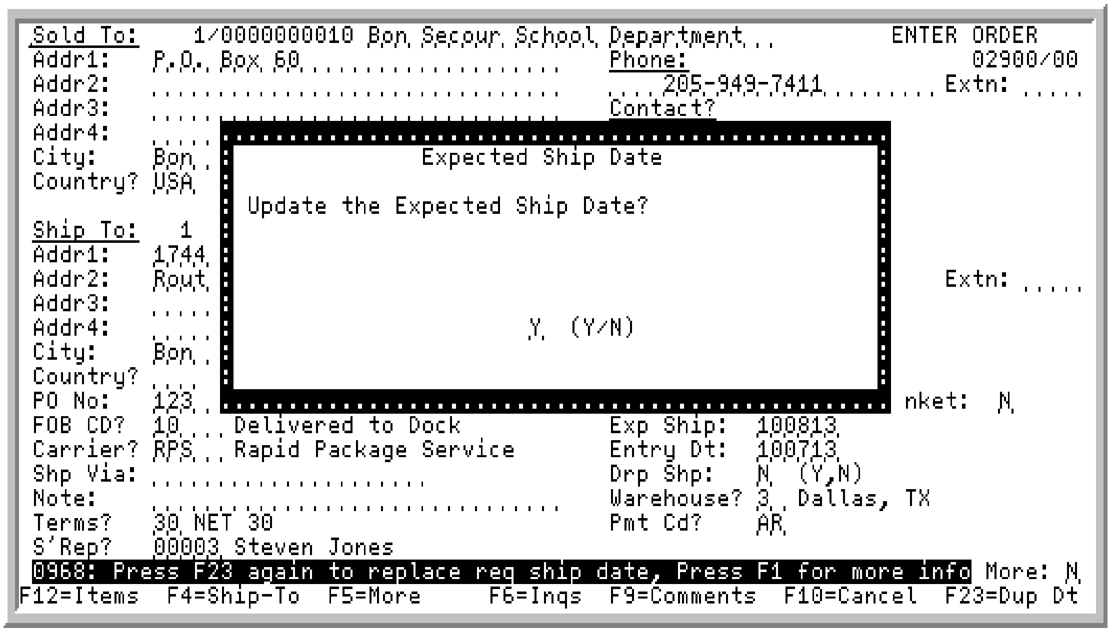
Customer Credit Information Screen Fields and Function Keys

Field/Function Key	Description
Order Minimum	This field appears only if the **Check Order Minimum Hold** field is set to Y in Order Entry Options Maintenance (MENU XAFILE) for the company of the order being maintained. This field displays the order minimum hold amount. An order below this amount will be put on hold automatically, if it is an "O" type order for first generation orders, and it has not been previously put on order minimum hold. Order minimum amounts are assigned at the company level through Order Entry Options Maintenance (MENU XAFILE) and optionally at the customer/ship to level through Customer/Ship to Master Maintenance (MENU ARFILE). When determining the minimum order amount to use, the system uses the following hierarchy: • customer ship to • customer • company When International Currency is installed, the **Currency Code** identifies the currency in which values on this screen are displayed. Pressing the F13=Local Currency / F13=Trading Currency toggles between displaying the local currency of the company for which an order is being maintained and the trading currency of the order. The trading currency is based on the customer's exchange rate information defined through Currency Contracts (MENU ICFILE). Display
Future Due	This field appears only if the **Include Future Invoices in Credit Limit Check** field is set to Y in Order Entry Options Maintenance (MENU XAFILE) for the company of the order being maintained. This field displays the amount that will be due from this customer (including those invoices which have not yet begun to age), based on the future date on the Second Order Header Screen (p. 6-48) entered for the customer through this menu option. This amount will be reflected in the **Totals** field on this screen when this field is displayed. If this field is not displayed (**Include Future Invoices in Credit Limit Check** field is set to N), the future due value will not be included in the **Totals** field. If International Currency is installed, this value will be either in the local currency of the company for the order being maintained or the trading currency of the order based on F13=Trading Currency / F13=Local Currency. Display
Hold Code	This field displays when you are changing an existing order that is on credit or slow pay hold. For more information on these types of hold codes, refer to "Hold Codes" on page 4-21. Display

Customer Credit Information Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Order Header Screen (p. 6-18).
F13=Trading Currency / F13=Local Currency	F13=TRADING CURRENCY / F13=LOCAL CURRENCY will only display when International Currency is installed. Press F13=TRADING CURRENCY / F13=LOCAL CURRENCY to toggle between a display of the credit information in the local currency of the company for which an order is being maintained and the trading currency of the order.

Expected Ship Date Screen



If the tailoring option **Include Expected Ship Date for Duplicate Date** is P in Order Entry Options Maintenance (MENU XAFILE), this screen displays after pressing F23=DUP DT twice on the Order Header Screen (p. 6-18).

Use this pop-up screen to specify whether or not the expected ship date on the Order Header Screen (p. 6-18) will be used to update all applicable line items on the order when F23=DUP DT is requested from the Order Header Screen (p. 6-18). Note that item records must exist in order for the expected ship date to be copied to all items.

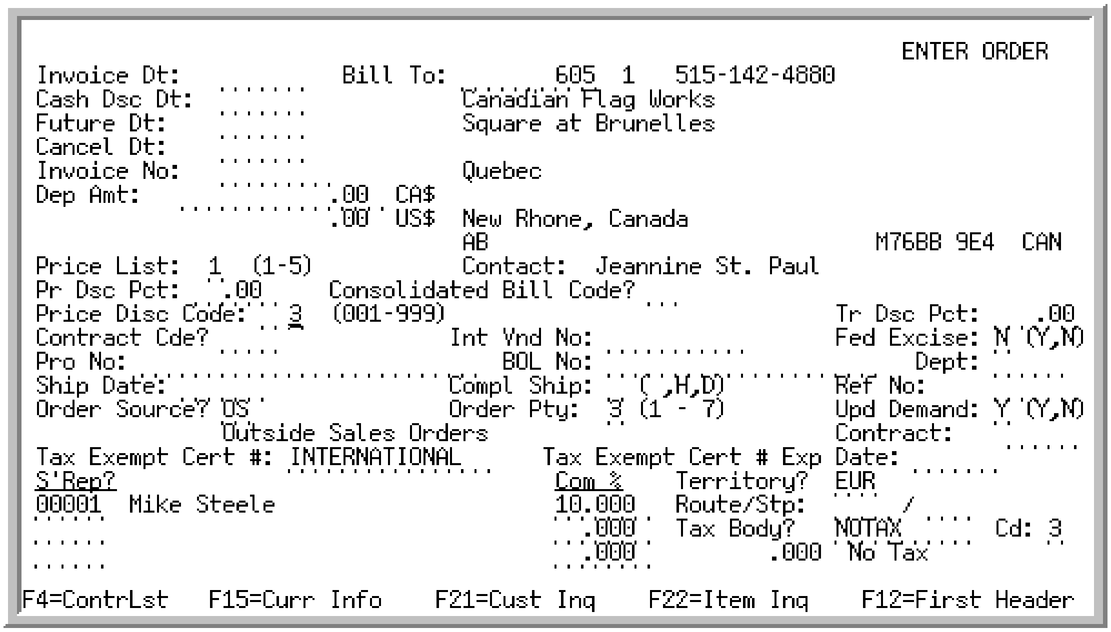
Expected Ship Date Screen Fields and Function Keys

Field/Function Key	Description
Update the Expected Ship Date	Use this field to enter whether or not the expected ship date on the Order Header Screen (p. 5-16) will be used to update all applicable line items on the order. Key Y to have the expected ship date on the Order Header Screen (p. 6-18) copied to all items. Key N to not have the expected ship date on the Order Header Screen (p. 6-18) copied to all items. The expected ship date on the line items will keep their current values, regardless of any changes made to the expected ship date on the Order Header Screen (p. 6-18). *Default Value:* Y (A 1) Required

Expected Ship Date Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selection and return to the Order Header Screen (p. 6-18). The requested ship date and optionally the expected ship date will be copied from the Order Header Screen (p. 6-18) to all applicable line items on the order. If you keyed Y, the message "requested ship date and expected ship date has been copied to all item records" will be displayed on the Order Header Screen (p. 6-18). If you keyed N, the message "requested ship date has been copied to all item records" will be displayed on the Order Header Screen (p. 6-18).

Second Order Header Screen



This screen appears when:

- you key Y in the **More** field of the Order Header Screen (p. 6-18), and press ENTER.
- you press F5=MORE on the Order Header Screen (p. 6-18).
- the tax information for an order is insufficient. (An error message will appear, alerting you to this. For more information about this error message, refer to this screen's field description for **Tax Exm Crf# Exp Date**.

Use the fields on this screen to key supplemental order information.

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Invoice Date	This field represents the date of the Invoice when you print the Invoice with the F6=PRT INV key from the End Order Screen (p. 6-248) or through Print Invoices (MENU OEMAIN). If you want the invoice date to be a specific date, key that date in this field. The date you key in this field will be the one that will be used when the invoice is printed. If you leave this field blank and key a date in the **Future Dt** field on this screen, the future date that you key will become the invoice date when the invoice is printed. If you leave this field and the **Future Dt** field on this screen blank and key an invoice date through Print Invoices (MENU OEMAIN), that date will be used as the invoice date. If you leave this field blank and do not key a future date on this screen or an invoice date through Print Invoices (MENU OEMAIN), the system date will be used as the invoice date. NOTE: If you key both an invoice date in this field and a future date in the **Future Dt** field on this screen, the invoice date in this field takes priority and will be used as the invoice date. *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) Optional
Bill To	The number of the customer who is billed for this order. The A/R customer number from the Customer Master record will be used, if there is one. Otherwise, if no number exists, the system will instead use the customer from the sales order. To override the default bill-to customer, key the number of the customer who is billed for this order. NOTE: The bill-to name, address, and accounts receivable contact person are displayed below this field. The information that defaults into these fields is also determined the same as the bill-to customer number. *Default Value:* A/R customer number from Customer Master record; otherwise, the customer from the sales order. *Valid Values:* Must be a valid customer number for this company. (N 10,0) Optional

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Cash Disc Dt	The cash discount date for this order, if a discount is used. If you leave this field blank, the cash discount date is calculated based on the A/R terms when the invoice is printed. A/R terms are selected in the **Terms** field on the Order Header Screen (p. 6-18) and are defined through A/R Terms Codes Maintenance (MENU ARFILE). Key a discount date in this field to override the discount date that would be calculated when the Invoice is printed. *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) Optional
Future Date	The invoice due date that may be optionally used to override the normal date selected for aging. If you leave this field blank, the invoice print date, cash discount date, or net date is used for aging, as determined through Accounts Receivable Options Maintenance (MENU XAFILE). Key a due date in this field to override the aging date that would typically be used for this order. NOTE: If you leave the **Invoice Date** field on this screen blank, this field will also become the invoice date. *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) Optional

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Cancel Date	This field is used to enter a cancel date to be associated with this order. You then may track this order by cancel date through the inquiries and reports noted below to determine if the order’s cancel date is near or has passed. If the order’s cancel date is near and the order has not been shipped, you may use these inquiries/reports to see that action is required to ensure prompt shipment of the order before the cancel date is reached. The Cancel Date Report is particularly useful for this purpose. If the order’s cancel date has passed and the order has not been shipped, you may use these inquiries/reports to see that action is required to either delete the order, or possibly contact the customer to see if the cancel date can be pushed back to allow you more time to ship the order. Additionally, the cancel date is entered from Off Line Order Entry (MENU OEMAIN) for EDI and Off Line Order Entry purposes. The following menu options will display or print the cancel date, if any, allowing you to monitor this order (or any orders) by cancel date: • Open Orders Inquiry (MENU OEMAIN) • Customer Order/Shipment Inquiry (MENU OEMAIN) • Cancel Date Report (MENU OEREPT) • Deleted Orders Inquiry (MENU OEREPT) Key the desired cancel date. *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) Optional

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Invoice No	When entering an order (O), invoice (I), or future order (F), you may override the invoice number that is automatically assigned by keying the new invoice number in this field. When entering a return (R), key the number of the original invoice in this field. This information is passed to A/R, and the credit is applied to the original invoice number. NOTE: For 'O' and 'I' type orders, this field is display only if you applied split terms to this order by entering a valid split A/R terms code in the Terms field on the Order Header Screen (p. 6-18). For 'R' type orders, when returning a portion of an invoice quantity from a split terms invoice, you must key the invoice number of the first split. When returning all quantities from a split terms invoice, you must use the automatic credit memo function; regardless of which split invoice is selected for the automatic credit memo, all split invoices will be credited and the invoice number of the first split will appear in this field. (N 8,0) Display/Optional
Deposit Amt	For an order entered in this option, key the amount of a deposit for this order. The deposit must be entered manually in A/R in order to be recorded. When entering the deposit amount in A/R, be certain to key the order number to ensure that the invoice is credited with the deposit amount when the Invoice is printed. If this order was entered in Point of Sale Entry (MENU PSMAIN), the deposit amount specified during check out will display in this field. The deposit amount does not need to be manually recorded in A/R to be recognized. For all types of orders, this amount will be printed on the invoice. When International Currency is installed, key the deposit amount in the trading currency. The deposit amount will be maintained in the currency of the order and the local currency equivalent will display below with currency edit symbols to the right of each amount. (N 13,2) Optional/Display

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Price List	This field displays only if OE company options are set up to allow cost and price overrides. Each item may be assigned up to five list prices. In this field, you determine which of those list prices are used for new items being added to this order. When defining a customer through Customer/Ship-to Master Maintenance (MENU ARFILE), you specify the price list typically used by that customer. Key a price list code (1-5) to use item prices for this order that are not typically used for this customer. The code keyed in this field is used as the default for individual items on the Item Review Screen (p. 6-115). *Default Value:* The price list number assigned to this customer (unless the values of pricing fields on the Ship-to level are overridden, then these ship-to level values will be used as default values instead of the customer level values). (N 1,0) Required
Pr Dsc Pct	The price discount percent that overrides all discount percentages that are calculated for each item on this order. Key a discount percentage in this field if you do not want to calculate the discount amount for each item on this order. As you add new items to this order, the **Dsc 1** field for all items on the Item Review Screen (p. 6-115) will be replaced with the value that you key in this field. NOTE: Changing this value in the middle of an order will not change the discount on items already added to the order. (N 4,2) Optional

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Consolidated Bill Code	Use this field to specify the consolidated bill code to assign this order. This order will be grouped with the appropriate consolidation group and the bill code will be used to control printing of consolidated invoices. For multi-warehouse split orders, the system will assign the split code specified in the **Split Code** field in Order Entry Options Maintenance (MENU XAFILE) if the **Consolidate Multi-Warehouse Split Orders** field is set to Y in the same option. Leave this field blank to have an individual invoice printed for this order. If you clear the multi-warehouse split code from this field, you will not be able to reinstate the consolidation status for the order, once the change is confirmed. NOTE: A consolidated bill code cannot be used when the payment type selected is a credit card payment type. *Default Value:* The consolidated bill code assigned to this customer through Customer/Ship to Master Maintenance (MENU ARFILE) or, for a multi-warehouse split order, the split code specified in Order Entry Options Maintenance (MENU XAFILE). *Valid Values:* A consolidated bill code created for this company through Consolidated Bill Code Maintenance (MENU ARFIL2) The bill code cannot be changed to a code other than the one assigned to its associated bill to customer number. (A 2) Optional
Price Disc Code	The code (001-999) assigned to customers to classify them for matrix pricing functions. When used in the price matrix, this code interacts with an item’s Item Price Class to determine the applicable discount, gross margin, or markup percentages. NOTE: The price matrix is used for pricing only if **Use Price Matrix** is set to Y in Order Entry Options Maintenance (MENU XAFILE); the price matrix is defined through Price Matrix Maintenance (MENU OEPRCE). Also note that for the price matrix to use gross margin pricing, the **Allow Gross Margin Pricing** option must be set to Y in Order Entry Options Maintenance (MENU XAFILE). *Default Value:* The customer price discount class code assigned to this customer through Customer/Ship to Master Maintenance (MENU ARFILE); unless the values of pricing fields on the Ship-to level are overridden, then these ship-to level values will be used as default values instead of the customer level values. (N 3,0) Optional

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Tr Dsc Pct	This field displays only if **Use Trade Discounts** is set to Y in Order Entry Options Maintenance (MENU XAFILE). This trade discount percentage is applied to the entire order if the total order value exceeds the amount specified through Trade Discount Maintenance. NOTE: If you are performing a correction on an order, clearing this field will cause the trade discount to recalculate based on the current amount specified in Trade Discount Maintenance (MENU OEPRCE). *Default Value:* The trade discount percent established through Trade Discount Maintenance (MENU OEPRCE) that corresponds with the trade discount code assigned to this customer through Customer/Ship to Master Maintenance (MENU ARFILE) (N 4,2) Optional
Contract Cde	The customer contract code assigned to customers to classify them for contract pricing functions. This code is used for contract pricing and may categorize a group of customers that use the same contract pricing. NOTE: Contracts are used for pricing only if **Use Customer Contracts** is set to Y in Order Entry Options Maintenance (MENU XAFILE); contracts are defined through Contract Prices Maintenance (MENU OEPRCE). Also note that for contracts to use gross margin pricing, the **Allow Gross Margin Pricing** option must be set to Y in Order Entry Options Maintenance. *Default Value:* The customer contract code assigned to this customer through Customer/Ship to Master Maintenance (MENU ARFILE); unless the values of pricing fields on the Ship-to level are overridden, then these ship-to level values will be used as default values instead of the customer level values. (A 4) Optional
Int Vnd No	Key the internal vendor number, if any, for the business unit placing the order (e.g. sector, division, department, individual, etc.). This ‘number’ is used for EDI purposes. It is user-definable and can be any value; that is, it is not limited to numeric values. The keyed value will appear on all subsequent EDI-related invoices and acknowledgments. (A 10) Optional

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Fed Excise	This field displays only if **Use Federal Excise Tax** is set to Y in Order Entry Options Maintenance (MENU XAFILE). Also, federal excise taxes are assigned to an item through Item Master Maintenance (MENU IAFILE). Determines if federal excise tax is applicable for this order. Typically, the default displayed in this field (the federal excise tax for this customer) is used. Key Y if a federal excise tax is applicable for this order. Key N if a federal excise tax is not applicable for this order. *Default Value:* The federal excise tax code (Y or N) defined for this customer (A 1) Required
Pro No	The term PRO number is a progressive number used by carriers as a reference for freight tracking. Key the package tracking (pro) number in this field. If you are using EDI, the EDI outgoing invoice and the EDI advance shipping notice, this Pro No may be superseded in those documents as follows. The EDI outgoing invoice: • the bill of lading (BOL) number entered on the Box Header Maintenance Screen in Box Header Maintenance (MENU WMMAIN) • the bill of lading (BOL) number entered on the Confirm Box Shipments Screen in Confirm Box Shipments (MENU WMMAIN) • the Pro No entered on the Box Header Maintenance Screen in Box Header Maintenance (MENU WMMAIN) • the Pro No entered on the Confirm Box Shipments Screen in Confirm Box Shipments (MENU WMMAIN). The EDI advance shipping notice (ASN): • the bill of lading (BOL) number and the Pro No entered on the Box Header Maintenance Screen in Box Header Maintenance (MENU WMMAIN) • the bill of lading (BOL) number and the Pro No entered on the Confirm Box Shipments Screen in Confirm Box Shipments (MENU WMMAIN) • the Pro No entered on the Box Header Maintenance Screen in Box Header Maintenance (MENU WMMAIN) • the Pro No entered on the Confirm Box Shipments Screen in Confirm Box Shipments (MENU WMMAIN). (A 25) Optional

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
BOL No	The Bill of Lading is a receipt from the carrier (trucking company, railroad, ship or air freighter) for shipment to a specific customer. It is a contract from the distributor to the carrier and the carrier to the customer. The bill of lading is then sent to the customer by the distributor as proof that the customer is entitled to the goods when delivered by the carrier. Key the bill of lading (BOL) number in this field. If you are using EDI, the EDI outgoing invoice and the EDI advance shipping notice, this bill of lading (BOL) number may be superseded in those documents as follows. The EDI outgoing invoice: • the bill of lading (BOL) number entered on the Box Header Maintenance Screen in Box Header Maintenance (MENU WMMAIN) • the bill of lading (BOL) number entered on the Confirm Box Shipments Screen in Confirm Box Shipments (MENU WMMAIN) The EDI advance shipping notice (ASN): • the bill of lading (BOL) number entered on the Box Header Maintenance Screen in Box Header Maintenance (MENU WMMAIN) • the bill of lading (BOL) number entered on the Confirm Box Shipments Screen in Confirm Box Shipments (MENU WMMAIN) (A 20) Optional
Dept	Key the department identification code for the department placing the order. (A 5) Optional
Ship Date	The shipping date of the order. This field appears if a pick list has not yet been printed for this order. It is optional if a pick list has been printed for this order. If you leave this field blank, the system date is used as the shipping date when you process a shipping confirmation (S) for this order. Otherwise, use this field to key a shipping date other than the shipping confirmation system date. If the **Restrict Authority On Ship Confirmed Orders** field is set to Y through Application Action Authority (MENU XASCTY), only the users specified in the **Authorized Users** field, master users, and the Authorized User ID defined through Company Name Maintenance (MENU XAFILE) can change or delete the ship date once the order has been ship confirmed. *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) Display/Optional

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Compl Ship	This field determines if an order should be shipped complete or backordered. Leave this field blank to allow for partial shipments and put remaining items on backorder. Key H to hold this order until it can be shipped complete. If any items on the order cannot be shipped, the entire order is put on backorder hold until it can be shipped complete. Key D to delete any items that cannot be shipped from the order. Any items on the order that cannot be shipped are deleted; only items that can be shipped complete (i.e., the total quantity may be shipped) remain on the order. Un-shippable quantities will be deleted after the order is invoiced. If the entire order is backordered, the order cannot be deleted. You must either enter a later ship date or cancel the order. NOTE: The system will check the **Accept Backorders** flag at the customer level and customer/ship to level to determine the complete ship code (or default value) used in this field. If a value was entered only at the customer level, that value will be used here. If a ship to number is used and a value was also entered at the ship to level, then that value will be used here instead. The value is determined as follows: - If **Accept Backorders** is Y (the customer or customer/ship to accepts backorders), this field defaults to blank. - If **Accept Backorders** is N (the customer or customer/ship to does not accept partial shipment), this field defaults to H. - If **Accept Backorders** is D (the customer or customer/ship wants any items on the order that cannot be shipped to be deleted), this field defaults to D. *Valid Values:* Blank, H, or D (A 1) Optional
Ref No	Used to store any information that identifies this order. It may be used when entering a return (R) to reference the number of the order for which merchandise is returned. When changing a blanket order that was released through Release Blanket Orders (MENU OEMAIN), the number of the master order from which the blanket order was released displays in this field. (A 6) Optional

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Order Source	The order source is a two character code used in the G/L Interface. It is used to specify which general ledger accounts are updated based on the type of the order. An order source in order entry may be required, not required, or informational only, as determined through Order Entry Options Maintenance (MENU XAFILE). Additionally, you optionally may clear the order source code for new orders or use the same order source that was used for the previous order. Order source codes are maintained through Order Source Codes Maintenance (MENU OEFILE). For additional information about the General Ledger Interface and order source codes, refer to the General Ledger Interface User Guide. (A 2) Optional
Order Pty	The order priority used to determine the sequence in which a backorder order is released. Order priorities 1 through 6 are used by Automatic Backorder Release (ABR). The highest priority is 1, the lowest priority is 6. Of these, the odd numbered priorities (1, 3, and 5) are used to “always commit” inventory to the order whether or not the order meets the ABR conditions defined in Order Entry Options (such as minimum value, maximum value, and percentage of total order value). The even numbered priorities (2, 4, and 6) will commit inventory to the order only if the aforementioned ABR conditions are met. Order priority 7 is used to release a backorder manually, without using ABR. Refer to the Cross Applications User Guide (MENU XAFILE), and CHAPTER 5: *Order Entry Managing Backorders* of this user guide for additional information. *Default Value:* The **Default Priority** defined in Order Entry Options Maintenance (MENU XAFILE) *Valid Values:* 1 through 7, if Y has been selected for the priority in Order Entry Options Maintenance (MENU XAFILE) (N 1,0) Optional

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Upd Demand	This field appears only if Inventory Management & Planning is installed. The value specified in this field will be the default setting for line items added to the order. If the demand setting is changed for individual line items on the Item Review Screen (p. 6-115) so that not all items on the order have the same setting, this field will be display-only for the order and you will only be able to change demand for the line items on the Item Review Screen (p. 6-115). Key Y if the items on this order will update demand. Key N if you do not want the items on this order to update demand. *Default Value:* Y (A 1) Required/Display

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Contract	This field displays only if the **Use Customer Contracts** field is Y in Order Entry Options Maintenance (MENU XAFILE). This field is used by the system to check the Contract Price File (CONTR) for the indicated contract. As items are added to the order, they will be reviewed for applicability to this contract and re-priced accordingly. Note that there is no item re-pricing of any items added to the order prior to the contract being identified here. If you add a contract to an order via this field after the items have already been added to the order, no contract re-pricing for those items will apply. In order for a named contract to be valid for an order: • the order's entry date must fall within the contracts start/expiration date range • that customer must match the customer on this order, if the contract is defined for a customer • that customer contract code must be assigned to the customer on this order, if the contract is defined for a customer contract code • the currency of the contract must match that on the order or must match that of the order's company, if International Currency contracts are being used Key the contract to be used for special item prices before entering the items to the order or press the F4=CONTRLST function key to view a list of existing contracts that may be applicable for this order. If a contract was defined with the contract name/number specifically of WEB, it will automatically be assigned by the system to all offline orders generated via the Distribution A+ Storefront pricing routines that meet all applicable criteria. If a contract was defined with the contract name/number specifically of POS, it will automatically be used in the Point of Sale module as prices for those orders are determined in the pricing programs. NOTE: If a rebate using an override price amount or discount is applicable when ordering an item, quantity breaks and contracts, even if keyed in this field, will not be considered. However, if the gross-margin re-pricing feature is being used, rebates using overrides can be overridden if designated through Order Entry Options Maintenance (MENU XAFILE). (A 5) Optional

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Tax Exm Crf#	NOTE: Disregard this field if you are using Vertex Taxing software activated through System Options Maintenance (MENU XAFILE). It is recommended that you provide a tax exemption certificate number if you are entering a non-taxable order: that is, if a 1, 2 or 3 displays in the **Cd** field. In order for a customer to receive any tax exempt status, a tax exempt certification number must be keyed in the Customer Master File through Customer/Ship to Master Maintenance (MENU ARFILE). Key the tax exemption certificate number for the specified customer or ship-to address. *Default Value:* The tax exemption certificate number for the customer or ship to as defined in MENU ARFILE, Customer Maintenance and Ship To File Maintenance, respectively. (A 15) Optional
Tax Exm Crf# Exp Date	Key the expiration date for the tax-exemption certificate number you have keyed in the **Tax Exm Crf#** field. If an error message appears indicating the tax-exempt status of the customer expires some time before the order's requested ship date, you can resume entering the order by keying a valid expiration date in this field (that is, a ship date that falls after the requested ship date). *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) Optional
S'Rep	NOTE: The second and third sales representative fields cannot be used if the **Allow Multiple Sales Reps/Order** is set to N in Order Entry Options Maintenance (MENU XAFILE). Use these fields to specify the sales representatives that will be credited for this order. Since the primary sales representative has been specified on the Order Header Screen (p. 6-18), you will need to use these fields if more than one sales representative is credited for this sale. For each sales representative code keyed in these fields, a corresponding commission percentage must be keyed in the **Com %** field. The second and third sales representatives are informational only and will carry over to order history with the percent values. You can use them in custom reporting, but only the primary sales representative is used to update sales analysis. *Valid Values:* Any valid sales representative code that has been defined through Sales Representative Maintenance (MENU SAFILE). (3 @ N 5,0) Required/Optional

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Com %	The commission percentage received by each of the corresponding sales representatives for this order. You may accept the default commission established for this sales representative or override it with a different commission percentage. These fields are informational only; Order Entry does not calculate sales representative commissions. NOTE: If you key a sales representative number in the **S'Rep** field that is different from the default, blank out the value in this field using the FIELD-EXIT key. The commission percentage assigned to the new sales representative will display in this field after you press ENTER. *Default Value:* The commission assigned to this sales representative in Sales Representatives Maintenance (MENU SAFILE). (3 @ N 5,3) Required
Territory	The sales territory code for this order. This is used in sales analysis and order history. If you change the default sales territory code, the new territory code is stored in order history; however, the sales territory code assigned to the customer is still used to record sales dollars for Sales Analysis. *Default Value:* The sales territory set up for this shipping address through Customer/Ship to Maintenance; if a shipping address is not used, the sales territory set up for the customer is the default. *Valid Values:* Any sales territory that has been created for this company through Territories Maintenance (MENU SAFILE). (A 3) Required

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description

Route/Stp	This field displays only if the **Route/Stop** field has been defined as Y in Order Entry Options Maintenance (MENU XAFILE).
	This field identifies the route and stop number for this order. Route numbers can be used to schedule deliveries or planned pick-ups. You may print pick lists for a specific route.
	When the requested ship date changes as a result of the Automatic Backorder Release (ABR) program, the route/stop will be re-evaluated to determine if a different route/stop should be assigned to the sales order. Changes will not be made if the route/stop has been overridden.
	Default Value: The route/stop to default into this field for the order is determined by:
	• the day of the week for the order's requested ship date
	• whether or not a route is defined for the specified customer/ship-to and day of the week
	  • if a route is defined for the day of the week, the route for that day will be used
	  • if no route is defined for the day of the week, the default route for the customer/ship-to will be used
	(A 4 / N 3,0) Optional

Tax Body	NOTE: This field is not used if you selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE). The tax body code used for this order. This code represents the taxing jurisdiction for which the order is placed. The descriptions of the tax body and the corresponding tax rate are displayed below this field. *Default Value:* The tax body code set up for this shipping address through Customer/Ship to Master Maintenance (MENU ARFILE); if a shipping address is not used, the tax body set up for the customer is the default. *Valid Values:* Any tax body code that has been created through Tax Body Maintenance (MENU OEFILE). (A 6) Required

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Cd	NOTE: This field is not used if you selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE). The tax exemption code for this order. You may override or accept the default. An item tax code and a **Re-use Code** assigned to individual items through Item Master Maintenance (MENU IAFILE) are used in conjunction with this code to determine which items on the order are taxable. The item **Tax Code** and **Re-use Code** assigned to individual items through Item Master Maintenance (MENU IAFILE) can be superseded by the **Tax Code** and **Re-use Code** assigned through Item Balance Maintenance (MENU IAFILE). Refer to the Taxing Information (p. 4-32) for examples of how tax codes work. Key 0 if this customer is taxable. All items with a tax code of 0 will be taxed. All items with a tax code of 1, 2, or 3 will not be taxed. The **Re-use Code** of an item is disregarded. Key 1, 2, or 3 if this customer is tax exempt in one of three categories. You define what type of tax exemption each of these categories represent. All items on the order are not taxed, regardless of their tax code or their **Re-use Code**. Even if an item's tax code is 0 (taxable), that item will still not be taxed. Key J (for jobber) to tax the customer based on the **Re-use Code** of the individual items ordered. All items with a tax code of 0 and a **Re-use Code** of Y are taxed. All items with a tax code of 0 and a **Re-use Code** of N are not taxed. All items with a tax code of 1, 2, or 3 will not be taxed. NOTE: An item's **Re-use Code** will display on the Item Review Screen (p. 6-115). Also, additional fields on the Item Review Screen (p. 6-115) determine if the item is taxable. If the **T** field is Y and the **E** field is 0, the item is taxable; if the **T** field is N and the **E** field is 1, 2, or 3, the item is not taxable. NOTE: Override tax exemptions may be created at a variety of levels through options available on MENU OEFIL2. Which levels are used when determining the tax status of orders entered through order entry or off-line order entry depends on the selections made through Order Entry Options Maintenance (MENU XAFILE). *Default Value:* The tax code set up for this shipping address through Customer/Ship to Maintenance; if a shipping address is not used, the tax code set up for the customer is the default. *Valid Values:* 0, 1, 2, 3, and J (A 1) Required

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
F4=ContrLst	F4=ContrLst displays only if you have access to Contract Prices Maintenance (MENU OEPRCE) and contracts are being used for this company (as defined through Order Entry Options Maintenance, MENU XAFILE). Press the F4=ContrLst function key to view a list of existing contracts that may be applicable for this order on the Contract File List Screen (p. 91-13). Named contracts can be selected from the list and identified on this screen to be used during the order process. Unnamed contracts do not need to be selected, but rather will automatically be used, if applicable (for example, if the date range is correct).
F12=First Header	Press F12=First Header to return to the Order Header Screen (p. 6-18) without saving any changes made on this screen.
F15=Curr Info	Press F15=Curr Info to display the Currency Information Screen (p. 6-67) on which you can change the order's currency, exchange code, exchange rate, or exchange rate lock date.
F21=Cust Inq	Press F21=Cust Inq to display the Customer Inquiry. Use this inquiry to display detailed accounts receivable information for a customer. This inquiry also may be accessed through Customers Inquiry (MENU OEMAIN) and Customer A/R Inquiry (MENU ARMAIN) of the Accounts Receivable module.
F22=Item Inq	Press F22=Item Inq to display the Item Inquiry. Use this inquiry to display the inventory status of an item. This inquiry also may be accessed through Item Inquiry (MENU OEMAIN) and Item Inquiry (MENU ARMAIN) of the Inventory Accounting module.
Enter	Press Enter to confirm your supplemental order header selections. The Item Entry Screen (p. 6-71) will appear.

Currency Information Screen

This screen appears when you press F15=CURR INFO on the Second Order Header Screen (p. 6-48). It also appears from the:

- Order Display Screen (p. 15-17) when you press F16=CURR INFO
- Invoice Display Screen (p. 16-28) when you press F16=CURR INFO
- Deleted Order Display Screen (p. 100-14) when you press F16=CURR INFO

Use this window to specify or review the order's currency, exchange code, exchange rate, and exchange rate lock date. When shown from inquiry options, the fields on the screen are display only and cannot be changed.

NOTE: This screen is only available when International Currency is installed.

I/C O/E Currency Information Screen Fields and Function Keys

Field/Function Key	Description
Currency	Use this field to specify the order's currency. If the **Allow Order Currency Override** field in Register A+ Users (MENU XACFIG) is set to Y for your user ID, you can enter any currency code. Otherwise, you are restricted to the two currencies specified for this customer through Customer/Ship to Master Maintenance (MENU ARFILE). If a **Contract** is entered on the Second Order Header Screen (p. 6-48), the contract currency code must match this currency code This is a display-only field if items or charges exist on the order, the order was generated from a master order, or you specified a consolidated bill code on the Second Order Header Screen (p. 6-48) Key a currency code. *Default Value:* The currency specified for the customer through Customer/ Ship-to Master Maintenance (MENU ARFILE) *Valid Values:* A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Required/Display
Exch Cd	Use this field to review or alter the order's exchange code. The description assigned to the exchange code displays to the right of the code entered. Key an exchange code or accept the default. Note that if you override the default exchange code displayed in this field, the code that you key will then be displayed in this field the next time this window is accessed for this order. NOTE: If you override the exchange rate via the F6=OV RT function key, ***OV** will display in this field indicating that an override of the exchange rate has occurred and the field will then be protected. *Default Value:* The default specified through International Currency Options Maintenance (MENU ICFILE). *Valid Values:* An exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Required

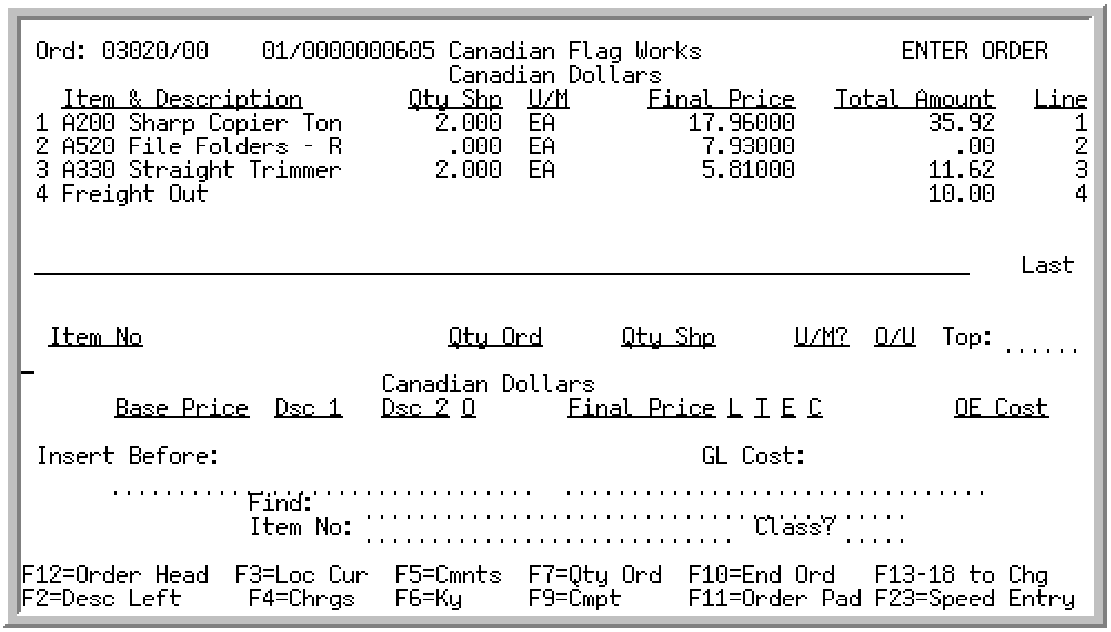
I/C O/E Currency Information Screen Fields and Function Keys

Field/Function Key	Description
Ex Rate	This field specifies the exchange rate to be used for this order. To change the exchange rate, press F6=OV RT. You cannot change the exchange rate if **Override Exchange Rates Allowed** is set to N through Currency/Exchange Codes Maintenance (MENU ICFILE) for the benchmark currencies used for the company's currency and the order's currency. *Default Value:* The exchange rate retrieved according to the hierarchy explained in the Order Entry (Exchange Rates) topic in the Modules Affected by I/C section of the I/C Overview chapter. (N 13,6) Required
(Exchange Rate Date)	This field displays the date that was associated with the currently selected exchange rate when it was identified through Enter Currency Exchange Rates (MENU ICFILE). Note that this field will display as all zeros if no dated rate is being used. In other words, if the default rate from the currency relationship, when it was defined, is currently selected, the date field will display as all zeros. Display
Lock Dt	This field does not display if the exchange rate has been overridden (see F6=OV RT). Use this field if you want to enter a lock date for the customer's exchange rate. A lock date ensures that the exchange rate to be used is the one in effect on or immediately before this date. Key the desired date. Any exchange rate in effect after this date will not affect this order. Leave this field blank if you do not want to designate a lock date for this order. The current exchange rate will be used (if no overridden rate is entered). *Default Value:* 000000 *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
F5=Refresh	If you have not changed the data in this window, press F5=REFRESH to update the exchange rate for this order to the most current rate. If you have made changes to the data in this window, press the F5=REFRESH function key to refresh the screen to its status as first presented, without accepting any updates.

I/C O/E Currency Information Screen Fields and Function Keys

Field/Function Key	Description
F6=Ov Rt	F6=OV RT does not appear if the exchange rate has been previously overridden. Press F6=OV RT to override the default exchange rate with a different rate. The cursor will be positioned in the **Ex Rate** field where you can then key the appropriate rate. After keying the new rate, press F10=CON'T to save your entry. When you override the exchange rate, ***OV** appears in the **Exch Cd** field indicating that the rate has been overridden. NOTE: You cannot change the exchange rate if **Override Exchange Rates Allowed** is set to N through Currency/Exchange Codes Maintenance (MENU ICFILE) for the benchmark currencies used for the company's currency and the order's currency.
F10=Con't	Press F10=CON'T to accept the values in this window and return to the Second Order Header Screen (p. 6-48).
F12=Return	Press F12=RETURN to return to the Order Header Screen (p. 6-18) from within this menu option; else return to the previous screen.
Enter	Press ENTER after changing a value. The value will be updated once the F10=CON'T function key is pressed.

Item Entry Screen



This screen appears after you press ENTER from the Order Header Screen (p. 6-18) or Second Order Header Screen (p. 6-48) or by pressing F2=LN ITMS from the End Order Screen (p. 6-248).

Use this screen to key the individual items for an order. Up to six lines of items may be displayed in the top half of this screen.

NOTE: In the list of items added to the order on the top portion of this screen, if the item's description is displayed in red color, it indicates that there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is filled) or the item is DOT regulated (the Item Master **DOT Regulated** flag is Y).

Types of Lines for an Order

There are three types of lines that can be keyed for an order:

- Items

  Keyed on this screen.

- Special charges

  Keyed on the Special Charges Screen (p. 6-95) and displayed in the top section of this screen once you have entered them.

- Comments

  Keyed on the Order Comments Screen (p. 6-99) and displayed in the top section of this screen once you have entered them, or if you created an order comment for a customer on the Customer Service Comments Screen (p. 47-5) the first time that screen appeared. Note that if you return to the Customer Service Comments Screen (p. 47-5) from this screen and add an order comment, that comment will not appear in the list.

Prices

Prices on this screen will display using various display attributes. When prices display with high intensity (bright on monochrome; white on a color monitor) this indicates that the item price is less than the system calculated price. Prices that display as a reverse image indicate the item has class quantity discount. A price that displays without any attributes (i.e., appears "normal") is the same price or greater than the system calculated price.

The **Base Pr**, **Dsc 1**, **Dsc 2**, and **Final Pr** fields are used to override prices. Authority to override prices is defined in the **Allow Price Changes During OE** and the **Authorized Users** fields through Application Action Authority (MENU XASCTY). Refer to these fields for additional information.

Product Restriction Feature

If you are using the Product Restriction feature, the Customer Authorizations File (OECAU) will be checked whenever a restricted item is entered for a customer who requires checking. An item is restricted by entering a Restrict Code for the item through Item Master Maintenance (MENU IAMAIN). A customer requires authorization checking if **Chk Prd Rstr** has been defined as Y or S through Customer Master Maintenance (MENU ARFILE), or defined as Y through Customer Master Maintenance at the ship-to level. Note, however, a mandatory check will be performed if the **Mandatory** field in Product Restriction Codes Maintenance (MENU OEFIL2) has been defined as Y, regardless of the value entered in the Customer/Ship-to Files.

If the customer is authorized to purchase the item, the item is placed on the order and the restriction code is stored in the line item. If the customer is not authorized to purchase the item, an appropriate message will display on this screen to alert the person entering the order of the reason the item is not authorized. The **Restriction Code** field will also appear (after entering the item and quantity) under the alert message to indicate what the restriction code was that caused the item to be restricted.

All unauthorized requests will be logged, if determined through Product Restriction Codes Maintenance (MENU OEFIL2). You may print the Unauthorized Req for Restricted Products Report (MENU OEREPT) to identify all unauthorized requests that were made.

After the Product Restriction Checking program performs all authorization checking for restricted items, if the customer's authorization requirement for a restricted item is not met, an error message will display on this screen indicating the reason for denial. Refer to the help text associated with the error by positioning the cursor on the error number and pressing F1=HELP.

For a selection hierarchy of authorization checking that the system performs, refer to CHAPTER 4: *Order Entry Order Processing*.

Authorization Item Codes

If an Authorization Item Code (AIC) has been assigned to a customer or ship-to through Customer Master Maintenance (MENU ARFILE), the system will verify if the customer or ship-to is authorized to purchase the item. If the item is not specified on the customer's AIC, depending on your User ID authority, either an error or warning will appear on this screen (error = "3600: Customer is not authorized to purchase this item"; warning = "3010: Warning! Customer is not authorized to purchase this item). If the warning (3010) is displayed, you will be able to press ENTER again to override this warning and have the item added to the order.

You will also be able to assign a system defined AIC of *CONTR to a customer and/or ship-to which will allow the customer and/or ship-to to only order items for which a current contract has been set up, if **Use Customer Contracts** is Y in Order Entry Options Maintenance (MENU XAFILE).

NOTE: Applicable for customers and/or ship-to numbers that are set up with an AIC of *CONTR only. If a valid contract is found for an item and customer, then the item will be authorized for purchase, even if a different price hierarchy is used by Order Entry Pricing when an order is placed through this option. The existence of a valid contract indicates that the customer will be allowed to purchase the item.

All unauthorized requests will be logged (even if the request was overridden by an authorized user), if the **Record Unauthorized Requests** field is Y in Authorized Item Codes Maintenance (MENU OEFIL3). You may then print the Unauthorized Requests for Authorized Item Code Report (p. 36-9) to identify all unauthorized requests that were made.

Return Orders for Price Adjustments

If you are entering a return order and you want to enter an item for a price adjustment, enter the item with a negative quantity and select a reason code that does not return the item to stock. Then, add the same item with a positive quantity as the next line item. If you have the **Default Allocation Code for Return** field set to Y in Order Entry Options Maintenance (MENU XAFILE), the Location Reservations Entry Screen (p. 6-170) will not appear and, when you end the order, the order will be placed on Warehouse Management hold because you have inventory allocated when none is available. Change the **Alloc Inv** field to N on the End Order Screen (p. 6-248) to remove the hold and process the order as a price adjustment. You can also enter a price adjustment as an Invoice Only order with the **Alloc Inv** field set to N on the End Order Screen (p. 6-248).

Adding an Item on a Pick List Printed Order

If you request to add a line item on an order that has had its Pick List printed, the system will verify your user authority to ensure that you are allowed to perform this action. If you are not authorized to perform this action, you will receive the error message “Not authorized to add a line to a Pick List Printed order.” You will then be required to take the necessary steps of clearing the order from the Pick List run before you are allowed to add new items to the order, thus minimizing inventory discrepancies due to last minute item changes. Authority to allow the addition of a line item on Pick List Printed orders is defined in the **Allow Item Additions - Pick Slip Printed Orders** field through Application Action Authority (MENU XASCTY).

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
Ord	The Order and Generation Number for this selected order. Display

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
(Co/Customer)	The company, customer number, and customer name selected for this order. Display
(Status, Type of Order)	The status portion of this field describes the process being completed. Possible values are: **Enter**, **Change**, and **Ship**. The Type of Order possible values are: **Order**, **Invoice**, **Future**, **Master**, **Quote**, and **Return**. Display
(Currency)	This field only displays when International Currency is installed. The trading currency description of the customer selected for the order appears. Display
Reference Number	The reference number of the lines displayed on this screen. This number is 1 through 6 for the six items, comments, and/or charges 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
Item & Description	The items on this order. You may toggle between displaying the original item, item number only, item description only, or item number and description by pressing F2=ORIG ITEM / F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC. The original item number will display if the item is a replacement, alternate, or upgrade of an item. These are defined through Item Replacements/ Complements Maintenance (MENU OEFILE) and selected for an order using the F4=RPL function key on the Item Review Screen (p. 6-115). Comment Description and Special Charge Descriptions will also display in these columns. These fields will also toggle with the F24=DOUBLE LINE / F24=SINGLE LINE to display the full item description on the line below the full 27 positions of the item number. NOTE: In the list of items added to the order on the top portion of this screen, if the item's description is displayed in red color, it indicates that there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is filled) or the item is DOT regulated (the Item Master **DOT Regulated** flag is Y). Display

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
Qty Ord / Qty Shp	This field displays the quantity of the order or the quantity of items to be shipped, depending upon the F7=QTY SHP / F7=QTY ORD toggle function key. These quantities are keyed in the **Qty Ord** and **Qty Shp** fields on the bottom half of this screen for each item. Display
U/M	The unit of measure in which the item is ordered and shipped. Display
Final Price	The final price of one item in the pricing unit of measure. This is determined as the base price of the item minus any applicable item discounts. If markup pricing is used [determined through the Order Entry Options Maintenance (MENU OEFILE), the final price is the base price plus the percent markup. When International Currency is installed, for foreign currency customers, you can use the F3=LOC CUR / F3=TRD CUR to toggle between displaying the values in the customer's trading currency and the company's local currency. Display
Total Amt / Total Amount	This field heading displays as **Total Amount** when expanded field sizes for Order Entry is set to Y in Expanded Field Use (MENU XAFIL2). The total monetary amount of the item. This is calculated by multiplying the quantity of items shipped by the final price of the item. When International Currency is installed, for foreign currency customers, you can use the F3=LOC CUR / F3=TRD CUR to toggle between displaying the values in the customer's trading currency and the company's local currency. Display
Line	The line number of this item, special charge, or comment on the order. Each new quantity of items ordered is assigned a sequential line number on the order. There may be up to 99999 lines on an order. Display
Restriction Code	This field appears only after entering an **Item No** and **Qty Ord** and pressing ENTER, if the customer is not authorized to purchase the item. An appropriate message will display above the **Item No** to alert you of the reason the item is not authorized (for example, 659: Customer is not authorized to purchase this item - no authorization). Below this alert message, the **Restriction Code** field will also appear to indicate what the restriction code was that caused the item to be restricted. Display

Item Entry Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Item No</td><td>
Use this field to key the item number ordered by the customer. If you do not know the item number, you may use the Item Search (refer to the field description for Find / Item No / Class).
If Warn if Item Exists on Order is Y in Order Entry Options Maintenance (MENU XAFILE) and the item number entered already exists on the order, you will be alerted to the existence of a duplicate item on the order. 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.
If the item number entered is a Global Trade Item Number (GTIN), a UPC code, or a Customer/Item Number, the item number you keyed will be replaced with the actual Distribution A+ item number.
NOTE: Key a ‘/’ followed by a single search criteria (i.e. /BINDER) to invoke the order history wildcard search (using either a partial item number or search word). The History List Screen (p. 6-201) will display filtered to the item number and item description matches.
For additional lines in the order, use the DUP key to duplicate the last item number information and add the next item to the order. The cursor is positioned to the requested ship date on the Item Review Screen (p. 6-115). This functionality is helpful when entering master blanket orders.
Important
After you press ENTER on this screen, the item number and unit of measure CANNOT be changed. To change either the item number or unit of measure keyed in this field, you must delete the item and key it again.
Valid Values: Any valid item number that is stocked in the warehouse selected on the Order Header Screen (p. 6-18) or a wildcard search word that begins with a ‘/’.
(A 27) Required
</td></tr>
</table>

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
Qty Ord	The quantity of the item being ordered. The quantity is assumed to be in the item's default unit of measure. If the item has more than one stocking unit of measure or additional units of measure, you may specify a different unit of measure in the **U/M** field on this screen. For a master blanket order, the quantity you enter here will be one of the following: • If you are entering pre-defined release dates, key the quantity for one release (shipment) of the item. Key the date this quantity should be shipped in the **Req Sh** field on the Item Review Screen (p. 6-115). • If you are not entering pre-defined release dates, key the total quantity for all shipments under this master blanket order. If you entered a special order with a warehouse transfer vendor, the system will perform an inventory availability check to see if the quantity ordered is available at the shipping warehouse. If the quantity is not available, then you will receive a warning message (**Quantity ordered is greater than quantity available for special order**) that you will be able to bypass. NOTE: When processing a return (R), key a negative quantity. Also refer to the **Ord** field (as explained following the **Sp Ord** field) on the Item Review Screen (p. 6-115). *Valid Values:* Cannot be zero. (N 10,3) Required
Qty Shp	This field displays the quantity of items shipped. You may leave this field blank and have the quantity to ship calculated, or key the quantity of items to ship. If you leave this field blank, and the quantity of items available is equal to or greater than the quantity keyed in the **Qty Ord** field, the quantity keyed in the **Qty Ord** field is displayed. If the quantity available is less than the quantity keyed in the **Qty Ord** field, the quantity available is displayed in this field. The difference is put on backorder and displayed in the **B/O** field. NOTE: When processing a return (R), key a negative quantity. *Valid Values:* Cannot be zero; and cannot be greater than the quantity ordered (**Qty Ord**). (N 10,3) Optional

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
U/M	Use this field to specify the unit of measure for the quantity of items ordered and shipped. Key the unit of measure to use for this item or leave this field blank to use the item's default unit of measure. If you leave this field blank to use the item's default unit of measure, one of the following will be used: • the customer/item default unit of measure (if one has been defined) • the item warehouse unit of measure (if one has been defined) • the default stocking unit of measure in Item Master Maintenance The customer quantity and ordering unit of measure display above the **Final Pr** field. If you are entering a negative quantity for an order, invoice, return, or future order, and you are required to, or choose to, key an original order number in the **Ord** field on the Item Review Screen (p. 6-115), the unit of measure you key in this field must equal the unit of measure on the original order. If the item number entered is a Global Trade Item Number (GTIN) or a UPC Code, and a unit of measure was not entered on the Item Entry Screen, the U/M will be defaulted in from either the Global Trade Item Number Cross Reference File (ITGTIN) or the Universal Product Code Cross Reference File (ITUPC). For GTIN entry only, if a mis-matched unit of measure was entered on the Item Entry Screen, an error message is issued. **Important** Once you press ENTER on this screen, the item number and unit of measure CANNOT be changed. To change either the item number or unit of measure keyed in this field, you must delete the item and key it again. If you specify a stocking unit of measure, that unit of measure displays in this field. If you specify an additional unit of measure, on the Item Review Screen (p. 6-115), the conversion (relationship) displays in this field and the actual default selected by Distribution A+ displays next to the **Final Pr** field on this screen if **Show Prices in Order Entry** is set to O (for order unit of measure) in Order Entry Options Maintenance (MENU XAFILE). Otherwise, the final price displays the pricing unit of measure. *Valid Values:* A unit of measure defined as one of the stocking units of measure or as an additional unit of measure for the item through Item Master Maintenance (MENU IAFILE). (A 3) Optional

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
O/U	NOTE: This field displays only if **Allow Over/Under Shipments** has been defined as Y in Order Entry Options Maintenance (MENU XAFILE). Used to determine if you can over-ship or under-ship this item. If you leave this field blank, the quantity shipped must be less than or equal to the quantity ordered. If the quantity shipped is less than the quantity ordered, Distribution A+ will create a backorder for the quantity of the difference. Key O to over-ship the order. This allows you to key a quantity shipped that is greater than the quantity ordered. Key U to under-ship the order without creating a backorder. This allows you to key a quantity shipped that is less than the quantity ordered without having Distribution A+ create a backorder. *Valid Values:* O or U (A 1) Optional
Top	Use this field to position a specific item to display at the top of this screen. Key a line number of an item to display at the top of the screen. If the number is greater than the last line number, the last line number is displayed at the top of the screen. (N 5,0) Optional

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
Base Pr	This field is optional if you are authorized to override price. Otherwise, this field is display-only. Authority to override price is defined in the **Allow Price Changes During OE** and the **Authorized Users** fields through Application Action Authority (MENU XASCTY). You are authorized to override price if any of the following are true: • **Allow Price Changes During OE** is set to Y and you are part of the user group specified in the **Authorized Users** field, the authorized user ID defined through Company Name Maintenance (MENU XAFILE), or a master user. • **Allow Price Changes During OE** is set to Y and **Authorized Users** is set to *ALL. • **Allow Price Changes During OE** is set to N, but you are the authorized user ID defined through Company Name Maintenance (MENU XAFILE) or a master user. The base price is determined by one of the following: • One of the five list prices defined at the item level through Item Master Maintenance (MENU IAFILE) and, if applicable, at the item/warehouse level Item Balance Maintenance (MENU IAFILE). Which of the five prices is based on the price list code assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE). This price list may have been overridden in the **Price List** field on the Second Order Header Screen (p. 6-48) or redirected through contract pricing or price matrix pricing. • When the price of an item is determined by a gross margin or markup from cost [i.e., **Allow Gross Margin Pricing** and **Use Markup Pricing** have been defined Y in Order Entry Options Maintenance (MENU XAFILE)], the base price displayed is the cost of the item. Additionally, if a surcharge is specified for a unit of measure for an item through Item Master Maintenance (MENU IAFILE), it is applied to the base price. The base price is shown in the "ordering" unit of measure if **Show Prices in Order Entry** is set to O in Order Entry Options Maintenance (MENU XAFILE). If **Show Prices in Order Entry** is set to P in Order Entry Options Maintenance (MENU XAFILE), the base price is in the unit of measure that has been established as the pricing unit of measure for the item [defined through Item Master Maintenance (MENU IAFILE)]. Also refer to the example shown for the **Final Pr** field. Key the new base price. If you change the base price, you must manually change the price in the **Final Pr** field. (N 15,5) Optional/Display

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
Dsc 1	This field is optional if you are authorized to override price. Otherwise, this field is display-only. Authority to override the first discount is defined in the **Allow Price Changes During OE** and the **Authorized Users** fields through Application Action Authority (MENU XASCTY). You are authorized to override the first discount if any of the following are true: • **Allow Price Changes During OE** is set to Y and you are part of the user group specified in the **Authorized Users** field, the authorized user ID defined through Company Name Maintenance (MENU XAFILE), or a master user. • **Allow Price Changes During OE** is set to Y and **Authorized Users** is set to *ALL. • **Allow Price Changes During OE** is set to N, but you are the authorized user ID defined through Company Name Maintenance (MENU XAFILE) or a master user. This field represents the first discount, gross margin, or markup amount applied to the base price/cost to calculate the final selling price. If you do not key a percentage, it is calculated from the following hierarchy for this item: 1. A contract, or contract criteria, that match this order. 2. The price matrix and quantity breaks for this customer and item. Key 0 to remove any discount, gross margin, or markup percent for this item. In the price matrix or a contract, if the item is to use discount pricing, the amount in this field will be deducted from the **Base Pr** (which is the list price) and a D will display next to this field when presented on the Item Review Screen (p. 6-115). If, instead, the item is to use gross margin or markup pricing, the amount in this field will be added to the **Base Pr** (which is the cost) and a G or an M respectively, will display next to this field on the Item Review Screen. Once on that screen, you can override this field indicating the actual percent as well as the type of value (D, G, or M) desired. Key a first discount. If you change the first discount, you must manually change the price in the **Final Price** field. (N 4,2) Optional/Display

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
Dsc 2	NOTE: This field appears only if **Use Second Discount** has been defined as Y through Order Entry Options Maintenance (MENU XAFILE). This field is optional if you are authorized to override price. Otherwise, this field is display-only. Authority to override the second discount is defined in the **Allow Price Changes During OE** and the **Authorized Users** fields through Application Action Authority (MENU XASCTY). You are authorized to override the second discount if any of the following are true: • **Allow Price Changes During OE** is set to Y and you are part of the user group specified in the **Authorized Users** field, the authorized user ID defined through Company Name Maintenance (MENU XAFILE), or a master user. • **Allow Price Changes During OE** is set to Y and **Authorized Users** is set to *ALL. • **Allow Price Changes During OE** is set to N, but you are the authorized user ID defined through Company Name Maintenance (MENU XAFILE) or a master user. The second discount is an additional discount that is applied to the value of the base price after having been discounted by the percentage in the first discount (**Dsc1**) field. If a quantity break discount is applicable, the discount percent is displayed below this field. Remember, if a rebate using an override price amount or discount is applicable, quantity breaks and contracts are not considered. NOTE: The second discount is a chain discount when the first discount is used. If a quantity break discount is applied to this item, it is also a chain discount in addition to the first and second discounts (if used). Refer to the Pricing section of this manual for a discussion of the use of chain discounts. Also, this discussion applies if **Dsc 2** is used in addition to **Dsc 1** for Markup Pricing or Gross Margin Pricing. Key a second discount. If you change the second discount, you must manually change the final price in the **Final Price** field. (N 4,2) Optional/Display

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
O	This field is optional if you are the authorized user ID defined through Company Name Maintenance (MENU XAFILE), you are a master user, or the **Allow Price Changes During OE** field is set to Y and you are authorized to change price. This field is display-only if the **Allow Price Changes During OE** field is set to N. If the **Final Pr** reflects the system calculated value determined in accordance with the normal pricing rules, this field should be blank. This field indicates how the value in the **Final Pr** field has been calculated. If you are to manually key a value in the **Final Pr** field, this field must be an O to indicate the override status. This field can also be used to access the contract calculator for users that have access to the calculator through Application Action Authority (MENU XASCTY). You cannot access the contract calculator for items that are part of a rebate. Refer to the User Security User Guide for more details. Key a C in this field to display the Contract Calculator Screen (p. 91-40) before the Item Review Screen (p. 6-115). Note that if the **Final Pr** reflects a value calculated because of the gross margin reprice function, this field will display a G when presented on the Item Review Screen (p. 6-115). Note that a G may not be keyed on this screen, and it is a display-only value since it reflects a system determined process and not a manually keyed value. Key O to manually override the final price of this item. If you do this, you must blank out the first and second discount percentage fields, and key the new final price in the **Final Pr** field. *Valid Values:* Blank, O, or C (A 1) Optional/Display/Blank

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
Final Price	The calculated final price.The final price is the actual selling price of the item. This price is shown in the ordering unit of measure if **Show Prices in Order Entry** is set to O in Order Entry Options Maintenance (MENU XAFILE). If **Show Prices in Order Entry** is set to P in Order Entry Options Maintenance (MENU XAFILE), this price is shown in the pricing unit of measure for the item [defined through Item Master Maintenance (MENU IAFILE)]. Refer to the example for the Pricing Option to Show Prices in Order Entry (p. 2-21). This field is available if you are authorized to override price. Otherwise, this field is display-only. Authority to override base price is defined in the **Allow Price Changes During OE** and the **Authorized Users** fields through Application Action Authority (MENU XASCTY). You are authorized to override price if any of the following are true: • **Allow Price Changes During OE** is set to Y and you are part of the user group specified in the **Authorized Users** field, the authorized user ID defined through Company Name Maintenance (MENU XAFILE), or a master user. • **Allow Price Changes During OE** is set to Y and **Authorized Users** is set to *ALL. • **Allow Price Changes During OE** is set to N, but you are the authorized user ID defined through Company Name Maintenance (MENU XAFILE) or a master user. In addition to the discounts specified in the **Dsc 1** and **Dsc 2** discount fields, any quantity discounts are calculated and applied to the default final price displayed. Note that if a quantity discount has been established at a specific warehouse level, it will take precedence. See the Final Price (p. 2-21) topic for more information. You may override the default final price by keying the letter O in the override field, keying the item final price, and blanking out the discount amounts (**Dsc 1** and **Dsc 2**) for this item. Also, if gross margin repricing has been performed via the End Order Screen (p. 6-248), the value in this field will be recalculated to reflect any changes made to the line item's price and a G will be presented in the O field. NOTE: If a rebate using an override price amount or discount is applicable, quantity breaks and contracts are not considered. Key the final price. If you changed the base price, first discount, or second discount, you must manually clear the price in the **Final Pr** field so it will be recalculated. If you want to change only the final price, key O in the **O** field. Refer to the description of the **O** field for additional information. (N 15,5) Optional/Display

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
(Pricing U/M)	Distribution A+ will select the default unit of measure and display the conversion (relationship) in this field; the actual default selected by Distribution A+ displays next to the **Final Pr** field on this screen if **Show Prices in Order Entry** is set to O (for order unit of measure) in Order Entry Options Maintenance (MENU XAFILE). Otherwise, the final price displays in the pricing unit of measure. Display
L	Indicates that this item is sold as a lot. Key L if this item is sold as a lot. The final price will be used as a lot charge and will be the total amount for whatever quantity of the item is ordered on this line. This is considered “lot pricing.” Leave this field blank if this item is not sold as a lot. *Valid Values:* L, blank (A 1) Optional
T	Indicates that this item is subject to sales tax. This field is not used if **Use Vertex Taxing** is set to Y through System Options Maintenance (MENU XAFILE). Key Y if this item is subject to sales tax on this order. If you key Y, you must key 0 in the **E** field. Key N if this item is not subject to sales tax on this order. If you key N, you must key 1, 2, or 3, in the **E** field. *Valid Values:* Y, N (A 1) Optional
E	The tax exempt code for this item. Key 0 if this item is taxable on this order. You cannot key 0 if you keyed N in the sales tax (**T**) field. Key 1, 2, or 3, if this item is tax exempt in one of three categories. You define what type of tax exemption each of these categories represent. You cannot key 1, 2, or 3, if you keyed Y in the sales tax (**T**) field. *Valid Values:* 0, 1, 2, 3 (A 1) Optional

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
C	Indicates if the total amount of this line of the order is used to calculate the trade discount (A/R terms cash discount) amount for the order. Since trade discounts are determined by the total order value, you can use this field to determine which lines of the order (that comprise the total order value) are used to calculate a trade discount, and which are not. Key Y to use the total amount of the quantity of applicable items on this line to calculate the cash or trade discount percentage of the order. Key N if you do not want the total amount of this line to be used in the calculation of the cash or trade discount amount for this order. For example, assume that you have an order for a customer that is subject to a 10% trade discount. The customer orders item A for $100.00 and item B for $200.00; and you have keyed Y in this field for item A, and N in this field for item B. The trade discount amount displayed on the End Order Screen (p. 6-248) will be $10.00. Although the total order value is $300.00, the trade discount amount is calculated for only item A (10% of $100.00 is $10.00). *Valid Values:* Y or N (A 1) Optional

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
OE Cost	The **OE Cost** field displays only if you are authorized to see OE cost as defined in the **Display OE Cost and Profit (OE, SA, AR, some PO)** authority through Application Action Authority (MENU XASCTY). This field is available for change only if you are authorized to override the OE cost as defined in the **Allow Changes to OE Cost - Item Entry** authority through Application Action Authority (MENU XASCTY). This cost field represents the unit OE cost of the item. The OE cost is determined as the average, standard, user, or last cost for this item in this warehouse as defined through Item Balance Maintenance (MENU IAFILE), or the commission cost and is based on the **Cost to be Used for OE** setting in Order Entry Options Maintenance (MENU XAFILE). See Cost to be Used for OE (p. 3-2) for more information. The OE cost can also be calculated from the commission cost. See Commission Costs (p. 3-5) for more information. When Order Entry Rebates are being used, there is an additional option to **Use Rebate Cost as Base Commission Cost** in Rebate Options Maintenance (MENU OERFILE). See Cost Loads and Rebates (p. 3-8) for more information. If the item is a kit item, the OE cost can be a rolled up value of the OE Cost from individual component items instead of the parent item. In order for this to occur, the **Allow Roll-Up OE Cost** must be Y on the kit item (MENU OBFILE). When International Currency is installed, costs will always display in the local currency of the company that is taking the order. The currency symbol for the company's local currency will display to the right of the field heading. (N 15,5) Optional/Display

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
GL Cost	The **GL Cost** field displays only if you are authorized to see GL cost. Authority to see GL cost is defined in the **Display GL Cost and Profit (OE, SA, AR, some PO)** and **Authorized Users** fields through Application Action Authority (MENU XASCTY). This field is available for change only if you are authorized to change the General Ledger (GL) cost as defined in the **Allow Changes to GL Cost - Item Entry** and **Authorized Users** fields through Application Action Authority (MENU XASCTY). This cost field represents the unit GL cost of the item. The GL cost is determined as the average, standard, or user cost for this item in this warehouse as defined through Item Balance Maintenance (MENU IAFILE) and is based on the **Cost to be Used for GL** setting in Order Entry Options Maintenance (MENU XAFILE). See Cost to be Used for GL (p. 3-3) for more information. When International Currency is installed, costs will always display in the local currency of the company that is taking the order. The currency symbol for the company's local currency will display to the right of the field heading. (N 15,5) Optional/Display
Insert Before	Used to insert a new item, comment, or special charge before an existing line. Key the line number (**Line** field) of the existing line on this order that the new line will be inserted before; it will display in this sequence rather than being assigned a new line number. **Important** This field is only available on this screen. It does not display on the Item Review Screen (p. 6-115). Therefore, you must specify where you want to insert this item before you press ENTER from this screen. (N 3,0) Optional

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
Item Description	The first and second lines of the description for the item ordered. If you leave the first line of the item description blank, the first line of the item description specified through Item Master Maintenance (MENU IAFILE) is displayed on the Item Review Screen (p. 6-115). Likewise, if you leave the second line blank, the second line of the item description is displayed on that screen. If you key an item description in the first, second, or both lines of the item description, the description that you key will display on the Item Review Screen (p. 6-115). (2 @ A 30) 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 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 Entry 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 this screen, refer to the Inventory Accounting User Guide. For information on entering search criteria, refer to the Cross Application User Guide. (A 2/A 2) Optional
F2=Orig Item / F2=Desc Left / F2=Desc Right / F2=Item & Desc	The F2=ORIG ITEM / F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC key only displays with the F24=SINGLE LINE single line mode of this screen. Use this key to display the • F2=DESC LEFT - item description only, starting at the leftmost character • F2=DESC RIGHT - item description only, starting at the rightmost character. • F2=ORIG ITEM - original item for the item displayed. The original item may be: ◦ The number of the item ordered that was replaced by a replacement, alternate, or upgrade item. Replacement items are defined through Item Replacements/Complements Maintenance (MENU OEFILE) and selected for an order using F4 on the Item Review Screen (p. 6-115). ◦ The customer's item number, if it has been set up to cross-reference with your item numbers. This cross-reference is established through Customer/Item Numbers Maintenance (MENU OEFILE). • F2=ITEM & DESC - item number and description
F3=Loc Cur / F3=Trd Cur	Press F3=LOC CUR / F3=TRD CUR to toggle between displaying **Final Price** and **Total Amt** values in the customer's trading currency and the company's local currency. The currency in which these values are displayed is shown under the customer name at the top of the screen.
F4=Chrgs	NOTE: F4=CHRGS does not display when maintaining orders created through the warehouse transfer process. Press F4=CHRGS to enter special charges for this order or item on the Special Charges Screen (p. 6-95).
F5=Cmnts	Press F5=CMNTS to enter comments for this order or item on the Order Comments Screen (p. 6-99).
F6=Inq	Press F6=INQ to access additional Distribution A+ inquiries. The function key line on this screen will change to allow you to access the Customer Inquiry (F21=CUSTOMER INQUIRY) or Item Inquiry (F22=ITEM INQUIRY).

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
F7=Qty Ord / F7=Qty Shp	Press F7=QTY ORD / F7=QTY SHP two-way toggle key to toggle the Qty Ord/ Qty Shp column between the quantity ordered and the quantity shipped for the corresponding item.
F9=Cmpt	Press F9=CMPT to access the Display Complementary Items Screen (p. 6-104). This screen is used to select an item for which complementary items may be ordered.
F10=End Ord	Press F10=END ORD to end this order after selecting at least one item for the order. Multiple processes will occur: • If there are no applicable promotions, order charges or item charges found, or all hold codes will not be shown at end order time (as determined through Order Entry Options Maintenance), then the End Order Screen (p. 6-248) will immediately appear when F10=END ORD is pressed. • The Promotion Selection Process occurs first, based on the current order, and the system will look for all available promotions for the order. If there is at least one promotion found for the order, then the Available Promotions Screen (p. 6-236) will appear. • If promotions were previously added to the order, when F10=END ORD is pressed, the Promotions Warning Screen (p. 6-235) may appear. • If the *order* qualifies for an automated order charge and that charge is defined with **Prompt for Overrides** set to Y on the Automated Order Charge - Charge Definition Screen (p. 75-4) (MENU OEFIL3), then the Auto Order Charge - Charge Override Window (p. 6-224) will appear, if applicable. • If the *item* qualifies for an automated item charge and that charge is defined with **Prompt for Overrides** set to Y on the Automated Item Charge - Charge Definition Screen (p. 74-7) (MENU OEFIL3), then the Automated Item Charge - Charge Override Window (p. 6-227) will appear, if applicable. • For return orders that are allocating inventory, the *Location Receipts Screen* of Warehouse Management (MENU WMMAIN) will display, so you can indicate where the returned item should go in the warehouse. • All applicable holds will be verified for the order. If **Show All Hold Codes at End Order** is Y in Order Entry Options Maintenance (MENU XAFILE), the Order Hold Code Summary Screen (p. 6-243) will appear when F10=END ORD is pressed (if no other screen appears first based on criteria for the order).
F11=Order Pad	Press F11=ORDER PAD to display customer order history on the Customer Order History Screen (p. 6-210), and to also access the Order Pad for quick and easy ordering of items.

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
F12=Order Head	Press the F12=ORDER HEAD function key to display the Order Header Screen (p. 6-18).
F13 - F18 to Chg	Press the key that corresponds to the reference number (**Reference Number** field) of an item that you wish to select to change or delete. You cannot manually change an item number. You can, however, delete a line containing one item and add a new line with a different item number. Use the function keys as follows to select an item to change: • F13=REFERENCE NUMBER 1 • F14=REFERENCE NUMBER 2 • F15=REFERENCE NUMBER 3 • F16=REFERENCE NUMBER 4 • F17=REFERENCE NUMBER 5 • F18=REFERENCE NUMBER 6 If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number. **Example:** To change line 6, press SHIFT and F6. -OR- If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row. **Example:** To change line 6, find function key 6 in the bottom row. Press F18 in the top row because it is directly above F6. After you enter the desired function key, the selected item will display on the Item Review Screen (p. 6-115). You may then make the required changes to the item. The line number of the item being changed is displayed to the left of the **Item No** field. After making changes, press ENTER to make changes to subsequent screens; or F12=RETURN or ENTER when changing subsequent lines to return to this screen. NOTE: Items may be deleted through this function only. Otherwise, F24=DELETE does not appear on the Item Review Screen (p. 6-115).
F21=Customer Inquiry	You may press F21=CUSTOMER INQUIRY at any time while on this screen to display the Customer Inquiry; it displays after pressing F6=KY. Use this inquiry to display detailed accounts receivable information for a customer. This inquiry also may be accessed through Customers Inquiry (MENU OEMAIN), and Customer A/R Inquiry (MENU ARMAIN) of the Accounts Receivable module.

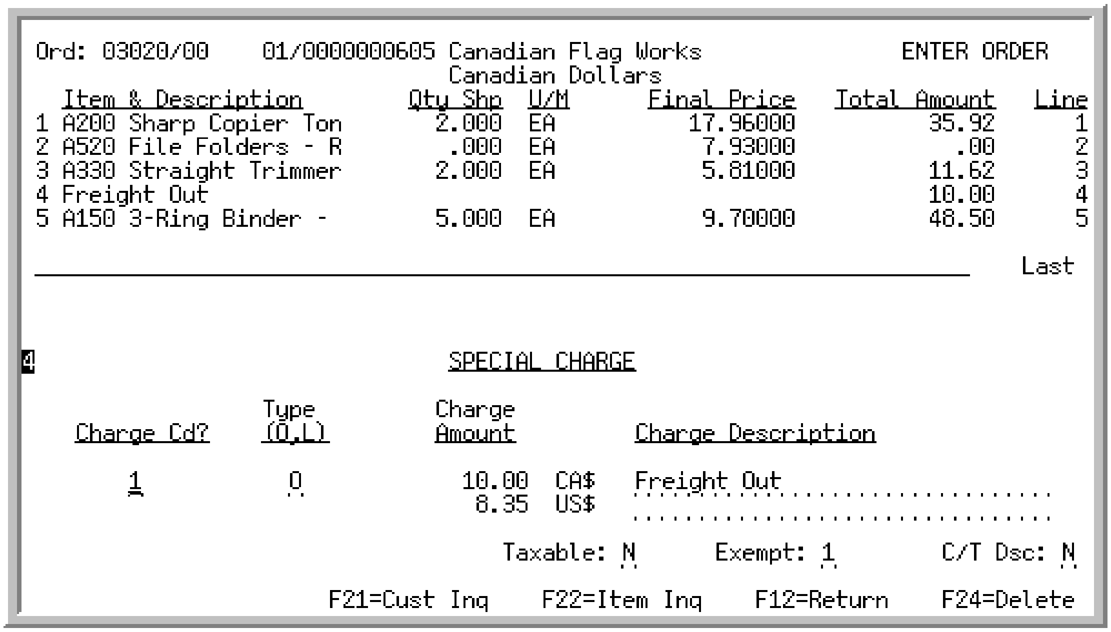
Item Entry Screen Fields and Function Keys

Field/Function Key	Description
F22=Item Inquiry	You may press F22=ITEM INQUIRY at any time while on this screen to display the Item Inquiry; it displays after pressing F6=KY. Use this inquiry to display the inventory status of an item. This inquiry also may be accessed through Item Inquiry (MENU IAMAIN), and Item Inquiry (MENU IAMAIN) of the Inventory Accounting module.
F23=Speed Entry / Reg Entry	The F23=SPEED ENTRY / F23=REG ENTRY function key displays only if **Allow Speed Entry** has been defined as Y through Order Entry Options Maintenance (MENU XAFILE). Press F23=SPEED ENTRY / F23=REG ENTRY to enter transactions without displaying the Item Review Screen (p. 6-115) after entering each item, provided that there are no errors in the entry. This makes the process of entering items for an order faster. Since this key toggles regular entry from speed entry, press F23=SPEED ENTRY / F23=REG ENTRY when in speed entry to resume regular entry mode.
F24=Single/Double 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. NOTE: This function key is available for use when total amounts displayed on the top portion of this screen are truncated and indicated as such by displaying all 9's. When amounts are greater than 999999.99999, in addition to displaying all 9's, the fields will display in reverse image. For foreign currency line items, prices and extensions are shown in their entirety when displayed in expanded mode. These values may be truncated and shown as all 9's when displayed in non-expanded mode. Press F24=SINGLE / F24=DOUBLE LINE to view the actual values of the truncated amounts, if applicable. The value in the **Tot Amt** column on the top portion of the screen will appear one line below its original position and will display the actual total amount.

Item Entry Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your entries on this screen. If you are entering a quote and open quotes exist for the customer and the item entered and the **Warn if Open Quotes Exist** field is set to I or B in Order Entry Options (MENU XAFILE), a pop-up warning window will appear. You can select to review open quotes for the item by keying Y in the pop-up window. The Open Orders by Item Screen will appear. If you do not want to review open quotes for the item, key N in the pop-up window. If you keyed any search criteria, the Item Description Search Screen will appear. Refer to this screen as described in the Inventory Accounting User Guide. If the item entered is not stocked in the warehouse specified on the Order Header Screen (p. 6-18) and the warehouse search feature is active [as determined through System Options Maintenance (MENU XAFILE)], the Alternate Warehouse Selection Screen (p. 6-154) will appear. If you are adding an item that has extended item comments associated with it, and any of these comments are set up to show during order entry (as determined through the **Display Comments in Order Entry** field in Extended Item Comment Maintenance, MENU IAFILE), the Extended Item Comments Inquiry Screen (p. 6-175) will automatically display showing all valid extended item comments. Note that you can define comments at various levels (e.g., item, item & warehouse, etc.) and the **Display Comments in Order Entry** field in Extended Item Comment Maintenance (MENU IAFILE) can be set differently at each level. If none of the other conditions exist, the Item Review Screen (p. 6-115) will appear. The optional fields that you did not specify on this screen will be filled in with their default values on the Item Review Screen.

Special Charges Screen



This screen appears after you press F4=CHRGS, or selecting a line for change on the Item Entry Screen (p. 6-71). Use this screen to enter and review special charges for an order. Special charges may be needed on an order for freight, handling, packaging, or other charges. Special charges may be specific to an item on the order (a line charge), or general for the entire order (an order charge).

Like item entries, special charges will display at the top of the Item Entry Screen (p. 6-71). They are assigned a reference number and a line number. Additionally, you may insert special charges before existing items on an order.

The charge code representing this special charge can be used for an entire order (charge type = O) or for a single item on an order (charge type = L). 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 since 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 Screen Fields and Function Keys

Field/Function Key	Description
Charge Cd	Key the special charge code to apply to this order. In the **Type** field, indicate if this is a line or an order charge. If you are not sure what charge to key, you may key a ? in this field to present a list of valid codes. The data on the list will depend on the following: • If an O is identified in the **Type** field, the list will present only those codes that have been defined as order level special charges through Special Charge Definitions Maintenance (MENU OEFILE). • If an L is identified in the **Type** field, the list will present only those codes that have been defined as line level special charges through Special Charge Definitions Maintenance (MENU OEFILE). • If nothing is identified in the **Type** field, an O is assumed and the list will present only those codes that have been defined as order level special charges through Special Charge Definitions Maintenance (MENU OEFILE). From the list, a selection may be made. For details about question-mark window processing, refer to the Cross Applications User Guide. (N 1,0) Required
Type	The type of order change to apply. This type corresponds with the charge code keyed in the **Charge Cd** field. Key O if the special charge is an order charge; the charge is applied to the entire order. Key L if the special charge is a line charge; the charge is applied to the item on the order that is immediately before the line charge. *Valid Values:* O and L (must be a valid special charge type) (A 1) Required
Charge Amount	The amount of the special charge. Key the amount of the corresponding order or line charge. If the special charge is for a return (order type R), key a negative amount in this field; however, if a re-stock charge is being imposed for the returned item, key a positive amount in this field since a full credit will not be issued. A negative amount allows for the subtraction of any special charges that were initially entered. *Valid Values:* Cannot be zero (N 13,2) Required

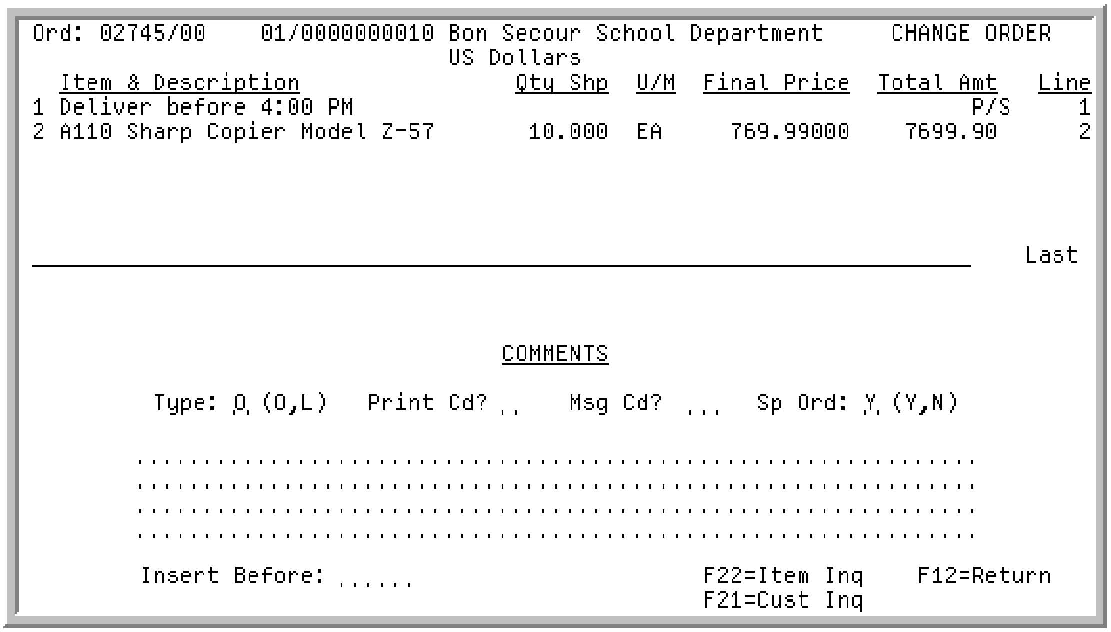
Special Charges Screen Fields and Function Keys

Field/Function Key	Description
Charge Description	The description of the special charge, which displays after keying a special charge **Type** and **Charge Amount** and pressing ENTER. You may accept or override the default. *Default Value:* The special charge description as defined through Special Charge Definitions Maintenance (MENU OEFILE). (2 @ A 31) Required
Taxable	Determines if this special charge is subject to sales tax. Key Y if this special charge is subject to sales tax. Key N if this special charge is not subject to sales tax. *Default Value:* The taxable status of this special charge as determined by the **Tax Code** field defined through Special Charge Definition Maintenance (MENU OEFILE), or, if an applicable special charge tax override (with or without a warehouse) exists, as determined by the *Exempt* field also defined through the same option but with the use of the F4 = TAX OVR MNT function key. (A 1) Required
Exempt	The tax exemption code for this special charge. Key 0 if this special charge is taxable. Key 1, 2, or 3 if this special charge is tax exempt in one of three categories. You define what type of tax exemption each of these categories represent. *Default Value:* The exemption value of this special charge as determined by the **Tax Code** field defined through Special Charge Definition Maintenance (MENU OEFILE), or, if an applicable special charge tax override (with or without a warehouse) exists, as determined by the Exempt field also defined through the same option but with the use of the F4 = TAX OVR MNT function key. *Valid Values:* 0 if **Taxable** is Y; 1, 2, or 3 if **Taxable** is N. (A 1) Required
C/T Dsc	Key Y if a cash or trade discount may be applied to this special charge. Key N if cash or trade discount cannot be applied to this special charge. *Default Value:* The value for this special charge (which indicates if discounts apply) as defined through Special Charge Definitions Maintenance (MENU OEFILE). (A 1) Required
Insert Before	Used to insert this special charge before an existing line. Key the reference number of the existing **Line** on this order that the new special charge line will be inserted before; it will display in this sequence rather than being assigned a new line number. (N 3,0) Optional

Special Charges Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Item Entry Screen (p. 6-71) without keying a special charge.
F21=Cust Inq	Press F21=CUST INQ to display the Customer Inquiry. Use this inquiry to display detailed accounts receivable information for a customer. This inquiry also may be accessed through Customers Inquiry (MENU OEFILE), and Customer A/R Inquiry (MENU ARFILE) of the Accounts Receivable module.
F22=Item Inq	Press F22=ITEM INQ to display the Item Inquiry. Use this inquiry to display the inventory status of an item. This inquiry also may be accessed through Item Inquiry (MENU OEMAIN), and the Item Inquiry (MENU IAMAIN) of the Inventory Accounting module.
F24=Delete	The F24=DELETE function key displays only after selecting a special charge for change using F13 through F20 from the Item Entry Screen (p. 6-71). Press F24=DELETE to delete this special charge. The charge line is removed from the Item Entry Screen. You must press F24=DELETE a second time to confirm deletion.
Enter	Press ENTER to confirm your selections. When adding a special charge, or when changing the last line on the order, the Item Entry Screen (p. 6-71) will appear. When changing a special charge, the next line will display on the Special Charges Screen (p. 6-95), Order Comments Screen (p. 6-99), or Item Review Screen (p. 6-115).

Order Comments Screen



This screen appears after you press F5=CMNTS, or selecting a line for change on the Item Entry Screen (p. 6-71). Use this screen to enter and review comments for an order. You may select to print these comments on the pick list, pack list, invoice, quote acknowledgement, and/or order acknowledgement for this order. You also may select to show comments internally, instead of having them print on the specified documents.

Comments may be specific to an item on the order (a line comment), or general for the entire order (an order comment). Like item entries, comments will display at the top of the Item Entry Screen (p. 6-71). They are assigned a reference number and a line number. Additionally, you may insert a comment before existing items on an order.

Order Comments Screen Fields and Function Keys

Field/Function Key	Description
Type	Use this field to select the type of comment: Order or Line. Key O if the comment is an order comment; the comment is for the entire order. Order comments will print on the bottom of the pick list and/or invoice. Key L if the comment is a line comment; the comment is for one line on the order. Line comments will print in line number sequence in the body of the pick list and/or invoice. *Default Value:* O (A 1) Required

Order Comments Screen Fields and Function Keys

Field/Function Key	Description
Print Cd	The print code used to determine where order and line comments will print. Key A to have the comment print on the order acknowledgement for this order. This will display as **ACK** on the Item Entry Screen and the Item Review Screen within Enter, Change & Ship Orders. Key B to have the comment print on the quote/order acknowledgement for this order. This will display as **ACK** on the Item Entry Screen and the Item Review Screen within Enter, Change & Ship Orders. Key I to have the comment print on the acknowledgement (both order & quote), pack list, and invoice for this order. This will display as **MLT** on the Item Entry Screen and the Item Review Screen within Enter, Change & Ship Orders indicating multiple forms. Key K to have the comment print on only the pack list for this order. This will display as **PAK** on the Item Entry Screen and the Item Review Screen within Enter, Change & Ship Orders. Key P to have the comment print on only the pick list for this order. This will display as **P/S** on the Item Entry Screen and the Item Review Screen within Enter, Change & Ship Orders. Key Q to have the comment print on the quote acknowledgement for this order. This will display as **ACK** on the Item Entry Screen and the Item Review Screen within Enter, Change & Ship Orders. Key V to have the comment print on only the invoice for this order. This will display as **INV** on the Item Entry Screen and the Item Review Screen within Enter, Change & Ship Orders. Key X if you do not want the comment to print on the pick list, pack list, or invoice, but instead want the comment to display internally on various inquiries, during order entry, and for special orders. This will display as **INT** on the Item Entry Screen and the Item Review Screen within Enter, Change & Ship Orders. Leave this field blank to have the comment print on all of the above documents (pick list, pack list, invoice, RGAs, quote acknowledgement, and order acknowledgement) for this order. (A 1) Required
Msg Cd	A message code that is used to reference an existing line or order comment. Key the message code of an order message that has been created through Order Messages Maintenance. That message will be used for this line. *Valid Values:* Any message code that has been defined through Order Messages Maintenance (MENU OEFILE). (A 2) Optional

Order Comments Screen Fields and Function Keys

Field/Function Key	Description
Sp Ord	This field appears only if special order options are defined for your company through Special Order Options Maintenance (MENU XAFILE), you are entering a new order or adding line items to an existing order, and the special order extract has not happened. This field does not appear if you are reviewing comments entered for an existing order. Use this field to specify whether or not the comments being entered are part of a special order. Comments that are part of a special order will be included with a special order and will be placed on the requisition, regardless of the special order company options defined through Special Order Options Maintenance (MENU XAFILE). Up to 999 comments per-line item can be entered. Key Y if you want comments entered on this screen to be included on the special order. Key N if you do not want comments entered on this screen to be included on the special order or if you are not entering a special order. (A 1) Required

Order Comments Screen Fields and Function Keys

Field/Function Key	Description
Comment	This field represent the text of the order or line comment. Use this field to review, enter or maintain comments for an order. If Storefront is installed, order comments that display for review for Storefront orders may include e-mail addresses, item information, etc. An /X before a comment indicates this portion of the order comment is the e-mail address of the customer. A / before a comment indicates this portion of the order comment is either the shipping address of the customer, if applicable, or the pickup location, if applicable. RVW#x (where x is a number) before a comment indicates this portion of the order comment is the item information of the order submitted by the customer. This could include the item number, quantity ordered, warehouse, etc. The number in the RVW#x code represents the line item on this customer's particular order. Key the text of the order or line comment. You may key up to four lines of the comment, however, each line keyed is stored as a separate line on the order. Therefore, each line keyed here is assigned separate line and reference numbers, and must be selected separately for change. NOTE: If the order is to be transmitted via EDI, the comment created should not include the following characters as they are reserved characters for EDI processes: • : (colon) • ; (semi-colon) • . (period) • * (asterisk) • ((left parenthesis) •) (right parenthesis) *Valid Values:* Message text must be keyed on the first line. (4 @ A 62) Optional
Insert Before	This field displays only if you are adding a new comment line. It will not appear after selecting a comment for change using F13 through F20 from the Item Entry Screen (p. 6-71). Used to insert this comment before an existing line. Key the line number of the existing line on this order that the new comment line will be inserted before; it will display in this sequence rather than being assigned a new line number. (N 3,0) Optional
F12=Return	Press the F12=RETURN function key to return to the Item Entry Screen (p. 6-71) without keying a comment.

Order Comments Screen Fields and Function Keys

Field/Function Key	Description
F21=Cust Inq	Press the F21=CUST INQ function key to display the Customer Inquiry. Use this inquiry to display detailed accounts receivable information for a customer. This inquiry also may be accessed through Customers Inquiry (MENU OEMAIN), and Customer A/R Inquiry (MENU ARMAIN) of the Accounts Receivable module.
F22=Item Inq	Press the F22=ITEM INQ function key to display the Item Inquiry. Use this inquiry to display the inventory status of an item. This inquiry also may be accessed through Item Inquiry (MENU OEMAIN), and Item Inquiry (MENU IAMAIN) of the Inventory Accounting module.
F24=Delete	The F24=DELETE function key displays only after selecting a comment for change using F13 through F20 from the Item Entry Screen (p. 6-71). Press the F24=DELETE function key to delete this comment. The comment is removed from the Item Entry Screen. You must press F24=DELETE a second time to confirm deletion.
Enter	Press ENTER to confirm your selections. When adding a comment or when changing the last line on the order, the Item Entry Screen (p. 6-71) will display. When changing a comment, the next line will display on the Order Comments Screen (p. 6-99), Special Charges Screen (p. 6-95), or Item Review Screen (p. 6-115).

Display Complementary Items Screen

```
Ord: D1377/00    01/0000000120 Financial Bookkeeping            ENTER ORDER
                                US Dollars
  Item & Description        Qty Shp  U/M      Final Price   Total Amount   Line
1 A110 Sharp Copier Mod       1.000  EA        879.99200         879.99      1
2 A100 All-in-One Print       1.000  EA        639.96000         639.96      2

                                                                        Last

                      DISPLAY COMPLEMENTARY ITEMS

        Select a line from above to display its complementary items
        and/or change complement mode.

                    Select Line:       __ (1 or 2)

                    Auto Complements: Y  (Y,N)

                                                                  F12=Return
```

This screen appears after you pressing F9=CMPT on the Item Entry Screen (p. 6-71). Use this screen to select an item for which complementary items may be selected on the Select Complementary Items Screen (p. 6-106). Complementary items are defined through Item Replacements/Complements Maintenance (MENU OEFILE); these are items that may be used with, or complement, the item selected on this screen. You may use complementary items to interest your customer in ordering additional items.

Also use this screen to toggle the use of **Auto Complement** mode

Display Complementary Items Screen Fields and Function Keys

Field/Function Key	Description
Select Line	NOTE: Access to this field depends on whether or not the displayed line items have complementary items defined. Key the (**Reference Number**) (located before the **Item & Description** field or displayed within parenthesis following this field) of the item you want to select for which complementary items will be displayed. The parenthesis containing the items for which there are complements, only display if the items displayed have complements. Otherwise, the message "**Displayed line items do not have complementary items**" will display. *Valid Values:* Any reference number associated with the items displayed on the top portion of this screen (or after this field), unless the line items displayed do not have complementary items. (A 1) Required

Display Complementary Items Screen Fields and Function Keys

Field/Function Key	Description
Auto Complements	This field determines if orders are entered in auto-complement mode. Key Y to enter orders in auto-complement mode. When in this mode, the Select Complementary Items Screen (p. 6-106) will display after pressing ENTER from the Item Review Screen (p. 6-115) for any item that has been assigned complementary items. Key N to turn off auto-complement mode. The Select Complementary Items Screen (p. 6-106) will display only after selecting an item on this screen. NOTE: Use F12=RETURN to return to the Item Review Screen (p. 6-115) after changing this field. The new value is retained. (A 1) Required
F12=Return	Press the F12=RETURN function key to return to the Item Entry Screen (p. 6-71) without selecting a complement; OR press after changing the value in the **Auto Complements** field to toggle auto-complement mode on or off.
Enter	Press ENTER to confirm the item selected in the **Select Line** field. The Select Complementary Items Screen (p. 6-106) will display.

Select Complementary Items Screen

```
Ord: D1377/00     1/0000000120 Financial Bookkeeping            ENTER ORDER

  Item & Desc                                        Mult        Avail    U/M  Cmt
1 A120 Color Copy / Photo Paper 28# Hammermill+      1.00      1136.000   BOX  Yes
2 A130 Photo Paper Premium 10.5 ml Kodak 500 s+      1.00      1586.000   BOX








                                                                              Last

                              SELECT COMPLEMENTARY ITEMS

Complements For: A100 All-in-One Printer Model V515W Pri+ Qty:       1.000   EA


                                 Sel         Qty Ord     U/M
                                  _      .............   ....


                                                     F5=Comments     F12=Return
```

This screen appears after press ENTER when in auto-complement mode from the Item Review Screen (p. 6-115) for an item that has been assigned complements, or after selecting an item having complements on the Display Complementary Items Screen (p. 6-104).

Use this screen to select complementary items for this item. The items selected on this screen are added to the order. The complementary items displayed are for the item previously entered, or for the item selected on the Display Complementary Items Screen (p. 6-104).

The Item Replacements/Complements Maintenance and Item Replacements/Complements Listing options are described the Inventory Management & Planning User Guide as IM&P Replacements Maintenance and Listing. Please refer to that guide for details.

Select Complementary Items Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	The reference number of the displayed complementary item. To select one of the items displayed, you must key this number in the **Sel** field on the lower portion of this screen. Display

Select Complementary Items Screen Fields and Function Keys

Field/Function Key	Description
Item & Desc	The item number and description of the items that have been established as complementary items for the item displayed on the Item Review Screen (p. 6-115). Items are displayed in the sequence specified when creating complementary items on the Replacements File Maintenance Screen, used during Item Replacements/Complements Maintenance (MENU OEFILE). Display
Mult	The multiplier assigned to this complementary item. The multiplier is used to calculate the quantity of complementary items to order if you leave the **Qty** field on this screen blank. The quantity that will display on the Item Review Screen (p. 6-115) is calculated by multiplying the quantity of the original item ordered by the multiplier. If the original item ordered is a flashlight, and you have set up batteries (sold individually) as a complementary item, the multiplier is used to determine how many batteries should be ordered. If the flashlight requires two batteries, the multiplier is 2. Assume that 10 flashlights are ordered. After selecting batteries in the **Sel** field, leave the **Qty** field on this screen blank. The Item Review Screen (p. 6-115) will display a quantity of 20 [original quantity (10) X multiplier (2)] for the complementary item (batteries). Display
Avail	The quantity of the complementary item that is available. Display
U/M	The unit of measure that corresponds with the quantity of the item available. Display
Cmt	**Yes** displays if a comment has been created for this complementary item; otherwise, this field is blank. A comment may be displayed by keying the **Reference Number** of the item in the **Sel** field and pressing F5=COMMENTS. Display
Sel	The reference number of the complementary item that will be added to this order. After selecting the complementary item in this field, press ENTER to create an item entry for the complementary item, or press F5=COMMENTS to display comments for the item. (N 1,0) Required
Qty Ord	The quantity of the complementary item ordered. If the order quantity of the complement item is different than the quantity specified for the original item, you may key the new quantity in this field before pressing ENTER to create the new item entry. (N 10,3) Optional

Select Complementary Items Screen Fields and Function Keys

Field/Function Key	Description
F5=Comments	Press the F5=COMMENTS function key after keying the **Reference Number** of one of the displayed complementary items in the **Sel** field on this screen. The Complementary Item Comments Screen (p. 6-109) will display.
F12=Return	Press the F12=RETURN function key to return to the Item Review Screen (p. 6-115) without selecting a complementary item.
Enter	Press the ENTER key to create an item entry for the complementary item. The entry for the original item is retained and the complementary item is added to the order. If you keyed a quantity in the **Qty** field, that quantity will display on the Item Review Screen (p. 6-115), which displays after pressing this key.

Complementary Item Comments Screen

```
Ord: D1376/00     1/0000000120 Financial Bookkeeping            ENTER ORDER

  Item & Desc                                    Mult       Avail    U/M  Cmt
1 A120 Color Copy / Photo Paper 28# Hammermill+   1.00      1136.000  BOX  Yes
2 A130 Photo Paper Premium 10.5 ml Kodak 500 s+   1.00      1586.000  BOX







                                                                         Last
Complements For: A100 All-in-One Printer Model V515W Pri+ Qty:       1.000  EA

A120                         Color Copy / Photo Paper 28#     Mult:   1.00
                             Hammermill 500 sheets 8.5 x 11

         THIS FAX PAPER IS MADE ESPECIALLY FOR THE FAX MACHINE
         ORDERED.

                                                                         Last

                                                                   F12=Return
```

This screen appears when a complementary item is selected on the Display Complementary Items Screen (p. 6-104) and F5=COMMENTS is pressed to display the comments associated with the replacement relationship. Use this screen to review comments for a selected complementary items.

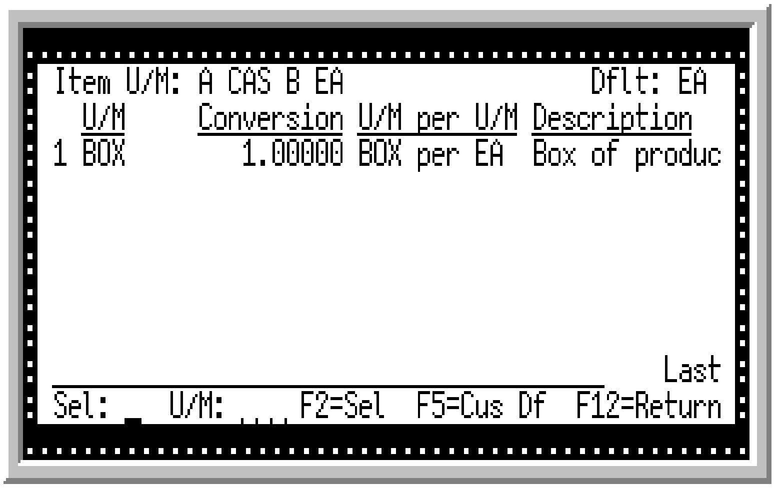
Complementary Item Comments Screen Fields and Function Keys

Field/Function Keys	Description
Reference Number	The reference number of the displayed complementary item. To select one of the items displayed, you must key this number in the **Sel** field on the lower portion of this screen. Display
Item & Desc	The item number and description of the items that have been established as complementary items for the item displayed on the Item Review Screen (p. 6-115). Items are displayed in the sequence specified when creating complementary items on the Replacements File Maintenance Screen, used during Item Replacements/Complements Maintenance (MENU OEFILE). Display

Complementary Item Comments Screen Fields and Function Keys

Field/Function Keys	Description
Mult	The multiplier assigned to this complementary item. The multiplier is used to calculate the quantity of complementary items to order if you leave the **Qty** field on this screen blank. The quantity that will display on the Item Review Screen (p. 6-115) is calculated by multiplying the quantity of the original item ordered by the multiplier. If the original item ordered is a flashlight, and you have set up batteries (sold individually) as a complementary item, the multiplier is used to determine how many batteries should be ordered. If the flashlight requires two batteries, the multiplier is 2. Assume that 10 flashlights are ordered. After selecting batteries in the **Sel** field, leave the **Qty** field on this screen blank. The Item Review Screen (p. 6-115) will display a quantity of 20 [original quantity (10) X multiplier (2)] for the complementary item (batteries). Display
Avail	The quantity of the complementary item that is available. Display
U/M	The unit of measure that corresponds with the quantity of the item available. Display
Cmt	**Yes** displays if a comment has been created for this complementary item; otherwise, this field is blank. A comment may be displayed by keying the **Reference Number** of the item in the **Sel** field and pressing F5=COMMENTS. Display
Complements For	The item being ordered from the Item Entry Screen (p. 6-71) followed by the order quantity and unit of measure. Display
(Note)	For the selected complementary item, the comment text entered when the complement relationship was created through Item Replacements/ Complements Maintenance (MENU OEFILE). Display
F12=Return	Press the F12=RETURN function key to return to the Select Complementary Items Screen (p. 6-106).

Unit of Measure Selection Window



This pop-up window displays when you key a ? in a **U/M** (unit of measure) field on the Item Entry Screen (p. 6-71) and the Item Balance Maintenance Screen of Item Balance Maintenance (MENU IAFILE). Use this screen to review and select available units of measure for the specific item. The units of measure listed in the main portion of this window reflect the additional units of measure that have been defined for the item on the Additional Units of Measure Screen in Item Master Maintenance (MENU IAFILE), if any.

NOTE: For details about the hierarchy used to determine which default unit of measure to select, refer to the Overview section of the Inventory Accounting User Guide.

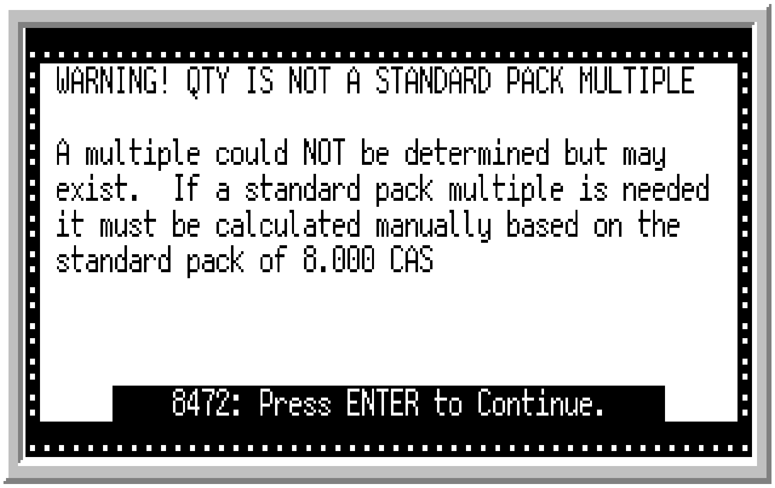
Unit of Measure Selection Window Fields and Function Keys

Field/Function Key	Description
Item U/M	The valid stocking units of measure (up to 3) defined for the selected item through Item Master Maintenance (MENU IAFILE); one stocking unit of measure always displays following the letter A, but you may see up to three following the letters B (if any), and C (if any) on the top portion of this pop-up window. Display
Dflt	The default unit of measure is defined for the selected item through Item Master Maintenance (MENU IAFILE). The default unit of measure will automatically be selected if the **U/M** field is left blank for this line item. Display
(Reference)	The selection reference number or letter of the unit of measure displayed. Display
U/M	The additional unit of measure defined for the selected item. Display

Unit of Measure Selection Window Fields and Function Keys

Field/Function Key	Description
Conversion	The conversion factor between the stocking unit of measure selected and the additional unit of measure. Display
U/M per U/M	The conversion factor units of measure used for this additional unit of measure. The setup can be stocking U/M to additional U/M or additional U/M to stocking U/M. Display
Description	Description of the additional unit of measure. Display
Sel	Key the number or letter to the left of the unit of measure you want to select in the **Sel** field. (A 1) Optional/Required
U/M	Use the **U/M** field to key a unit of measure that you want to position to the first line in the pop-up window list. Key part or all of the unit of measure name and press ENTER. The first unit of measure that begins with the characters you entered will appear at the top of the list. (A 3) Optional/Required
F2=Sel	Press F2=SEL to select that unit of measure. If there are errors in the screen edits, the Item Entry Screen (p. 6-71) redisplays. If there are no errors in the screen edits, the Item Review Screen (p. 6-115) displays.
F5=Cus Df	Press F5=CUS DF to not only select the unit of measure, but to also update the customer's customer/item default unit of measure record [in Customer/Item Dft U/M Maintenance (MENU ARFILE)] for the customer and item selected with this selected UOM.
F12=Return	Press F12=RETURN to return to the Item Entry Screen (p. 6-71) without making a selection.
Enter	Press ENTER to reposition the list of additional units of measure to the value keyed in the **U/M** field/

Standard Pack Warning Message Window



This window appears when you press ENTER on the Item Entry Screen (p. 6-71) for an item that has a standard pack quantity defined in the Item Master File (ITMST) that has not been ordered in a mathematical multiple, and the Order Entry Options Maintenance (MENU XAFILE) are set to Y for **Standard Pack Options: Check for Non Special Order/Drop Ship Line Items**. Standard pack quantity of zero skips this process. This window also displays from the Customer Order History Screen (p. 6-210) and the History List Screen (p. 6-201). When the window displays from order history, the message has been adjusted to also display the Item Number for which the standard pack message is being issued.

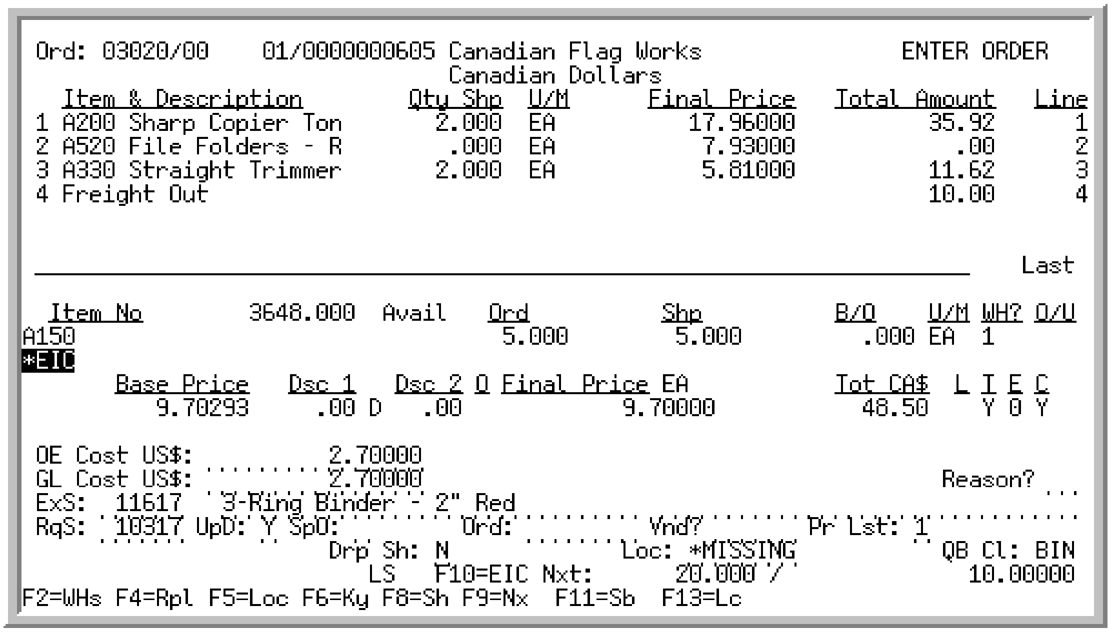
When the item is special ordered, this screen appears when you press ENTER on the Item Review Screen (p. 6-115) when the Order Entry Options Maintenance (MENU XAFILE) are set to Y for **Standard Pack Options: Check for Special Order/Drop Ship Line Items**. There must be a standard pack quantity defined in the Vendor/Item File (VNITM) for the primary vendor. Standard pack quantity of zero skips this process. However, if the **Sp Ord** field is changed to N on the Item Review Screen (p. 6-115) this window will be displayed again when the ENTER key is pressed using the standard pack quantity defined in the Item Master File (ITMST).

If you specify an additional unit of measure on the Item Entry Screen (p. 6-71) and the item has a standard pack quantity in the ordering unit of measure, you will be prompted to order the standard pack. However, if the additional unit of measure conversion and the standard pack quantity cannot be reconciled after 50 attempts to find a match, the original order quantity will be used.

Standard Pack Warning Message Window Fields and Function Keys

Field/Function Key	Description
(Quantity, U/M)	This field displays the suggested order quantity that is the next multiple of the standard pack quantity based on the value keyed in the quantity ordered field on the Item Entry Screen (p. 6-71). For regular items, the quantity shown is based on the standard pack quantity field in the Item Master File (ITMST). For special order items, the quantity shown is based on the standard pack quantity field in the Vendor/Item File (VNITM). Display
(Reply)	Key Y to round the value keyed in the quantity ordered field to the value displayed. Key N to leave the original quantity keyed on the Item Entry Screen (p. 6-71). (A 1) Required

Item Review Screen



This screen appears during regular entry mode (not speed entry mode) after you press ENTER on the Item Entry Screen (p. 6-71), or after selecting an item for change on the Item Entry Screen (p. 6-71) using F13 through F20.

Use this screen to review or change line information on an order.

Note the following:

- If you order an item using one of its additional units of measure, but you do not order a quantity that is a multiple of one of its stocking units of measure, there will be a slight variance between the price indicated in the **Final Pr** field and that in the **Total** field on this screen. This is due to the method used for system calculations.
- If you are reviewing a restricted item that you entered or selected, the restriction code assigned to that item through Item Master Maintenance (MENU IAFILE) will display below the item number.
- If extended item comments exist for the item being entered or reviewed, ***EIC** will display below the item number in reverse image. Hazardous text will also display in red color; see the **Item No** field for further information.
- If any vendor rebates are in effect for the identified item and customer, ***R** will display on this screen in reverse image. If this is the case, the cost and/or pricing information will reflect the rebate.Additionally, ***R** will also display if any component items of a kit have a rebate that is valid for them. Refer to the **Pricing Fields** description for further details.
- If Value Added Services is installed, a warning message displays on this screen if you change or delete a sales order line item for which a work order has been created. The warning lets you know a work order exists for the parent item you selected to change or delete, thus alerting you to change or delete the work order.
- If the **Prevent Deletion Of Special Order Items** field is set to Y through Application Action Authority (MENU XASCTY), only master users and the Authorized User ID defined through

Company Name Maintenance (MENU XAFILE) can delete an item designated as a special order in the **Sp Ord** field on this screen after the item is on a requisition or purchase order. However, if you are using the change request process (as determined in Special Order Options Maintenance (MENU XAFILE), the **Prevent Deletion Of Special Order Items** field is ignored and you will be required to enter a request to delete via the F17 function key.

- The item will be flagged as a return if the **Qty Ord** field on the Item Entry Screen (p. 6-71) or the **Ord** field on the Item Review Screen (p. 6-115) is a negative value, regardless of the order type (I, O, or R) specified in the **Function** field on the Start Order Screen (p. 6-6). If the **Return to stock** field, assigned to a return reason code through Return Reason Code Maintenance in Order Entry File Maintenance (MENU XAFILE), is set to Y, the item will be returned to stock and inventory will be updated. If the **Return to stock** field is set to N, the item will not be returned to stock and inventory will not be updated.

NOTE: Additionally, if the item is being returned to stock, and a warehouse/return location record has been defined through Return Reason Code Maintenance (MENU OEFIL2), the return location will be automatically assigned to store the returned items based on the return reason code selected and what warehouse/ return location record has been defined for that reason code. You will have the option to change the auto-selected location assignment during Order Entry Line Review, if desired.

- If Customer Consignment is installed and you want to have items drop-shipped to the customer, you must create a purchase order for the consignment warehouse through Enter or Change Requisitions (MENU POMAIN) instead of (MENU POMAIN) instead of flagging the item as a drop-ship on the Item Entry Screen (p. 6-71) or on this screen.
- If history is selected in a Return, the rebate program will not be run. The Item Review Screen will display the current standard cost without a rebate included.
- If you request to delete a line item on an order that has been Ship Confirmed, the system will verify your user authority to ensure that you are allowed to perform this action. If you are not authorized to perform this action, you will receive the error message "Not authorized to delete a line from a Ship Confirmed Order." Authority to allow the deletion of a line item on Ship Confirmed orders is defined in the **Allow Item Deletes – Ship Confirmed Orders** field through Application Action Authority (MENU XASCTY). Note that if the order being maintained has been ship confirmed, and you have the authority to delete a line from a ship confirmed order but not a Pick List printed order, you will be allowed to delete the line from an order with a status of **3** or **9** and with a ship confirmed date that is not equal to zero.
- If you request to change the ship quantity for a line item on an order that has been Ship Confirmed, the system will verify your user authority to ensure that you are allowed to perform this action. If you are not authorized to perform this action, you will receive the error message "Not authorized to change ship qty on a Ship Confirmed Order." Authority to allow the quantity change of a line item on Ship Confirmed orders is defined in the **Allow Quantity Changes – Ship Confirmed Orders** field through Application Action Authority (MENU XASCTY). This security check will occur if the order type is O, the order status is 3 or 9 and the Ship Confirmed date is not equal to zero. Note that if the order being maintained has been ship confirmed, and you have the authority to change the ship quantity on a line from a ship confirmed order but not a Pick List printed order, you will be allowed to change the ship quantity on a line from the order.
- If you request to delete a line item on an order that has had its Pick List printed, the system will verify your user authority to ensure that you are allowed to perform this action. If you are not

authorized to perform this action, you will receive the error message "Not authorized to delete a line from a Pick List Printed order." Authority to allow the deletion of a line item on Pick List printed orders is defined in the **Allow Item Deletes - Pick List Printed Orders** field through Application Action Authority (MENU XASCTY). Note that if the order being maintained has been ship confirmed, and you have the authority to delete a line from a ship confirmed order but not a Pick List printed order, you will be allowed to delete the line from an order with a status of 3 or 9 and with a ship confirmed date that is not equal to zero.

- If you request to change the ship quantity for a line item on an order that has had its Pick List printed, the system will verify your user authority to ensure that you are allowed to perform this action. If you are not authorized to perform this action, you will receive the error message "Not authorized to change ship qty on a Pick List Printed order." Authority to allow the quantity change of a line item on Pick List printed orders is defined in the **Allow Quantity Changes - Pick List Printed Orders** field through Application Action Authority (MENU XASCTY). This security check will occur if the order type is O, the order status is 2 or 9 and the Pick List print date is not equal to zero. Note that if the order being maintained has been ship confirmed, and you have the authority to change the ship quantity on a line from a ship confirmed order but not a Pick List printed order, you will be allowed to change the ship quantity on a line from an order with a status of 3 or 9 and with a ship confirmed date that is not equal to zero.
- If a line item is a kit, the F23=KIT function key will only be allowed if you are authorized to perform both an item delete and a quantity change for a line item on an order that has had its Pick List printed (as just mentioned in the above two bullets). If you are not authorized to perform either of these actions, you will receive the error message "Not authorized to alter BOM for a Pick List Printed order."

Item Review Screen Fields and Function Keys

Field/Function Key	Description
Ord	The Order and Generation Number for this selected order. Display
(Co/Customer)	The company, customer number, and customer name selected for this order. Display
(Status, Type of Order)	The status portion of this field describes the process being completed. Possible values are: **Enter**, **Change**, and **Ship**. The Type of Order possible values are: **Order**, **Invoice**, **Future**, **Master**, **Quote**, and **Return**. Display
(Currency)	This field only displays when International Currency is installed. The trading currency description of the customer selected for the order appears. Display

Item Review Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	The reference number of the item displayed on this screen. This number is 1 through 6 for the six items, comments and/or charges 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
Item & Description	The items on this order. You may toggle between displaying the original item, item number only, item description only, or item number and description by pressing F2=ORIG ITEM / F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC. The original item number will display if the item is a replacement, alternate, or upgrade of an item. These are defined through Item Replacements/ Complements Maintenance (MENU OEFILE) and selected for an order using the F4=RPL function key on the Item Review Screen (p. 6-115). Comment Description and Special Charge Descriptions will also display in these columns. These fields will also toggle with the F24=DOUBLE LINE / F24=SINGLE LINE to display the full item description on the line below the full 27 positions of the item number. Display
Qty Ord / Qty Shp	This field displays the quantity of the order or the quantity of items to be shipped, depending upon the F7=QTY SHP / F7=QTY ORD toggle function key. These quantities are keyed in the **Qty Ord** and **Qty Shp** fields on the bottom half of this screen for each item. Display
U/M	The unit of measure in which the item is ordered and shipped. Display
Final Price	The final price of one item in the pricing unit of measure. This is determined as the base price of the item minus any applicable item discounts. If markup pricing is used [determined through the Order Entry Options Maintenance (MENU OEFILE), the final price is the base price plus the percent markup. When International Currency is installed, for foreign currency customers, you can use the F3=LOC CUR / F3=TRD CUR to toggle between displaying the values in the customer's trading currency and the company's local currency. Display

Item Review Screen Fields and Function Keys

Field/Function Key	Description
Total Amt / Total Amount	This field heading displays as **Total Amount** when expanded field sizes for Order Entry is set to Y in Expanded Field Use (MENU XAFIL2). The total monetary amount of the item. This is calculated by multiplying the quantity of items shipped by the final price of the item. When International Currency is installed, for foreign currency customers, you can use the F3=LOC CUR / F3=TRD CUR to toggle between displaying the values in the customer's trading currency and the company's local currency. Display
Line	The line number of this item, special charge, or comment on the order. Each new quantity of items ordered is assigned a sequential line number on the order. There may be up to 99999 lines on an order. Display
Item No	This field displays the item you are working with. If extended item comments exist for the item being entered or reviewed, ***EIC** will display below the item number in reverse image. If you key the item number of a non-stock item in this field on the Item Entry Screen (p. 6-71), **NS** will display to the right of this field. If the item being added or changed requires Safety Data Sheets (SDS) or the item is DOT regulated, the following displays below the item information: ***S/D** if there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is filled), and the item is DOT regulated (the Item Master **DOT Regulated** flag is Y) ***SDS** if there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is filled) ***DOT** if the item is DOT regulated (the Item Master **DOT Regulated** flag is Y) (Display)

Item Review Screen Fields and Function Keys

Field/Function Key	Description
Avail	The quantity available of this item in its default stocking unit of measure or the unit of measure keyed in the **U/M** field. If Warehouse Management is not installed, the quantity available is calculated as: Available = Qty On-hand - Allocated + In Process If Warehouse Management is installed, the quantity available is calculated as: Available = Qty On-hand - Allocated + In Process - Unavailable + Return Qty* + Special Order Qty where the Return Qty is the sum of all the quantity returned for open orders with **Allocate Inventory** set to Y. If the item is a kit, this field displays the total quantity of parents that can be built from the available components. For example, assume the following scenario is true: • 1 KIT1 item requires 3 A250 items, 4 A350 items, and 6 A450 items. • Currently, there are 10 A250 items in stock, 30 A350 items in stock, and 12 A450 items in stock. • A user enters an order for 4 KIT1 items. • This field will display 2, because only 2 KIT1 items can be created from the available components. If an additional unit of measure is used (instead of a stocking unit of measure), the quantity available of this item will then be displayed in that measure. The quantity available will continue to be shown in the additional unit of measure for this item, even if you are in the change mode and alter the quantity for the stocking unit of measure. See Quantity Ordered / Quantity Shipped (p. 4-8) for more information. Display
(Qty) Ord	This field displays the quantity of the item being ordered in the item's default or selected unit of measure. The quantity ordered may be changed. When using an additional unit of measure or a customer/item default unit of measure, the changed quantity ordered will cause the **(Customer Qty) Ord** quantity to be updated. Refer to Quantity Ordered / Quantity Shipped (p. 4-8) for examples. The item will be flagged as a return if the quantity ordered is less than zero, regardless of the order type (I, O, or R) specified in the **Function** field on the Start Order Screen (p. 6-6). *Valid Values:* Any value other than zero. (N 10,3) Required

Item Review Screen Fields and Function Keys

Field/Function Key	Description
(Customer Qty) Ord	NOTE: This field displays when an additional selling U/M has been keyed in the **U/M** field, or a customer/item default unit of measure was selected by Distribution A+ if the **U/M** field was left blank on the Item Entry Screen (p. 6-71). This field displays the customer's order quantity which may be from an additional unit or measure or a customer/item default unit of measure. The additional unit of measure will be shown in the **Cust Ordering U/M** field (displayed below the stocking **U/M** field) and the quantity available (shown in the **Avail** field) will reflect this unit of measure. This additional unit of measure quantity [as well as the stocking quantity [Item Master File Unit of Measure File (ITMST)] in the (Qty) **Ord** field may be changed. The quantity that is changed will cause the other quantity to be updated and the screen will be refreshed to reflect the conversion change. If additional unit of measure quantities had to be adjusted to match stocking unit of measure quantities, the following warning message will display: "**Warning: Cust Ord U/M Qty(s) adjusted to match Stk U/M Qty(s)**". Refer to Quantity Ordered / Quantity Shipped (p. 4-8) for examples. (N 10,3) Optional
(Qty) Shp	The quantity of items to be shipped. You may leave this field blank and have the quantity to ship calculated, or key the quantity of items to ship. For all orders except master blanket orders with a requested ship date of December 31, 2049, if you leave this field blank and the quantity of items available is equal to or greater than the quantity keyed in the (Qty) **Ord** field, the quantity keyed in the (Qty) **Ord** field is filled in here. If the quantity available is less than the quantity keyed in the (Qty) **Ord** field, the quantity available is filled in this field. The difference is put on backorder and displayed in the (Qty) **B/O** field. If you are entering a master blanket order with a requested ship date of December 31, 2049 (i.e., shipments will be released on request), this field will always be zero and the quantity keyed in the (Qty) **Ord** field will be displayed in the (Qty) **B/O** field. When you release a new order through Release Blanket Orders (MENU OEMAIN), using a **Release Method** of 2, you will enter the ship quantity for the new order. *Valid Values:* Cannot be greater than the (Qty) **Ord** (N 10,3) Optional

Item Review Screen Fields and Function Keys

Field/Function Key	Description
(Customer Qty) Shp	NOTE: This field displays when an additional selling U/M has been keyed in the **U/M** field, or a customer/item default unit of measure was selected by Distribution A+ if the **U/M** field was left blank on the Item Entry Screen (p. 6-71). This field displays the quantity of items to be shipped in the alternate or customer/item default unit of measure. You may change this field during this item review, if desired. If this field is changed, the quantity shipped for the stocking unit of measure will be updated and the screen will be refreshed to reflect the conversion change. (N 10,3) Optional
(Qty) B/O	This field displays the quantity of items that are backordered in the stocking unit of measure. For all orders except master blanket orders with a requested ship date of December 31, 2049, this value is the difference between the quantity ordered and the quantity available to be shipped (QTYOR - QTYSH = QTYBO). If you key an item for which the quantity ordered (**(Qty) Ord**) is greater than the quantity available (**Avail**), the quantity shipped (**(Qty) Shp**) is replaced with the quantity available, and this field is replaced with the difference between the quantity ordered and the quantity available/shipped. For example, assume that Item I4500 has a quantity of 67 units available. When placing an order for 100 units, key the item number and quantity ordered. After you press ENTER, the quantity shipped (**(Qty) Shp**) is 67 and the quantity backordered (this field) is 33. If you are entering a master blanket order with a requested ship date of December 31, 2049 (i.e., shipments will be released on request), the quantity keyed in the **(Qty) Ord** field will always be displayed in this field, regardless of the availability of the item, and the **(Qty) Ship** field will be zero. (N 9,3) Display
(Customer Qty) B/O	NOTE: This field displays when an additional selling U/M has been keyed in the **U/M** field, or a customer/item default unit of measure was selected by Distribution A+ if the **U/M** field was left blank on the Item Entry Screen (p. 6-71). This field displays the quantity of items backordered in the alternate or customer/item default unit of measure. Display

Item Review Screen Fields and Function Keys

Field/Function Key	Description
U/M	This field displays the stocking unit of measure of the quantity of items ordered and shipped. The stocking unit of measure is defined for the item through Item Master Maintenance (MENU IAFILE). Refer to the **U/M** field as explained for the Item Entry Screen (p. 6-71) for further details. Display
(Customer Ord) U/M	NOTE: This field displays when an additional selling U/M has been keyed in the **U/M** field, or a customer/item default unit of measure was selected by Distribution A+ if the **U/M** field was left blank on the Item Entry Screen (p. 6-71). The additional unit of measure for which the **(Customer Qty) Ord** and **(Customer Qty) Shp** quantities are shown. Display

Item Review Screen Fields and Function Keys

Field/Function Key	Description
WH	Access to this field is only allowed if **Multi-Warehouse Orders** has been defined as Y through System Options Maintenance (MENU XAFILE). Use this field to select the warehouse from which the item will be shipped. This value is only available if this is not an invoice order, alternate shipping warehouses is activated, and the order requirements for warehouse overrides are met. If an order is to be shipped from multiple warehouses, then the multi-warehouse order will be split into multiple orders at end order time. Additionally, the determination of whether to allocate inventory will be made individually for each separate warehouse at that time. If the pick list has already been printed for this order, split orders cannot be created; this **WH** field will be display only. To display the alternate warehouses that stock the item, refer to the F2=WHs function key. NOTE: You must have an Item Balance record in each of the warehouses from which the item will be shipped. Also note, if you are changing a lot/serial item that has already been assigned locations (if Warehouse Management is installed), you must first delete the existing assignments (via the F5=Loc function key) prior to being allowed access to this field to change the warehouse. When International Currency is installed, the warehouse in this field must be of the same currency as this order's company. This will prevent currency conflicts, which occur when you enter an order for a company with a currency different from that of the warehouse that stores the items. If necessary, a warehouse transfer can be performed by keying a Y in the **Sp Ord** field and specifying a warehouse transfer vendor number in the **Vnd** field to obtain items from the desired warehouse. *Default Value:* A company's currency is specified through International Currency Options Maintenance (MENU ICFILE). A warehouse's currency is determined by the company to which the warehouse belongs, as specified through Warehouse Numbers Maintenance (MENU IAFILE).The warehouse selected on the Order Header Screen (p. 6-18). *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). If Customer Consignment is installed and you are entering a master or future order, you must specify a non-consignment warehouse in this field. (A 2) Required

Item Review Screen Fields and Function Keys

Field/Function Key	Description
Restrct Cd	NOTE: This field displays only when you are reviewing a restricted item that has been entered or selected. If you entered or selected a restricted item, this field displays indicating the restriction code assigned to the item through Item Master Maintenance (MENU IAFILE). Restriction codes [which are defined through Product Restriction Codes Maintenance (MENU OEFIL2)] are used to identify the approval of the sale of this item (for certain customers), or the denial of a sale. Display
(Pricing U/M)	Distribution A+ will select the pricing unit of measure from the Item Master Maintenance (MENU IAFILE) and display to the right of the Final Price heading. The price is shown in the ordering unit of measure if **Show Prices in Order Entry** is set to O in Order Entry Options Maintenance (MENU XAFILE). If **Show Prices in Order Entry** is set to P in Order Entry Options Maintenance (MENU XAFILE), the price is shown in the pricing unit of measure for the item [defined through Item Master Maintenance (MENU IAFILE)]. Refer to the example for the Pricing Option to Show Prices in Order Entry (p. 2-21). Display
Pricing Fields	The use of the **Base Price**, **Dsc 1**, **Dsc 2**, if used, **O**, and **Final Price** pricing fields is the same as explained on the Item Entry Screen (p. 6-71). NOTE: If this item uses contract pricing, the word **CONTRACT** displays above the **Cost** field. If this item is associated with a rebate, ***R** displays below the **Drp Sh** field. Key a C in the **O** (Override) field to display the Contract Calculator Screen (p. 91-40). If you key a C in this field, you will be able to use the F9=CRT CNT function key on the Contract Calculator Screen (p. 91-40) to create a new OE contract/special pricing record. The contract activity for this record can then be tracked in the Contract Activity Detail File (CNACD). Note that you cannot access the contract calculator for items that are part of a rebate, and you will only be able to key C in this field if you are allowed access to **Allow Contract Creation from Contract Calculator** through Application Action Authority (MENU XASCTY). When clearing any of the pricing fields, you must clear the remaining pricing fields to the right so that Order Entry can calculate the new final price and extended total. Refer to the examples for Pricing Option to Show Prices in Order Entry (p. 2-21) and Pricing Option to Show Prices in Order Entry (p. 2-21)

Item Review Screen Fields and Function Keys

Field/Function Key	Description

Pricing Fields for Rebates	If a vendor rebate for the identified customer and item is in effect, ***R** displays on this screen in reverse image. ***R** also displays for any regular item with rebates or kit item whose components have rebates on them. Rebates can be valid for items that are part of a kit; the kit item itself cannot have a rebate. When this occurs, the F16=REBATE function key will no longer display and you must press F23=KIT function key to view the rebate from the component level to determine which components of the kits have rebates. The F16=REBATE function key no longer displays in this situation since it does not apply for kit component rebates; F16=REBATE function key only applies for regular item rebates.
	
	Vendor rebates are created through Rebate Master Maintenance (MENU OERMAIN). If a rebate using an override price amount or discount is applicable, quantity breaks and contracts are not considered.
	
	Depending how the rebate is created, the following fields may reflect incorporation of the rebate:
	• **Base Pr**
	    • When International Currency is installed, for orders entered in a foreign currency, this fields may be toggled with the F13=LC / F13=TR to display in the trading currency or in the company's local currency.
	• **Fin Pr** (and therefore, **Tot**) if a price override was identified in the rebate
	    • When International Currency is installed, for orders entered in a foreign currency, this fields may be toggled with the F13=LC / F13=TR to display in the trading currency or in the company's local currency.
	
	NOTE: When either or both of these fields contain a value larger than 999999.99999, the field will contain all 9's and will display in reverse image. To change the value, press F15=PRICE CHANGE to access the Box Line Maintenance Screen (p. 6-220).
	
	Display

Item Review Screen Fields and Function Keys

Field/Function Key	Description

M% xx/
Low Margin
	When International Currency is installed, the **M%** field will only display with the F13=Lc / F13=Tr toggled to display the local currency.
	The Gross Margin Percent of the item based on G/L Cost.
	This field is presented differently depending on the following:
	• If the option to **Display Gross Margin and Profit Amt during OE** is set to Y and you are a master user or have the proper authorization, this field will display as **M% xx**, where **xx** represents a calculated value. The value presented will be the calculated gross margin for the line item using the item's price and G/L costs. If gross margin repricing is allowed, this value may be changed if the line item is repriced from the End Order Screen (p. 6-248). Refer to that screen description for details.
	  • If the calculated gross margin is a positive number, and is not lower than the Minimum Gross Margin Percent identified for the item class/ sub-class [through Item Class/Sub Class Maintenance (MENU IAFILE)] or for the order as a whole [through Order Entry Options Maintenance (MENU XAFILE)], M% xx will be presented.
	  • If the calculated gross margin is a positive number, but is lower than the Minimum Gross Margin Percent identified for the item class/sub-class [through Item Class/Sub Class Maintenance (MENU IAFILE)] or for the order as a whole [through Order Entry Options Maintenance (MENU XAFILE)], M% xx will be presented in reverse image.
	  • If the calculated gross margin is a negative number, - xx will be presented.
	If the option to **Display Gross Margin and Profit Amt during OE** is set to N or you are not a master user or do not have the proper authorization, this field will display as either **Low Margin** or blank.
	• **Low Margin** will display if the line item's calculated gross margin falls below the gross margin value set by the **Minimum Gross Margin Percent** field. Refer to Item Class/Sub Class Maintenance (MENU IAFILE) for details about identifying minimum gross margin data at the item class/ sub-class level. Refer to Order Entry Options Maintenance (MENU XAFILE) for details about identifying minimum gross margin data at the order level.
	• This field will be blank if the option to **Display Gross Margin and Profit Amt during OE** is set to N or you are not a master user or do not have the proper authorization and the line item's calculated gross margin does not fall below the gross margin value set by the **Minimum Gross Margin Percent** field. Refer to Item Class/Sub Class Maintenance (MENU IAFILE) for details about identifying minimum gross margin data at the item class/sub-class level. Refer to Order Entry Options Maintenance (MENU XAFILE) for details about identifying minimum gross margin data at the order level.
	Display

Item Review Screen Fields and Function Keys

Field/Function Key	Description
Total / Tot X, where X is the currency symbol	The total dollar amount of the line item. When International Currency is installed, for orders entered in a foreign currency, this field may be toggled with the F13=Lc / F13/Tr to display the total amount in the trading currency or in the company's local currency. The applicable currency symbol will display to the right of the heading **Tot**. Display
L	L in this field indicates that this item is sold as a lot. The final price will be used as a lot charge and will be the total amount for whatever quantity of the item is ordered on this line. This is considered "lot pricing." Blank indicates that this item is not sold as a lot. *Default Value:* The value you keyed for this field on the Item Entry Screen (p. 6-71). *Valid Values:* L, blank (A 1) Optional
T	Y in this field indicates that this item is subject to sales tax on this order. N in this field indicates that this item is not subject to sales tax on this order. *Default Value:* The field defaults to the value you keyed for this field on the Item Entry Screen (p. 6-71). If this field was left blank on the Item Entry Screen, then the default value for this field will be based upon the value in the E field on this screen. If 0 is displayed in the **E** field on this screen, then this field will default to Y. If 1, 2, or 3 is displayed in the **E** field on this screen, then this field will default to N. *Valid Values:* Y, N (A 1) Required
E	0 in this field indicates that this item is taxable on this order. 1, 2, or 3 in this field indicates that this item is tax exempt in one of three categories. You define what type of tax exemption each of these categories represent. *Default Value:* The field defaults to the value you keyed for this field on the Item Entry Screen (p. 6-71). If the field was left blank on the Item Entry Screen, then the default value for this field will be based upon the taxing hierarchy described in CHAPTER 2: *Order Entry Pricing*. *Valid Values:* 0, 1, 2, or 3 (A 1) Required

Item Review Screen Fields and Function Keys

Field/Function Key	Description
C	This field indicates if the total amount of this line of the order is used to calculate the trade discount (A/R terms cash discount) amount for the order. Since trade discounts are determined by the total order value, this field indicates if this line of the order is used to calculate a trade discount. For example, assume that you have an order for a customer that is subject to a 10% trade discount. The customer orders item A for $100.00 and item B for $200.00; and Y is displayed in this field for item *A*, and N is displayed in this field for item *B*. The trade discount amount displayed on the End Order Screen (p. 6-248) will be $10.00. Although the total order value is $300.00, the trade discount amount is calculated for only item A (10% of $100.00 is $10.00). *Default Value:* If item pricing is being used, this field indicates the value keyed in the **Cash/Trade Disc** field through Item Master Maintenance (MENU IAFILE). If warehouse level (balance) pricing is being used, this field indicates the value keyed in the **Cash/Trade Disc** field through Item Balance Maintenance (MENU IAFILE). *Valid Values:* Y, N (A 1) Required

Item Review Screen Fields and Function Keys

Field/Function Key	Description
OE Cost	The **OE Cost** field displays only if you are authorized to see OE cost. Authority to see OE cost is defined in the **Display OE Cost and Profit (OE, SA, AR, some PO)** and **Authorized Users** fields through Application Action Authority (MENU XASCTY). This field is available if you are authorized to change the Order Entry (OE) cost; otherwise, this field is display-only. Authority to override the OE cost is defined in the **Allow Changes to OE Cost - Item Entry** and **Authorized Users** fields through Application Action Authority (MENU XASCTY). This cost field represents the unit OE cost of the item. See “Cost to be Used for OE” on page 3-2 for details on how this cost is determined. If **Cost to be Used for GM Hold** is O for the OE cost in Order Entry Options Maintenance (MENU XAFILE), this field displays the cost of the item that will be used to calculate the item’s profit margin. When International Currency is installed, costs will always display in the local currency of the company for the sales order. The currency symbol for the company’s local currency will display to the right of the field heading. **Important** The OE cost you see here may not be the true cost depending on the Order Entry and, if applicable Warehouse Management, options you select, such as which cost you will use and when that cost will update. For example, if you use average cost for lot items which you determine will update your orders, when Day-End occurs, the cost reflected here will most likely be different after the update. If you use override pricing, that will take precedence and the costs keyed will not change. (N 15.5) Required

Item Review Screen Fields and Function Keys

Field/Function Key	Description
Last Cost Date	This is the last date the item **Last Cost** was updated. This field can be maintained by both Distribution A+ and the user. Distribution A+ will update the **Last Cost Date** when it updates the **Last Cost** using the transaction date of the individual transaction. Conditions for whether or not this field displays on this screen follows: If **Cost to be used for OE** in Order Entry Company Options Maintenance (MENU XAFILE) is set to A for Average Cost, and the user is authorized to **Display OE Cost and Profit**, then this field will display. *OR* If **Cost to be used for GL** in Order Entry Company Options Maintenance (MENU XAFILE) is set to A for Average Cost, and the user is authorized to **Display GL Cost and Profit**, then this field will display. Display cost and profit is determined through security options in Application Action Authority Maintenance (MENU XASCTY). NOTE: If this field displays on this screen but the item has not yet been received into inventory, this field will be blank. Display
GL Cost	The **GL Cost** field displays only if you are authorized to see GL cost. Authority to see GL cost is defined in the **Display GL Cost and Profit (OE, SA, AR, some PO)** and **Authorized Users** fields through Application Action Authority Maintenance (MENU XASCTY). This field is available if you are authorized to change the General Ledger (GL) cost; otherwise, this field is display-only. Authority to override the GL cost is defined in the **Allow Changes to GL Cost - Item Entry** and **Authorized Users** fields through Application Action Authority (MENU XASCTY). This cost field represents the unit GL cost of the item. See "Cost to be Used for GL" on page 3-3 for details on how this cost is determined. If **Cost to be Used for GM Hold** is G for the GL cost in Order Entry Options Maintenance (MENU XAFILE), this field displays the cost of the item that will be used to calculate the item's profit margin. If **Hold order if line item falls below margin percent** is Y at the item class/sub-class level [through Item Class/Sub Class Maintenance (MENU IAFILE)] or if **Hold Below Gross Margin** is Y at the order level [through Order Entry Options Maintenance (MENU XAFILE)], the order will be held with a GM hold code (Gross Profit Warning). When International Currency is installed, costs will always display in the local currency of the company for the sales order. The currency symbol for the company's local currency will display to the right of the field heading. (N 15.5) Required

Item Review Screen Fields and Function Keys

Field/Function Key	Description
Reason	When entering a return, use this field to enter the return reason code indicating the reason the merchandise is being returned. Return reason codes are defined through Return Reason Codes Maintenance (MENU OEFIL2). Refer to that option for details about return reason codes. When deleting a line item, use this field to enter the delete reason code indicating the reason the line is being deleted. Delete reason codes are defined through Order Delete Reason Codes Maintenance (MENU OEFILE). Depending on how the code selected is defined, Inventory Management & Planning demand data may or may not be updated. Refer to that option for details about defining delete reason codes. Note that you must press F24=DELETE prior to entering a delete reason code; otherwise, you will be entering a return reason code. The return reason code entered in this field is associated with the **Return to Stk** field on the End Order Screen (p. 6-248). The code keyed in this field is used to determine the default value that will display in the **Return to Stk** field on the End Order Screen. The **Return to Stk** field on the End Order Screen will default from the line items' values if the values are consistent on all line items' return reason codes. For additional information, refer to the **Return to Stk** field on the End Order Screen. *Default Value:* For returns, the last return reason code that was keyed or blank. For new or existing orders when deleting a line item, the default delete reason codes identified for deleting line items from new or existing orders through OE Options Maintenance (MENU XAFILE), if any; otherwise, this field defaults to blanks. *Valid Values:* For returns, a valid return reason code defined through Return Reason Codes Maintenance for negative order quantities; must be blank for positive order quantities. For new or existing orders when deleting a line item, a valid delete reason code defined through Order Delete Reason Codes Maintenance if OE Options Maintenance indicate that a delete reason code is required or optional; if OE Options indicates that deleted line items are not to be retained, must be blank. (A 2) Required/Blank

Item Review Screen Fields and Function Keys

Field/Function Key	Description
ExS	The expected ship date for this item, which could be different than the expected ship date on the order header level (that is, in the **Exp Ship** date field on the Order Header Screen (p. 6-18)). This field may be maintained immediately or at any time the line item is maintained. Any changes to a line item's expected ship date will be tracked as part of Order Activity. 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). If the tailoring option **Include Expected Ship Date for Duplicate Date** is Y or P in Order Entry Options Maintenance (MENU XAFILE), you may replace the expected ship date for all items in an order with the Expected Ship Date on the Order Header Screen (p. 6-18) by using the F23=DUP DT function key on the Order Header Screen (p. 6-18). NOTE: If inventory is unavailable and the tailoring option **Use Vendor Lead Time if Inventory Unavailable** is Y in Order Entry Options Maintenance (MENU XAFILE), the vendor lead time will be used to calculate the expected ship date for the line item. 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. The vendor lead time for the item will be determined using the following hierarchy: 1) IM&P Balance Record (if item/warehouse is a planned by IM&P) 2) AIM Balance Record (if item/warehouse is a planned by AIM) 3) Vendor Item Record 4) Vendor Master Record If **Use Vendor Lead Time if Inventory Unavailable** is N to not use the vendor lead time if inventory is unavailable, then the system will use the current value of the order header expected ship date field. *Default Value:* The **Exp Ship** date from the Order Header Screen (p. 6-18), which was determined by the expected ship date options defined through Order Entry Options Maintenance (MENU XAFILE) or the system calculated date if the vendor lead time is being used for unavailable inventory. (N 6,0) Required

Item Review Screen Fields and Function Keys

Field/Function Key	Description
RqS	The requested ship date for this item. This date is used when releasing blanket orders and using Automatic Backorder Release. 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). When entering a master blanket order, your entry in this field depends on the release method you will be using for the order: • If you will be releasing blanket orders using pre-defined release dates, key the requested ship date for this shipment of the item. • If you will be releasing blanket orders on request, this field will show December 31, 2049. Do not change this date. For more information on creating and releasing blanket orders, refer to CHAPTER 4: *Order Entry Order Processing*. You may replace the requested ship date for all items in an order using the F23=DUP DT function key on the Order Header Screen (p. 6-18). *Default Value:* Requested ship date keyed on the Order Header Screen (p. 6-18). (N 6,0) Required
UpD	This field appears only if Inventory Management & Planning is installed. Use this field to specify whether this item will update demand. Key Y if you want this item to update demand. Key N if you do not want this item to update demand. *Default Value:* The value specified in the **Upd Demand** field on the Second Order Header Screen (p. 6-48). *Valid Values:* Y, N (A 1) Required

Item Review Screen Fields and Function Keys

Field/Function Key	Description
SpO	Access to this field is available only if **Special Order Processing Active** has been defined as Y through Order Entry Options Maintenance (MENU XAFILE). This field determines if this item will become a special order. Special orders are available for the Special Order Processing feature used in the Purchasing module. Also, if Value Added Services is installed, special orders are available for manufactured items used in the Value Added Services module. To create a special order, key Y in this field. To create a special order and a drop ship, key Y in this field and Y in the **Drp Shp** field. If you change the default warehouse (in the **WH** field) and there is a Y in this field, the Y will be blanked out. You must then delete the vendor number in the **Vnd** field before you can press ENTER to add this item. If you want to special order this item, you must then select the item using the F13-F20 key, as appropriate, key a Y in the **Sp Ord** field, and enter a vendor number. NOTE: If a Y is keyed in this field, and if enough of the item is in stock and available to complete the order, a message will be presented to advise you for confirmation. Key N if you are overriding non-stock items. Leave this field blank if you do not want to create a special order for the item. An X automatically displays in this field once an item has been extracted to the Special Order File. An R automatically displays in this field once a special order purchase order has been received for this item. *Default Value:* Blank *Valid Values:* For entry purposes, Y, N, or Blank. In review mode, X and R also valid values. (A 1) Optional/Display

Item Review Screen Fields and Function Keys

Field/Function Key	Description
RP	The rush purchase order field displays only if **Allow Change to Rush PO - Item Entry** has been defined as A (all users), S (selected users), or M (master users) in Application Action Authority (MENU XASCTY) and you are an authorized user (S) or a master user (M). Use this field to indicate if you want to flag the next suggested order as a rush in Buyers Workbench (MENU POREPT). Key Y to mark the next suggested order of this item as a rush in Buyers Workbench. Leave this field blank if you do not want to mark the next suggested order of this item as a rush in Buyers Workbench. *Valid Values:* Y or blank (A 1) Optional

Item Review Screen Fields and Function Keys

Field/Function Key	Description
Ord	NOTE: This field is replaced by the **RLv** field if Value Added Services is installed on your system and the entered item is a bill of material item that has been designated as a manufactured item (**Type of Bill** is M). Use this order number field when entering a line item with a negative order quantity to link that line item to the original order. This applies to order types, invoice types, returns, and future orders. Key the original order number and generation associated with the line item. If you key generation 00, and the order has multiple generations, the return quantity will be compared against and applied to all generations of that order, beginning with generation 00. **Example:** If your 00 generation shipped 5 of an item, and your 01 generation shipped 2 more of that same line item, and your 02 generation shipped 2 more of that same line item, and you keyed a return quantity of -6 specifying the 00 generation, then 5 would be applied against the 00 generation and 1 would be applied against the 01 generation. If you key a specific generation other than 00 however, the return quantity will be compared against and applied only to that generation. If some quantities have already been returned against the specified generation, the Order Returns Listing Screen will be presented to identify the current return quantity status of each generation and to allow the selection of a different quantity or generation, if applicable. If all quantities have been returned against the specified order/generation, you will not be allowed to continue with that order/generation referenced. You may optionally specify an order/generation at any time, but may be required to do so based on your security to the **Allow Returns without Original Order Reference** action in Application Action Authority (MENU XASCTY). If you attempt to enter an original order number and the order quantity is not a negative value, a message displays to inform you that an original order number can only be entered for negative quantities. You then have to change the order quantity to a negative value or clear out the original order number from this field.

Item Review Screen Fields and Function Keys

Field/Function Key	Description
Ord Continued...	If you are entering a return, and the exact amount originally shipped of the item has previously been returned, a message displays after you enter the original order number and generation in this field informing you that returns have already been placed against the shipped amounts for the order selected. Additional returns against the order/item would mean that the amount returned is greater than the amount shipped. Depending on options setup through Order Entry Options Maintenance (MENU XAFILE), you may or may not be allowed to process a return if the quantity is greater than the original quantity ordered and shipped to the customer, including all generations of the order. After keying an original order number in this field, if you are required to do so, the Order Returns Listing Screen (p. 6-232) may display depending on the amount attempting to be returned. This screen will display if the quantity of the item you are attempting to return for the customer is not greater than the original quantity shipped to the customer, less any cumulative returns already placed against the order, and a a positive amount of the originally shipped item remains. The original quantity shipped includes all backorders of the order. The Order Returns Listing Screen (p. 6-232) will not display if the quantity to be returned is less than that positive remaining original quantity shipped to the customer; in this case, you may process the return accordingly. For example, assume the quantity ordered of an item = 10 and quantity shipped = 5. If you are entering a negative amount for the item/order and key 5-, you will be required to key the order number, but the Order Returns Listing Screen (p. 6-232) will not display. If, however, you enter 6- instead of 5-, you will not only be required to key the order number, but the Order Returns Listing Screen (p. 6-232) will now appear. This is because there are still items remaining that may be returned (5), but the amount you are attempting to return (6) exceeds the quantity that was shipped. That is, you are trying to return an amount that is 1 greater than the amount that was shipped to the customer and that may be returned. NOTE: If you enter an original order number in this field, even if it is not required, Order Entry checks to see if it exists in the Order History Files. If the number you enter is not found in these files, a warning message displays prompting you to clear the field or locate the appropriate order number. *Valid Values:* An original order number and generation separated by a slash (/), for example 01126/00, obtained from Order History Files (use the F11 function key on the Start Order Screen (p. 6-6) to identify the original order from history). The order you specify must contain the line item you keyed on the Item Entry Screen (p. 6-71). (A 8) Required/Optional

Item Review Screen Fields and Function Keys

Field/Function Key	Description
RLv	NOTE: This field displays instead of the **Ord** field only if Value Added Services is installed on your system and the entered item is a bill of material item that has been designated as a manufactured item (**Type of Bill** is M). When special ordering a manufactured parent item from the work order vendor, this field displays the revision level associated with this item as selected on the Parent Item Revision List Screen that displays when you press F20=RVLS. Display
Vnd/PO/WO	The **Vnd** field is optional. The **PO** or **WO** field is display only. **Vnd** This field appears as **Vnd** if the **Special Order Processing Active** field is set to Y through Order Entry Options Maintenance (MENU XAFILE) and you have not created a purchase order or work order for this item. Key the number of the vendor used for the special order (and used by the Special Order Processing feature in Purchasing). To search for a vendor, key ? and press ENTER to display the Vendor Search Screen as explained in Vendors Maintenance (MENU POFILE). Leave this field blank to use the primary vendor from the Item Balance File (ITBAL) or Item Master File (ITMST), as specified in the **Vendor Default for Special Order Item in OE** field in Order Entry Options Maintenance (MENU XAFILE). If the item is for a warehouse transfer, use the F2=WHS function key to select the transfer warehouse. Once the warehouse is selected, press F15 to identify the item as a special order item. The established warehouse transfer vendor for that selected warehouse will now appear in this **Vnd** field. The inventory will automatically be allocated in the transfer "from" warehouse. Refer to the ENTER key description for more details. **PO** This field appears as **PO** if the **Special Order Processing Active** field is set to N through Order Entry Options Maintenance (MENU XAFILE) and is proteced from data entry. When **Special Order Processing Active** field is set to Y, this field displays the purchase order number for this special order item. **WO** This field appears as **WO** if you previously pressed F23=WO and created a work order for this line item. This field displays the work order number applicable to this special order item. (A 6) Optional/Display

Item Review Screen Fields and Function Keys

Field/Function Key	Description
Pr Lst	The price list used for this item. Each item may be assigned up to five list prices. In this field, you determine which of those list prices are used for this order. Key a price list code to use item prices for this item that is not being used in this order. *Default Value:* The code keyed in the **Price List** field on the Second Order Header Screen (p. 6-48); if you did not display the Second Order Header Screen, this is the price list code used for the customer placing the order, or the **Redirect Price List** determined by contract pricing or price matrix pricing. *Valid Values:* 1 through 5 (N 1,0) Optional
COO	This field displays only if the item you key in the **Item No** field on this screen is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE), and the quantity shipped of the line is a negative value (indicating the item is being returned into inventory). Use this field to specify the country of origin of the item. *Default Value:* The country of origin from the OE Order History Detail File (HSDET), if it is not ***M** (multiple country of origins) and if the original order information is entered or if the item is selected as a return from order history *Valid Values:* A country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2) (A 3) Required
BOM Cd	This field displays only if the item keyed is a bill of material item and has been defined as a type K (Kit). NOTE: This field displays the bill of material code defined for the item. **K** displays in this field if the product requires assembly or special packaging before it can be shipped to your customers. *Default Value:* The bill of material code defined for the item (Type of Bill is K) Display

Item Review Screen Fields and Function Keys

Field/Function Key	Description
Bld Qt	NOTE: This field displays only if the item keyed is a Bill of Material item and has been defined as type K (Kit). This field (Build Quantity) identifies the quantity of kits that were built from components for this item. This field will be blank if no kits had to be built and the quantity could be picked from stock. During shipping confirmation, you must enter the quantity of kits built from components for proper inventory reduction. If no kits were built, key 0 in this field. When entering a new line item, if you choose to enter a value in this field instead of leaving it blank, Order Entry accepts the value you entered and will not modify it. If this field is left blank, Order Entry will fill in the value. This will keep allocations correct based on parent availability. Therefore, Order Entry will reflect what is on hand, and the Suggested Order Report (MENU POREPT) will then recognize the correct allocations of components and create suggested orders correctly. For example, if you have 3 parent items available and order 10 and ship 10, the build quantity of 7 will automatically be filled in by Order Entry. NOTE: Order Entry processing works as just explained, with one exception: If in order release you override the quantity ordered or shipped, then the build quantity will equal the shipped quantity and will not be based on parent availability. This is due to the lack of the build quantity entry. (N 10,3) Required
Drp Sh	This field appears only if the item is allowed to be drop-shipped. Determines if this item is drop-shipped. A drop-shipped item will be shipped directly from your vendor to your customer and will not be received into your inventory. Key Y if this is a drop-shipped item. Key N if this item will not be drop-shipped for this customer order. If Customer Consignment is installed and you want to have items drop-shipped to the customer, you must create a purchase order through Enter or Change Requisitions (MENU POMAIN) instead of creating an order through Enter, Change & Ship Orders (MENU OEMAIN). *Default Value:* The value keyed in the **Drp Shp** field on the Order Header Screen (p. 6-18). (A 1) Required

Item Review Screen Fields and Function Keys

Field/Function Key	Description
Dt	NOTE: This field displays only if Value Added Services is installed on your system and the entered item is a bill of material item that has been designated as a manufactured item (**Type of Bill** is M). When special ordering a manufactured parent item from the work order vendor, this field displays the effective date for the revision level associated with this item as selected on the Parent Item Revision List Screen that displays when you press F20=RVLS. Display
Loc	If Warehouse Management is not installed, this field will display the value in the **Primary Loc** field in the Item Balance File (ITBAL). One of three status's, indicating from which warehouse location this item should be picked, is displayed: • ***FIRST** is the primary picking location for this item as defined on the Used Location Screen in W/M. W/M sequences locations for an item by assignment to ensure the first location that is assigned an item is the first location that the item is picked from. This sequence, displayed on the Used Location Screen through Warehouse Management (MENU WMMAIN), may be changed as you desire. Also, if a warehouse location is designated to be **Used First**, it will be the first location used regardless of item assignment. Lot items with an expiration date are not sequenced by assignment; instead, they are sequenced by their expiration date. The first location displayed is the first location that the item will be picked from if ***FIRST** displays in this field. If that location is empty, the next location available is used. • ***MISSING** displays for lot or serial numbers that have not yet been assigned for picking. When placing an order for a lot/serial number item, you must select the location and lot, or location and serial number, for the items to ship. If you do not make this assignment, the location selection is designated as ***MISSING** when keying an item on an order. This means that the lot or serial number has not been assigned. After you make the lot or serial number assignment, the location selection is designated as ***ASSGNED**. • ***ASSGNED** displays if you selected a location using F5=LOC; or have selected a lot or serial number for this item. If you choose not to use the first location containing an item, you may assign the location from which the item is picked. This is done by pressing the F5=LOC function key which displays the Order Location Selection Screen (p. 6-164). After assigning a picking location to this item, the location selected is designated as ***ASSGNED**. Display

Item Review Screen Fields and Function Keys

Field/Function Key	Description
Re-Use	This field displays only if the tax code for the order is J (**Cd** field on the Order Header Screen (p. 6-18). Also note this field will override the tax and tax exempt fields (**T** and **E** fields) on this screen. This code determines if this item is taxable for jobber orders (i.e., **Tax Code** is J.) Key Y if this item is re-usable (and therefore will be taxed). Key N if this item is not re-usable (and therefore will not be taxed). NOTE: Override tax exemptions are available at a variety of item/ customer levels. Refer to the following for details: -Customer Tax Classes (MENU OEFIL2) -Item Tax Classes Maintenance (MENU OEFIL2) -Tax Overrides Maintenance (MENU OEFIL2). *Default Value:* The **Re-use** code specified for this item through Item Master Maintenance (MENU IAFILE) (A 1) Required
QB Cl	NOTE: This field displays only if a quantity break class has been selected for the item through Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE). Also note that if a rebate using an override price amount or discount is applicable, quantity breaks and contracts are not considered. Quantity break classes are created through Quantity Break Class Maintenance (MENU IAFILE) and must be defined before you can assign an individual item to a quantity break class. You can then define quantity discounts through Quantity Discounts Maintenance (MENU IAFILE) that allow you to define up to 10 quantity breaks for the group of items in a quantity break class. Quantity break class discounts are additional discounts that are applied during end order processing. *Default Value:* If using item pricing, the quantity break class selected for the item through Item Master Maintenance (MENU IAFILE). If using warehouse level (balance) pricing, the quantity break class selected for the item through Item Balance Maintenance (MENU IAFILE). Display

Item Review Screen Fields and Function Keys

Field/Function Key	Description
Tot Wt	NOTE: This field displays only if the item has been defined as a catch weight item through Item Master Maintenance (MENU IAFILE). The total weight of the items that can be shipped. If weights are keyed through Item Master Maintenance (MENU IAFILE), the total is based on the quantity shipped. Display
Nxt	NOTE: This field displays only when a quantity discount is applicable for an item. The quantity break and discount of the next available quantity discount. You can use this discount if you press F9=Nx. Doing this will change the quantity ordered to the quantity displayed here. The quantity shipped, discounts, final price, and totals are recalculated to use the quantity discount displayed in this field. After doing this, the next quantity discount will display in this field. If there are no more quantity discounts for this item, this field and the F9=Nx function key will no longer display. Display
(Price Source)	The price source for the ordered item displays below the **Drp Sh** field. The price source indicates from where the price originated: contracts, rebates, matrix, quantity breaks, etc. One of the following price sources or a combination of them will appear: • **RB** - Rebate Override Price or Discount • **Czy** - Contract Price, where ‘z’ is the Contract Type and ‘y’ is the Contract Hierarchical Level • **MX** - Matrix Pricing • **MXQB** - Matrix Pricing and Quantity Discount • **MXR** - Matrix Price Redirect • **LS** - List Price • **LSR** - List Price Redirect • **QB** - Item and Class Quantity Discounts • **CM** - Component Override Price • **PM** - Promotion Override Price Refer to Price Source (p. 2-30) for further price source detail information. Display

Item Review Screen Fields and Function Keys

Field/Function Key	Description
F2=WHs	F2=WHs displays only if • **Multi-Warehouse Orders** and **Warehouse Search** have been defined as Y through System Options (MENU XAFILE) • this is not an invoice order • alternate shipping warehouses have been defined through Alternate Shipping Warehouses Maintenance (MENU OEFIL2) and the order rules are met • alternate ship code has been assigned to a customer record, customer/ship-to record, and/or warehouse record Press F2=WHs to display alternate warehouses that stock the item on the Alternate Warehouse Selection Screen (p. 6-154). If the **WH** field is left blank and this key is pressed, alternate warehouses will display for the item; if a warehouse is entered in the **WH** field and this key is pressed, alternate warehouses for that warehouse and item are displayed. If you are selecting a warehouse for a special order line item, the warehouse you select on the Alternate Warehouse Selection Screen (p. 6-154) will be the 'from' warehouse vendor for the transfer. If this is a special order warehouse transfer item, utilize this key to select the desired transfer warehouse. Once selected, press F15=Spec Ord on the Alternate Warehouse Selection Screen (p. 6-154) and when you return to the Item Review Screen (p. 6-115), the established warehouse transfer vendor for the selected warehouse will display in the **Vnd** field on this screen.
F4=Rpl	The F4=Rpl function key displays only if the item keyed has replacement items defined through Item Replacements/Complements Maintenance (MENU OEFILE). If replacement items have been defined for this item, press F4=Rpl to display the Replacements Selection Screen (p. 6-157). On the Replacements Selection Screen, you may select a replacement, alternate, or upgrade item for the item keyed.

Item Review Screen Fields and Function Keys

Field/Function Key	Description
F5=Loc	The F5=LOC function key displays only if you are using Warehouse Management and the quantity shipped (**Shp**) is not zero. Press F5=LOC to display the Order Location Selection Screen (p. 6-164), which displays the locations where this item is currently stored, and allows you to select the location from which the item should be shipped (i.e., reserve the items in this location for shipping). You can optionally reserve the items in a location (and serial or lot number, if needed) when entering an order (type O). You must select the location when performing a shipping confirmation (type S) for an order. If the item is a lot or serial number item, you will then be required to specify the lot/serial numbers of the item to ship. NOTE: You will not be required to enter the lot or serial number if the item is being drop shipped. If this order is for a return (type R), you enter a negative order quantity, and you have the W/M option to **Use Returns Locations** defined as Y for this warehouse [this is defined through Warehouse Management Options Maintenance (MENU WMFILE)], then the items being returned are automatically stored in the W/M returns location (this location consists of all 7's such as 77.777.777). If the returned item is a lot or serial number item, you are required to specify the lot/serial number. If you are not using the returns location option, the Location Receipts Screen will display for a returned item.
F6=Ky	Press F6=KY to access additional function keys. A new function key panel will display.
F8=Sh	Press F8=SH to access the Shipped Orders By Item Inquiry Screen (p. 18-6) that has been filtered to the item number displayed on the Item Review Screen.
F9=Nx	The F9=NX function key displays only if the item being entered/changed uses a quantity discount, and the highest level of the quantity discount for that item has not been exceeded. Press F9=NX to order the quantity displayed in the **Next** field. The quantity ordered and quantity shipped are updated to use that quantity, and all pricing fields are updated accordingly.

Item Review Screen Fields and Function Keys

Field/Function Key	Description
F10=EIC	F10=EIC is available only if you selected to use **Extended Item Comments (EIC)** through System Options Maintenance (MENU XAFILE) and comments exist for the selected warehouse, item, item EIC group, company, customer, and/or customer EIC group. Also, if you have identified to restrict your EICs (via Warehouse Maintenance - MENU IAFILE) by warehouses, this key will only show if there are matching warehouse specific EICs. Press F10=EIC to view the EIC associated with the item being processed on the Extended Item Comments Inquiry Screen (p. 6-175).
F11=Sb	The F11=SB functional only when this screen is displayed after pressing ENTER from the Item Entry Screen (p. 6-71); you cannot use this key after selecting a line for change with the F13-F20 keys. Press F11=SB to display the Item Description Search Screen for items that may be suitable substitutes for the item in the **Item No** field. Refer to this screen as described in the Inventory Accounting User Guide. The substitutes displayed are based only on the description of the item. The first five characters of each word of the original item description are used as search criteria; items matching the search criteria are the possible substitutes displayed on the Item Description Search Screen. NOTE: Do not confuse this substitute function with that provided by the F4=REPL function key.
F12=Ret	Press F12=RET to return to the Item Entry Screen (p. 6-71) without accepting any of the changes made on this screen.
F13=Lc / F13=Tr	F13=LC / F13=TR only displays when International Currency is installed. Press F13=LC / F13=TR to toggle between a display of values in the **Base Pr**, **Fin Pr**, and **Tot** columns in the trading currency or in the company's local currency. The applicable currency symbol will display to the right of the heading **Tot**.
F15=Price Change	F15=PRICE CHANGE is only available when International Currency is installed. The F15=PRICE CHANGE does not display on the screen but is available for use when total amounts exceeding 999999.99999 are truncated; see **Base Pr** / **Fin Pr** field. Press F15=PRICE CHANGE if you wish to change the base price and/or final price. The Box Line Maintenance Screen (p. 6-220) displays and the actual values of truncated total amounts are presented.

Item Review Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>F16=Rebate</td><td>F16=REBATE appears only if you have pressed the F6=KY function key to display additional function keys, the customer and/or item qualifies for a rebate, and you are authorized to access rebate information through Application Action Authorities Maintenance (MENU XASCTY).

Press F16=REBATE to review the rebate that was selected, bypass the rebate, or to select a different rebate. The Rebate Display Screen (p. 101-45) appears.

NOTE: F16=REBATE does not appear on this screen for any kit item whose components have rebates on them. Rebates can be valid for items that are part of a kit; the kit item itself cannot have a rebate. When this occurs, F16=REBATE will no longer display (since it does not apply for kit component rebates) and you must press F23=KIT to view the rebate from the component level to determine which components of the kits have rebates. F16=REBATE only applies for regular item rebates.</td></tr>
<tr><td>F17=Chg Rqst</td><td>F17=CHG RQST appears only if:
• you have pressed the F6=KY for more keys and you have selected to review information about a special ordered item that has been extracted to the Special Order File (SPORD).
• this company's special order company options are set to use the change request process through Special Order Options Maintenance (MENU XAFILE)
• you are a member of a group that is allowed to work with special order changes.
• you are not working with a warehouse transfer.

Press the F17=CHG RQST function key to access the special order change request process, which allows you to request a change to this special order item. Refer to Work With Special Orders (MENU POMAIN) in the Purchasing User Guide for a description of this option.</td></tr>
<tr><td>F18=Bill Class</td><td>F18=BILL CLASS appears only if you have pressed the F6=KY for more keys, and only if you are adding or changing a line item.

Press F18=BILL CLASS to access the Box Line Maintenance Screen (p. 6-220), where you can enter a Billing Class and Sub Class for this customer/ship to. This information is used to classify the line items that a customer orders.

NOTE: If Billing Classes/Sub Classes are required for this customer/ship to, as determined through Billing Class/Sub Class Maintenance (MENU ARFIL2), the Box Line Maintenance Screen (p. 6-220) automatically displays after pressing ENTER.</td></tr>
</table>

Item Review Screen Fields and Function Keys

Field/Function Key	Description
F19=P&A	F19=P&A appears only if there is data in the Gateway Transactions Options File (PAMST). Customization by Infor Consulting Services is required. Refer to the Commerce Gateway User Guide for more information on the Gateway Transaction Linking that can be completed by Infor Consulting Services.
F20=RvLs	NOTE: F20=RVLS displays only if Value Added Services is installed on your system and the entered item is a bill of material item that has been designated as a manufactured item (**Type of Bill** is M). If the bill of material item selected has been designated as a manufactured item, press F20=RVLS when creating a special order (the **Sp Ord** field is Y) to also submit a request to create a work order (instead of a special order to a vendor). The Parent Revision List Screen will display, where you may select (if desired) a bill of material, based on its effective date or revision level, to be retrieved when creating a work order for the selected special order items. After your selection on the Parent Revision List Screen, the request is processed and you will be returned to the Item Review Screen (p. 6-115). If you select not to choose a specific bill and instead press F12=RETURN on the Parent Revision List Screen, the request will still be processed but instead for a bill with no effective date or revision level. All work order requests processed through the F20=RVLS key for special order items will be displayed in Maintain Special Orders (MENU WOMAIN) of the Value Added Services module. Refer to that user guide for details about the Parent Revision List Screen [Bill of Material Maintenance (MENU WOFILE)], as well as Maintain Special Orders (MENU WOMAIN) to create the actual work orders for the requests processed through the F20=RVLS key.
F21=Cust Inq	You may press F21=CUST INQ before or after pressing F6=KY to display the Customer Inquiry. Use this inquiry to display detailed accounts receivable information for a customer. This inquiry also may be accessed through Customers Inquiry (MENU OEMAIN), and Customer A/R Inquiry (MENU ARMAIN) of the Accounts Receivable module.
F22=Item Inq	You may press F22=ITEM INQ before or after pressing F6=KY to display the Item Inquiry. Use this inquiry to display the inventory status of an item. This inquiry also may be accessed through Items Inquiry (MENU OEMAIN), and Item Inquiry (MENU IAMAIN) of the Inventory Accounting module.

Item Review Screen Fields and Function Keys

Field/Function Key	Description
F23=Kit	The F23=KIT function key appears only if the item is a bill of material kit item, and will only be allowed if you are authorized to perform both an item delete and a quantity change for a line item on an order that has had its Pick List printed. If you are not authorized to perform either of these actions, you will receive the error message "Not authorized to alter BOM for a Pick List Printed order." If the bill of material item selected has been designated as a kit (a product that requires assembly before it can be shipped to your customers), press F23=KIT to review or change the bill of material kit. The Order Bill of Material Component Information Screen (p. 6-185) appears.
F23=WO	The F23=WO function key displays only if Value Added Services is installed on your system and the entered item is a bill of material item that has been designated as a manufactured item (**Type of Bill** is M). Also, this key displays only if **Alter Work Orders through OE** is defined as Y through Work Order Options Maintenance (MENU WOFILE). User access is determined through Security (MENU XASCTY). If the bill of material item selected has been designated as a manufactured item, press F23=WO when creating a special order (the **Sp Ord** field is Y) to also immediately create a work order for this item. The Work Order Maintenance Screen will display, where you may create a work order for a special ordered item. Using this method allows you to select which components to include in the specific parent item for this customer's order. The Work Order Maintenance Screen is described in Maintain Work Orders (MENU WOMAIN) of the Value Added Services User Guide. Refer to that user guide for information about creating work orders. NOTE: If you do not wish to immediately create a work order for a special order, you may instead create a request for a work order by keying Y in the **Sp Ord** field on this screen and pressing F20=RVLS instead of F23=WO. This will allow you to create a special order without immediately assigning a work order. You may later create a work order for the special order through Maintain Special Orders (MENU WOMAIN) of the Value Added Services module. Refer to the Value Added Services User Guide for information about creating a work order for a special order.

Item Review Screen Fields and Function Keys

Field/Function Key	Description
F24=Del	Press F24=DEL to delete this item from the order. Only users that are authorized to the action **Allow Deletion of Special Order Items**, through Application Action Authority (MENU XASCTY), can delete an item designated as a special order in the **Sp Ord** field on this screen after the item is on a purchase order. Additionally, you will not be allowed to delete this item if this order is Pick List printed and you are not authorized to the action **Allow Item Deletes – Pick Slip Printed Orders**, or if this order is ship confirmed and you are not authorized to the action **Allow Item Deletes – Ship Confirmed Orders**. If the **Use Change Request Process to Update Special Order Elements** field is set to Y through Special Order Options Maintenance (MENU XAFILE) and this item is a special order item, you must use the change request process to delete this item unless all of the following are true: • this special order item has had a receipt flagged as complete and has been posted • there are no open change requests for the special order item • you are part of the Customer Service Approval Authority User Group or Buyer/Purchasing Approval Authority User Group specified through Application Action Authority (MENU XASCTY). Also, depending on settings in Order Entry Options Maintenance (MENU XAFILE), a delete reason code may or may not be required to perform the delete for this new or existing order. If the order entry options are set such that the **Delete Reason Code Required** field is set to 1 (never) for deleting line items from this type of order (new or existing, as applicable), you will be prompted to press F24=DEL to confirm the delete. Any attempt to identify a value in the **Reason** field on this screen will be ignored and the deleted line information will not be retained for later review. If the order entry options are set such that the **Delete Reason Code Required** field is set to A (always) for deleting line items from this type of order (new or existing, as applicable), and a default delete reason code was identified in the order entry options, that default code will be filled with the **Reason** field and then you will be prompted to press F24=DEL to confirm the delete. If a default reason code was not identified in the order entry options, or if you key a question mark in the **Reason** field, you will be presented with a pop-up window from which a reason code must be selected. The deleted line information and necessary associated order information will be retained for later review [deleted information can be reviewed through the Deleted Orders Analysis Inquiry (MENU OEREPT)]. Additionally, depending on the delete reason code identified in the **Reason** field, Inventory Management & Planning demand data may or may not be updated.

Item Review Screen Fields and Function Keys

Field/Function Key	Description
F24=Del Continued...	If the order entry options are set such that the **Delete Reason Code Required** field is set to O (optional) for deleting line items from this type of order (new or existing, as applicable), and a code is identified in the **Reason** field, processing will continue as described when an A had been identified in the order entry options. If the order entry options are set such that the **Delete Reason Code Required** field is set to O for deleting line items from this type of order (new or existing, as applicable), and a code is not identified in the **Reason** field, processing will continue as described when an N had been identified in the order entry options. If Value Added Services is installed, a warning message displays on this screen if you change or delete a sales order line item for which a work order has been created. The warning lets you know a work order exists for the parent item you selected to change or delete, thus alerting you to change or delete the work order.

Item Review Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm the values on this screen. • If you changed any of the fields on this screen, the screen will re-display with the new values. You must press ENTER a second time to return to the Item Entry Screen (p. 6-71). • If amounts in the **Base Pr** and/or **Fin Pr** fields are truncated and you change either of their values, press this key to display the Box Line Maintenance Screen (p. 6-220). • If Value Added Services is installed, a warning message displays on this screen if you change or delete a sales order line item for which a work order has been created. The warning lets you know a work order exists for the parent item you selected to change or delete, thus alerting you to change or delete the work order. • If you pressed ENTER when reviewing an item [F13 through F20 from the Item Entry Screen (p. 6-71)], the item on the next line will display until you press ENTER from the last line on the order; or press F12=RET to return from change mode. • If you entered an order, invoice, return or future order with a negative amount, and certain conditions exist, the Order Returns Listing Screen (p. 6-232) will display. For the conditions which cause this screen to display, refer to the Order Returns Listing Screen (p. 6-232). • If the item keyed is an assortment parent, the Assortment List Screen (p. 6-201) will display. • If you are in auto-complement mode for an item that has been assigned complements, the Select Complementary Items Screen (p. 6-106) will display. Auto-complement mode is determined on the Display Complementary Items Screen (p. 6-104). • If you changed any of the fields on this screen while creating a special order without a work order, the screen will re-display with the new values. You must press ENTER a second time to return to the Item Entry Screen (p. 6-71). • If you entered an Invoice type when adding a new line item, the order quantity is greater than zero, and Billing Classes/Sub Classes are required for this customer/ship to, the Box Line Maintenance Screen (p. 6-220) will automatically display. The determination as to whether or not you are required to key a Billing Class/Sub Class for a customer/ship to is made through Billing Class/Sub Class Maintenance (MENU ARFIL2). If a Billing Class is not required, refer to the F18=BILLING CLASS function key to manually access the Box Line Maintenance Screen (p. 6-220).

Alternate Warehouse Selection Screen

```
Ord: 02754/00    01/0000000010 Bon Secour School Department      ENTER ORDER
                               US Dollars
  Item & Description        Qty Shp  U/M      Final Price   Total Amount   Line
1 A200 Sharp Copier Ton       2.000  EA        12.74000           25.48      2
2 Drop-Ship Processing                                             2.80      3
3 Warehouse                                                         .14      4







                                                                         Last
Alt WH For: 3   A900  4 Drawer Steel File Cabinet  Black    Qty:       2.000  EA

  WH  WH Name                              Avail         On PO         Alloc
1 2   Los Angeles, CA                       4.000-        5.000         4.000
2 1   Hartford, CT                         10.000





                                                                        Last
Sel: ..                        F2=Qty On Hand    F6=Show Avl Qty   F12=Return
                               F5=Min/Max        F15=Spec Ord
```

This screen displays after pressing F2=WHs on the Item Review Screen (p. 6-115) if the item selected has been stocked in alternate warehouses. This screen may also be presented directly after pressing Enter on the Item Entry Screen (p. 6-71). For details, refer to the Enter function key description as explained for the Item Entry Screen. From Point of Sale, this screen displays after pressing F2=WHs on the *POS Item Review Screen*.

If the **WH** field was left blank on the Item Review Screen (p. 6-115), all alternate warehouses will display for the selected item. If, however, a warehouse was keyed in the **WH** field, alternate warehouses for that warehouse and item are displayed.

Use this screen to select the warehouse from which the item should be ordered. To utilize the alternate warehouse list, the item must be stocked in an alternate warehouse. If the item is not stocked in a warehouse designated in the alternate shipping warehouse list, when this screen displays, that warehouse will not be included in the list. Only those warehouses in the sequence defined by the alternate shipping code, that stock the item, will be displayed.

If you are selecting a warehouse for a special order warehouse transfer, press F15=Spec Ord and the established warehouse transfer vendor for the selected warehouse will automatically be copied to the **Vnd** field on the Item Review Screen (p. 6-115). Inventory will immediately be allocated in the "from" warehouse.

Note: Be aware that only warehouses matching the user's warehouse security will display in the list.

Alternate Warehouse Selection Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the alternate warehouse. To select one of the items displayed, you must key this number in the **Sel** field on the lower portion of this screen. Display
WH / WH Name	The number and name of the alternate warehouse in which the item identified on the Item Review Screen (p. 6-115) is stocked. Display
Avail	The quantity of the item available in the indicated warehouse. NOTE: If the quantity available is greater than the maximum quantity in the Item Balance File, this value will appear in reverse image. Display
On PO / Min	This field is toggled with the F5=MIN/MAX / F5=PO/OH/ALOC function key to display the quantity currently on order in a purchase order and the minimum quantity for the item. Display
Alloc / Max / On-Hand	This field is toggled with the F5=MIN/MAX / F5=PO/OH/ALOC function key to display the quantity currently allocated for the item and the maximum quantity for the item. This field is additionally toggled with the F2=QTY ON HAND / F2=QTY ALLOC function key to display the quantity of this item on-hand. Display
Sel	Key the **Reference Number** of the alternate warehouse to select it for the original item keyed on the Item Entry Screen (p. 6-71), and press ENTER. (N 1,0) Required
F2=Qty On Hand / F2=Qty Alloc	The F2=QTY ON HAND / F2=QTY ALLOC function key does not display if you have toggled the display with the F5=MIN/MAX / F5=PO/OH/ALOC function key to display the minimum and maximum quantities. Press the F2=QTY ON HAND / F2=QTY ALLOC function key to toggle between displaying the allocated quantity and the on-hand quantity of the item for that warehouse.
F5=Min/Max / F5=PO/OH/Aloc	Press the F5=MIN/MAX / F5=PO/OH/ALOC is key to toggle between displaying the minimum and maximum quantities of the items for the warehouse, and the “on purchase order” and allocated quantities. When the “on purchase order” and allocated quantities display, the F2=QTY ON HAND / F2=QTY ALLOC function key is available to toggle the display to show the allocated quantity.

Alternate Warehouse Selection Screen Fields and Function Keys

Field/Function Key	Description
F6=Show Avail Qty / F6=Show All	Press the F6=SHOW AVAIL QTY / F6=SHOW ALL to toggle the list of warehouses to only warehouses which have available inventory that can be shipped to the customer or all warehouses to which the user is authorized.
F12=Return	Press the F12=RETURN function key to return to the Item Review Screen (p. 6-115) without selecting an alternate warehouse. If this screen displayed from Point of Sale, the *Point of Sale Item Review Screen* displays. Refer to the Point of Sale User Guide for more information on that module.
F15=Spec Ord	The F15=SPEC ORD function key will not display unless special order processing is activated through Order Entry Options Maintenance (MENU XAFILE). If this order process is for a special order warehouse transfer, select a warehouse and press F15=SPEC ORD. When you return to the Item Review Screen (p. 6-115), the **Vnd** field will have been completed with the warehouse transfer vendor identified for the selected warehouse.
Enter	Press the ENTER key after keying the **Reference Number** of an alternate warehouse in the **Sel** field to select the warehouse against which the order is to be placed. Order processing will continue.

Replacements Selection Screen

```
Ord: 02754/00    01/0000000100 Financial Management Services     ENTER ORDER
                               US Dollars
  Item & Description                 Qty Ord  U/M  Final Price  Total Amt   Line
1 Deliver to back door before 3pm.                                    P/S      1
2 A140 3-Ring Binder - 1" Red         10.000  EA       6.50000      65.00      2
3 Freight Out                                                       15.00      3





                                                                          Last
Alternates for: A140 3-Ring Binder - 1" Red            Qty:      10.000   EA

  Item & Desc                            Typ  Mult        Avail    U/M   Cmt
1 A150 3-Ring Binder - 2" Red            ALT   1.00     3668.000   EA    Yes
2 A160 3-Ring Binder - 1" Blue           ALT   1.00     6415.000   EA
3 A180 3-Ring Binder - 1" Black          ALT   1.00     2088.000   EA



                                                                          Last
Sel: _     Qty: ............
                                           F5=Order     F12=Return
```

This screen appears automatically if the **Auto Display Alternate if Qty Ord > Qty Avail** field is set to Y through Order Entry Options Maintenance (MENU XAFILE) and the quantity ordered for an item that you added to the order is greater than the quantity available and the item has a replacement, alternate, or upgrade item defined through Item Replacements/Complements (MENU OEFILE); otherwise, this screen appears after you press F4=RPL on the Item Review Screen (p. 6-115) if the item selected has replacements defined.

NOTE: If inventory is not being allocated for the item or the order, this screen will not appear automatically. If you entered a suspended item with only one item defined as a replacement, this screen will not appear automatically. The system will replace the suspended item with the replacement item and display a message instead.

Use this screen to select replacement items. Replacement items are of three types: alternate, replacement, or upgrade items.

NOTE: A fourth type, known as pattern items, is available for use in Inventory Management & Planning only. Refer to that manual for details.

The replacement selected on this screen is for the item keyed on the Item Entry Screen (p. 6-71) and has been assigned alternate items through Item Replacements/Complements Maintenance (MENU OEFILE).

Replacements Selection Screen Fields and Function Keys

Field/Function Keys	Description
Qty/U/M	This field displays the quantity and unit of measure you keyed on the Item Entry Screen (p. 6-71). This may be the ordering quantity/unit of measure, the pricing quantity/unit of measure, etc. Display
Dft U/M	This field displays only if the **Qty/U/M** field does not reflect the default unit of measure defined for the item. This field displays the default unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) in order to show the relationship of the multiple to the unit of measure of the original item. Display
Reference Number	The reference number of the displayed replacement, alternate, or upgrade item. To select one of the items displayed, you must key this number in the **Sel** field on the lower portion of this screen. Display
Item & Desc	The item number and description of the item or items that have been established as replacement, alternate, or upgrade items for the item displayed on the Item Review Screen (p. 6-115). Items are displayed in the sequence specified when creating replacement items on the Replacements File Maintenance Screen, used during Item Replacements/Complements Maintenance (MENU OEFILE). Display
Typ	The type of item used as a replacement; this may be one of the following: • **RPL**: Replacement. Replacement items may be ordered in place of the item originally requested by the customer. Replacement items are also used in the Inventory Management & Planning (IM&P) module to update sales demand for new items. Do not confuse the IM&P function with the O/E function of replacement type items. Both the original and the replacing item number must have been created through Item Master Maintenance (MENU IAFILE). • **ALT**: Alternate. Alternate items also may be ordered in place of the item originally requested by the customer. Unlike replacement items, however, the original item number does not have to be an item defined through Item Master Maintenance (MENU IAFILE). • **UPG**: Upgrade. Upgrade items are used in the same manner as with alternate items; the original item number does not have to be an item defined through Item Master Maintenance (MENU IAFILE). You may choose to categorize an item as an upgrade, indicating that they are a better quality or provide features not available with the original item. Display

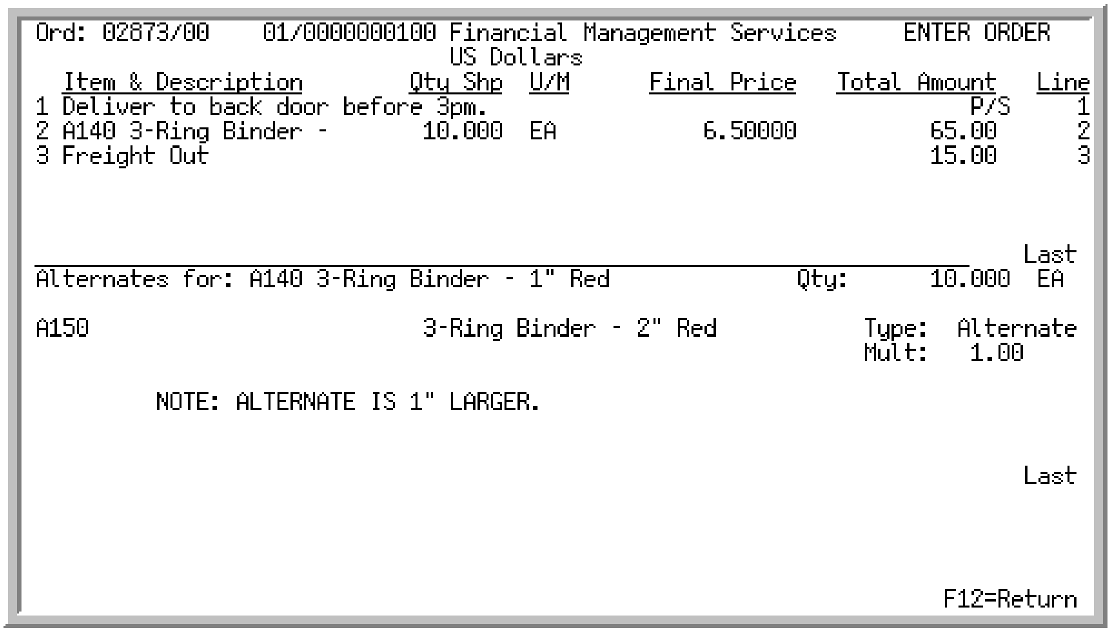
Replacements Selection Screen Fields and Function Keys

Field/Function Keys	Description
Mult	The multiplier assigned to this replacement, alternate, or upgrade item. For alternate or upgrade items, the multiplier is used to calculate the quantity of alternate or upgrade items to order if you leave the **Qty** field on this screen blank. The quantity that will display on the Item Review Screen (p. 6-115) is calculated by multiplying the quantity of the original item ordered by this multiplier. For replacement items, the multiplier performs the same function if Inventory Management & Planning (IM&P) is not installed. If IM&P is installed, however, the multiplier for replacement items is used to adjust sales demand of the replacing item by the number specified by the multiplier (refer to the Inventory Management & Planning User Guide for additional information.) Display
Avail	The net available quantity of replacement items. Refer to the Inventory Status Screen in the Inventory Accounting User Guide for the net available calculation and definition. Display
U/M	The unit of measure that corresponds with the quantity of items available. Display
Cmt	Yes displays if a comment has been created for this replacement; otherwise, this field is blank. A comment may be displayed by keying the **Reference Number** of this replacement in the **Sel** field and pressing ENTER. Display
Sel	Key the reference number of the replacement to select for the original item keyed on the Item Entry Screen (p. 6-71). After selecting the replacement item in this field, you may press ENTER to display any comments for the item, or press F5=ORDER to create an item entry for the replacement item. (N 1,0) Required
Qty	The quantity of the replacement item ordered. If the quantity of the replacement to order is different than the quantity specified for the original item, you may key the new quantity in this field before pressing F5=ORDER to create the new order. (N 10,3) Optional
F5=Order	Press the F5=ORDER function key to create an order for the replacement item. The order for the original item is overridden by the replacement item selected. If you keyed a quantity in the **Qty** field, that quantity will display on the Item Review Screen (p. 6-115), which appears after pressing the F5=ORDER function key.

Replacements Selection Screen Fields and Function Keys

Field/Function Keys	Description
F12=Return	Press the F12=RETURN function key to return to the Item Review Screen (p. 6-115).
Enter	Press the ENTER key after selecting a replacement item in the **Sel** field. The Replacements Selection Comments Screen (p. 6-161) displays.

Replacements Selection Comments Screen



This screen appears when a replacement item is selected on the Replacements Selection Screen (p. 6-157) and enter is pressed to display the comments associated with the replacement relationship.

Use this screen to review comments for a selected replacement items. Replacement items are of three types: alternate, replacement, or upgrade items.

Replacements Selection Comments Screen Fields and Function Keys

Field/Function Keys	Description
Qty/U/M	This field displays the quantity and unit of measure you keyed on the Item Entry Screen (p. 6-71). This may be the ordering quantity/unit of measure, the pricing quantity/unit of measure, etc. Display
Dft U/M	This field displays only if the **Qty/U/M** field does not reflect the default unit of measure defined for the item. This field displays the default unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) in order to show the relationship of the multiple to the unit of measure of the original item. Display

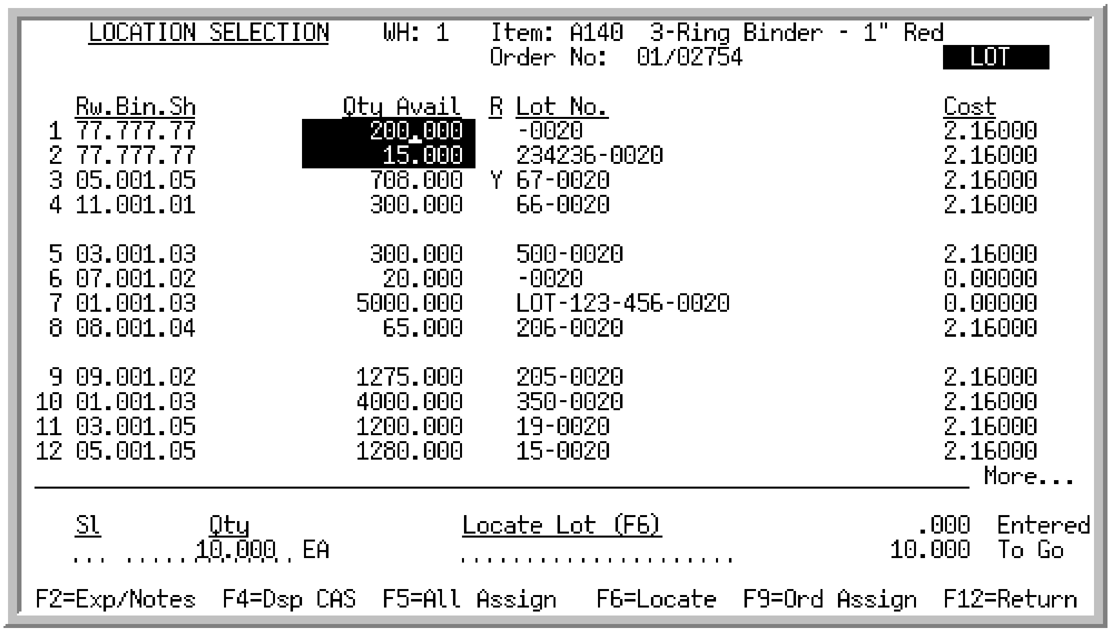
Replacements Selection Comments Screen Fields and Function Keys

Field/Function Keys	Description
Item & Desc	The item number and description of the item or items that have been established as replacement, alternate, or upgrade items for the item displayed on the Item Review Screen (p. 6-115). Items are displayed in the sequence specified when creating replacement items on the Replacements File Maintenance Screen, used during Item Replacements/Complements Maintenance (MENU OEFILE). Display
Type	The type of item used as a replacement; this may be one of the following: • **RPL**: Replacement. Replacement items may be ordered in place of the item originally requested by the customer. Replacement items are also used in the Inventory Management & Planning (IM&P) module to update sales demand for new items. Do not confuse the IM&P function with the O/E function of replacement type items. Both the original and the replacing item number must have been created through Item Master Maintenance (MENU IAFILE). • **ALT**: Alternate. Alternate items also may be ordered in place of the item originally requested by the customer. Unlike replacement items, however, the original item number does not have to be an item defined through Item Master Maintenance (MENU IAFILE). • **UPG**: Upgrade. Upgrade items are used in the same manner as with alternate items; the original item number does not have to be an item defined through Item Master Maintenance (MENU IAFILE). You may choose to categorize an item as an upgrade, indicating that they are a better quality or provide features not available with the original item. Display
Mult	The multiplier assigned to this replacement, alternate, or upgrade item. For alternate or upgrade items, the multiplier is used to calculate the quantity of alternate or upgrade items to order if you leave the **Qty** field on this screen blank. The quantity that will display on the Item Review Screen (p. 6-115) is calculated by multiplying the quantity of the original item ordered by this multiplier. For replacement items, the multiplier performs the same function if Inventory Management & Planning (IM&P) is not installed. If IM&P is installed, however, the multiplier for replacement items is used to adjust sales demand of the replacing item by the number specified by the multiplier (refer to the Inventory Management & Planning User Guide for additional information.) Display

Replacements Selection Comments Screen Fields and Function Keys

Field/Function Keys	Description
Note	Displays the comment text entered when the replacement relationship was created through Item Replacements/Complements Maintenance (MENU OEFILE). Display
F12=Return	Press the F12=RETURN function key to return to the Replacements Selection Screen (p. 6-157).

Order Location Selection Screen



This screen displays after pressing F5=LOC from the Item Review Screen (p. 6-115) in Enter, Change & Ship Orders (MENU OEMAIN) or after pressing ENTER on the Inventory Entry/Update Screen in Enter/Update Transactions (MENU IAMAIN). This screen displays the warehouse locations where this item is currently stored, and allows you to select the location to make or view reservations.

Order Location Selection Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse from which the item will be shipped Display
Item	The number and description of the ordered item Display
Order No/Group No	The number of the order being processed (if accessed from Order Entry) or the Group ID being processed (if accessed from Inventory Accounting) Display
Lot/Serial	**LOT** or **SERIAL** will display in reverse image if the item is a lot or serial number item, respectively Display

Order Location Selection Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	The reference number of the warehouse location where the item has been stored. Key this number in the **SI** field to select the picking location (and lot or serial number) for the item. If so determined through Warehouse Management Options Maintenance (MENU WMFILE), required lot expiration dates can be checked against the current date to ensure the items are not expired. If they have expired, auto-reserve will not select those lots for processing, but you may select them here, while entering orders through Enter, Change & Ship Orders (MENU OEMAIN). If you do manually select such an item, a warning message will be displayed for you. Refer to the W/M Functions section of this user guide and Warehouse Management Options Maintenance (MENU WMFILE) for details about auto-reserve processing for expired lots and a description of the lot expiration check. Key a reference number in the **SI** field and press ENTER to reserve the quantity being processed of this item from that location. Key a reference number in the **SI** field and press F5=ALL ASSIGN to review existing reservations against this item/location. Display
(Location)	The warehouse location, displayed in the warehouse location number format, where the item is stored. Display
Qty Avail	NOTE: This column displays for lot and regular items only. The quantity of the item assigned to the corresponding warehouse location. This quantity is expressed in the item's default unit of measure. This quantity does not include any reservations already made for this item indicated in the **R** column. Display

Order Location Selection Screen Fields and Function Keys

Field/Function Key	Description
R	If reservations exist for the item/location, a Y will display in this column. This Y indicates that either manual reservations (such as a pending manual move) or system reservations (i.e., an Order Entry pick list process has automatically selected an item) have been made against the item. Note that the values in the **Qty Avail** column represent the quantity of the item assigned to the corresponding warehouse location, and do not include any reserved quantities. The Y in this column indicates that in addition to this quantity available for this item in this location, other quantities of this item in this location have already been reserved. To see what other quantities have been reserved for an item/location, and from what other module the reservations were made (e.g., Warehouse Management for a pending move, or Order Entry for a pick list reservation), key the **Reference Number** for the item/location in the **SI** field and press the F5=ALL ASSIGN function key. After reservations have been made for this line item on this order or in this inventory transaction group, press the F9=ORD ASSIGN function key to view those reservations. (A 1) Display
Notes / Lot No. / Serial No.	If this is a regular item, Notes are displayed in this column. These are comments that were entered for this location on the Location Information Item Detail Screen, if any. If this is a lot item, the item's lot number (**Lot No.**) displays in this column. If this is a serial number item, the item's serial number (**Serial No.**) displays in this column. Display
Expires / Receipt	If this is a lot item, the expiration date of the lot (if any) displays in the **Expires** column. If more than one lot exists for this item, and the item requires a lot expiration date, the lots are displayed on this screen in sequence by this expiration date (oldest lot first, newer lots follow). If this is a serial number item, the receipt date of the item displays in the **Receipt** column. This column will toggle with the F2=COST / F2=EXP/NOTES function key to display either Expires and Notes for a lot item, Receipt and Notes for a serial item or Cost. Display

Order Location Selection Screen Fields and Function Keys

Field/Function Key	Description
Notes/Cost	This column displays either notes, or the receipt cost of a lot or serial number item. Use the F2=Cost / F2=Exp/Notes toggle function key to display either notes or the cost. The **Notes** displayed are those that were entered when the lot or serial number item was received in the location. The **Cost** is the receipt cost of the lot or serial number item when it was received. NOTE: The cost will be shown based on the **Display WM Cost** application action defined through Application Action Authority (MENU XASCTY). This action determines if the WM cost will display during selected Warehouse Management processes. Display
Sl	Use this field to either reserve or review item reservations. Key a **Reference Number** in this field and press Enter to reserve the item quantity being processed from this warehouse location. NOTE: If the **Prevent Selection of Unavailable Location in OE** field in Warehouse Management Options Maintenance (MENU WMFILE) is Y, when you select a warehouse location in this field that has been marked as an unavailable location through Location Master Maintenance (MENU WMFILE), a message will appear informing you that the “Location must be an available location.” Items can only be selected from available locations based on the **Prevent Selection of Unavailable Location in OE** field. Key a **Reference Number** in this field and press F5=All Assign to review what other quantities have been reserved against this item/location. (N 2,0) Optional
Qty	This field displays for lot and regular items only. The quantity of items to reserve in (or that have been picked from) the selected warehouse location. You may accept the order quantity or override it with a different value if necessary. The unit of measure for the quantity keyed is displayed to the right of this field. *Default Value:* The quantity of the item that was ordered from the **Ord** field on the Item Review Screen (p. 6-115) (N 10,3) Optional

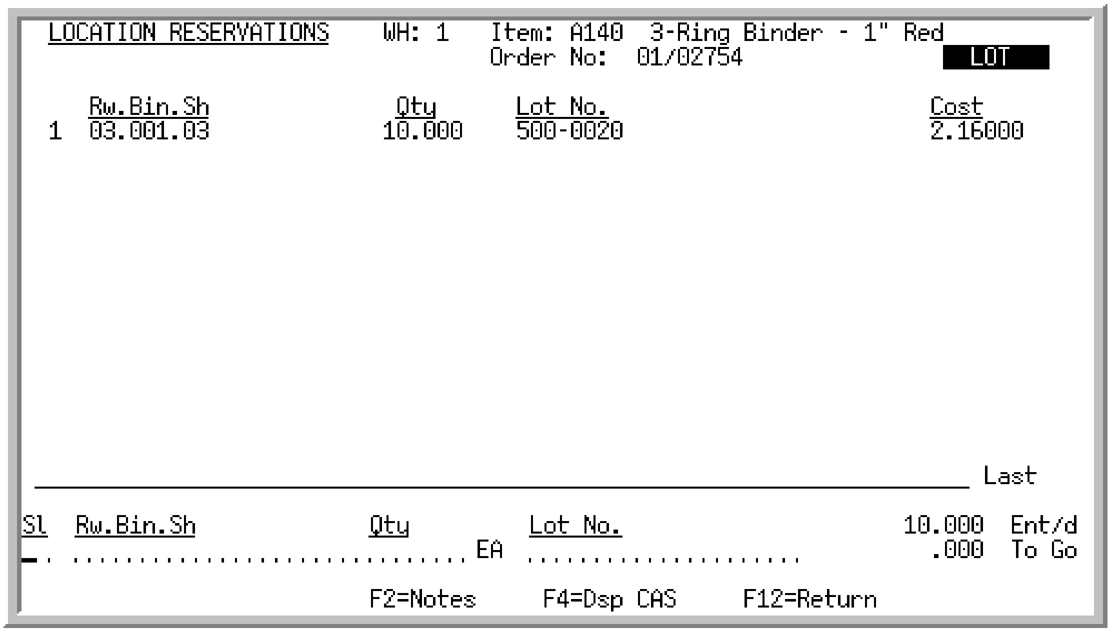
Order Location Selection Screen Fields and Function Keys

Field/Function Key	Description
Locate Serial/Lot	This field displays for lot and serial number items only. Use this field to display a specific lot or serial number for this item at the top of this screen. Key the complete or partial lot or serial number to display at the top of this screen and press F6=LOCATE. The first lot/serial number matching these characters will display. (A 20) Optional
F2=Cost / F2=Exp/ Notes	The F2=COST / F2=EXP/NOTES function key is available for lot and serial number items only. The F2=COST / F2=EXP/NOTES function key is used as a toggle to display the expiration date and notes that have been keyed for a serial number or lot item, or the receipt cost of the item in the **Cost** field on this screen. NOTE: The cost will be shown based on the **Display WM Cost** application action defined through Application Action Authority (MENU XASCTY). This action determines if the WM cost will display during selected Warehouse Management processes.
F4=Dsp UOM	The UOM represents the stocking unit of measure or case quantity unit of measure selected as the default display unit of measure through Warehouse Management Options Maintenance (MENU XAFILE). The F4=DSP UOM function key displays only if the item you are reviewing is a case quantity item. Press the F4=DSP UOM function key to toggle between a display of quantities expressed in the item's stocking unit of measure or in the case quantity unit of measure.
F5=All Assign	If reservations exist for an item/location, as indicated by a Y in the **R** column, you may view details about those reservations by using this function key. To do this, key the **Reference Number** of the item location in the **S1** field, and press the F5=ALL ASSIGN function key to display the Item/Lot/Serial Assignments Screen.
F6=Locate	The F6=LOCATE function key is available for lot and serial number items only. Press the F6=LOCATE function key after keying a partial or complete lot or serial number in the **Locate Serial/Lot** field on this screen. If found, the matching lot or serial number will display at the top of this screen.

Order Location Selection Screen Fields and Function Keys

Field/Function Key	Description
F9=Ord Assign	After reservations have been made for this line item on this order or in this inventory transaction group, you may use this function key to view these reservations. To do this, press the F9=ORD ASSIGN function key to display the Location Reservations Entry Screen (p. 6-170).
F12=Return	Press the F12=RETURN function key to return to the Item Review Screen (p. 6-115).
Enter	Press the ENTER key after selecting a line number in the **Sl** field, and quantity in the **Qty** field. The location (and lot or serial number) selected will be reserved for this item and order. The **Entered** field displayed on this screen will increase by the corresponding quantity, and the **To Go** field will decrease by this quantity.

Location Reservations Entry Screen



This screen displays after pressing F9=ORD ASSIGN from the Order Location Selection Screen (p. 6-164); or by entering a return order that allocates inventory when F10=END ORDER is pressed on the Item Entry Screen (p. 6-71). It shows the warehouse locations (and lot or serial numbers) that have been reserved for the items selected on this order.

Use this screen to change, or delete, the location (and lot or serial number) of the reservation assignments that have been made for this order.

If you access this screen from by pressing F9=ASSIGNMENTS on the Item Detail Display Screen (p. 15-55) of the Open Order Inquiry (MENU OEMAIN), or Work Order Inquiry (MENU WOMAIN) of the Value Added Services module, this screen will differ as follows:

- Warehouse locations that have been reserved for the selected item only will be displayed
- Fields will be for display purposes only
- Country of Origin will display for regular items only
- Fields at the bottom of the screen (**Sl**, **Warehouse Location**, **Qty**, and **Serial No/Lot No**) will not display
- Function key F4=DSP UOM will be replaced with F5=QTY PICKED / F5=QTY RSRVD

Location Reservations Entry Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse from which the item will be shipped. Display

Location Reservations Entry Screen Fields and Function Keys

Field/Function Key	Description
Item	The number and description of the ordered item. Display
Order No	The number of the order being processed (if accessed from Order Entry) Display
Lot/Serial	**LOT** or **SERIAL** will display in reverse image if the item is a lot or serial number item, respectively. Display
Reference Number	The reference number of the warehouse location where the item has been stored. Key this number in the **SI** field to select the picking location (and lot or serial number) for the item. If so determined through Warehouse Management Options Maintenance (MENU WMFILE), required lot expiration dates can be checked against the current date to ensure the items are not expired. If they have expired, auto-reserve will not select those lots for processing, but you may select them here, while entering orders through Enter, Change & Ship Orders (MENU OEMAIN). If you do manually select such an item, a warning message will be displayed for you. Refer to the W/M Functions section of this user guide and Warehouse Management Options Maintenance (MENU WMFILE) for details about auto-reserve processing for expired lots and a description of the lot expiration check. Key a reference number in the **SI** field and press ENTER to reserve the quantity being processed of this item from that location. Key a reference number in the **SI** field and press F5=ALL ASSIGN to review existing reservations against this item/location. Display
(Location)	The **Rw.Bin.Sh** heading represents the **Location** definition from Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems. The warehouse location, displayed in the warehouse location number format, where the item is stored. Display
Qty Avail	This column displays for lot and regular items only. The quantity of the item assigned to the corresponding warehouse location. This quantity is expressed in the item's default unit of measure. This quantity does not include any reservations already made for this item indicated in the **R** column. Display

Location Reservations Entry Screen Fields and Function Keys

Field/Function Key	Description
R	If reservations exist for the item/location, a Y will display in this column. This Y indicates that either manual reservations (such as a pending manual move) or system reservations (i.e., an Order Entry pick list process has automatically selected an item) have been made against the item. Note that the values in the **Qty Avail** column represent the quantity of the item assigned to the corresponding warehouse location, and do not include any reserved quantities. The Y in this column indicates that in addition to this quantity available for this item in this location, other quantities of this item in this location have already been reserved. To see what other quantities have been reserved for an item/location, and from what other module the reservations were made (e.g., Warehouse Management for a pending move, or Order Entry for a pick list reservation), key the **Reference Number** for the item/location in the **SI** field and press the F5=ALL ASSIGN function key. After reservations have been made for this line item on this order or in this inventory transaction group, press the F9=ORD ASSIGN function key to view those reservations. (A 1) Display
Notes/ Lot No./Serial No.	If this is a regular item, **Notes** are displayed in this column. These are comments that were entered for this location on the Location Information Item Detail Screen, if any. If this is a lot item, the item's lot number (**Lot No.**) displays in this column. If this is a serial number item, the item's serial number (**Serial No.**) displays in this column. Display
Notes/COO/Cost	This column displays either notes, COO, or the receipt cost of a lot or serial number item. Use the F2=COST/F2=COO/F2=EXP/NOTES toggle function key to display either notes, COO, or the cost. The **Notes** displayed are those that were entered when the lot or serial number item was received in the location. The COO is the Country Of Origin for the reservation, if one exists for the specified lot or serial item in the warehouse location. This field displays only if the lot or serial item tracks COO. The **Cost** is the receipt cost of the lot or serial number item when it was received. Cost will display based on the **Display WM Cost** action authority defined through Application Action Authority Maintenance (MENU XASCTY). If not authorized to see cost, the F2=COST/F2=COO/F2=EXP/NOTES toggle function key will not be allowed. Display

Location Reservations Entry Screen Fields and Function Keys

Field/Function Key	Description
Sl	Use to select one of the assigned locations for this item to change or delete. This location reservation was made when the location (and lot or serial number) was selected from the Order Location Selection Screen (p. 6-164). NOTE: If the **Prevent Selection of Unavailable Location in OE** field in Warehouse Management Options Maintenance (MENU WMFILE) is Y, when you select a warehouse location in this field that has been marked as an unavailable location through Location Master Maintenance (MENU WMFILE), a message will appear informing you that the "Location must be an available location." Items can only be selected from available locations based on the **Prevent Selection of Unavailable Location in OE** field. (N 2,0) Optional
Warehouse Location	If you select one of the displayed locations in the **Sl** field, this field will display the selected location number after you press ENTER. If you leave the **Sl** field blank, you should key the warehouse location and then identify the quantity of items (and lot or serial number) to pick from this location. (A 16) Optional
Qty	This field displays for lot and regular items only. The quantity of items that has been reserved in (or that have been picked from) the selected warehouse location. You may change this order quantity if necessary. If you leave the **Sl** field blank, you should key the quantity of items to pick from the selected location. The unit of measure for the this quantity is displayed to the right of this field. (N 10,3) Optional
COO	For regular items, this field displays on this screen and shows the country of origin for the reservation, if one exists for the specified item in the warehouse location. Display
Serial No/Lot No	This field displays for serial numbered or lot items only. This is the serial or lot number for the item that has been reserved. After selecting an item reservation, you may change this lot or serial number. If you leave the **Sl** field blank, you should key the lot number or serial number of the items to pick from the selected location. (A 20) Optional

Location Reservations Entry Screen Fields and Function Keys

Field/Function Key	Description
F2=Notes/F2=Cost/ F2=COO	The F2=NOTES / F2=COST / F2=COO function key displays for lot and serial number items only. Press F2=NOTES to show the Notes column and display the notes, if any, that were keyed for this lot or serial number item when it was received. Press F2=COST to show the Cost column and display the receipt cost of this lot or serial number item when it was received. Press F2=COO to display the country of origin for the reservation, if one exists for the specified lot or serial item in the warehouse location. NOTE: Cost will display based on the **Display WM Cost** action authority defined through Application Action Authority Maintenance (MENU XASCTY). If not authorized to see cost, this toggle function key will not be allowed.
F4=Dsp UOM	The F4=DSP UOM function key displays only if the item you are reviewing is a case quantity item. This function key is replaced with F5=QTY PICKED / F5=QTY RSRVD if the Value Added Services or Radio Frequency module is installed. UOM is the stocking unit of measure or case quantity unit of measure selected as the default display unit of measure through Warehouse Management Options Maintenance (MENU WMFILE). Press the F4=DSP UOM function key to toggle between a display of quantities expressed in the item's stocking unit of measure or in the case quantity unit of measure.
F5=Qty Picked / F5=Qty Rsrvd	The F5=QTY PICKED / F5=QTY RSRVD function key displays in place of the F4=DSP UOM function key if the Value Added Services or Radio Frequency module is installed. Press the F5=QTY PICKED / F5=QTY RSRVD function key to toggle between the quantity picked and quantity reserved for the items for this order.
F12=Return	Press the F12=RETURN function key to return to the Order Location Selection Screen (p. 6-164).
F24=Delete	Press the F24=DELETE function key to delete a reservation that was selected using the **SI** field. You will be required to press this key a second time to confirm the deletion. The location (and lot or serial number) is no longer reserved for the item on the order.
Enter	Press after selecting a reference number in the **SI** field. You can then change the location, quantity, and lot or serial number for the selected reservation. Press **Enter** after keying a warehouse location, quantity, and lot or serial number (if required) to reserve the items for this order.

Extended Item Comments Inquiry Screen

```
  Line Prt                 Extended Item Comments                  Ord: 02766/00
  Cmt  Cde  Description
   Y    X   Features automatic fax/phone changeover, answering machine
   Y    X   hook-up, timed transmission, on hook dialing, automatic busy
   Y    X   redial, 32-level halftone control, and 15 seconds/page
   Y    X   transmission speed.
   Y    X        *  18 sheet auto document feeder
   Y    X        *  50 number automatic dialing
   Y    X        *  13.9" W x 10.2" D x 4.8" H, 8.6 lbs.
   Y    X        *  Uses 98' paper roll

Item                                 Ord           Shp           B/O   U/M WH Sp Ord
A100                                 1.000         1.000               EA  1
Sharp Fax Machine                  Model SX-765
Base Pr:          799.95000         Cost:        407.32182
Fin EA:           639.96000    Req Shp:            8/19/09
  Total:          639.96                                                 F12=Return
```

This screen appears after you press F10=EIC on the Item Review Screen (p. 6-115), or after pressing F6=EIC on any of the following inquiry screens:

- Item Detail Display Screen (p. 15-55) in Open Orders Inquiry (MENU OEMAIN)
- Item Detail History Display Screen (p. 16-89) in Customer Order/Shipment Inquiry (MENU OEMAIN)

This screen also may appear after pressing ENTER from the Item Entry Screen (p. 6-71), if the item being added has extended item comments associated with it, and any of these comments are set up to show during order entry (as determined through the **Display Comments in Order Entry** field in Extended Item Comment Maintenance, MENU IAFILE).

Use this screen to review the Extended Item Comments (EICs) that have been selected for this item and order.

The EICs for an item are selected based on the warehouse, item, item EIC group, company, customer, and/or customer EIC group of the order. The **Show All Qualifying EIC** field in System Options Maintenance (MENU XAFILE) determines whether only the one EIC determined to be most applicable for an item will display and/or print, or multiple EICs, if more than one apply.

The following decision hierarchy is used to determine which EICs apply:

- 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?

All EICs are created with start and end dates (defaults of 00/00/00 and 99/99/99 are used when a comment is not limited by date), and dated comments may exist “nested” within other dated comments. If there are two EICs at the same level of the decision hierarchy, the EIC to use will be selected based on the start and end dates. The EIC selected will be the EIC with the smallest date range that includes the order’s requested ship date.

The rules of the decision hierarchy apply regardless of whether the specific warehouses use EICs or not; the only difference is that if a warehouse is using warehouse specific comments, the searches will be implemented with a warehouse ID as part of the search.

If the **Show All Qualifying EIC** field is Y in System Options Maintenance (MENU XAFILE), one EIC at each level of the decision hierarchy for which EICs have been defined will be selected for the item and will display on this screen. If the **Show All Qualifying EIC** field is N, only the one EIC determined to be most applicable will be selected and display.

Refer to Item Master Maintenance (MENU IAFILE) as described in the Inventory Accounting User Guide or Customer/Ship-to Master Maintenance (MENU ARFILE) in the Accounts Receivable User Guide for details about defining EICs.

Extended Item Comments Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Line Cmt	The line comment code associated with each line of comment text. The line comment code of Y or N identifies if the extended item comment will automatically be added as a line comment to an order when the item is ordered. NOTE: The comments have to be set up ahead of time during maintenance; at this point, during order entry, they are for display only. Display
Prt Cde	The print code assigned to each line of comment text. The codes that may appear are: P, I, X or blank. These print codes determine if the EIC should print on various documents (e.g., Pick Lists, Invoices, etc.). Display
Description	The actual text description for the EIC. Display
Item	The item number and item description on this order. Display
Ord	The quantity of the order. Display

Extended Item Comments Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Shp	The quantity of items to be shipped. Display
B/O	The quantity of items that are backordered. Display
U/M	The unit of measure in which the item is ordered and shipped. Display
WH	The warehouse from which the item will be shipped. Display
Sp Ord	Indicates if this item will become a special order. Special orders are available for the Special Order Processing feature used in the Purchasing module. Also, if Value Added Services is installed, special orders are available for manufactured items used in the Value Added Services module. Display
Base Pr	The base price is shown in the unit of measure that has been established as the “pricing” unit of measure for the item [defined through Item Master Maintenance (MENU IAFILE)]. Display

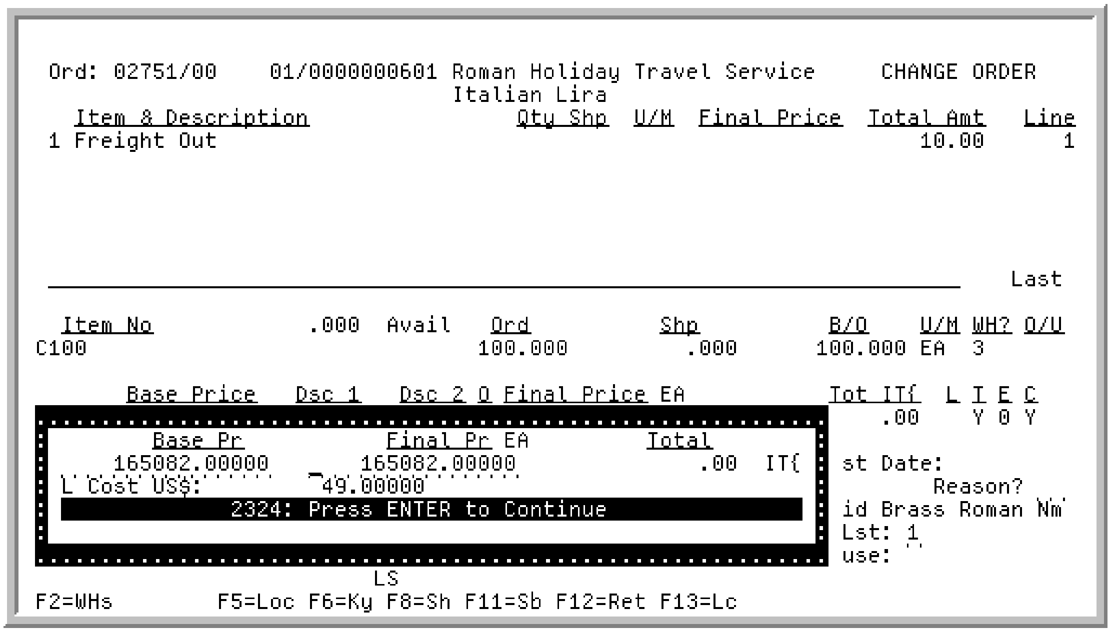
Extended Item Comments Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Cost	The cost (OE cost or GL cost) that displays in this field depends on the value entered in the **Default Cost to see** field in Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to the **Default Cost to see**, as conditioned by the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. The OE cost represents the unit cost of the item. The OE cost is determined as either the average, standard, user, or last cost for this item in this warehouse as defined through Item Balance Maintenance (MENU IAFILE), or the commission cost. The cost used (average, standard, user, last, or commission cost) is based on the **Cost to be Used for OE** setting in Order Entry Options Maintenance (MENU XAFILE). When the OE cost is calculated from the commission cost, the commission cost can be derived from the Item Balance standard, average, user, vendor/item, and rebate cost, and then have cost load factors (maintained through Cost Load Factors Maintenance (MENU IAFIL2)) added onto this cost. In order for the Rebate Cost to be used, however, the **Use Rebate Cost as Base Commission Cost** in Rebate Options Maintenance (MENU OERFILE) would have to be Y and a Commission Cost Load Factor of $, %, or L would have to be entered on the rebate item. The GL cost represents the unit cost of the item. The GL cost is determined as either the average, standard, or user cost for this item in this warehouse as defined through Item Balance Maintenance (MENU IAFILE). The cost used (average, standard, or user) is based on the **Cost to be Used for GL** setting in Order Entry Options Maintenance (MENU XAFILE). Following the cost, the local trading currency symbol will display. Display
Fin	The final price of the item in the pricing unit of measure. This is determined as the base price of the item minus any applicable item discounts. If markup pricing is used [determined through the Order Entry Options Maintenance (MENU OEFILE), the final price is the base price plus the percent markup. When International Currency is installed, for foreign currency customers, you can use the F3=Loc Cur / F3=Trd Cur to toggle between displaying the values in the customer's trading currency and the company's local currency. Display
Req Shp	The requested ship date for this item. This date is used when releasing blanket orders and using Automatic Backorder Release. Display

Extended Item Comments Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Total	The total monetary amount of the item. This is calculated by multiplying the quantity of items shipped by the final price of the item. Display
F12=Return	Press F12=RETURN to return to the previous screen.

Price Change Screen



This window is only available when International Currency is installed.

This pop-up window displays after pressing F15=PRICE CHANGE on the Item Review Screen (p. 6-115). Use this window to maintain actual amounts (presented in the trading currency) for truncated values totaling to more than 999999.99999.

After entering values through this window, press ENTER twice to return to the Item Review Screen (p. 6-115) to continue processing. Also, to view actual total amounts, you may press F24 on the Item Entry Screen (p. 6-71).

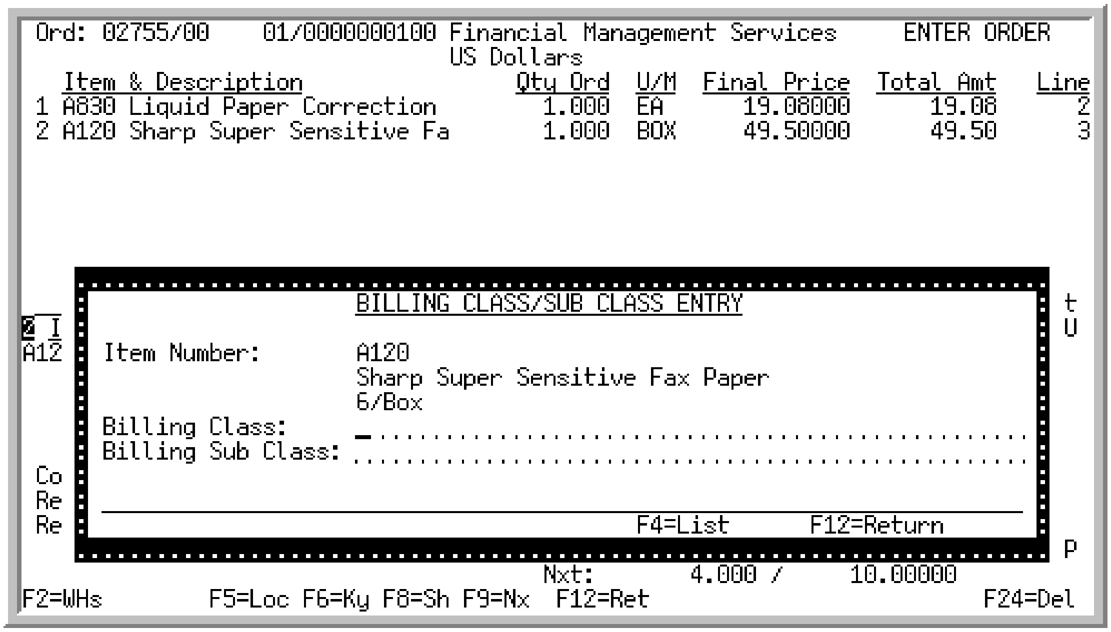
Price Change Screen Fields and Function Keys

Field/Function Key	Description
Base Pr	Key the base price field in the larger field size that did not fit on the previous Item Review Screen (p. 6-115). (N 15,5) Optional
Final Pr	Key the final price field in the larger field size that did not fit on the previous Item Review Screen (p. 6-115). (N 15,5) Optional
Total	The line total amount with the new final price in the trading currency is displayed. Display

Price Change Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to edit your values and then press ENTER again to confirm your entries. The Item Review Screen (p. 6-115) displays.

Billing Class/Sub Class Entry Screen



This screen appears after you press ENTER on the Item Review Screen (p. 6-115), if Billing Classes/Sub Classes are required for this customer/ship to as determined through Billing Class/Sub Class Maintenance (MENU ARFIL2). You can also access this screen by using the F18=BILL CLASS function key on the Item Review Screen (p. 6-115).

Use this screen to enter the Billing Class and Sub Class, if required, for this customer/ship to. This information is used to help classify the line items that a customer orders. 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 following hierarchy will be performed depending on how requirements are set up for Billing Classes/Sub Classes through Billing Class/Sub Class Maintenance (MENU ARFIL2):

1. Options are first checked at the customer/ship to level to determine if the entry of a Billing Class is required.
2. If the customer/ship to level has requirements defined
   - and the Billing Class is required, this screen will automatically display after pressing ENTER on the Item Review Screen (p. 6-115) for the item being added.
   - and the Billing Class is not required, this screen will not automatically display after pressing ENTER on the Item Review Screen (p. 6-115). To enter in Billing Class information, this screen must be manually accessed with F18=BILL CLASS on the Item Review Screen (p. 6-115).
3. If the customer/ship to level designates to use the values defined at the customer level or does *not* have requirements defined, the system would then use the values defined at the customer level.
   - If, at the customer level, the Billing Class is required, this screen will automatically display after pressing ENTER on the Item Review Screen (p. 6-115) for an item being added.
   - If, at the customer level, the Billing Class is not required, this screen will not automatically display after pressing ENTER on the Item Review Screen (p. 6-115). To enter in Billing Class

information, this screen must be manually accessed with F18=BILL CLASS on the Item Review Screen (p. 6-115).

NOTE: This screen can also be accessed after pressing F18=BILL CLASS from the Item Review Screen (p. 6-115) after pressing F6=KY.

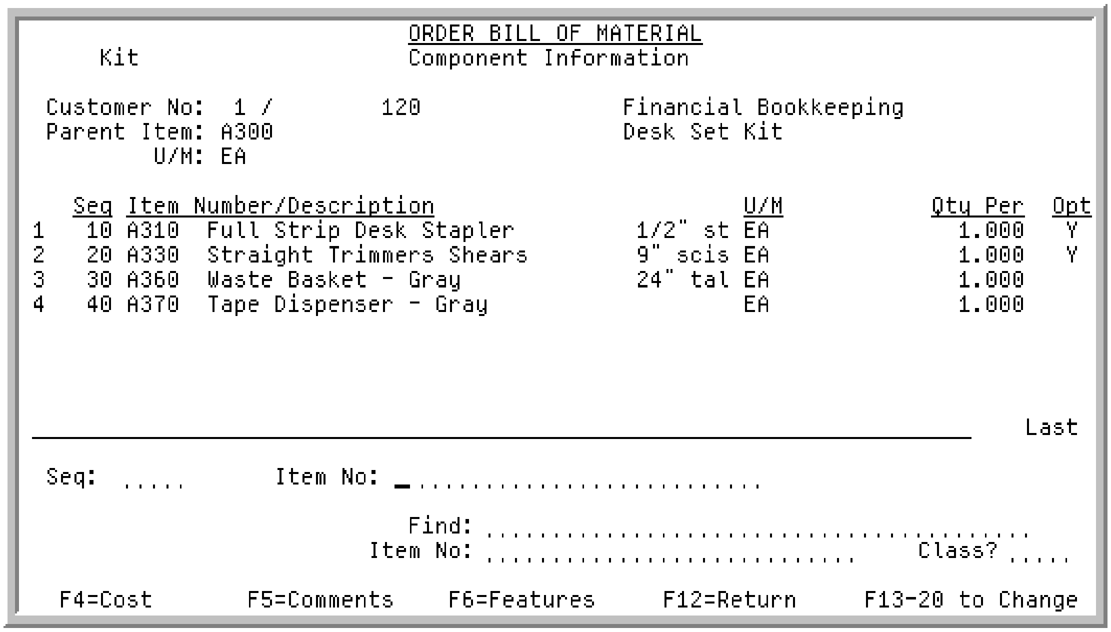
Billing Class/Sub Class Entry Screen Fields and Function Keys

Field/Function Key	Description
Billing Class	This field represents the Billing Class you want to add for this particular customer/ship to. A Billing Class is a value that you can assign to an individual customer to help classify the line items that they order (for example, office supplies). 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. Key the Billing Class to add for this customer/ship to. If you cannot recall the Billing Class you want to use, press F4=LIST to review a list of created Billing Classes for this customer/ship to. *Valid Values:* A Billing Class defined through Billing Class/Sub Class Maintenance (MENU ARFIL2) for the customer or customer/ship to record. (A 50) Required
Billing Sub Class	A Billing Sub Class is a value that you can further assign to an individual customer to help classify the line items that they order (for example, if the Billing Class is office supplies, the Sub Class might be paper). 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. Key the Billing Sub Class to add for this customer/ship to (a value must be keyed in the **Billing Class** field in order to key a **Billing Sub Class**). If you cannot recall the Billing Sub Class you want to use, press F4=LIST to review a list of created Billing Classes for this customer/ship to. *Valid Values:* A Billing Sub Class defined through Billing Class/Sub Class Maintenance (MENU ARFIL2) for the customer or customer/ship to record. (A 50) Optional
F4=List	Press the F4=LIST function key to list all Billing Classes/Sub Classes defined for the customer or customer/ship to record. The Billing Class/Sub Class List Screen appears. Refer to Billing Class/Sub Class Maintenance (MENU ARFIL2) for an explanation of this screen.
F12=Return	Press the F12=RETURN function key to return to the previous screen without saving any additions or changes made on this screen.

Billing Class/Sub Class Entry Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to confirm your selections. When adding a new line item: • If a Billing Class/Sub Class is required, field(s) must contain a value prior to confirming and proceeding. • If a Billing Class/Sub Class requires validation, upon pressing ENTER the system will validate the classes you entered against those defined through Billing Class/Sub Class Maintenance (MENU ARFIL2). When changing an existing line item: • No edits or validation will occur if no changes have been made to either class field.

Order Bill of Material Component Information Screen



This screen displays after pressing F23=KIT on the Item Review Screen (p. 6-115) for a bill of material kit item. Use this screen to alter the standard bill of material and create an order specific bill of material by adding standard message comments or adding/changing the list of standard components.

Order Bill of Material Component Information Screen Fields and Function Keys

Field/Function Key	Description
(Type of Bill)	The type of bill of material: **Kit**. Display
Customer No	The company/customer number and customer name for the sales order being entered. Display
Parent Item	The item number and item description of the parent item. Display
U/M	The default unit of measure of the parent item. Display
(Reference Number)	The reference number of the item or comment displayed on this screen. This number is 1 though 8 for the eight lines 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 - F20 function keys. Display

Order Bill of Material Component Information Screen Fields and Function Keys

Field/Function Key	Description
Seq	The sequence of this item on the bill of material that is used when components are exploded on a Pick List or Invoice, or displayed on a bill of material screen. Display
Item Number/ Description	The item number and description of the component item. Display
U/M	The unit of measure of the component item needed for this parent item. Display
Qty Per	The quantity of this item in the selected unit of measure that is required for the parent bill of material. The **Qty Per** field toggles with the **U/M Cost** field with the F4=COST / F4=QTY PER. Display
U/M Cost	The average cost of the item in the warehouse of the sales order. The **U/M Cost** field toggles with the **Qty Per** field with the F4=COST / F4=QTY PER. Display
Opt	A **Y** will display in this column when there are optional items available to be substituted for this component item. The **Opt** field toggles with the **Rbt** field with the F4=COST / F4=QTY PER. Display
Rbt	An *R displays in this column for any component item that is on an active rebate when the parent item is added to the sales order. The **Rbt** field toggles with the **Opt** field with the F4=COST / F4=QTY PER. Display
Seq	The sequence number of the component item when exploded on Pick Lists or Invoices, or displayed on BOM screens. Key the sequence number for the item to add to this order specific bill of material. Leave this field blank to use the next sequence number, which is automatically assigned an increment of ten plus the current sequence number. You may also use this field to assign a sequence number to a comment message code to include in this order specific bill of material. First key the sequence number in this field, and press the F5=COMMENTS key. (N 4,0) Optional

Order Bill of Material Component Information Screen Fields and Function Keys

Field/Function Key	Description
Item No	The item number of a component for this bill of material. Key the item number to be added as a component to this order specific parent item. *Valid Values:* • Must be a valid item that has been defined through Item Master Maintenance (MENU IAFILE). • This cannot be the same item number as the parent defined in this bill of material (it may, however, be a manufactured parent item that was defined in another bill of material). (A 27) 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 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

Order Bill of Material Component Information 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
F4=Cost	Press F4=COST / F4=QTY PER to toggle the **Qty Per** / **Opt** columns to **U/M Cost** / **Rbt**.
F5=Comments	Press F5=COMMENTS to display the Order Bill of Material Component Information Comments Screen (p. 6-189), which is used to add pre-defined comments to this bill of material.
F6=Features	Press F6=FEATURES to display the Order Bill of Material Features/Options Selection Screen (p. 6-192), to add feature components to this order specific bill of material.
F12=Return	Press F12=RETURN to return to the Item Review Screen (p. 6-115).
F13-F20 To Change	Press the key that corresponds to the reference number of the component or comment that you wish to change or delete for this order specific bill of material. If you select a component item for change or deletion, the Order Bill of Material Component Information Change Screen (p. 6-197) will display; if you select a comment for change or deletion, the Order Bill of Material Component Information Comments Screen (p. 6-189) will display. NOTE: When changing a component item, you cannot change the item number.
Enter	Press ENTER to confirm your selections. If you keyed an item number in the **Item No** field (and optional sequence number in the **Seq** field), the Order Bill of Material Component Information Change Screen (p. 6-197) or will display. If you entered search criteria, the Item Description Search Screen will display. Refer to Item Master Maintenance in the Inventory Accounting User Guide for information regarding this screen.

Order Bill of Material Component Information Comments Screen

```
                           ORDER BILL OF MATERIAL
     Kit                   Component Information

 Customer No:  1 /       100              Financial Management Services
 Parent Item: A300                        Desk Set Kit
         U/M: EA

   Seq Item Number/Description                      U/M           Qty Per   Opt
1    10 A310  Full Strip Desk Stapler         1/2" st EA            1.000    Y
2    20 A330  Straight Trimmers Shears        9" scis EA            1.000    Y
3    30 A360  Waste Basket - Gray             24" tal EA            1.000
4    40 A370  Tape Dispenser - Gray                   EA            1.000



                                                                         Last
Seq:   50                            COMMENTS

                         Type: _ (O,L)          Msg Cd? ___


                                                  F12=Return
```

This screen displays after pressing F5=COMMENTS on the Order Bill of Material Component Information Screen (p. 6-185). Use this screen to include a message on this bill of material. The messages selected on this screen will be included in this order specific bill of material.

Order Bill of Material Component Information Comments Screen Fields and Function Keys

Field/Function Key	Description
(Type of Bill)	The type of bill of material: **Kit** or **Assortment**. Display
Customer No	The company/customer number and customer name for the sales order being entered. Display
Parent Item	The item number and item description of the parent item. Display
U/M	The default unit of measure of the parent item. Display
(Reference Number)	The reference number of the item or comment displayed on this screen. This number is 1 though 8 for the eight lines 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 - F20 function keys. Display

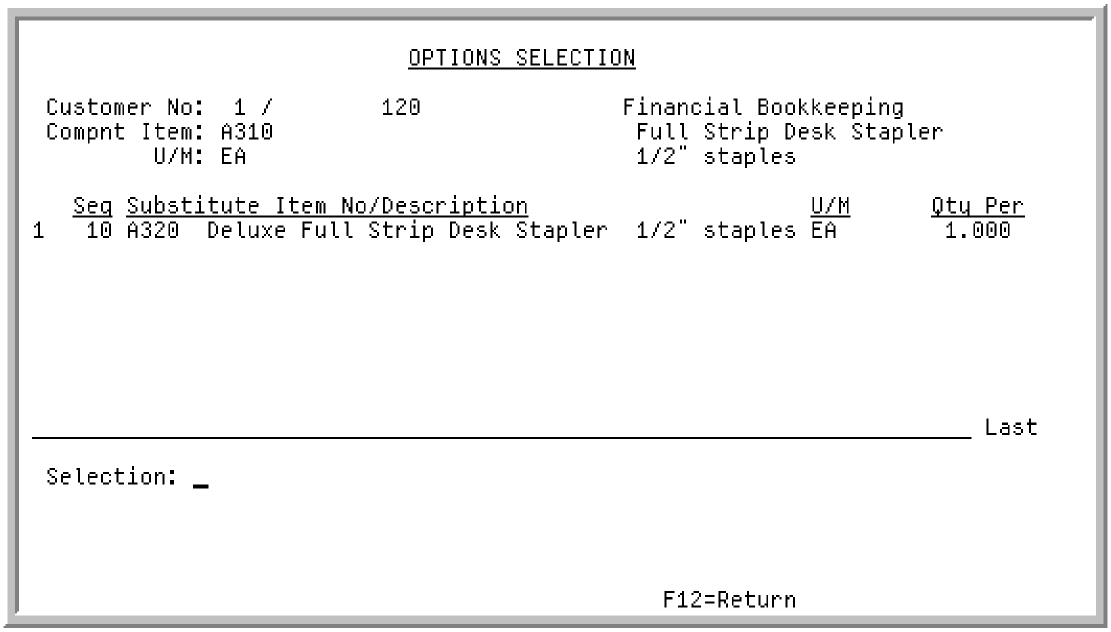
Order Bill of Material Component Information Comments Screen Fields and Function Keys

Field/Function Key	Description
Seq	The sequence of this item on the bill of material that is used when components are exploded on a Pick List or Invoice, or displayed on a bill of material screen. Display
Item Number/ Description	The item number and description of the component item. Display
U/M	The unit of measure of the component item needed for this parent item. Display
Qty Per	The quantity of this item in the selected unit of measure that is required for the parent bill of material. The **Qty Per** field toggles with the **U/M Cost** field with the F4=Cost / F4=Qty Per key on the Order Bill of Material Component Information Screen (p. 6-185). Display
U/M Cost	The average cost of the item in the warehouses of the sales order. The **U/M Cost** field toggles with the **Qty Per** field with the F4=Cost / F4=Qty Per key on the Order Bill of Material Component Information Screen (p. 6-185). Display
Opt	A **Y** will display in this column when there are optional items available to be substituted for this component item. The **Opt** field toggles with the **Rbt** field with the F4=Cost / F4=Qty Per key on the Order Bill of Material Component Information Screen (p. 6-185). Display
Rbt	An ***R** displays in this column for any component item that is on an active rebate when the parent item is added to the sales order. The **Rbt** field toggles with the **Opt** field with the F4=Cost / F4=Qty Per key on the Order Bill of Material Component Information Screen (p. 6-185). Display
Seq	For a new comment, the sequence number that will be assigned to the comment in this order specific bill of material. When changing an existing comment, the sequence number of the comment selected for change or deletion. Display

Order Bill of Material Component Information Comments Screen Fields and Function Keys

Field/Function Key	Description
Type	This is the type of message/comment to be included on a Pick List or Invoice. Order comments will print on the bottom of Pick List and Invoices; line comments will print based on their sequence number in the body of the Pick List or Invoice. *Valid Values:* O if the message is an order comment (the comment is for the entire order); L if the message is a line comment (specific to only one line on the order). (A 1) Required
Msg Cd	This is the message code used to reference a predefined message that has been created through Order Messages Maintenance (MENU OEFILE). Key the message code of a message that has previously been created and press ENTER. The predefined message will display on the screen for viewing. This message will then be included in this order specific bill of material. *Valid Values:* Any message code that has been defined for company 01 through Order Messages Maintenance (MENU OEFILE). (A 1) Required
F12=Return	Press F12=RETURN to return to the Order Bill of Material Component Information Screen (p. 6-185).
Enter	Press ENTER to confirm your selections. The message code will add a comment to this order specific bill of material and the Order Bill of Material Component Information Screen (p. 6-185) will display.

Order Bill of Material Features/Options Selection Screen



The title of this screen will be *Features Selection* when the F6=FEATURES key is pressed on the Order Bill of Material Component Information Screen (p. 6-185); and will be *Options Selection* when the F6=OPTIONS key is pressed on the Order Bill of Material Component Information Change Screen (p. 6-197).

On the *Order Bill of Material Features Selection Screen*, select additional items to be added to this order specific bill of material. On the *Order Bill of Material Options Selection Screen*, select a component to be substituted into this order specific bill of material replacing the original component. Options are substitute items that may be used to replace original component items in a parent kit item.

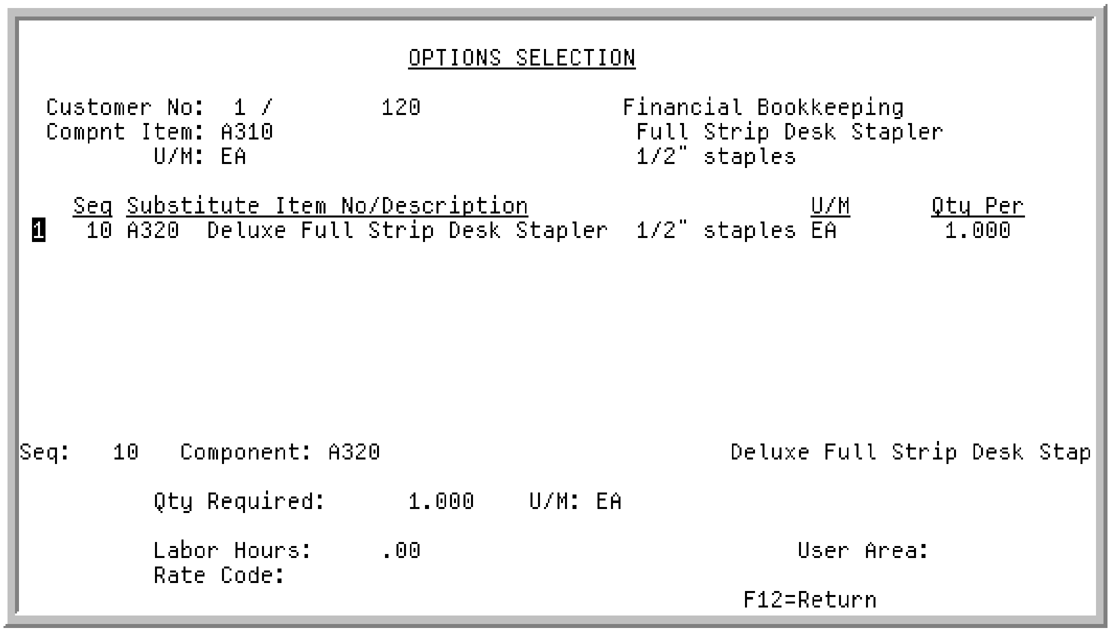
Order Bill of Material Features/Options Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer No	The company/customer number and customer name for the sales order being entered. Display
Parent Item Compnt Item	On the *Order Bill of Material Features Selection Screen*, this field is the kit parent item number and description being ordered; on the *Order Bill of Material Options Selection Screen*, this field is the selected component item number and description. Display
U/M	The default unit of measure of the item. Display

Order Bill of Material Features/Options Selection Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the items displayed on this screen. This number is 1 though 8 for the eight lines that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for inclusion to this order specific bill of material. Display
Seq	The sequence of this item on the bill of material that is used when components are exploded on a Pick List or Invoice, or displayed on a bill of material screen. Display
Item Number/ Description Substitute Item No/ Description	The item number and description of the feature component item that may be added to this order specific bill of material; the substitute item number and description that may be substituted for the original component item, for this order specific bill of material. Display
U/M	The unit of measure of the component item needed for this parent item. Display
Qty Per	The quantity of this item in the selected unit of measure that is required for the parent bill of material. Display
Selection	Use to select the **Reference Number** of the feature or option item. On the *Order Bill of Material Features Selection Screen*, select the additional feature item to be added to this order specific bill of material. On the *Order Bill of Material Options Selection Screen*, select the component to be substituted into this order specific bill of material replacing the original component. (N1,0) Required
F12=Return	Press F12=RETURN to return to the Order Bill of Material Component Information Screen (p. 6-185).
Enter	Press ENTER to accept the item selected. The Order Bill of Material Features/ Options Selection Review Screen (p. 6-194) will display.

Order Bill of Material Features/Options Selection Review Screen



This screen displays after selecting a **Reference Number** and pressing ENTER on the Order Bill of Material Features/Options Selection Screen (p. 6-192) to:

- add the additional feature item to this order specific bill of material
- substitute the option item into this order specific bill of material replacing the original component.

Review the additional information and either accept or cancel the transaction.

All fields on this screen are display only and cannot be changed.

Order Bill of Material Features/Options Selection Review Screen Fields and Function Keys

Field/Function Key	Description
Customer No	The company/customer number and customer name for the sales order being entered.
Parent Item Compnt Item	On the *Order Bill of Material Features Selection Screen*, this field is the kit parent item number and description being ordered. On the *Order Bill of Material Options Selection Screen*, this field is the selected component item number and description.
U/M	The default unit of measure of the item.
(Reference Number)	The reference number of the items displayed on this screen.

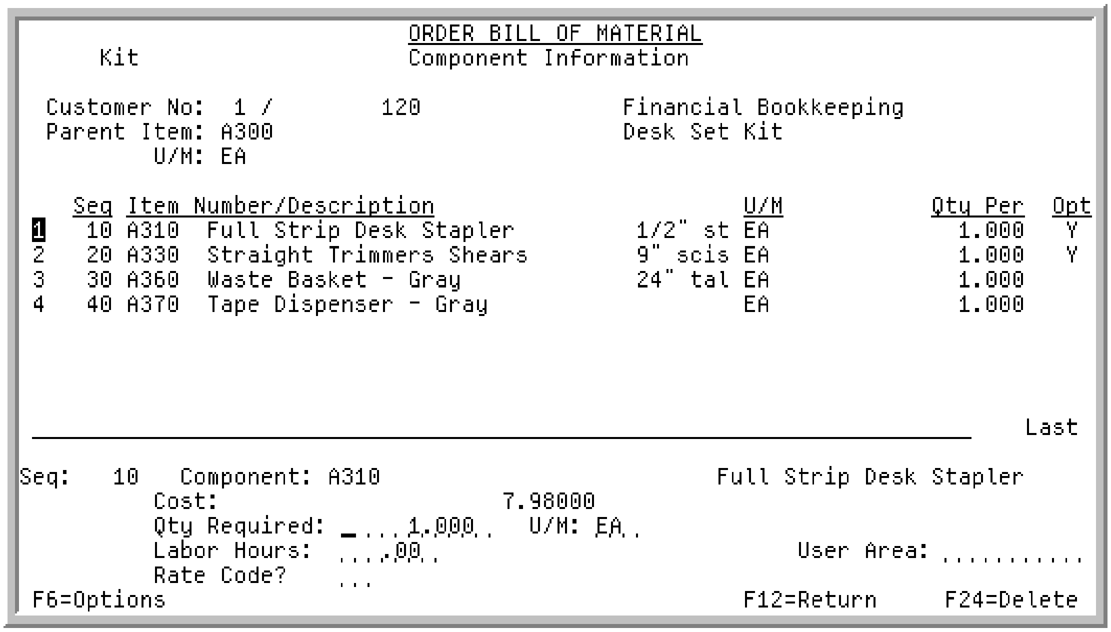
Order Bill of Material Features/Options Selection Review Screen Fields and Function Keys

Field/Function Key	Description
Seq	The sequence of this item on the bill of material that is used when components are exploded on a Pick List or Invoice, or displayed on a bill of material screen.
Item Number/ Description	The item number and description of the feature component item that may be added to this order specific bill of material.
Substitute Item No/ Description	The substitute item number and description that may be substituted for the original component item, for this order specific bill of material.
U/M	The unit of measure of the component item needed for this parent item.
Qty Per	The quantity of this item in the selected unit of measure that is required for the parent bill of material.
Seq	The sequence of this item on the bill of material that is used when components are exploded on a Pick List or Invoice, or displayed on a bill of material screen.
Component	The item number and description of the selected component item that may be added to or substituted into this order specific bill of material.
Qty Required	The quantity of this item in the selected unit of measure that is required for one of the parent bill of material.
U/M	The unit of measure for the quantity required of the component item needed for this parent item.
Labor Hours	The amount of time required to prepare the component item and include it in the parent item. This is the time for a specific component, not the overall labor to create the parent.
User Area	Any additional information about this component item.
Rate Code	The rate code associated with the labor to complete this component item. Rate codes are assigned an hourly rate, which is used with the **Labor Hours** to calculate the labor costs for this component item.
F12=Return	Press the F12=RETURN function key to return to the Order Bill of Material Features/Options Selection Screen (p. 6-192) and not add or change the selected feature component.

Order Bill of Material Features/Options Selection Review Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to accept the item selected, that task will be completed and the Order Bill of Material Features/Options Selection Screen (p. 6-192) will display. The feature item will be added to this order specific bill of material at the next available sequence number. The option item will replace the original component item in that sequence number for this order specific bill of material.

Order Bill of Material Component Information Change Screen



```
                              ORDER BILL OF MATERIAL
      Kit                     Component Information

  Customer No:  1 /      120              Financial Bookkeeping
  Parent Item: A300                       Desk Set Kit
          U/M: EA

    Seq Item Number/Description                  U/M           Qty Per  Opt
 1   10 A310  Full Strip Desk Stapler     1/2" st EA             1.000   Y
 2   20 A330  Straight Trimmers Shears    9" scis EA             1.000   Y
 3   30 A360  Waste Basket - Gray         24" tal EA             1.000
 4   40 A370  Tape Dispenser - Gray               EA             1.000

                                                                     Last
Seq:   10   Component: A310                     Full Strip Desk Stapler
          Cost:                   7.98000
          Qty Required:  ....1.000..  U/M: EA..
          Labor Hours:  ....00..                  User Area: ...........
          Rate Code?    ...
 F6=Options                                     F12=Return     F24=Delete
```

This screen display after selecting a component item for change using the F13 through F20 function keys. Use this screen to maintain detail information about the selected component.

Order Bill of Material Component Information Change Screen Fields and Function Keys

Field/Function Key	Description
(Type of Bill)	The type of bill of material: **Kit** or **Assortment**. Display
Customer No	The company/customer number and customer name for the sales order being entered. Display
Parent Item	The item number and item description of the parent item. Display
U/M	The default unit of measure of the parent item. Display
(Reference Number)	The reference number of the item or comment displayed on this screen. This number is 1 though 8 for the eight lines 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 - F20 function keys. Display

Order Bill of Material Component Information Change Screen Fields and Function Keys

Field/Function Key	Description
Seq	The sequence of this item on the bill of material that is used when components are exploded on a Pick List or Invoice, or displayed on a bill of material screen. Display
Item Number/ Description	The item number and description of the component item. Display
U/M	The unit of measure of the component item needed for this parent item. Display
Qty Per	The quantity of this item in the selected unit of measure that is required for the parent bill of material. The **Qty Per** field toggles with the **U/M Cost** field with the F4=Cost / F4=Qty Per key on the Order Bill of Material Component Information Screen (p. 6-185). Display
U/M Cost	The average cost of the item in the warehouse of the sales order. The **U/M Cost** field toggles with the **Qty Per** field with the F4=Cost / F4=Qty Per key on the Order Bill of Material Component Information Screen (p. 6-185). Display
Opt	A **Y** will display in this column when there are optional items available to be substituted for this component item. The **Opt** field toggles with the **Rbt** field with the F4=Cost / F4=Qty Per key on the Order Bill of Material Component Information Screen (p. 6-185). Display
Rbt	An *R displays in this column for any component item that is on an active rebate when the parent item is added to the sales order. The **Rbt** field toggles with the **Opt** field with the F4=Cost / F4=Qty Per key on the Order Bill of Material Component Information Screen (p. 6-185). Display
Seq	The sequence of the selected component item on the bill of material. Display
Component	The item number and description of the selected component item. Display
Cost	The average cost of the item in the warehouse of the sales order. Display

Order Bill of Material Component Information Change Screen Fields and Function Keys

Field/Function Key	Description
Qty Required	Key the quantity of this component that is required for the parent item. (N 9,3) Required
U/M	This is the unit of measure for the component item that corresponds with the quantity keyed in the **Qty Required** field. If you leave this field blank, the default unit of measure of the item is used. Key a unit of measure if you are specifying this component item in a unit of measure that is different from the item's default unit of measure. *Valid Values:* Must be a valid unit of measure of this item as defined in Item Master Maintenance (MENU IAFILE). (A 3) Optional
Labor Hours	This is the amount of time required to prepare the component item and include it in the parent item. This is the time for a specific component, not the overall labor to create the parent. Key the labor hours time required for the component. *Valid Values:* Must be blank if you do not key a **Rate Code**. (N 5,2) Optional/Blank
Rate Code	Key the rate code associated with the labor to complete this component item. Rate codes are assigned an hourly rate, which is used with the **Labor Hours** to calculate the labor costs for this component item. *Valid Values:* • Must be a valid rate code that has been defined through Labor Rates Maintenance (MENU OBFILE). • You must key a rate code in this field if you keyed a value in the **Labor Hours** field. • You must leave this field blank if you did not key a value in the **Labor Hours** field. (A 2) Optional
User Area	Use this field to enter any additional information about this component item. (A 10) Optional
F6=Options	Press F6=OPTIONS to display the Order Bill of Material Features/Options Selection Screen (p. 6-192), which is used to define optional components for the bill of material kit.
F12=Return	Press F12=RETURN to return to the Order Bill of Material Component Information Screen (p. 6-185) without saving any of the changes made on this screen.
F24=Delete	Press F24=DELETE to delete the component displayed. You will be required to press the F24=DELETE key a second time to confirm deletion.

Order Bill of Material Component Information Change Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The new component item will be added or the changes to an existing component item will be updated and the Order Bill of Material Component Information Screen (p. 6-185) will display.

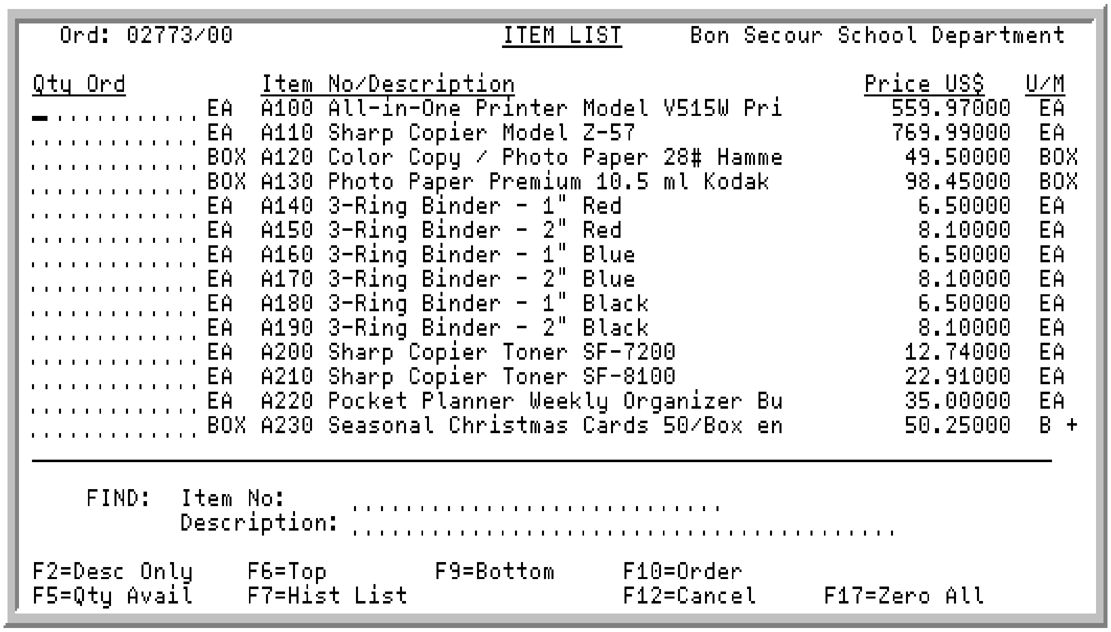
Assortment List Screen

```
  Ord: 02754/00                  ASSORTMENT LIST   Financial Management Services

 Qty Ord          Item No/Description                            Price US$   U/M
 _.....3.000 EA   A250 Fax Stand - Walnut 36 x 13 x 5.5          181.60000   EA
 ......3.000 BOX  A120 Sharp Super Sensitive Fax Paper 6/         49.50000   BOX
 ......3.000 EA   A100 Sharp Fax Machine Model SX-765            639.96000   EA









     FIND:  Item No:     ...........................
            Description: .......................................

            F2=Desc Only        F6=Top        F10=Order
            F5=Qty Avail        F9=Bottom     F12=Cancel     F17=Zero All
```

History List Screen

```
  Ord: 02773/00                    HISTORY LIST    Bon Secour School Department
                                                           Active Items Only
 Qty Ord          Item No/Description                            Price US$   U/M
 .............EA  A100 All-in-One Printer Model V515W Pri         559.97000  EA
 .............EA  A110 Sharp Copier Model Z-57                    769.99000  EA
 .............BOX A120 Color Copy / Photo Paper 28# Hamme          49.50000  BOX
 .............BOX A130 Photo Paper Premium 10.5 ml Kodak           98.45000  BOX
 .............EA  A140 3-Ring Binder - 1" Red                       6.50000  EA
 .............EA  A150 3-Ring Binder - 2" Red                       8.10000  EA
 .............EA  A160 3-Ring Binder - 1" Blue                      6.50000  EA
 .............EA  A170 3-Ring Binder - 2" Blue                      8.10000  EA
 .............EA  A180 3-Ring Binder - 1" Black                     6.50000  EA
 .............EA  A190 3-Ring Binder - 2" Black                     8.10000  EA
 .............EA  A200 Sharp Copier Toner SF-7200                  12.74000  EA
 .............EA  A210 Sharp Copier Toner SF-8100                  22.91000  EA
 .............EA  A220 Pocket Planner Weekly Organizer Bu          35.00000  EA
 .............EA  A240 Single Subject Wire Bound Notebook           2.02000  E +

     FIND:  Item No:     ...........................
            Description: .......................................

 F2=Desc Only    F6=Top          F9=Bottom     F10=Order
 F5=Qty Avail    F7=Item List                  F12=Cancel     F17=Zero All
```

Item List Screen



```
 Ord: 02773/00                          ITEM LIST     Bon Secour School Department

Qty Ord          Item No/Description                                Price US$   U/M
_............EA  A100 All-in-One Printer Model V515W Pri            559.97000  EA
.............EA  A110 Sharp Copier Model Z-57                       769.99000  EA
.............BOX A120 Color Copy / Photo Paper 28# Hamme             49.50000  BOX
.............BOX A130 Photo Paper Premium 10.5 ml Kodak              98.45000  BOX
.............EA  A140 3-Ring Binder - 1" Red                          6.50000  EA
.............EA  A150 3-Ring Binder - 2" Red                          8.10000  EA
.............EA  A160 3-Ring Binder - 1" Blue                         6.50000  EA
.............EA  A170 3-Ring Binder - 2" Blue                         8.10000  EA
.............EA  A180 3-Ring Binder - 1" Black                        6.50000  EA
.............EA  A190 3-Ring Binder - 2" Black                        8.10000  EA
.............EA  A200 Sharp Copier Toner SF-7200                     12.74000  EA
.............EA  A210 Sharp Copier Toner SF-8100                     22.91000  EA
.............EA  A220 Pocket Planner Weekly Organizer Bu             35.00000  EA
.............BOX A230 Seasonal Christmas Cards 50/Box en             50.25000  B +

    FIND:  Item No:     ............................
           Description: .........................................

F2=Desc Only    F6=Top        F9=Bottom     F10=Order
F5=Qty Avail    F7=Hist List                F12=Cancel     F17=Zero All
```

The Assortment List Screen appears after you press F5=LOC or ENTER on the Item Review Screen (p. 6-115), if the item entered is an assortment parent item. All component items defined for the parent item through Bill of Material Maintenance (MENU OBFILE) will display. Note that if you have ordered a parent item, the order quantity entered on the Item Entry Screen (p. 6-71) will be the order quantity for every line item within the parent. However, you may use the Assortment List Screen to change the quantities ordered for individual component items.

The History List Screen appears after you press F10=HIST/ITM LIST on the Customer Order History Screen (p. 6-210), if shipment history is located for the customer. The History List Screen is the default view, if the customer has history to view. Otherwise, the Item List Screen will automatically appear. Use the History List Screen to order items from customer shipment history. The History List Screen can display all items or active items only. When this screen is displaying all items, the words **All Items** will be displayed in reverse image in the upper right corner of the screen. When this screen is displaying active items only, the words **Active Items Only** will be displayed in reverse image in the upper right corner of the screen. Active items are items that do not have a D in the **Drop** field. The displaying of all items or active items only is toggled by pressing F11=ACTIVE / F11=ALL ITM. When the History List Screen is displayed from the Item Entry Screen (p. 6-71), the data will be filtered to the items that have a matching partial item number or item descriptions.

The Item List Screen appears after you press F10=HIST/ITM LIST on the Customer Order History Screen (p. 6-210) and shipment history is not located for the customer; or, if you toggle to view the Item List Screen by pressing F7=ITEM LIST. Use the Item List Screen to order items from a list of all available items for this customer (or all items that this customer is authorized to purchase). All applicable items will be processed and the system will check for suspended items, restricted items, etc. If an item does not pass these edits, then it will not show on the Item List Screen. Note that this is true for the History List Screen as well.

NOTE: These list screens display the item number and description on the separate lines, or item number and the item description on the same line, depending on the System Options (MENU XAFILE). This display of double or single lines per item can be changed by pressing F24=SINGLE / F24=DOUBLE. F24=DOUBLE will expand a collapsed screen or F24=SINGLE will collapse an expanded screen.

Assortment List Screen, History List, and Item List Screen Fields and Function Keys

Field/Function Key	Description
Ord	The order number and generation (number of times this order has been backordered) in which you are working. Display
(Customer Name)	The name of the customer in which you are working. Display
Qty Ord	**Assortment List** These fields displays the default quantity for the assortment and allows you to change the quantity ordered of each component item contained within the assortment parent. Delete the quantity displayed and key the desired quantity next to each line item if modifications are necessary. **History List or Item List** Use this field to select the quantity of the item you want to insert into the order. Key the desired quantity before the item or items you wish to include in the order, and press F10=ORDER. (N 10,3) Optional
(U/M)	The default unit of measure in which the item is ordered and shipped. Display

Assortment List Screen, History List, and Item List Screen Fields and Function Keys

Field/Function Key	Description
Item No/Description / Item Description OR Item No/Description / Item No	**Assortment List** This field is toggled with the F2=DESC ONLY / F2=ITEM & DESC function key and displays the item number and description or only the description of all component items within the assortment parent. **History List or Item List** The headings and data displayed on this screen depends on the users selection of double or single line display per item and can be changed by pressing F24=SINGLE / F24=DOUBLE. Single Line Mode If the screen is displaying the item number and item description on the same line, and depending upon the F2=DESC ONLY / F2=ITEM & DESC function toggle key, this field displays the item number and it's description that was previously ordered by this customer, or just the description of the item that was previously ordered by this customer. Double Line Mode If the screen is displaying the item number and item description on separate lines, the title of this column can be toggled between **Item No/Description** and **Item No**. The information toggle changes for the second line to F2=SALES AMOUNT / F2=ITM DESC function key to display the **Item Description** or **MTD Sales** and **YTD Sales**. These two additional fields display the month-to-date (MTD) sales amount and the year-to-date (YTD) sales amount for the displayed item. Display
Drop	**History List only** This field is displayed only when displaying the item and item description on separate lines in Double Line Mode. Use this field to drop an item from the displayed item history list. Use this field in conjunction with the F11=ACTIVE / F11=ALL ITM function key. Any item with a D in this field will not be displayed in the item history list when only active items are displayed. Key a D in this field to designate that this item will be dropped from the item history list when only active items are displayed. Leave this field blank to include this item in the displayed item history list regardless if only active items or all items are being displayed. *Valid Values:* D, blank (A 1) Optional

Assortment List Screen, History List, and Item List Screen Fields and Function Keys

Field/Function Key	Description
Price / Qty Avail / Last Qty Ord / Last Ord Date	**Assortment List** This field is toggled with the F5=QTY AVAIL / F5=PRICE function key and displays the unit price or the quantity available of each component item contained within the assortment parent. **History List or Item List** The heading field of this column can be toggled with the F5=QTY AVAIL / F5=LAST QTY ORD / F5=LAST ORD DATE / F5=PRICE function key. Depending on your selection, this column displays the • selling price of the item (the final unit price of the item when sold to this customer) • quantity available of this item • quantity ordered the last time the item was ordered • date on which the item was last ordered When International Currency is installed, regardless of the order's or the customer's currency, the **Price** field displays the item's price in the company's local currency. The local currency symbol displays to the right of the **Price** field heading. Display
U/M	**Assortment List** This field displays the unit of measure of each component item contained within the assortment parent. **History List or Item List** This column appears only when the **Price**, **Qty Avail**, or the **Qty Ord** columns appear. The presence of those columns is based on your selection with the F5=QTY AVAIL / F5=LAST QTY ORD / F5=LAST ORD DATE / F5=PRICE function key. This column displays the pricing unit of measure in which the item was sold. Display

Assortment List Screen, History List, and Item List Screen Fields and Function Keys

Field/Function Key	Description
FIND	NOTE: If active items only are being displayed (i.e., **Active Items Only** is displayed in reverse image in the upper right corner of the screen), you will not be able to search for items that have been dropped (i.e., items that have a D in the **Drop** field). To search for dropped items, you must be displaying all items. **Item No**: To search for an item in the list, key partial characters contained in the item number you wish to locate and press ENTER. The cursor will be positioned on the item (in the **Qty Ord** field) that meets the criteria entered. Each time you press ENTER, the item list will be scanned for the next item that fits the partial item number. **Description**: To search for an item in the list, key partial characters contained in the item description and press ENTER. The cursor will be positioned on the item (in the **Qty Ord** field) that meets the criteria entered. Each time you press ENTER, the item list will be scanned for the next item that fits the item description (i.e., key SM RED BL to locate item *Small Red Block*). (A 27 / A 40) Optional

Assortment List Screen, History List, and Item List Screen Fields and Function Keys

Field/Function Key	Description
F2=Desc Only / F2=Item & Desc OR F2=Sales Amount / F2=Itm Desc	**Assortment List** Press the F2=DESC ONLY / F2=ITEM & DESC function key to toggle between a display of item descriptions and numbers or just item descriptions for all component items contained within the assortment parent. **History List or Item List** Single Line Mode F2=DESC ONLY / F2=ITEM & DESC If the item and item description are being displayed on the same line, this key can toggle between **Desc Only** and **Item & Desc**.. Press the F2=DESC ONLY function key to display the item description only. The item number will not be displayed, thereby allowing more room for the item description to be displayed. The column heading **Item Description** will be displayed. Press the F2=ITEM & DESC function key to display both the item number and item description. The column heading **Item No/Description** will be displayed. Double Line Mode F2=SALES AMOUNT / F2=ITM DESC Press the F2=SALES AMOUNT function key to display the month-to-date (MTD) sales amount, and the year-to-date (YTD) sales amount for each displayed item. The column heading **Item No** will be displayed, and the item description line will be replaced with the **MTD Sales** and **YTD Sales** line. Press the F2=ITM DESC function key to display the item description for each displayed item. The column heading ITEM NO/DESCRIPTION will be displayed, and the **MTD Sales** and **YTD Sales** line will be replaced with the item description line.
F5=Qty Avail / F5=Last Qty Ord / F5=Last Ord Date / F5=Price	**Assortment List** Press the F5=QTY AVAIL / F5=PRICE function key to toggle between a display of the quantity available and the price of each component item contained within the assortment parent. **History List or Item List** Press the F5=QTY AVAIL / F5=LAST QTY ORD / F5=LAST ORD DATE / F5=PRICE function key to toggle between showing the selling price, the quantity available, the last quantity ordered, or the date the item was last ordered.
F6=Top	Press the F6=TOP function key to position the display to the top of the list.

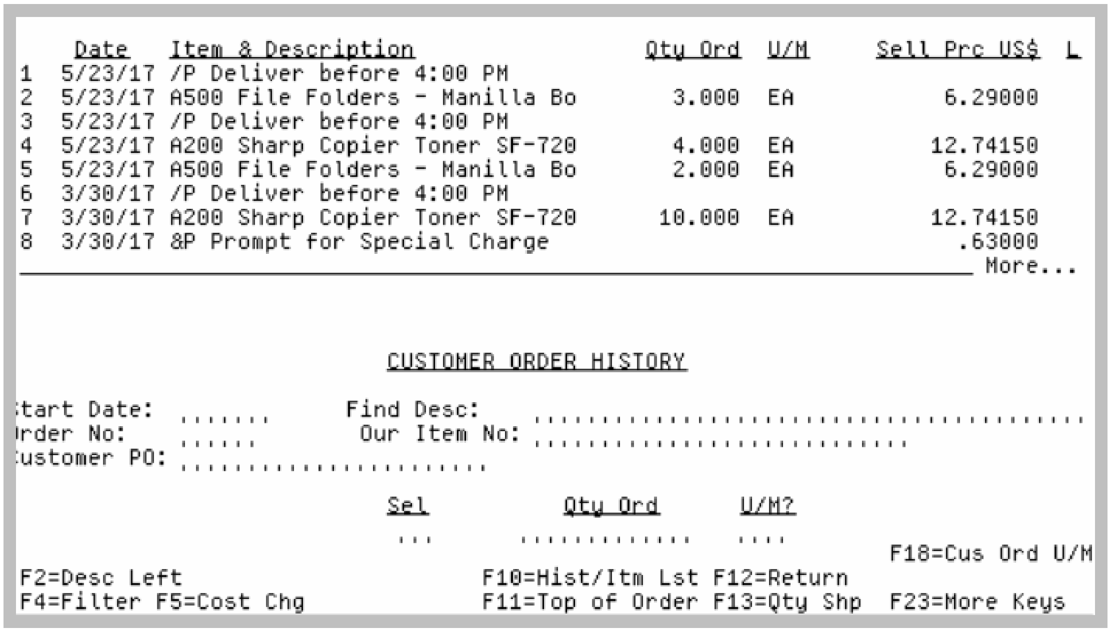
Assortment List Screen, History List, and Item List Screen Fields and Function Keys

Field/Function Key	Description
F7=Item List / F7=Hist List	Use the F7=Item List / F7=Hist List function key to toggle the screen to display the history list or item list view. The History List Screen view will display all items which can be ordered from customer shipment history. The Item List Screen view will display all items the customer is authorized to purchase.
F9=Bottom	If a "+" sign displays next to the last line in the top portion of the screen, this indicates that there are more items in the list. Press the F9=Bottom function key to position the display to the bottom of the list.
F10=Order	After selecting the items you want to include in the order (by entering a quantity in the **Qty Ord** field before those items to select), press the F10=Order function key to place those items into the order. For assortments, all charges and messages are automatically copied into the order.
F11=Active / F11=All Itm	**History List Only** The F11=Active / F11=All Itm function key is displayed only when displaying the item and item description on separate lines in Double Line Mode. Use the F11=Active / F11=All Itm function key to toggle the display of all items or only active items. Press the F11=Active function key to display active items only. The words Active Items Only will be displayed in reverse image in the upper right corner of the screen. Active items are items that do not have a D in the **Drop** field. Press the F11=All Itm function key to display all items. The words **All Items** will be displayed in reverse image in the upper right corner of the screen. All items will be displayed regardless if they have a D in the **Drop** field.
F12=Cancel	**Assortment List** Press the F12=Cancel function key to cancel if you do not want to order any items from the list. The Item Entry Screen (p. 6-71) will appear. **History List or Item List** Press the F12=Cancel function key if you do not want to order any items from the list. The Customer Order History Screen (p. 6-210) will appear.

Assortment List Screen, History List, and Item List Screen Fields and Function Keys

Field/Function Key	Description
F17=Zero All	**Assortment List** Press the F17=ZERO ALL function key to delete the quantities ordered of all component items contained within the assortment parent. You then may enter the desired quantities for each line item. **History List or Item List** Press the F17=ZERO ALL function key to zero out all quantities in the list. You may want to do this for assortments for which you wish to order only a few of the many items in the list.

Customer Order History Screen



```
    Date    Item & Description                    Qty Ord  U/M      Sell Prc US$  L
1  5/23/17 /P Deliver before 4:00 PM
2  5/23/17 A500 File Folders - Manilla Bo       3.000  EA           6.29000
3  5/23/17 /P Deliver before 4:00 PM
4  5/23/17 A200 Sharp Copier Toner SF-720       4.000  EA          12.74150
5  5/23/17 A500 File Folders - Manilla Bo       2.000  EA           6.29000
6  3/30/17 /P Deliver before 4:00 PM
7  3/30/17 A200 Sharp Copier Toner SF-720      10.000  EA          12.74150
8  3/30/17 &P Prompt for Special Charge                              .63000
                                                                     More...

                           CUSTOMER ORDER HISTORY

tart Date:  .......     Find Desc:  .........................................
rder No:    ......       Our Item No: ...........................
ustomer PO: .......................
                           Sel          Qty Ord      U/M?
                           ...       .............   ....
                                                           F18=Cus Ord U/M
F2=Desc Left                     F10=Hist/Itm Lst F12=Return
F4=Filter F5=Cost Chg            F11=Top of Order F13=Qty Shp  F23=More Keys
```

This screen appears after you press F11=ORDER PAD on the Item Entry Screen (p. 6-71), or after you keyed a '/' followed by a single search criteria to invoke the order history wildcard search on the Item Entry Screen (p. 6-71). All lines from the customer's previous orders, starting with the customer's most recent purchases, are displayed.

Use this screen:

- to verify the date of purchase, purchase quantities, and purchase prices when processing returns (order type R)
- when creating orders or quotes; the roll keys and item search allow you to limit the number of previously ordered items
- to perform an adjustment billing for an incorrectly priced or costed item; refer to Adjustment Billing (p. 1-14) in CHAPTER 1: *Order Entry Overview*
- to view the customer order unit of measure and stocking unit of measure, which will assist in reordering a selected item, if needed

If this is a Pick List printed order, you will only be allowed to add items to your order from customer shipment history or use F10=HIST/ITM LST on this screen if you are authorized to add line items to a Pick List printed order, as determined by the **Allow Item Additions - Pick List Printed Orders** action through Application Action Authority (MENU XASCTY). If you are not authorized to perform this action and you attempt to select a line from customer shipment history or press F10=HIST/ITM LST, you will receive the error message "Not authorized to add a line to a Pick list Printed order."

NOTE: If Customer Consignment is installed, and you are creating a customer consignment invoice only order, you can toggle the display of this screen to show items transferred as a result of customer consignment stock transfer orders only. Select a quantity of items from the list to bill the customer for goods that have been sold. To ensure that your customers receive the prices that were promised to them when the inventory was transferred, be sure to review the transaction date when selecting items.

Customer Order History Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	The reference numbers corresponding to the items displayed on this screen; up to ten items may display at one time. When rolling forward or backward, the line numbers do not change. To select order history for this customer, key the reference number of the desired item in the **Sel** field on the lower portion of this screen and key the quantity in the **Qty Ord** field if you want to order a quantity different from the quantity in history Display
Date / Order/Gn	This column displays the invoice date for the item displayed or the order number and generation for the item, depending on the F13=QTY SHIP / F13=QTY SEL / F13=ORDER/PO toggle key on this screen. Invoice dates on or before the date you key in the **Start Date** field are displayed. Display
Item & Description	The items previously ordered by this customer or, if Customer Consignment is installed, items previously transferred to this customer via a customer consignment stock transfer. You may toggle between displaying the leftmost and rightmost characters of the item, the original item number only, or both the item number and description, by pressing the F2=DESC LEFT / F2=DESC RIGHT / F2=ORIG ITEM function key. The original item number will display if the item is a replacement, alternate, or upgrade of an original item. These are defined through Item Replacements/Complements Maintenance (MENU OEFILE), and selected for an order using the F4=FILTER / F4=POS TO key on the Item Review Screen (p. 6-115). Display

Customer Order History Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Qty Ord/Qty Shp/Qty Sel/ Customer PO</td><td>This column displays the quantity of the item ordered, the quantity of items shipped, the quantity of items invoiced, or the customer purchase order number depending on your selection with the F13=QTY SHIP / F13=QTY SEL / F13=ORDER/PO toggle key.

The values in this field also display in the customer order unit of measure and the stocking unit of measure, depending on the F18=OUR ORD U/M toggle key which toggles between the Cus Ord and Qty Ord column heading.

If Customer Consignment is installed and you are entering a customer consignment invoice only order, for items transferred to the customer via a customer consignment stock transfer, this column displays the quantity of items transferred.

Display</td></tr>
<tr><td>U/M</td><td>The unit of measure in which the item was ordered and shipped, which can be toggled with the F18=OUR ORD U/M toggle key.

Display</td></tr>
<tr><td>Sell Prc/Cost Chg</td><td>Either the selling price (Sell Prc) of the item or the cost difference (Cost Chg) will display, based on your selection using the F5=COST CHANGE / F5=SELL PRICE toggle key.

The selling price of the item indicates the final price of the item when sent to this customer expressed in the pricing unit of measure.

When you display the cost change, the difference between the cost of the item when sold, and its current cost, is displayed.

NOTE: The sell price will display in a different color if the currently used GL cost is higher than the GL cost used for the history order due to either a change in the applicable item balance cost value, or a change in the Cost to be Used for GL selection in Order Entry Options Maintenance (MENU XAFILE). A color difference does not occur if there was an override to the sell price, or an override to cost. This alerts you of a possible change in margin. You can use the F5=COST CHANGE / F5=SELL PRICE toggle key to see the difference between the cost now and the cost from history.

When International Currency is installed, the selling price of the item is displayed in the currency defined for the order. For those order currencies which differ from the company's local currency, this field may be toggled with the F9=TRD CUR / F9=LOC CUR to display the sale price in the order's currency or in the company's local currency.

Display</td></tr>
</table>

Customer Order History Screen Fields and Function Keys

Field/Function Key	Description
L	This field indicates if this item is sold as a lot. If this item is sold as a lot, the final price will be used as a lot charge and will be the total amount for whatever quantity of the item is ordered on this line. This is considered “lot pricing.” Display
Start Date	Key the order date to limit the list of items displayed to those items entered on or before the specified date. The screen will refresh to display only those lines that match your limiting criteria. *Valid Values:* A date keyed in 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) Optional
Order No	Key all or part of an order number to limit the items displayed on this screen. If this screen is in position to mode (F4=POS TO), you will be positioned to the first line that matches the criteria you entered. If this screen is in filter mode (F4=FILTER), the screen will refresh to display only those lines that match your limiting criteria. In filter mode, you must enter the entire order number to limit the list for that number. (A 5) Optional
Customer PO	Key all or part of a customer purchase order number to limit the items displayed on this screen. If this screen is in position to mode (F4=POS TO), you will be positioned to the first line that matches the criteria you entered. If this screen is in filter mode (F4=FILTER), the screen will refresh to display only those lines that match your limiting criteria. (A 22) Optional

Customer Order History Screen Fields and Function Keys

Field/Function Key	Description
Find Desc	Key one or more words (partial or complete), that might be contained in the description of the item that you are trying to locate. The words entered may be up to 15 characters long and may appear in any order. To search for manufacturer numbers, prefix the criteria you enter with M/. The system will search the Vendor/Item file for a valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. 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. To search for UPC cross references, prefix the criteria you enter with U/. To search for 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. If this screen is in position to mode, you will be positioned to the first line that matches the criteria you entered. If this screen is in filter mode, the screen will refresh to display only those lines that match your limiting criteria. Refer to the F4=FILTER / F4=POS TO function key for more information about position to and filter mode. (A 40) Optional
Our Item No	This field displays as **Orig Item No** if the **Original Item Number** column is displayed using the F2=DESC LEFT / F2=DESC RIGHT / F2=ORIG ITEM function key. Key all or part of an item number to limit the items displayed on this screen. If this screen is in position to mode, you will be positioned to the first line that matches the criteria you entered. If this screen is in filter mode, the screen will refresh to display only those lines that match your limiting criteria. In filter mode, you must enter the entire item number to limit the list for that number. Refer to the F4=FILTER / F4=POS TO function key for more information about position to and filter mode. (A 27) Optional
Sel	Use this field to select an item for this order. Key the reference number corresponding to the desired item. The Item Review Screen (p. 6-115) will display. This item is repeated on this order for the corresponding quantity ordered keyed in the **Qty Ord** field. (N 2,0) Required

Customer Order History Screen Fields and Function Keys

Field/Function Key	Description
Qty Ord	Key the quantity of the selected item for this order. If you leave this field blank, the order quantity from history is assumed as the quantity ordered. If Customer Consignment is installed and you are creating a customer consignment invoice only order, key the number of consignment items sold by your customer for which you now want to bill. The quantity to be invoiced entered in the **Qty Ord** field will update the Order History Detail File (HSDET) and add this quantity to the **Quantity Invoiced** field that displays as the F13=QTY SEL toggle. (N 10,3) Optional
U/M	Use this field to specify the unit of measure for the quantity of the item you want to reorder and ship, if needed. This is useful when customers request the same item as on a previous order, since it allows you to specify any valid unit of measure to place the order. Key the unit of measure to use for this item or leave this field blank to use the item's default unit of measure. If you leave this field blank to use the item's default unit of measure, one of the following will be used: • the customer/item default unit of measure (if one has been defined) • the item warehouse unit of measure (if one has been defined) • the default stocking unit of measure in Item Master Maintenance NOTE: If the **Sel** field is blank and you key a question mark in this field to show valid unit of measures for the item, the unit of measure pop-up will be empty. If the **Sel** field contains a value, then the selected item's unit of measure(s), if any, will appear in the popup. *Valid Values:* A unit of measure defined as one of the stocking units of measure or as an additional unit of measure for the item through Item Master Maintenance (MENU IAFILE). (A 3) Optional

Customer Order History Screen Fields and Function Keys

Field/Function Key	Description

F2=Desc Left / F2=Desc Right / F2=Orig Item	The F2=DESC LEFT / F2=DESC RIGHT / F2=ORIG ITEM function key acts as a 3-way toggle to display a combination of the item number and description.
	• 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 rightmost character.
	• F2=ORIG ITEM - Press to display the original item for the item displayed. The original item may be one of the following:
	  • The number of the item ordered that was replaced by a replacement, alternate, or upgrade item. Replacement items are defined through Item Replacements/Complements Maintenance (MENU OEFILE), and selected for an order using F4=FILTER / F4=POS TO on the Item Review Screen (p. 6-115).
	  • The customer's item number, if it has been set up to cross-reference with your item numbers. This cross-reference is established through Customer/Item Numbers Maintenance (MENU OEFILE).

F4=Filter/Pos To	The F4=FILTER / F4=POS TO function key displays as F4=FILTER when the screen is in "position to" mode. This function key displays as F4=POS TO when the screen is in "filter" mode. In position to mode, when you enter criteria in the **Order No**, **Customer PO**, **Find Desc**, or **Our Item No** fields and press ENTER, the screen will position to the first line that matches the criteria you specified. Press F6=NEXT MATCH to go to the next match. In filter mode, when you enter criteria in the **Order No**, **Customer PO**, **Find Desc**, or **Our Item No** fields and press ENTER, the screen will refresh to display the items that match the criteria you specified.
F5=Cost Chg / F5=Sell Price	Use the F5=COST CHG / F5=SELL PRICE function key to toggle between displaying the selling price, or the cost change, in the **Sell Prc**/**Cost Chg** field that displays at the top of this screen. • F5=COST CHG - Currently, the price of the item in the indicated unit of measure when sold to this customer is displayed. Press the F5=COST CHG function key to display the difference between the cost of the item when ordered and the current cost of the item. • F5=SELL PRICE - Currently, the difference between the cost of the item when ordered and the current cost of the item is displayed. Press the F5=SELL PRICE function key to display the price of the item in the indicated unit of measure when sold to this customer.

Customer Order History Screen Fields and Function Keys

Field/Function Key	Description
F6=Next Match	The F6=NEXT MATCH function key appears, if the screen is in position to mode, after you key criteria in the **Order No**, **Customer PO**, **Find Desc**, or **Our Item No** fields and press ENTER. Press the F6=NEXT MATCH function key to go to the next item that matches the search criteria. When there are no longer any items that match the search criteria, no items appear.
F9=Loc Cur/Trd Cur	Press F9=LOC CUR / TRD CUR to toggle between a display of sale prices in the customer's currency or in the company's local currency.
F10=Hist/Itm Lst	Press the F10=HIST/ITM LST function key to order items from customer shipment history or from a list of all available items for this customer. The History List Screen (p. 6-201) will display, if shipment history is located for the customer; otherwise, the Item List Screen (p. 6-202) will display. If this is a Pick List printed order, you will only be allowed to press F10=HIST/ITM LST if you are authorized to add line items to a Pick List printed order, as determined by the **Allow Item Additions - Pick List Printed Orders** action through Application Action Authority (MENU XASCTY). If you are not authorized to perform this action, when you press F10=HIST/ITM LST, you will receive the error message "Not authorized to add a line to a Pick list Printed order."
F11=Top of Order	Press the F11=TOP OF ORDER function key to display the first item on an order at the top of this screen. The first item with the same invoice date currently displayed in the first line, or the invoice date keyed in the **Start Date** field, will display at the top of the screen.
F12=Return	Press the F12=RETURN function key to return to the Item Entry Screen (p. 6-71) without selecting an item for this order.
F13=Order/PO / F13=Qty Ship / F13=Qty Ord / F13=Qty Sel	Press the F13=ORDER/PO / F13=QTY SHIP / F13=QTY ORD / F13=QTY SEL function key to toggle between displaying either the **Date** column with the **Qty Ord** column, the **Qty Shp** column, or the **Qty Sel** column or the **Order/Gn** column with the **Customer PO** column. The F13=QTY SEL function key view is the quantity of the specific customer consignment stock transfer order that has been selected for customer consignment invoicing on this Customer Order History Screen. As the item is selected and the quantity to be invoiced is entered in the **Qty Ord** field, the Order History Detail File (HSDET) is updated to add this quantity to the **Quantity Invoiced** field that displays as the F13=QTY SEL toggle.

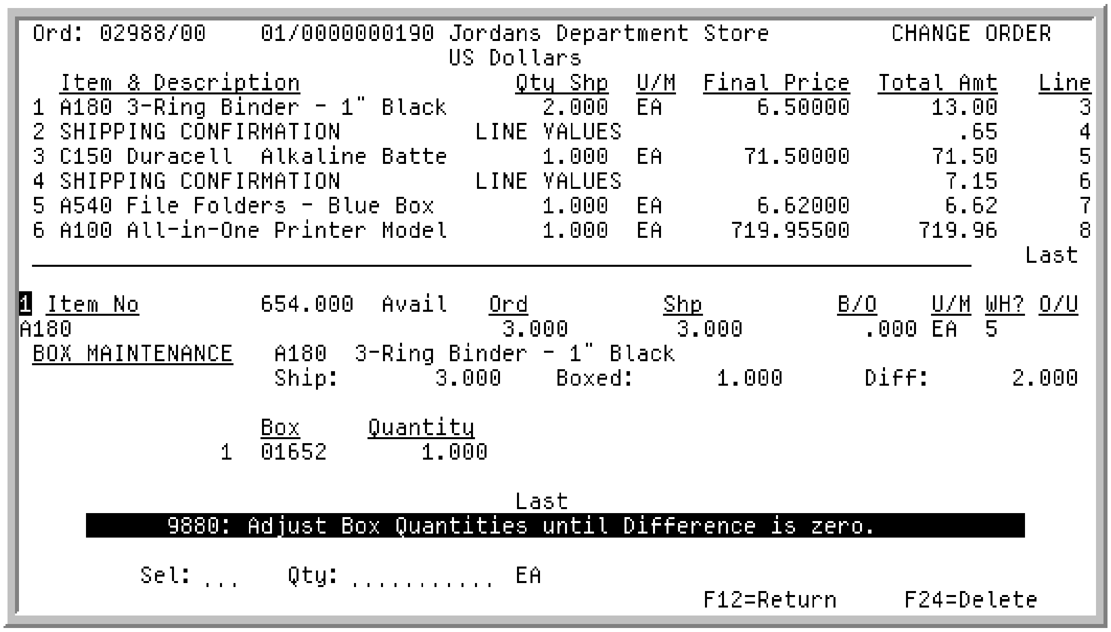
Customer Order History Screen Fields and Function Keys

Field/Function Key	Description
F18=Our Ord U/M / Cus Ord U/M	NOTE: This key only applies if Order Entry Options Maintenance (MENU XAFILE) **Show Prices in Order Entry** are set to O (ordering); if Order Entry Options **Show Prices in Order Entry** are set to P (pricing), only the pricing unit of measure will be presented; the F18=OUR ORD U/M / F18=CUST ORD U/M key is not applicable. F18=OUR ORD U/M / F18=CUS ORD U/M (if applicable) displays only if this line item has a different “ordering” unit of measure than one of the stocking units of measure for the item. Use F18=OUR ORD U/M / F18=CUS ORD U/M as a toggle to display either “our” stocking unit of measure or the customer’s unit of measure (if any). The values in the top of the screen will display in the unit of measure you select through this key.
F20=Stk Trf Ord / F20=Cus Csg Inv / F20=All Orders	The F20=STK TRF ORD / F20=CUS CSG INV / F20=ALL ORDERS function key appears only if Customer Consignment is installed and you are entering a customer consignment invoice only order. Press the F20=STK TRF ORD / F20=CUS CSG INV / F20=ALL ORDERS function key to toggle between displaying customer consignment stock transfer items only, customer consignment invoice items only, or all items associated with this customer’s orders, customer consignment stock transfers, or customer consignment invoices.
F21=Cust Inq	The F21=CUST INQ function key appears only after you press the F23=MORE KEYS function key on this screen. Press the F21=CUST INQ function key to display the Customer Inquiry. Use this inquiry to display detailed accounts receivable information for a customer. This inquiry also may be accessed through Customers Inquiry (MENU OEMAIN), and Customer A/R Inquiry (MENU ARMAIN) of the Accounts Receivable module.
F22=Item Inq	The F22=ITEM INQ function key appears only after you press the F23=MORE KEYS function key on this screen. Press the F22=ITEM INQ function key to display the Item Inquiry. Use this inquiry to display the inventory status of an item. This inquiry also may be accessed through Items Inquiry (MENU OEMAIN), and Item Inquiry (MENU IAMAIN) of the Inventory Accounting module.
F23=More Keys	Press the F23=MORE KEYS function key to display additional function keys on this screen.

Customer Order History Screen Fields and Function Keys

Field/Function Key	Description
Enter	This key serves several functions. If you key criteria in the **Order No**, **Customer PO**, **Find Desc**, or **Our Item N**o fields and press ENTER and the screen is in filter mode, the list displayed on the screen will be limited to lines that match your limiting criteria. If you key criteria in the **Order No**, **Customer PO**, **Find Desc**, or **Our Item No** fields and press ENTER and the screen is in position to mode, the list displayed on the screen will be positioned to the first lines that matches your limiting criteria. Press F6=NEXT MATCH to display the next match. If you key a date in the START DATE field and press ENTER, the list displayed on the screen will be limited to lines that match the specified start date. The position to mode does not apply to the start date. If you key a number in the **Sel** field and press ENTER to confirm you selection, the Item Review Screen (p. 6-115) will appear for the item and quantity selected. Note that if this is a Pick List printed order and you do not have authority to add lines to a Pick List printed order, then you will receive the error message “Not authorized to add a line to a Pick List Printed order.”

Box Line Maintenance Screen



```
Ord: 02988/00    01/0000000190 Jordans Department Store         CHANGE ORDER
                                    US Dollars
  Item & Description                 Qty Shp  U/M  Final Price  Total Amt   Line
1 A180 3-Ring Binder - 1" Black        2.000  EA      6.50000      13.00      3
2 SHIPPING CONFIRMATION             LINE VALUES                      .65      4
3 C150 Duracell  Alkaline Batte        1.000  EA     71.50000      71.50      5
4 SHIPPING CONFIRMATION             LINE VALUES                     7.15      6
5 A540 File Folders - Blue Box         1.000  EA      6.62000       6.62      7
6 A100 All-in-One Printer Model        1.000  EA    719.95500     719.96      8
                                                                           Last

1 Item No          654.000  Avail   Ord            Shp            B/O    U/M WH? O/U
A180                                   3.000          3.000        .000 EA  5
 BOX MAINTENANCE     A180  3-Ring Binder - 1" Black
                     Ship:        3.000     Boxed:      1.000      Diff:      2.000

                   Box     Quantity
                1  01652      1.000

                                   Last
      9880: Adjust Box Quantities until Difference is zero.

        Sel: ...    Qty: ...........  EA
                                                      F12=Return      F24=Delete
```

This screen displays when you are adding or changing an item in an order that has already had a pick list printed and some boxing completed. Use this screen to adjust the contents of each box associated with a line item in an order. Boxing is activated in Warehouse Management Options (MENU WMFILE) when **Track Boxes** is set to Y.

Box Line Maintenance Screen

Field/Function Key	Description
Ord	The Order and Generation Number for this selected order. Display
(Co/Customer)	The company, customer number, and customer name for this selected order. Display
(Status, Type of Order)	The status portion of this field describes the process being completed. Possible values are: **Enter**, **Change**, and **Ship**. The Type of Order possible values are: **Order**, **Invoice**, **Future**, **Master**, **Quote**, and **Return**. Display
(Currency)	This field only displays when International Currency is installed. The trading currency description of the customer selected for the order appears. Display

Box Line Maintenance Screen

Field/Function Key	Description
Reference Number	The reference number of the item displayed on this screen. This number is 1 through 8 for the eight items that may display. Display
Item & Description	The items, comments, and charges on this order. Items display the item number and partial description. Special charges display the charge description. Display
Qty Ord / Qty Shp	This field displays the quantity of the order or the quantity of items to be shipped, depending upon the F7=QTY SHP / F7=QTY ORD toggle function key on the Item Entry Screen (p. 6-71). Display
U/M	The unit of measure in which the item is ordered and shipped. Display
Final Price	The final price of one item in the pricing unit of measure. This is determined as the base price of the item minus any applicable item discounts. If markup pricing is used [determined through the Order Entry Options Maintenance (MENU OEFILE)], the final price is the base price plus the percent markup. Display
Total Amount	The total monetary amount of the item. This is calculated by multiplying the quantity of items shipped by the final price of the item. Display
Line	The line number of this item, special charge, or comment on the order. Each new quantity of items ordered is assigned a sequential line number on the order. There may be up to 99999 lines on an order. Display
Item No	This field displays the item you are working with. If you keyed the item number of a non-stock item in this field on the Item Entry Screen (p. 6-71), **NS** will display to the right of this field. Preceding the heading of this field, the selected line number displays in reverse image. (Display)
Avail	The quantity available of this item in its default stocking unit of measure or the unit of measure keyed in the **U/M** field. Display
Ord	This field displays the quantity of the item ordered in the item's selected u/m. Display

Box Line Maintenance Screen

Field/Function Key	Description
Shp	The quantity of items available to be shipped for this order. Display
B/O	This field displays the quantity of items that are backordered in the items selected unit of measure. Display
U/M	This field displays the selected stocking unit of measure for the quantity of items ordered and shipped. Display
WH	The warehouse from which the item will be shipped. Display
O/U	When blank, the quantity shipped must be less than or equal to the quantity ordered. If the quantity shipped is less than the quantity ordered, Distribution A+ will create a backorder for the quantity of the difference. An **O** determines an over-shipment and allows the quantity shipped to be larger than the quantity ordered. A **U** determines the quantity shipped will be less than the quantity ordered and there will not be a backorder created. Display
Box Maintenance	The fields displayed with this heading represent the item information that has been recorded in the box files. Based on changes made to the item information in this order, the values no longer match and the box information needs to be updated. The item number and description of item that is out ot sync. Display
Ship	The changed ship quantity in the sales order for this item. Display
Boxed	The quantity of the item that has been identified for boxing. Display
Diff	Th e difference between the shipping quantity and the amount of the item that will be boxed. Display
Box	The **Reference Number** of and the Box ID assigned to ship the quantity of the item. Display
Quantity	The ship quantity of the item assigned to the box. Display

Box Line Maintenance Screen

Field/Function Key	Description
Sel	Key the **Reference Number** of the box to be adjusted. If the entire quantity is being shipped in the box, the quantity is not required. (N 2,0) Optional
Qty	Key the quantity to be shipped in the selected Box ID. (N10,3) Optional
UOM	The unit of measure of the item being shipped in the assigned box. Display
F12=Return	Press F12=RETURN to return to the Item Entry Screen (p. 6-71).
F24=Delete	Press F24=DELETE with a **Reference Number** in the selection field to remove a box assignment.
Enter	To ship full quantity in a selected box, key the **Reference Number** of the selected box in the **Sel** field and press ENTER. To ship a partial quantity, key the **Reference Number** of the box in the **Sel** field and the quantity to be boxed and press ENTER. The box quantity field will be updated. When there is no longer a difference, the Item Entry Screen (p. 6-71) displays.

Auto Order Charge - Charge Override Window

This pop-up window appears when you press F10=END ORD on the Item Entry Screen (p. 6-71) or when you press F10=CHK OUT on the Enter Order/Enter Return Item Entry Screen in Point of Sale Entry (MENU PSMAIN) and the order qualifies for an automated order charge and that charge is defined with **Prompt for Overrides** set to Y on the Automated Order Charge - Charge Definition Screen (p. 75-4) (MENU OEFIL3). Use this screen to review and maintain the amount of the automated order charge.

If the **Calculate Charge During: After Every Change** field is set to Y, the window will redisplay each time the order is changed. If there are multiple automated order charges defined with **Prompt for Overrides** set to Y, each will display as you press ENTER to accept the data on the previous charge.

Refer to Automated Order Charge Maintenance (MENU OEFIL3) for information on the setup considerations for automated order charges.

NOTE: When you press F10=END ORD on the Item Entry Screen (p. 6-71), the Promotion Selection Process will occur, based on the current order, and the system will look for all available promotions for the order. If there is at least one promotion found for the order, then the Available Promotions Screen (p. 6-236) will appear. Therefore, if applicable, the Auto Order Charge - Charge Override Window may appear following the screens of the Promotion Selection Process instead of following the Item Entry Screen (p. 6-71).

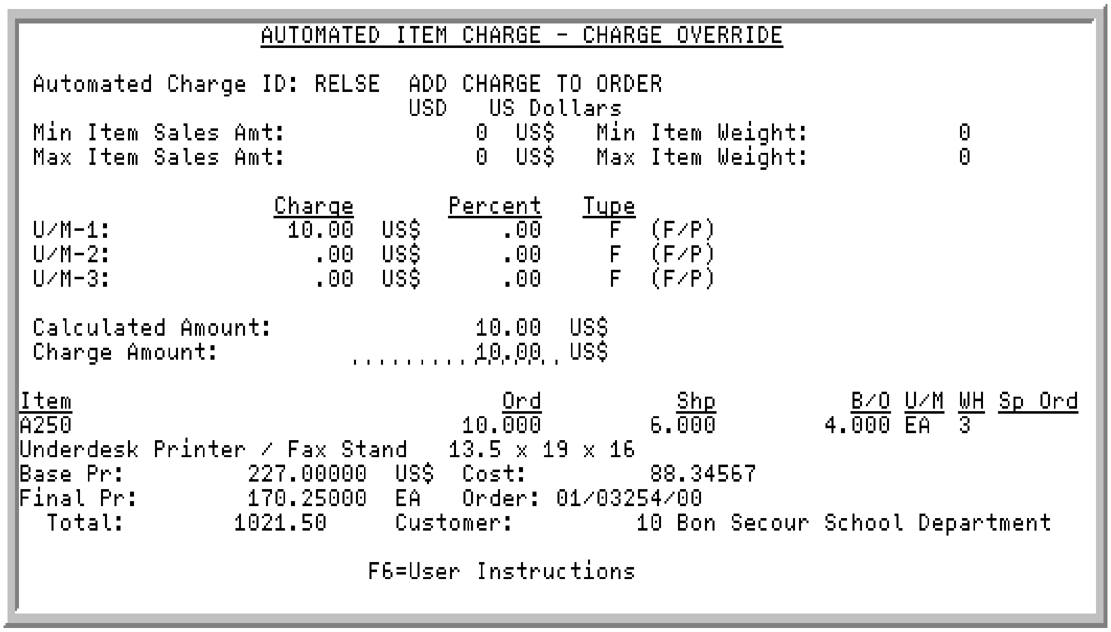
Automated Order Charge - Charge Override Window Fields and Function Keys

Field/Function Key	Description
Max charge order value	This field is the **Max Item Sales Amt** field from the Automated Order Charge - Charge Definition Screen (p. 75-4). When International currency is installed, the company's currency symbol displays with this amount. Display
Current order value	The current item sales amount for the items in this order based on the **Calc on Shipped or Ordered** field from the Automated Order Charge - Charge Definition Screen (p. 75-4). When International Currency is installed, the company's currency symbol displays with this amount. Display
(Currency)	This line only appears when International Currency is installed. The currency code and description of the company's local currency. Display
Co/Cust or Cust	When the **Multi-Company** field is set to Y in System Options Maintenance (MENU XAFILE) the prompt shows as **Co/Cust**. When the **Multi-Company** field is set to N the prompt shows as **Cust**. The company and customer number for the order being created/maintained. Display
Ship-To	The customer/ship-to number for the order being created/maintained Display
Order No	The order number and generation number for the order being created/ maintained Display
Charge	The automated order charge ID and description fields as defined in Automated Order Charge Maintenance (MENU OEFIL3). Display
Calculated Amount	The calculated amount of this automated order charge. Each time the window is displayed, the value will be updated based on the current information within the specific order. Display

Automated Order Charge - Charge Override Window Fields and Function Keys

Field/Function Key	Description
Charge Amount	Use this field to override the calculated automated order charge amount. Key the override amount to be applied to this order. This amount can be changed to zero. If the amount is overridden, the next time that this window is displayed for this charge for this order, the previously entered overridden amount will appear here. (N 13,2) Required
Enter	Press ENTER to accept the data as displayed. The End Order Screen (p. 6-248) appears.

Automated Item Charge - Charge Override Window



```
                  AUTOMATED ITEM CHARGE - CHARGE OVERRIDE

Automated Charge ID: RELSE   ADD CHARGE TO ORDER
                             USD    US Dollars
Min Item Sales Amt:               0  US$   Min Item Weight:          0
Max Item Sales Amt:               0  US$   Max Item Weight:          0

                     Charge        Percent    Type
U/M-1:                10.00  US$       .00     F   (F/P)
U/M-2:                  .00  US$       .00     F   (F/P)
U/M-3:                  .00  US$       .00     F   (F/P)

Calculated Amount:                10.00  US$
Charge Amount:           .........10.00..US$

Item                                 Ord          Shp          B/O U/M WH Sp Ord
A250                              10.000        6.000        4.000 EA  3
Underdesk Printer / Fax Stand   13.5 x 19 x 16
Base Pr:         227.00000  US$  Cost:          88.34567
Final Pr:        170.25000  EA   Order: 01/03254/00
  Total:        1021.50     Customer:        10 Bon Secour School Department

                        F6=User Instructions
```

This pop-up window can appear after pressing ENTER on the Item Review Screen (p. 6-115), F10=END ORD on the Item Entry Screen (p. 6-71), or F10=CHK OUT on the Enter Order/Enter Return Item Entry Screen in Point of Sale Entry (MENU PSMAIN) if the item qualifies for an automated item charge and that charge is defined with **Prompt for Overrides** set to Y on the Automated Item Charge - Charge Definition Screen (p. 74-7) (MENU OEFIL3).

Use this screen to review and maintain the amount of the automated order charge.

If the **Calculate Charge During: After Every Change** field is set to Y, the window will redisplay each time the order is changed. If there are multiple automated item charges defined with **Prompt for Overrides** set to Y, each will display as you press ENTER to accept the data on the previous charge.

Refer toAutomated Line Charge Maintenance (MENU OEFIL3) for information on the setup considerations for automated item charges.

NOTE: When you press F10=END ORD on the Item Entry Screen (p. 6-71), the Promotion Selection Process will occur, based on the current order, and the system will look for all available promotions for the order. If there is at least one promotion found for the order, then the Available Promotions Screen (p. 6-236) will appear. Therefore, if applicable, the Automated Item Charge - Charge Override Window may appear following the screens of the Promotion Selection Process instead of following the Item Entry Screen (p. 6-71).

Automated Item Charge - Charge Override Window Fields and Function Keys

Field/Function Key	Description
Min Item Sales Amt	The **Min Item Sales Amt** field from the Automated Item Charge - Charge Definition Screen (p. 74-7) or the Automated Item Charge - Charge Extension Screen (p. 74-21) When International currency is installed, the company's currency symbol displays with this amount. Display
Max Item Sales Amt	The **Max Item Sales Amt** field from the Automated Item Charge - Charge Definition Screen (p. 74-7) or the Automated Item Charge - Charge Extension Screen (p. 74-21). When International currency is installed, the company's currency symbol displays with this amount. Display
Min Item Weight	The minimum item weight that must be met or exceeded before the automated item charge will be calculated. This calculation will be based on the **Calc on Shipped or Ordered** field being set to S for shipped or O for ordered. Display
Max Item Weight	The maximum weight that if exceeded will cause the automated item charge not to be calculated. Display
Charge Amount: Charge U/M-1, U/M-2, U/M-3	The monetary amount for the automated item charge for each unit of measure. Regardless the value or the weight of the item, every item that qualifies for this charge will be assessed a charge that is the same amount. When the **Type** field is P for per unit, this amount will then be multiplied by the value selected for the **Calc on Shipped or Ordered** field. When the **Type** field is F for fixed amount, the value specified in the **Charge** field is the amount of the item charge that will be added to the order. When International Currency is installed, the company's **Currency Symbol** displays to the right of the **Charge** amount field. Display

Automated Item Charge - Charge Override Window Fields and Function Keys

Field/Function Key	Description
Charge Amount: Percent U/M-1, U/M-2, U/M-3	The percentage of the total item sales amount. for the automated item charge for each unit of measure. The percentage will then also be qualified by the value selected for the **Calc on Shipped or Ordered** field. When the **Type** field is P for per unit, this amount will then be multiplied by the value selected for the **Calc on Shipped or Ordered** field. When the **Type** field is F for fixed amount, the value specified in the **Percent** field is the total percentage amount of the item charge that will be added to the order. Display
Charge Amount: Type U/M-1, U/M-2, U/M-3	The code to identify that the charge is a fixed amount for the total quantity purchased or is per unit purchased charge for each unit of measure. An F creates the item charge created as a fixed amount or percentage of for the total quantity purchased. A P creates the item charge as a per unit amount. The **Charge** or **Percent** field will be multiplied by the quantity ordered or shipped, based on the **Calc on Shipped or Ordered** field, to determine the amount of the item level special charge. Display
Calculated Amount	The calculated amount of this automated item charge. Each time the window is displayed, the value will be updated based on the current information within the specific order. Display
Charge Amount	Use this field to override the calculated automated item charge amount. Key the override amount to be applied to this order. This amount can be changed to zero. If the amount is overridden, the next time that this window is displayed for this charge for this order, the previously entered overridden amount will appear here. (N 13,2) Required
Item	This field displays the item number associated with this line. The item description lines are displayed below the item number. Display
Ord	The quantity of the item ordered. Display
Shp	The quantity of the item that willl be shipped. Display
B/O	The quantity of the item backordered. Display

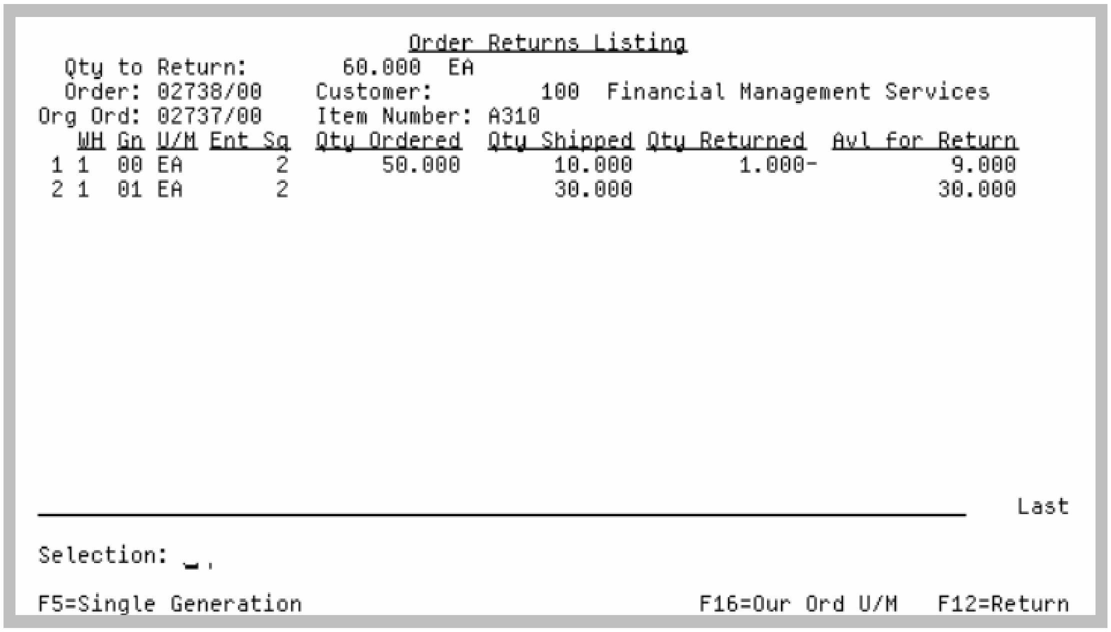
Automated Item Charge - Charge Override Window Fields and Function Keys

Field/Function Key	Description
Base Pr	The price of the item prior to discounts or the cost of the item prior to markups. The currency symbol displays to the right of the base price. Display
Cost	The cost (OE cost or GL cost) that displays in this field depends on the value entered in the **Default Cost to see** field in Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to the **Default Cost to see**, as conditioned by the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. The OE cost represents the unit cost of the item. The OE cost is determined as either the average, standard, user, or last cost for this item in this warehouse as defined through Item Balance Maintenance (MENU IAFILE), or the commission cost. The cost used (average, standard, user, last, or commission cost) is based on the **Cost to be Used for OE** setting in Order Entry Options Maintenance (MENU XAFILE). When the OE cost is calculated from the commission cost, the commission cost can be derived from the Item Balance standard, average, user, vendor/item, and rebate cost, and then have cost load factors (maintained through Cost Load Factors Maintenance (MENU IAFIL2)) added onto this cost. In order for the Rebate Cost to be used, however, the **Use Rebate Cost as Base Commission Cost** in Rebate Options Maintenance (MENU OERFILE) would have to be Y and a Commission Cost Load Factor of $, %, or L would have to be entered on the rebate item. The GL cost represents the unit cost of the item. The GL cost is determined as either the average, standard, or user cost for this item in this warehouse as defined through Item Balance Maintenance (MENU IAFILE). The cost used (average, standard, or user) is based on the **Cost to be Used for GL** setting in Order Entry Options Maintenance (MENU XAFILE). Display
Final Pr	The item’s actual selling price, expressed in the item’s pricing unit of measure. The pricing U/M displays to the right of the final price. Display
Order No	The order number and generation number for the order being created/maintained Display
Total Pr	The item’s extended selling price, based on the quantity shipped, lot, or catch weight. Display

Automated Item Charge - Charge Override Window Fields and Function Keys

Field/Function Key	Description
Customer	The company and customer number for the order being created/maintained. Display
Ship-To	The customer/ship-to number for the order being created/maintained Display
F6=User Instructions	Press F6=USER INSTRUCTIONS to view the user instruction/comment information created for this automated item charge. The Automated Item Charge - User Instructions Screen (p. 74-29) displays in inquiry mode.
Enter	Press ENTER to accept the data as displayed. The Item Entry Screen (p. 6-71) appears.

Order Returns Listing Screen



This screen appears after you press ENTER on the Item Review Screen (p. 6-115), if all of the following conditions exist:

- You are entering an order, invoice, return, or future order with a negative amount.
- The quantity of the item you are attempting to return for the original order/generation specified on the Item Review Screen is greater than the amount available to be returned; this includes all generations (backorders) of the order and cumulative returns already placed against the order. Refer to the **Ord** field as explained on the Item Review Screen (p. 6-115) for clarification.

This screen displays the item's quantities that were included on the specified original order (for each generation) and also identifies all returns already placed against those quantities. If you keyed generation 00 on the Item Review Screen (p. 6-115) all generations of the order will display by default. If you keyed a specific generation, only that generation will display by default. Use the F5=SINGLE GENERATION / F5=ALL GENERATIONS function key to toggle between displaying all generations and a single generation.

Use this screen to review the shipped quantities of the items for the applicable generation(s) of the specified original order, the cumulative quantities that have already been returned (or are pending in open returns), and the available balance available to be returned. You may then select the appropriate order generation/quantity via the **Selection** field to be included in the return. When you press ENTER, the correct calculated available balance quantity that may be returned will be brought back to the Item Review Screen (p. 6-115). The quantity that is available for return is calculated as follows:

Quantity Shipped - Quantity Returned = Quantity that may be returned

For example, if the quantity ordered of an item is 20 and the quantity shipped is 10, and 6 of the items have already been returned, then 4 of the items remain and are available to be returned. If out of the 4 available items that may be returned, you return 3, then 1 is left that may be returned, and so on. If the quantity ordered and shipped is 20 and no returns have yet been placed, then 20 items are available to be returned.

Order Returns Listing Screen Fields and Function Keys

Field/Function Key	Description
Qty to Return	This field displays the quantity to be returned based on the quantity ordered from the Item Review Screen (p. 6-115). Display
Order	This field displays the order number you are currently working with, and the generation number. Display
Customer	This field displays the customer number and name for which you are entering a return. Display
Org Ord	This field displays the original order number and generation of the order as entered on the Item Review Screen (p. 6-115). Display
Item Number	This field displays the number of the item being returned. Display
(Reference Number)	This field displays the reference number of this line item on the specific order/generation(s). To select one of the lines displayed, key this number in the **Selection** field on the lower portion of this screen and press ENTER. Display
WH	This field displays the original line item's warehouse. Display
Gn	This field displays the generation of the order for the line item. Display
U/M	This field displays the unit of measure of the line item and quantity on the specific order/generation(s). Display
Ent Sq	This field displays the entry sequence number of the line item as it was included on the specific order/generation(s). Display
Qty Ordered	This field displays the quantity ordered of the item on the original generation of the order. This value is only presented for the 00 generation of the order. Display

Order Returns Listing Screen Fields and Function Keys

Field/Function Key	Description
Qty Shipped	This field displays the quantity shipped of the item on each specific order/ generation. Display
Qty Returned	This field displays the quantity of this item on the specific order/generation that has previously been returned or that is on a pending return. Display
Avl for Return	This field displays the quantity available for return against this specific order/generation. NOTE: When referencing an original order/generation, you cannot enter a return quantity against the specific order/generation for an amount more than what is presented in this column. Display
Selection	Use this field to select the item and quantity of the item that will be used on the Item Review Screen (p. 6-115). Key the reference number corresponding to the item you want to select, and press ENTER. (N 2,0) Required
F5=Single Generation/ F5=All Generations	Press the F5=SINGLE GENERATION / F5=ALL GENERATIONS function key to toggle between displaying a single generation of the order or all generations of the order.
F12=Return	Press the F12=RETURN function key to return to the Item Review Screen (p. 6-115), without selecting an item.
F16=Our Ord U/M / F16=Cus Ord U/M	Press F16=OUR ORD U/M / F16=CUS ORD U/M key to toggle between the unit of measure for the order and the customer order unit of measure for the order.
Enter	After keying a reference number in the **Selection** field, press the ENTER key to select the item and quantity that will be returned. The Item Review Screen (p. 6-115) displays, and once ENTER is pressed on that screen, the item and quantity that is calculated to be returned is displayed in the **Qty Shp** field.

Promotions Warning Screen

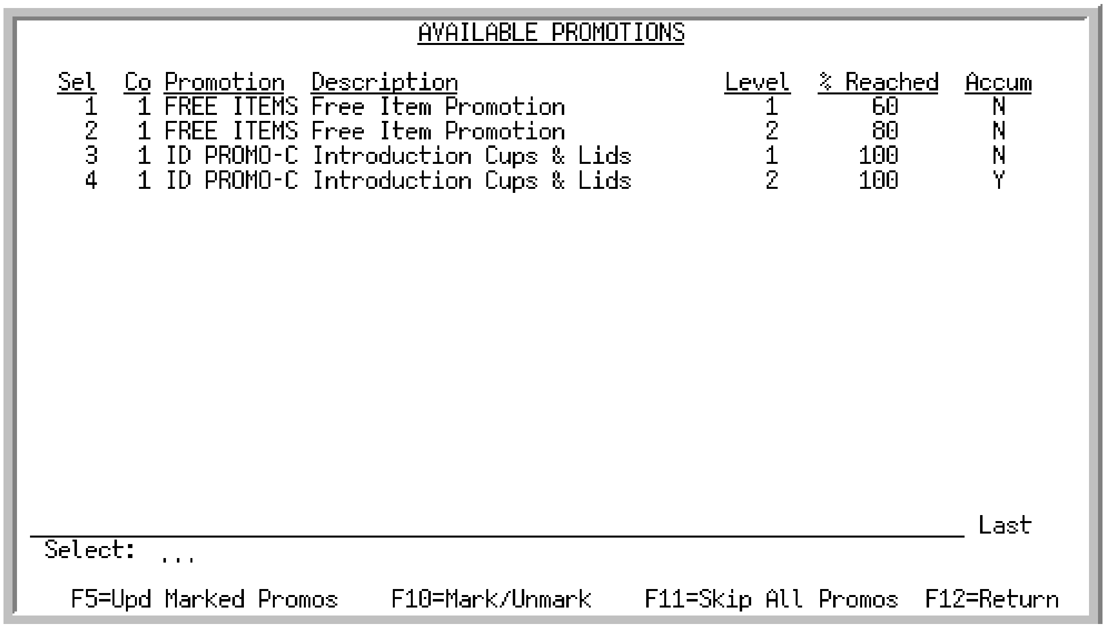
This screen will display after pressing F10=END on the Item Entry Screen (p. 6-71) if promotions were previously applied to an order.

Note that if promotions were applied to an order and the order has been Pick List printed, promotions will not be allowed to be reset for the order if you are not authorized to add line items to Pick List printed orders as defined through Application Action Authority (MENU XASCTY). The above pop-up window will therefore not appear if you are not authorized.

Promotions Warning Screen

Field/Function Key	Description
(Response)	Key Y to remove all promotional items and discounts that have been previously added to the order to allow for promotion re-qualification based on any changes made to the order. You will have to reselect the promotions and reselect any choice items, if applicable, in order to use a promotion on the order. Key N to retain any promotional items and discounts on the order. If you select N, you will not be able to review any new promotions for the order. *Default Value:* N (A1) Required
Enter	When you key Y and press ENTER, the Available Promotions Screen (p. 6-236) will appear. When you key N and press ENTER, you will proceed directly to the End Order Screen (p. 6-248).

Available Promotions Screen



This screen appears after you press F10=END on the Order Header Screen (p. 6-18) or F10=END ORD on the Item Entry Screen (p. 6-71), if there is at least one promotion found for the order.

Use this screen to review all available promotions for the current order and the percentage of the promotion that has been reached. One or more promotions may be applicable for the order, but as you mark promotion(s) for selection, others may no longer qualify. If the same promotion shows more than once, it indicates that the order qualifies for more than one level. Typically, the promotions should be set up so that the level 1 value of the promotion is the better one for the customer.

When F10=MARK/UNMARK is selected on this screen to mark the selected promotion(s) for this order, once you press F5=UPD MARKED PROMOS, all "get" items and discounts on the marked promotions will be added to the current order. (See F5=UPD MARKED PROMOS for further details.)

If an order previously had promotions selected, but 'buy' requirements had been deleted or changed causing the order to no longer qualify for promotions, this screen will display with no promotions listed and an error message will appear.

An item will be not be added to the order if any of the following criteria hold true:

- the item is suspended
- the item is not stocked in the order's warehouse
- the customer is restricted from ordering the item because the item has a restriction code, and the customer is not authorized to that code
- the customer is not authorized to purchase the item because the item is not listed on the customer's Authorized Item Code (AIC)
- the customer is not authorized to purchase the item if the customer's AIC is the system defined value of *CONTR and a valid contract does not exist for the customer and item

At this time, there is no notification that these items have been omitted.

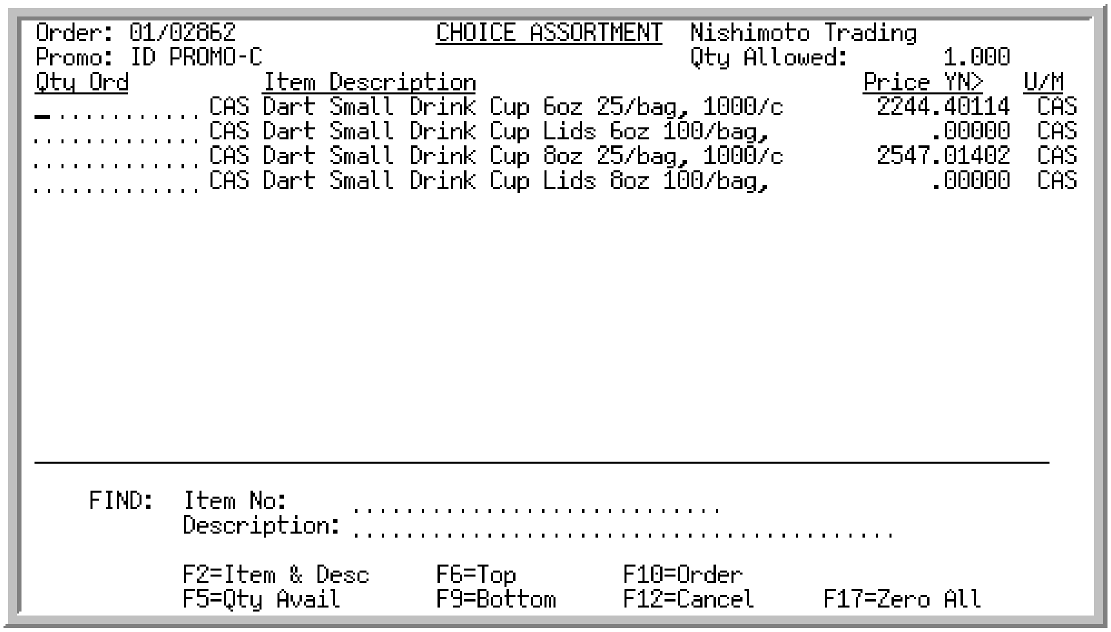
Available Promotions Screen Fields and Function Keys

Field/Function Key	Description
Sel	This field displays the reference number assigned to each promotion displayed on this screen. Key this number in the **Select** field to select a promotion you want to mark or unmark for the order, or further inquire on. Display
Co	This field displays the company associated with the promotion. Display
Promotion	This field displays the promotion ID the customer qualifies for. Display
Description	The description for the level of the promotion. Display
Level	This field displays the level number of the promotion, which allows you to specify better deals for a customer, if that customer purchases more of a particular item or items. Typically, the deals should be set up so that the level 1 value is the better one for the customer. Display
% Reached	This field displays the percentage reached of the promotion. When this percentage is 100, it means that the customer now qualifies for the promotion since they have purchased all the required items. For example, if a 'buy' requirement was set up with a quantity of 6 (the customer must purchase 6 items in order to qualify), and the customer has only purchased 3 to date, then 50 would display in this field. Note that the **Accum** field is also used to determine when a customer qualifies for a promotion. If the field is Y, then all items on other existing orders for the customer will be counted towards determining if the customer qualifies for this level of the promotion in Order Entry. The list of items that are 'buy' requirements for this level of the promotion ALL must be purchased in order to qualify. Display
Accum	This field indicates if items on other existing orders for the customer will be counted towards determining if the customer qualifies for this level of the promotion in Order Entry. Y displays if orders will be accumulated; N displays if orders will not be accumulated. Display

Available Promotions Screen Fields and Function Keys

Field/Function Key	Description
Select	Use this field to select one of the promotions on this screen that you want to mark, unmark, or review for the order. Key the number displayed in the **Sel** field that corresponds to the promotion that you want to select, and press F10=MRK/UNMARK. The **Promotion** will be highlighted, indicating that you have selected it for the order. To unmark it, simply select the promotion again in the **Sel** field and press F10=MRK/UNMARK. The promotion will no longer be highlighted. Key the number displayed in the **Sel** field that corresponds to the promotion that you want to select, and press ENTER. The Customer Promotion Inquiry - Buy Requirements Screen (p. 103-10) will appear. (N 2,0) Optional
F5=Upd Marked Promos	After you have marked promotions with the F10=MARK/UNMARK function key, press the F5=UPD MARKED PROMOS function key to process/update all promotions that have been marked. All “get” items and discounts on the marked promotions will be added to the current order. The End Order Screen (p. 6-248) will appear. If any of the selected promotions had a choice item defined as one of the ‘get’ requirements (through Maintaining Promotions, MENU OEPRCE), then the Choice Assortment Screen (p. 6-239) will first appear. If the Order Entry option to **Include Promo Items in Gross Margin Checking** is Y, then any free or discounted items added from marked promotions will be included in the calculations when determining the order’s gross margin percentage and when checking for gross margin holds.
F10=Mark/Unmark	Key a reference number in the **Select** field and press F10=MRK/UNMARK to mark the promotion. The **Promotion** will be highlighted, indicating that you have selected it for the order. If the promotion is already marked and you key its reference number in the **Select** field and press F10=MRK/UNMARK, it will be unmarked and no longer highlighted.
F11=Skip All Promos	Press the F11=SKIP ALL PROMOS function key to bypass all promotions and proceed directly to the End Order Screen (p. 6-248) without updating the order for any promotions.
F12=Return	Press the F12=RETURN function key to return to the previous screen without updating the order for any promotions.
Enter	Key the reference number displayed in the **Sel** column that corresponds to the promotion that you want to select, and press ENTER to further inquire on a promotion. The Customer Promotion Inquiry - Buy Requirements Screen (p. 103-10) will appear.

Choice Assortment Screen



This screen appears after you press F5=UPD MARKED PROMOS on the Available Promotions Screen (p. 6-236), if any of the selected promotions had a choice item defined as one of the 'get' requirements (through Maintaining Promotions, MENU OEPRCE). Choice items indicate that the customer will get a 'choice' of items as the promotion.

Use this screen to select the 'get' products for the order and promotion specified. The quantity of the products selected cannot exceed the **Qty Allowed** that displays in the upper right hand corner. Note that the **Qty Ord** for the chosen item(s) will be multiplied by the quantity per parent that is defined in Bill of Materials Maintenance (MENU OBMAIN) for the component. If the quantity per parent is 2 and the order quantity is 3, 6 will be compared to the **Qty Allowed**.

An item will be omitted from the choice list if any of the following criteria hold true:

- the item is suspended
- the item is not stocked in the order's warehouse
- the customer is restricted from ordering the item because the item has a restriction code, and the customer is not authorized to that code
- the customer is not authorized to purchase the item because the item is not listed on the customer's Authorized Item Code (AIC)
- the customer is not authorized to purchase the item if the customer's AIC is the system defined value of *CONTR and a valid contract does not exist for the customer and item

At this time, there is no notification that these items have been omitted.

Note that Get types, A (Assortment) and C (Choice) are set up as Assortment items in Bill of Materials. In Bill of Materials, they are set up with component items and it is these component items that are placed on the order during Order Entry. Only component items that are stocked in the warehouse of the current sales order are shown. The hierarchy that is followed to determine the price of these component items when they are added to an order that qualifies for a promotion, is listed below:

1. The override price or override discount keyed at the 'get' level for the assortment will be used. This is entered on the Promotion Information - Get Products Screen in Maintaining Promotions (MENU OEPRCE).
2. The override price specified at the BOM component level for the assortment will be used. This is entered on the Components Entry Screen in Bill of Material Maintenance (MENU OBFILE).
3. If no override price or discount is found at either the 'get' level or on the component level, then the price of the item is zero (free).

NOTE: Many 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 the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen.

Choice Assortment Screen Fields and Function Keys

Field/Function Key	Description
Order	This field displays the company and order number for which you are selecting a 'get' product. Display
Promo	This field displays the promotion which had a choice item defined as one of the 'get' requirements (through Maintaining Promotions, MENU OEPRCE). Display
(Customer)	This field displays the customer associated with the order. Display
Qty Allowed	This field displays the quantity allowed for the product you are selecting as a 'get' product for the order. The quantity of the products selected (total **Qty Ord**) cannot exceed the quantity value displayed in this field. Display
Qty Ord	Use this field to select the 'get' products for the order and promotion specified. Key the quantity ordered of the selected items and press F10=ORDER. The items will be added to the order and the End Order Screen (p. 6-248) will appear. Note that the quantity of the products selected cannot exceed the **Qty Allowed** that displays in the upper right hand corner. (N 10,3) Optional

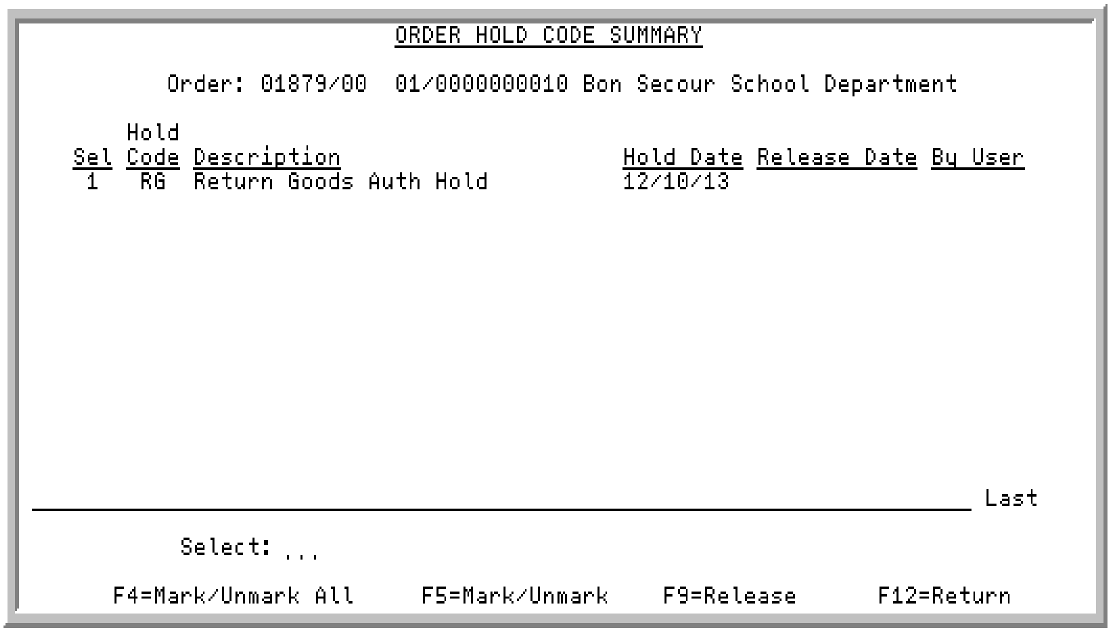
Choice Assortment Screen Fields and Function Keys

Field/Function Key	Description
Item Number / Item Description	This field displays the item which has been defined as one of the 'get' requirements. The items in this column are the items that the customer has a choice of receiving for the promotion. If in single line mode (refer to F24=DOUBLE LINE / F24=SINGLE LINE below), the item number and description values will toggle with the F2=DESC ONLY / F2=ITEM & DESC key. The F2=DESC ONLY key changes to show only the item description beginning in position 1 and the F2=ITEM & DESC changes to show the item number and the description. Display
Price / Qty Avail	This field displays the final price of the item as part of this promotion or quantity available of the item, as toggled with the F5=QTY AVAIL / F5=PRICE function key. Display
U/M	This field displays the unit of measure of the quantity that the customer receives for the item. Display
FIND Item No	To limit the items to display, key a partial item number and press ENTER. 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
FIND Description	To limit the items to display, key a partial item description and press ENTER. All items that match the characters of the item description keyed in this field will display. This is helpful if you recall part of an item description, but not the entire text. For information on entering search criteria, refer to the Cross Applications User Guide. (A 40) Optional
F2=Item & Desc / F2=Desc Only	Press the F2=ITEM & DESC / F2=DESC ONLY function key to toggle between showing either the item number and description or only the item description this screen. This function key only displays in single line mode as toggled with the F24=DOUBLE LINE / F24=SINGLE LINE function key.
F5=Qty Avail / F5=Price	Press the F5=QTY AVAIL / F5=PRICE function key to toggle between showing either the quantity available of the item or the final price of the item.
F6=Top	Press the F6=TOP function key to position the cursor in the first **Qty Ord** field on this screen.

Choice Assortment Screen Fields and Function Keys

Field/Function Key	Description
F9=Bottom	Press the F9=BOTTOM function key to position the cursor in the last **Qty Ord** field on this screen.
F10=Order	Press the F10=ORDER function key to proceed to the End Order Screen (p. 6-248), once you have selected your promotional products for this order. The selected items will be added to the order. Note that the order quantity for the chosen item(s) will be multiplied by the quantity per parent that is set up in Bill of Materials Maintenance (MENU OBMAIN) for the component.
F12=Cancel	Press the F12=CANCEL function key to proceed to the End Order Screen (p. 6-248) without making a selection on this screen.
F17=Zero All	Press the F17=ZERO ALL function key to set the Qty Ord field for all items listed on this screen to zero.
F24=Double Line / F24=Single Line	The F24=DOUBLE LINE / F24=SINGLE LINE function key is non-display, and is used to toggle between the double line mode and single line mode of the items. 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.
Enter	Press the ENTER function key to confirm your entry. If find criteria was entered, a list of the items will be positioned to the first item that matches the find search criteria.

Order Hold Code Summary Screen



This screen appears after you press:

- F10=End on the Order Header Screen (p. 6-18) or F10=End Ord on the Item Entry Screen (p. 6-71), if the Order Entry option to **Show All Hold Codes Before End Order** is Y in Order Entry Options Maintenance (MENU XAFILE). This screen will display after promotions were selected for the order, if applicable, on the Available Promotions Screen (p. 6-236).
- F13=View All Holds on the Order Release Screen (p. 7-5) or Order Release Order Header Screen (p. 7-8) in Release Held Orders, Quotes, Backorders, and Futures (MENU OEMAIN).
- F11=Holds on the Order Display Screen (p. 15-17) during the Order Display Inquiry (MENU OEMAIN). When accessed from the Order Display Inquiry, you will be in Inquiry mode and this screen will be for viewing purposes only. You will not be able to release hold codes associated with the order.

Use this screen to review all holds that apply to this order and determine which holds, if any, you want to release (if authorized) prior to the display of the End Order Screen (p. 6-248). You can release one or more holds simultaneously. Hold codes will be sorted in hold code sequence, so that they display in the proper hierarchy. See Display All Order Hold Codes (p. 4-22) for the Order Hold Code Hierarchy list.

If you are not authorized to release any of the hold codes for the order, this screen will still appear so that you can review the holds and notify the appropriate departments that the holds require attention.

The following lists the hold codes you will be allowed to release from this screen, if applicable (these are the same ones that are allowed to be released from the End Order Screen (p. 6-248)):

- Automated Invoicing Hold (defined in Consignment Company Options)
- Credit Hold (CR)
- Drop Ship Hold (defined in Purchasing Company Options)

- EDI Order Hold (defined in EDI Company Options)
- EDI Order Error Hold (defined in EDI Company Options)
- Gross Margin Minimum Hold (GM)
- Gross Margin Maximum Hold (GX)
- Offline Entry Hold (OH)
- Order Minimum Hold (defined in Order Entry Company Options)
- Returned Goods Authorization Hold (defined in Order Entry Company Options)
- Replenishment Hold (defined in Consignment Company Options)
- Slow Pay Hold (SP)

The following hold codes will not be allowed to be released from this screen, because they require user interaction via screen processing or require orders to be at a certain order status prior to being released:

- Consolidated Hold (defined in Order Entry Company Options)
- New Customer Hold (NC)
- Pending Authorization Hold (CC) (defined in Credit Card Company Options)
- Processing Error Hold (CC) (defined in Credit Card Company Options)
- Expired Authorization Hold (CC) (defined in Credit Card Company Options)
- Declined Credit Card Hold (CC) (defined in Credit Card Company Options)

Additionally, when the Order Hold Code Summary Screen is accessed from Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN),. any user defined hold codes may also be released from this screen based on appropriate user security. User defined hold codes will not be available when this screen is accessed from within Enter, Change & Ship Orders (MENU OEMAIN).

Order Hold Code Summary Screen Fields and Function Keys

Field/Function Key	Description
Order	The Order and Generation Number for this selected order. Display

Order Hold Code Summary Screen Fields and Function Keys

Field/Function Key	Description
Sel	The **Sel** column for a hold code will only display if: • you have proper action authority to release the particular hold code (as determined with the Allow the Release of Held Orders action authority, defined through Application Action Authority Maintenance (MENU XASCTY). • the hold code is one that does not require being released using other means (such as, Warehouse Management Hold, Boxing Hold, any Credit Card Hold). • the hold code has not already been released. • the Order Hold Code Summary Screen was accessed from the appropriate menu option with authority for the hold code (i.e. user defined hold codes). This field indicates the reference number assigned to each hold code. Key this number in the **Select** field to select a hold code you want to mark/ unmark for a particular action. Display
Hold Code	The hold code associated with the order. Display
Description	The description of the hold code, identifying the type of hold. Display
Hold Date	The date the order with put on hold with this hold code. Display
Release Date	The date the order was released from the corresponding hold code, if applicable. Display
By User	The User ID who released the hold code from the order, if applicable. Display

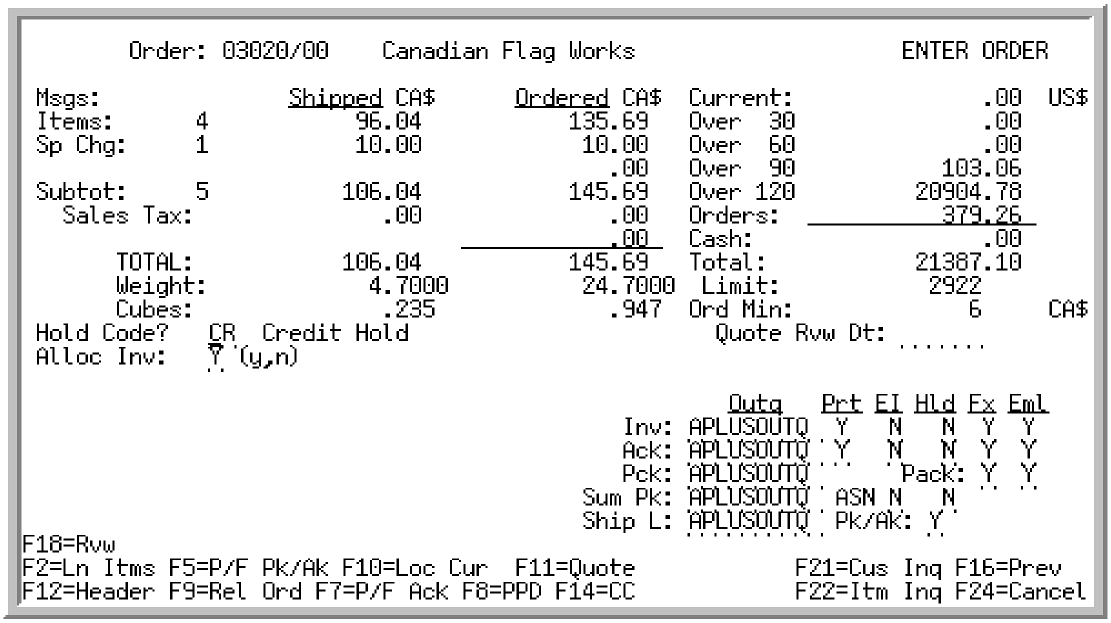
Order Hold Code Summary Screen Fields and Function Keys

Field/Function Key	Description
Select	Use this field to select one of the hold codes on this screen that you want to mark, unmark, or release for the order. Key the number displayed in the **Sel** field that corresponds to the hold code that you want to select, and press F5=MRK/UNMARK. The **Hold Code** will be highlighted, indicating that you have selected it for the order. To unmark it, simply select the hold code again in the **Sel** field and press F5=MRK/UNMARK. The hold code will no longer be highlighted. To release the marked hold codes, press F9=RELEASE without keying a value in this field. To release an individual hold code, key the number displayed in the **Sel** field that corresponds to the hold code that you want to release, and press F9=RELEASE. Only the selected hold code will be released. (N 2,0) Optional
F4=Mark/Unmark All	The F4=MARK/UNMARK ALL function key is available in Maintenance mode only and not available in Inquiry mode when accessed from the Order Display Screen (p. 15-17) during the Order Display Inquiry. Press F4=MARK/UNMARK ALL to either mark or unmark all applicable hold codes for release. After you mark all hold codes, press F9=RELEASE to release all of the hold codes that are marked. When marking all hold codes, for each hold code that you are authorized to release, the **Sel** (reference number) for the hold code will display in reverse image indicating that it is marked for release. When unmarking all hold codes, the **Sel** (reference number) for the hold code will no longer display in reverse image.
F5=Mark/Unmark	The F5=MARK/UNMARK function key is available in Maintenance mode only and not available in Inquiry mode when accessed from the Order Display Screen (p. 15-17) during the Order Display Inquiry. The F5=MARK/UNMARK function key allows you to mark or unmark an individual hold code for release. Key a reference number in the **Select** field, then press F5=MARK/UNMARK to mark or unmark the individual hold code for release.

Order Hold Code Summary Screen Fields and Function Keys

Field/Function Key	Description
F9=Release	The F9=RELEASE function key is available in Maintenance mode only and not available in Inquiry mode when accessed from the Order Display Screen (p. 15-17) during the Order Display Inquiry. The F9=RELEASE function key allows you to release hold codes for this order. You can release an individual hold code only or all marked hold codes. To release all hold codes that have been marked via F4=MARK/UNMARK ALL or F5=MARK/UNMARK, press F9=RELEASE without keying a value in the **Select** field. You will be prompted to press F9=RELEASE again to confirm the release of the hold code(s). The marked hold(s) will be removed. To release an individual hold code for this order, key the reference number of the hold code in the **Select** field and press F9=RELEASE. You will be prompted to press F9=RELEASE again to confirm the release of the selected hold code. After hold code(s) have been released, if the order qualifies for another hold (according to the Order Hold Code Hierarchy (p. 4-22)), that next unreleased hold code in the hierarchy will display in the **Hold Code** field on the End Order Screen (p. 6-248).
F12=Return	Press the F12=RETURN function key to return to the previous screen. If this screen was accessed from within Enter, Change & Ship Orders (MENU OEMAIN), when you press the F12=RETURN function key, the End Order Screen (p. 6-248) will appear. If this screen was accessed from within Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN), and all applicable hold codes for the order have been released, the Order Release Screen will display with a message informing you that the order has been released and the current status of the order. If the order is still on hold, then the Order Release Screen will display with a message informing you that the order is on hold, and with other applicable information, such as if locations or boxes need to be assigned, etc. If hold codes for the order were not released, the Order Release Screen will display with a message informing you that this order was NOT released. If this screen was accessed from the Order Display Screen (p. 15-17) during the Order Display Inquiry (MENU OEMAIN), when you press the F12=RETURN function key, you will be returned to the Order Display Screen (p. 15-17).

End Order Screen



```
       Order: 03020/00    Canadian Flag Works                      ENTER ORDER

Msgs:                  Shipped CA$      Ordered CA$  Current:              .00  US$
Items:      4              96.04           135.69   Over  30               .00
Sp Chg:     1              10.00            10.00   Over  60               .00
                                              .00   Over  90            103.06
Subtot:     5             106.04           145.69   Over 120          20904.78
  Sales Tax:                 .00              .00   Orders:             379.26
                                              .00   Cash:                  .00
      TOTAL:              106.04           145.69   Total:            21387.10
      Weight:              4.7000          24.7000   Limit:            2922
      Cubes:                .235             .947   Ord Min:             6      CA$
Hold Code?   CR  Credit Hold                          Quote Rvw Dt: .......
Alloc Inv:   Y  (y,n)

                                                      Outq    Prt EI Hld Fx Eml
                                              Inv: APLUSOUTQ  Y   N   N  Y   Y
                                              Ack: APLUSOUTQ  Y   N   N  Y   Y
                                              Pck: APLUSOUTQ        Pack: Y   Y
                                           Sum Pk: APLUSOUTQ  ASN N   N
                                           Ship L: APLUSOUTQ  Pk/Ak: Y
F18=Rvw
F2=Ln Itms F5=P/F Pk/Ak F10=Loc Cur  F11=Quote            F21=Cus Inq F16=Prev
F12=Header F9=Rel Ord F7=P/F Ack F8=PPD F14=CC            F22=Itm Inq F24=Cancel
```

This screen appears after you press F10=END on the Order Header Screen (p. 6-18) or F10=END ORD the Item Entry Screen (p. 6-71). This screen displays a summary of the order and allows you to select the next action for the order. Note that any group quantity discounts for the entire order will be calculated as this screen displays.

Not all possible fields that may display on this screen are shown in this figure. Depending on the situation (e.g., the type of order being processed, the type of payment selected for the customer, the authority of the user, and the options in affect, etc.), varying fields may or may not be presented on this screen. Even though not displayed, all fields will be explained.

At end order time, all applicable hold codes will be checked for the order. It is possible for more than one hold code to apply to the order. If the Order Entry option to **Show All Hold Codes Before End Order** is Y in Order Entry Options Maintenance (MENU XAFILE), then all hold codes can be reviewed and potentially released from the Order Hold Code Summary Screen (p. 6-243). If **Show All Hold Codes Before End Order** is N, then the highest hold in the hierarchy that applies to the order will display in the **Hold Code** field on this screen. See Display All Order Hold Codes (p. 4-22) for the Order Hold Code Hierarchy list.

NOTE: An order may be placed on backorder hold if you keyed H in the **Compl Ship** field on the Second Order Header Screen (p. 6-48) and any item on the order must be backordered.

When International Currency is installed, the values in the **Shipped** and **Ordered** columns may be toggled with the F10=TRD CUR / F10=LOC CUR to display values in the company's local currency or in the order's currency with the applicable currency symbol displayed to right of the **Shipped** column heading. The customer credit information (**Current** and **Over (Aging Period 1-4)**) will only show in the company's local currency with the local currency symbol displayed to the right of the **Current** value.

If, after selecting to print a special form (e.g. invoice), a pop-up message window displays with the message **Your export could not be copied as you may have it open already. This request is canceled.**, it indicates that there are set-up issues with the file export process. Go to the PC File Export Menu (MENU EXMAIN) and review the set up options to make the corrections.

End Order Screen Fields and Function Keys

Field/Function Key	Description
Msgs	The number of line and order comments keyed on this order. These comments were entered on the Order Comments Screen (p. 6-99). Display
Items	The quantity and total amount of items shipped and ordered. Display
Sp Chg	The quantity and total amount of order and special charges for ordered and shipped items. Display
Tr Disc	This field appears only if **Use Trade Discounts** is Y in Order Entry Options (MENU XAFILE) and a trade discount was entered on the Second Order Header Screen (p. 6-18). Displays the total amount of the trade discount, if any, applicable for the amount ordered and shipped. Trade discounts are for an entire order if the total order value exceeds the total order value that has been specified through Trade Discount Maintenance (MENU OEPRCE). NOTE: If you are performing a correction for this order and changed line item quantities which may have altered the applicable trade discount percent, clear the **Tr Dsc Pct** field on the Second Order Header Screen (p. 6-48) to recalculate the trade discount. Display
Subtot	The total quantity of lines keyed on this order (items, comments, and special charges), and the total amount of the order. The total amount of the order is calculated as the total item amount plus the total special charges amount minus the trade discount (if any). Display

End Order Screen Fields and Function Keys

Field/Function Key	Description
Sales Tax	The sales tax amount for the order. Sales tax is calculated only for items and special charges defined as taxable (the **Exempt** code is 0). The sales tax rate used is defined by the tax body selected on the Order Header Screen (p. 6-18). Any override tax exemptions created through Tax Overrides Maintenance (MENU OEFIL2) and used for this order will be incorporated. If you are using Vertex as selected via System Options Maintenance (MENU XAFILE), the following are not used during Order Entry processing: tax bodies, tax codes and tax overrides.When you use the Vertex taxing interface, the sales tax that displays in this field was calculated when you entered the item or special charge. However, if the address information on the Order Header Screen (p. 6-18) changes, in particular the **GeoCode**, then the tax amount is recalculated for each line item on the End Order Screen (p. 6-248). If a quantity discount is issued to a line item then a new tax amount is calculated for that line item on this screen. Display
Other	This column appears only if container charges or federal excise tax applies to the order. This field displays other charges for this order. This may be a container charge or federal excise tax. Federal excise tax will post to a separate general ledger account and will not be included in sales analysis values. Values in this field are not subject to sales tax and will not print on the tax report. Display
GST	This field appears in place of the **Sales Tax** field if **Use GST/PST Taxing** is set to Y through System Options Maintenance (MENU XAFILE) and the tax body on the order is for GST or PST. The goods and services tax amount applied to the order. Display
PST/Other	This field displays in place of the **Sales Tax** field if **Use GST/PST Taxing** is set to Y through System Options Maintenance (MENU XAFILE) and the tax body on the order is for GST or PST. This field represents the combination of provincial sales tax and container charges. Display
TOTAL	The total shipped and ordered order value, calculated as the subtotal amount plus the sales tax amount. Display
Weight	The sum of all the weights of the items shipped and ordered. The total weight is defined for each item through Item Master Maintenance (MENU IAFILE). Display

End Order Screen Fields and Function Keys

Field/Function Key	Description
Cubes	The cubic size of the items. The total weight is defined for each item through Item Master Maintenance (MENU IAFILE). Display
Shipped	This column appears only if there is at least one shipped item on the order. This column displays the dollar amount of the items to ship for this order. This is the sum of the **Shp** field on the Item Review Screen (p. 6-115) for all items. Backordered items will not display in this column. Display
Ordered	This column appears only if there is at least one item on the order that is backordered. The total dollar amount of items ordered. This is the sum of the **Ord** field on the Item Review Screen (p. 6-115) for all items. Backordered items are included in this amount. Display
Current	The current accounts receivable amount due from this customer. This accounts receivable has been open for less than the number of days in Aging Period 1. Display
Over (Aging Period 1)	The accounts receivable amount that has been due from this customer for at least the first aging period but less than the second. Display
Over (Aging Period 2)	The accounts receivable amount that has been due from this customer for at least the second aging period but less than the third. Display
Over (Aging Period 3)	The accounts receivable amount that has been due from this customer for at least the third aging period but less than the fourth. Display
Over (Aging Period 4)	The accounts receivable amount that has been due from this customer for at least the fourth aging period. Display
Orders	The total value of orders for unsent Invoices and sent Invoices for which day-end has not been run including today's orders. This field is updated only by orders with a payment type that updates A/R as defined through Payment Types Maintenance (MENU OEFILE). Display

End Order Screen Fields and Function Keys

Field/Function Key	Description
Cash	The cash amount that has been applied to this customer's accounts receivable through Cash & Adjustment Entry/Edit (MENU ARMAIN) but has not been posted through Cash & Adjustment Post (MENU ARMAIN). Display
Totals	The total amount due from this customer. This is the sum of the current open receivables (**Current**), the overdue open receivables (**Aging Periods 1**, **2**, **3**, and **4**), and the invoices for which day-end has not been run (**Orders**), excluding future orders and minus unposted cash (**Cash**) for this customer. This total is compared to the credit limit for credit hold checking. NOTE: The amount in this field will include accounts receivable due in future periods, in addition to the amounts for each aging period listed, if the **Include Futures In Credit Check** field is set to Y in Order Entry Options Maintenance (MENU XAFILE). Display
Limit	The credit limit assigned to this customer through Customer/Ship to Master Maintenance (MENU ARFILE). Display

End Order Screen Fields and Function Keys

Field/Function Key	Description
Ord Min	This field appears only if **Check Order Minimum Hold** field is set to Y in Order Entry Options Maintenance (MENU XAFILE). This field displays the order minimum hold amount. An order below this amount will be put on hold automatically, if it is an “O” or “Q” type order for first generation orders, and it has not been previously put on order minimum hold. Order Entry will check for your order minimum amount after it has checked for a minimum gross margin hold (GM) and maximum gross margin hold (GX), and before it checks for a credit hold (CR). Thus, the order could be put on GM or GX hold even if it is below the order minimum amount. If you release an order minimum hold, the order could be put on credit hold automatically at that time. Order minimum amounts are assigned at the company level through Order Entry Options Maintenance (MENU XAFILE) and/or at the customer/ customer ship to level through Customer/Ship to Master Maintenance (MENU ARFILE). When determining the minimum order amount to use, the system uses the following hierarchy: • customer ship to address • customer • company If changes are made to the order so the order value is greater than the order minimum, the order is released automatically. If the order value is below the order minimum amount, authorized users can release the order manually, if necessary, by pressing the F9=REL ORD function key. When International Currency is installed, the local currency equivalent will display beside the trading currency amount, and the currency symbol will display to the right of the values. Display

End Order Screen Fields and Function Keys

Field/Function Key	Description
Hold Code	If Order Entry does not automatically assign a hold code to this order, this field is optional. If the order meets the criteria for a system hold code, Order Entry will automatically place the order on hold and assign the system hold code. System holds include: • GM - Gross Margin Hold • GX - Maximum Gross Margin Hold • SP - Slow Pay Hold • CR - Credit Hold • NC - New Customer Hold • OH - Offline Order Entry Hold The system can also place an order on hold depending on options for particular modules and features using a user-defined hold code. User-defined holds include: • RGA Hold for new return orders • Boxing Hold • Warehouse Management Hold • Consolidated Invoice Hold • Order Minimum Hold Refer to Hold Codes (p. 4-21) for a complete description of the system and user-defined holds. Use this field to place the order on hold. You must place the order on hold if either the **Alloc Inv** and **Return to Stock** fields contain different values (i.e., one is Y; the other N) or the **Alloc Inv** field is N and **Allow Shipment of Unalloc Orders** is set to Y in Order Entry Options (MENU XAFILE). When an order is on hold, you cannot print an acknowledgment, pick list, or invoice until the order is released from hold (you may, however, print an RGA Slip.) Orders on credit exceeded, gross margin minimum, gross margin maximum, off-line order entry, slow pay, order minimum, RGA, automated consignment invoicing, automated consignment replenishment, EDI order, EDI order error, or received drop shipment hold may be released using the F9=REL ORD function key on this screen, or the F9=RELEASE function key on the Order Hold Code Summary Screen (p. 6-243). If an order is released, and the order qualifies for a second hold code according to the Order Hold Code Hierarchy (p. 4-22), the next unreleased hold code in the hierarchy will display in this field. *Valid Values:* A code defined through Order Hold Codes Maintenance (MENU OEFILE) (A 2) Optional/Display

End Order Screen Fields and Function Keys

Field/Function Key	Description
Alloc Inv	Use this field to specify if the items on this order should be allocated in inventory. Key Y to allocate inventory for this order. If inventory is allocated, the same items cannot be promised to another customer. During Day-End Processing, for orders that were invoiced, the quantity on-hand for all items on the invoiced orders is reduced by the quantity shipped of that item. You must key Y if the return reason code in the **Reason** field has a **Return to Stock** value of Y. Key N if you do not want to allocate inventory for this order. Existing inventory will be used for other customer orders. During Day-End Processing, for orders that were invoiced, the quantity on-hand for the items on the invoiced orders is not reduced. You must key N if the: • order is a quotation (Q), future order (F), or master order (M) • return reason code in the **Reason** field has a **Return to Stock** value of N • **Return Scrapped Item to Inventory** field is set to N in Purchasing Company Options (MENU XAFILE) and the return reason code in the **Reason** field has a **Disposition Code** of S. If the **Order Entry to Inv** field is set to N for the company in Company Name Maintenance (MENU XAFILE), this field will be set to N and you will not be able to change the value. Additionally, you will not be able to print Invoices using F6=PRT INV unless you keyed Y in the **Allow Shipment of Unalloc Orders** field in Order Entry Options Maintenance (MENU XAFILE). If an order includes items from two or more warehouses, Order Entry determines whether inventory will be allocated for each individual warehouse, based on the requested ship date(s) for the items ordered from that warehouse. If inventory will be allocated for one warehouse, but not for another, the message "**Order to Split. Some warehouse orders will become future orders**" displays.Refer to Allocation Outside Requested Ship Date (p. 4-11) for more information regarding inventory allocations. *Default Value:* N, if entering a future order (F), quotation (Q), or master order (M), or if the **OE to IA Interface** is deactivated. Y, if entering an invoice (I) or if entering an order (O) and **Use Allocation Time Period** is set to N in Warehouse Number Maintenance (MENU IAFILE). If **Use Allocation Time Period** is set to Y, the default is determined by Order Entry based on the allocation date. If entering a return, the default is the **Default Allocate Code for Returns** value specified through Order Entry Options Maintenance (MENU XAFILE). (A 1) Optional

End Order Screen Fields and Function Keys

Field/Function Key	Description
RGA Slips	This field appears only when processing return orders (R). When entering a return, this field determines if a Return Goods Authorization Slip (RGA Slip) will print. Key Y if you want an RGA Slip to print. Key N if you do not want an RGA Slip to print. Refer to RGA Slips (MENU OEMAIN) for additional information. *Default Value:* The value defined through Order Entry Options Maintenance (MENU XAFILE) *Valid Values:* Y, N (A 1) Required
Csh Rcv	This field appears only if the payment type specified for this order is defined as an amount tendered (cash) payment type. Key the amount tendered for this cash sale. *Valid Values:* Cannot be less than the total invoice amount (**TOTAL** field) for order types I, R, F, M and S. (N 13,2) Required
ChgDue	This field appears only if the payment type specified for this order is defined as an amount tendered (cash) payment type. This field displays the change due to the customer based on the cash amount received in the **CshRcv** field. Display
CC Auth	This field appears only if the payment type specified for this order is defined as a credit card payment type; this means that you keyed a credit card number and expiration date on the Order Header Screen (p. 6-18). If a credit card authorization number has been issued for this order, key the authorization number in this field. The payment type code and credit card number will display to the right of this field. (A 6) Optional
Quote Rvw Dt	The review date for this quote. This field may be used on the Quote Review Date Report (MENU OEREPT) or to follow-up on open quotations. This date is also used as the expiration date for acknowledgments. When storing an order as a quote, you must key a quote review date; otherwise, this field must be blank. *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

End Order Screen Fields and Function Keys

Field/Function Key	Description
GM%/Profit Amt	This data only displays if you are authorized to this gross margin information, based on the **Display GM% and Profit in Order Entry** application action defined through Application Action Authority Maintenance (MENU XASCTY). This field identifies the combined average of the order's line items' gross margin values. The gross margin percentage and the calculated profit amount (determined by subtracting the item's costs from the item's prices) are available for review. The system uses the gross margin percent in this field to determine if an order meets minimum and maximum gross margin requirements and, if you are using gross margin holds, whether the order should be placed on hold. The **GM % for Hold based on** field in Order Entry Options Maintenance (MENU XAFILE) determines which items are used to calculate the gross margin percent and profit amount. If the **GM % for Hold based on** field is set to O, the calculation uses all of the items on the order, including special order, drop ship, and backordered items. If the field is set to S, the calculation uses only those items available to ship; special order, drop ship, and backordered items are not included. Additionally, if the Order Entry option to **Include Promo Items in Gross Margin Checking** is Y and a promotion was applied to this order, then any free or discounted promotional items will be included in the calculations when determining the order's gross margin percentage and when checking for gross margin holds. Refer to the **Target GM%** field description (below) for additional details about recalculating the values in this **GM%/Profit Amt** field, if the following conditions apply as determined through Order Entry Options (MENU XAFILE): • gross margin repricing is being used • you are a master user or have authority to perform gross margin repricing When International Currency is installed, these fields will only display based on the F10=LCL CUR / F10=TRD CUR function key toggled to the company's local currency. Display

End Order Screen Fields and Function Keys

Field/Function Key	Description
Target GM%	This field displays if you are authorized based on the Application Action Authority (MENU XASCTY) of **Allow Gross Margin Repricing**; you must be authorized to this action authority or you are a master user. Use this field to key a gross margin percent which you would like to use as the target for the entire order's total gross margin percent. This field is used in conjunction with the F15=APPLY MARGIN function key to allow all line items (which can be repriced) to be repriced to generate the desired gross margin value. Application Action Authority (MENU XASCTY) determines if the user has the authority to perform the following types of gross margin pricing: • regularly priced items • items whose prices have been determined with a contract • items whose prices have been determined with quantity breaks • items whose prices have been determined with manual overrides or rebate prices If a line item is not repriced for one of these reasons, user notification will be provided and the values presented in the **GM%/Profit Amt** field will be adjusted accordingly. When International Currency is installed, these fields will only display based on F10=LCL CUR / F10=TRD CUR toggled to the company's local currency. (N 5,2) Optional

End Order Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Inv Outq</td><td>
This field, which works in conjunction with the F6=PRT INV function key, represents the IBM i output queue to which the Invoice for this order will be sent if being produced in normal printer paper output copy.
How the invoice will be produced (printed or, if applicable, EDI, Fax, or Email) is determined through the related Prt, EDI, Fax, Eml fields. You may also print an order’s Invoice on demand through Print Invoices (MENU OEMAIN).
Refer to the field descriptions of the Prt, EDI, Fax, Eml fields for further details, as well as the F6=PRT INV function key description.
NOTE: If you request to print an Invoice for a warehouse transfer order and the receiving warehouse is defined to use the “auto receive” process, after pressing F6=PRT INV to print the invoice, the G/L Posting Date Selection Screen - Invoice Print (p. 6-288) displays. This screen, which prompts you to select a G/L posting date, displays only if you requested to print an invoice for a warehouse transfer order. Additionally, if the receiving warehouse is defined to use the “auto receive” process, as determined through Purchasing Options Maintenance (MENU XAFILE), warehouse transfer purchase orders will be automatically received in this “To” warehouse when the invoice is printed for the warehouse the inventory is transferred From.
Default Value: The Invoice OUTQ specified in Output Queue Override Maintenance (MENU XAFILE/MENU OEFIL2) if selected; otherwise, the Default Invoice Output Queue specified in Order Entry Options Maintenance (MENU XAFILE)
Valid Values: A valid IBM i output queue name
(A 10) Required
</td></tr>
</table>

End Order Screen Fields and Function Keys

Field/Function Key	Description
Ack Outq	This field appears only if processing an order or quote, and works in conjunction with the F5=PRT PK/AK and F7=PRT ACK function keys on this screen. This field represents the IBM i output queue to which the acknowledgment for this order will be sent if being produced in normal printer paper output copy. You may also print an order Acknowledgment on demand through Print Acknowledgements (MENU OEMAIN). If the F7=PRT ACK function key does not display, regardless of your response in the acknowledgment **Prt** field, you must use Print Acknowledgements (MENU OEMAIN) if you want to print an order Acknowledgment. How the acknowledgment will be generated (printed, EDI, Fax, or Email) is determined through the related **Prt**, **EDI**, **Fax,** and **Eml** fields. Refer to the field descriptions of the **Prt**, **EDI**, **Fax,** and **Eml** fields for further details, as well as the F5=PRT PK/AK, F5=P/F PK/AK and F7=PRT ACK function key descriptions. Order acknowledgments for held orders can only be printed if **Allow Ack. print of Held Orders** is defined as Y through Order Entry Options Maintenance (MENU XAFILE). However, in order to define this field as Y, **Print Acknowledgments** must also be Y in Order Entry Options Maintenance. NOTE: A quote, even while it is being held, can still have an acknowledgment printed. To do this, at least one of the related **Prt**, **EDI**, **Fax**, or **Eml** fields must be defined as Y. When the acknowledgment is generated, ****QUOTATION**** will be included in the header and the **Quote Review Date** from this screen will be included as the last line of the acknowledgment. *Default Value:* The **Acknowledgments OUTQ** specified in Output Queue Override Maintenance (MENU XAFILE/MENU OEFIL2) if selected; otherwise, the **Default Acknow. Output Queue** specified in Order Entry Options Maintenance (MENU XAFILE) *Valid Values:* A valid IBM i output queue name (A 10) Required
Pck Outq	This field, which works in conjunction with the F5=PRT PCK, F5=P/F PCK, F5=PRT PK/AK, F5=P/F PK/AK function key, represents the IBM i output queue to which the printer paper output copy Pick List will be sent, if applicable, for this order. See F5=PRT PCK, F5=P/F PCK, F5=PRT PK/AK, F5=P/F PK/AK for details. *Default Value:* The **Pick List OUTQ** specified in Output Queue Override Maintenance (MENU XAFILE/MENU OEFIL2) if selected; otherwise, the **Default Pick List Output Queue** specified in Order Entry Options Maintenance (MENU XAFILE) *Valid Values:* A valid IBM i output queue name (A 10) Required

End Order Screen Fields and Function Keys

Field/Function Key	Description
Sum Pk Outq	This field appears only if Warehouse Management is installed and the WM options for **Summary Pick List Options: Print Summary Pick Lists** is set to A or L, and **Print from Order Entry** is set to Y. This field, which works in conjunction with the F5=PRT PCK / F5=P/F PCK / F5=PRT PK/AK / F5=P/F PK/AK function key, represents the IBM i output queue to which a Summary Pick List will be sent for this order. See F5=PRT PCK / F5=P/F PCK / F5=PRT PK/AK / F5=P/F PK/AK for details. *Default Value:* The **Summary Pick List OUTQ** specified in Output Queue Override Maintenance (MENU XAFILE/MENU OEFIL2) if selected; otherwise, the **Summary Pick List Options Default Output Queue** specified in Warehouse Management Options Maintenance (MENU WMFILE) *Valid Values:* A valid IBM i output queue name (A 10) Required
Ship L Outq	This field appears only if Warehouse Management is installed and the WM options for **Summary Pick List Options: Print Summary Pick Lists** is set to A or L, and **Print from Order Entry** is set to Y and **Case Shipping Labels** is set to Y. This field represents the IBM i output queue to which Case/Shipping Labels will be sent. Refer to Shipping Labels (MENU WMMAIN) of the Warehouse Management User Guide for an explanation of Case/Shipping Labels. *Default Value:* The **Case/Ship Labels OUTQ** specified in Output Queue Override Maintenance (MENU XAFILE/MENU OEFIL2) if selected; otherwise the **Case Shipping Labels Default Output Queue** field through Warehouse Management Options Maintenance (MENU WMFILE) *Valid Values:* A valid IBM i output queue name (A 10) Required

End Order Screen Fields and Function Keys

Field/Function Key	Description
Prt	Use this field to identify, for this particular order, how the invoice and acknowledgment will be printed/processed. Key a Y in the **Prt** field for • **Inv** to indicate that a printer paper output copy of the invoice will print for this order. • **Ack** to indicate that a printer paper output copy of the acknowledgment will print for this order. NOTE: If EDI, FAX, or Mail Server is installed, and if the applicable **EI**, **Fx**, or **Eml** field is N, then this **Prt** field must still be Y. Furthermore, keying a Y here does not preclude the use of EDI, FAX, or Mail Server for Acknowledgments or Invoices, the related **EDI**, **Fx**, and/or **Eml** fields can also be Y. Key an N in the **Prt** field for the corresponding **Inv** and **Ack** fields to indicate that a printer paper output copy of the form will not be generated for this order. NOTE: If an N is keyed in the **Prt** fields and EDI, Fax, or Mail Server are installed, either the related **EI**, **Fx**, or **Eml** field must be Y. Regardless of your response in this field for the **Ack** field, Acknowledgments can only print if the **Print Acknowledgments** field is Y in Order Entry Options Maintenance (MENU XAFILE). *Default Value:* the default values defined in the **Print Invoices** and **Print Acknowledgment** fields through Customer/Ship-to Master Maintenance (MENU ARFILE) for the selected customer. Default values for pick lists and pack lists are defined through Order Entry Options (MENU XAFILE) while summary pick list and shipping labels are defined through Warehouse Options (MENU WMFILE). These default values cannot be changed per individual order. (A 1) Required

End Order Screen Fields and Function Keys

Field/Function Key	Description
EI	This field displays only if the EDI module is installed. Key a Y in the **EI** field for the corresponding: • **Inv** to indicate that EDI Outgoing Invoice 810 data will be generated for this order's Invoice. • **Ack** to indicate that EDI Outgoing Acknowledgement 855 data will be generated for this order's Acknowledgement. • **ASN** to indicate that EDI Outgoing Advance Ship Notice 856 data will be generated for this order after ship confirmation. NOTE: If either the **EI Inv** or **EI Ack** fields are Y, a **PO No** is required on the Order Header Screen (p. 6-18) and you will be prompted to press F12=RETURN to return to that screen if you previously left the purchase order number blank. If you are sending an Invoice through EDI, it is important to remember that even if the **Prt** field is N to indicate a printer paper output copy is not to be produced, the Invoice generation process via the F6=PRT INV function key or the Print Invoices (MENU OEMAIN) option must still occur. It is this process of generating the Invoice in either of these ways that updates the necessary files to complete invoice processing through Order Entry. An N in the **EI** field for the corresponding **Inv**, **Ack**, and **ASN** fields indicates that EDI will not be used to generate the EDI special forms for this order. NOTE: If the **EDI ASN** field is Y, and Warehouse Management Options are set to track boxes, or if a customer is set to Y for **ASN Pack(s) Req** in Customer/Ship to Master Maintenance (MENU ARFILE), regardless if boxes are being tracked, then all shipped quantity items on the order will have to be boxed to ship the order. *Default Value:* The values defined for the selected customer via the **EDI Invoices**, **EDI Acknowledgments**, **EDI Advance Ship Notice** fields in Customer/Ship to Master Maintenance (MENU ARFILE). (A 1) Required

End Order Screen Fields and Function Keys

Field/Function Key	Description
Hld	This field displays only if the EDI module is installed. If using EDI for Invoices, Acknowledgments and/or ASNs, as indicated by a Y in the applicable EDI field, you must use this field to determine whether the generation of an EDI Outgoing Invoice 810, EDI Outgoing Acknowledgment 855, or EDI Outgoing Advance Ship Notice 856 transmission for this customer will be available for immediate processing or placed on hold, requiring a manual release through EDI. A Y indicates that an EDI Outgoing Invoice 810, EDI Outgoing Acknowledgment 855, or EDI Outgoing Advance Ship Notice 856 data for this order will go on hold until manually released through EDI. Refer to the EDI User Guide for more information. An N indicates that no hold will occur for an EDI Outgoing Invoice 810, EDI Outgoing Acknowledgment 855, or EDI Outgoing Advance Ship Notice transmission for this order; EDI processing will continue normally. *Default Value:* The values defined for the selected customer via the **Hold EDI Invoices**, **Hold EDI Acknowledgments**, and **Hold ASNs** fields in Customer/ Ship to Master Maintenance (MENU ARFILE). (A 1) Required

End Order Screen Fields and Function Keys

Field/Function Key	Description
Fx	This field displays only if the FAX module is installed. NOTE: The default determination as to whether or not FAX is used for Pick Lists is made through Fax System Options Maintenance (MENU AXMAIN). Refer to the FAX User Guide for details. Key a Y in the **Fx** field for • **Inv** to indicate that the Invoice form for this order will be sent to the customer using the FAX options for the customer/ship-to when pressing F6=P/F INV or running Print Invoices (MENU OEMAIN). • **Ack** to indicate that the Acknowledgment form for this order will be sent to the customer using the FAX options for the customer/ship-to when pressing F7=PRT ACK or F5=P/F PK/AK on this screen or running Print Acknowledgements (MENU OEMAIN). • **Pack** to indicate that the Pack List form will be sent to the customer using the FAX options for the customer/ship-to for this order. NOTE: If FAX will be used for this order, the fax country code and fax number that is used on the FAX Cover Sheet Information Screen will default to the AP contact fax country code and AP fax number for Invoices, the PO contact fax country code and PO fax number for Acknowledgements and Pack Lists, unless these numbers do not exist for the given customer/ship-to. An N in the **Fx** field for the corresponding **Inv**, **Ack**, and **Pack** fields indicates that a copy of the Invoice, Acknowledgement or Pack List form will not be sent to the customer/ship-to through the FAX module. *Default Value:* The values defined for the selected customer/ship-to via the **FAX Invoices, FAX Acknowledgments,** and **Fax Pack Lists** fields in Customer/Ship-to Master Maintenance (MENU ARFILE). (A 1) Required

End Order Screen Fields and Function Keys

Field/Function Key	Description
Eml	This field displays only if the Mail Server module is installed. Key a Y in the **Eml** field for • **Inv** to indicate that the Invoice form for this order will be emailed to the customer/ship-to when you press F6=PRT INV, F6=P/F INV on this screen, or running Print Invoices (MENU OEMAIN). • **Ack** to indicate that the Acknowledgment form for this order will be emailed to the customer/ship-to when you press F7=PRT ACK, F5=PRT PK/AK or F5=P/F PK/AK on this screen or running Print Acknowledgements (MENU OEMAIN) on this screen. • **Pack** to indicate that the Pack List form for this order will be emailed to the customer/ship-to. NOTE: From the End Order Screen, you will be able to email documents even if there is no default existing email address when this email documents flag is set to Y. An N in the **Eml** field for the corresponding **Inv**, **Ack**, and **Pack** fields indicates that a copy of the Invoice, Acknowledgement or Pack List form will not be emailed to the customer/ship-to through the Mail Server module. *Default Value:* The values defined for the selected customer/ship-to in the **Email Invoices, Email Acknowledgements**, and **Email Pack Lists** fields through Customer/Ship-to Master Maintenance (MENU ARFILE). (A 1) Required
Sum Pk	This field appears only if the Warehouse Management option to **Print Summary Pick Lists** is A or L, and the **Print From Order Entry** option is Y. The IBM i output queue to which the Summary Pick List (p. 24-24) will be sent, if you wish to print a single Summary Pick List. You may accept the default, or key any valid output queue name. To print the Pick List and Summary Pick List from this screen, you must press F5=PRT PCK / F5=P/F PCK /F5=PRT PK/AK / F5=P/F PK/AK. Summary Pick Lists may also be printed when printing Pick Lists through Print Pick Lists (MENU OEMAIN). *Default Value:* The **Summary Pick List OUTQ** defined through Output Queue Overrides Maintenance (MENU XAFILE/MENU OEFIL2) for this warehouse and display station, if defined. Otherwise, the **Summary Pick Lists Options Default Output Queue** defined through Warehouse Management Options Maintenance (MENU WMFILE). *Valid Values:* A valid IBM i output queue name. (A 10) Required

End Order Screen Fields and Function Keys

Field/Function Key	Description
Ship L	This field appears only if the Warehouse Management warehouse option to print **Case/Shipping Labels** is Y, and a Summary Pick List is to be printed for this order. Summary Pick Lists will print when the option to **Print Summary Pick Lists** is A or L, and the **Print From Order Entry** option is Y. The IBM i output queue to which Case/Shipping Labels will print for bulk items on the order. You may accept the default, or key any valid output queue name. While you may re-print Case/Shipping Labels through Shipping Labels (MENU WMMAIN), a reprinted label will not contain item information unless boxing was used and the box number you enter in the **REPRINT A LABEL Box Number** field on the Print/Reprint Case/Shipping Labels Selection Screen is a regular box ID, that is, multiple items were NOT combined in one box. *Default Value:* The **Case/Shipping Labels OUTQ** defined through Output Queue Overrides Maintenance (MENU XAFILE/MENU OEFIL2) for this warehouse and display station, if defined. Otherwise, the **Default Output Queue** for Case/Shipping Labels defined through Warehouse Management Options Maintenance (MENU WMFILE). *Valid Values:* A valid IBM i output queue name (A 10) Required

End Order Screen Fields and Function Keys

Field/Function Key	Description
Pk/Ak	This field displays only if the **Print Ack & Pick in One Action** option in Order Entry Options Maintenance (MENU XAFILE) is set to Y, and it is used in conjunction with the F5=PRT PK/AK / F5=P/F PK/AK function key on this screen. The functionality of the F5=PRT PK/AK / F5=P/F PK/AK function key depends on the **Print Ack & Pick in One Action** option. If this option is set to Y, using F5, you will be able to print (and EDI, Email or Fax, if available) both the Pick List and Acknowledgement for this order at the same time. The Pick List and Acknowledgement may also be faxed or emailed based on other options. See F5=PRT PK/AK / F5=P/F PK/AK for details. This field allows you to manually override the **Print Ack & Pick in One Action** option for this Order Entry session only, by enabling you to print the Pick List only for this particular order, even if the option is set to Y. Note that manually overriding the option on this screen does not reset or change the actual value entered in Order Entry Options Maintenance (MENU XAFILE). Key Y or accept the default to continue to print both the Pick List and Acknowledgement in one action when F5=PRT PK/AK / F5=P/F PK/AK is pressed. Key N to print the Pick List only for this particular order when F5=PRT PK/AK / F5=P/F PK/AK is pressed, ignoring the Acknowledgement **Prt**, **EI**, **Fx**, **Eml** default values. If you key N, the functionality of the F5 key changes, not the label of the function key (that is, the label will remain as F5=PRT PK/AK / F5=P/F PK/AK, even though it is only printing the Pick List and not the Acknowledgement). *Default Value:* Y, from the **Print Ack & Pick in One Action** option in Order Entry Options Maintenance (MENU XAFILE) *Valid Values:* Y or N (A 1) Required
F2=Ln Itms	Press the F2=LN ITMS function key to display the Item Entry Screen (p. 6-71).

End Order Screen Fields and Function Keys

Field/Function Key	Description
F4=Re-Print Pack	NOTE: The F4=RE-PRINT PACK function key displays only if Order Entry options indicate Y to **Print Pack after Ship Confirm**. Also, for this key to display, the order has already been ship confirmed and you accessed this screen to review or change the order. Since the Pack List already printed, there is no need to automatically re-print the Pack List. However, if you wish to re-print, use this function key. Press F4=RE-PRINT PACK to re-print the Pack List for this order. If FAX is installed and used for Pack Lists, as determined for this order's shipping warehouse through Fax System Options Maintenance (MENU AXMAIN), the FAX Cover Sheet Screen will display. Otherwise, after sending the Pack List to the printer output queue and/or sending via FAX, the Start Order Screen (p. 6-6) will display. Refer to the FAX User Guide for details about the FAX Cover Sheet Screen. If Mail Server is installed and the **Email Pack List** field is set to Y through Warehouse Numbers Maintenance (MENU IAFILE), you can e-mail Pack Lists in addition to printing them. Refer to the Warehouse Numbers Maintenance option in the Inventory Accounting User Guide for default information about e-mailing Pack Lists. NOTE: HAZMAT Shipping Papers and HAZMAT Carrier Weight Summary Report automatically print following the re-print of the Pack List in Warehouse Numbers Maintenance (MENU IAFILE) if the **HAZMAT Shipping Papers** field is 2, indicating to print with Pack Lists. Additionally, **HAZMAT SHIPPING PAPERS** will print on the Pack List when hazardous material documents print. Refer to Print Pick Lists (MENU OEMAIN) for further details and sample copies of the HAZMAT Shipping Papers (p. 20-59) andHAZMAT Carrier Weight Summary Report (p. 20-64).

End Order Screen Fields and Function Keys

Field/Function Key	Description
F5=Prt Pck F5=P/F Pck F5=Prt Pk/Ak F5=P/F Pk/Ak	The appearance of this function key is determined by the **Print Ack & Pick in One Action** tailoring option in Order Entry Options Maintenance (MENU XAFILE), and whether or not FAX is installed. If the tailoring option is set to N and FAX is not installed, this function key displays as F5=PRT PCK. If FAX is installed, this function key displays as F5=P/F PCK. If the tailoring option is set to Y and FAX is not installed, this function key displays as F5=PRT PK/AK. If FAX is installed, this function key displays as F5=P/F PK/AK. If Mail Server is installed and the **Email Pick List** field is set to Y through Warehouse Numbers Maintenance (MENU IAFILE), you can e-mail Pick Lists. Refer to the Warehouse Numbers Maintenance option in the Inventory Accounting User Guide for information about e-mailing Pick Lists. If FAX is installed and being used for Pick Lists, as determined for this order's shipping warehouse through Fax System Options Maintenance (MENU AXMAIN), the FAX Cover Sheet Screen will appear. Otherwise, after the Pick List has been sent to the printer output queue and/or sent via FAX, the Start Order Screen (p. 6-6) will appear. NOTE: If the order contains items that will be shipped from multiple warehouses and those warehouses require fax Pick Lists, you will be presented with the FAX Cover Sheet Screen for each of those warehouses. For details about the FAX Cover Sheet Screen, refer to the FAX User Guide. For details about a Pick List, refer to Print Print Pick Lists (MENU OEMAIN). If the order is on a hold, the Pick List cannot print until the order is released from the hold. Press F5=PRT PCK / F5=P/F PCK to print, Email or Fax the Pick List for this order, if the order is not on hold. The Pick List may also be faxed or emailed based on other options. Press F5=PRT PK/AK / F5=P/F PK/AK to print, EDI, Email or Fax both the Pick List and Acknowledgement for this order at the same time. The Pick List and Acknowledgement may also be faxed or emailed based on other tailoring options.

End Order Screen Fields and Function Keys

Field/Function Key	Description

F5=Prt Pck
F5=P/F Pck
F5=Prt Pk/Ak
F5=P/F Pk/Ak
 	
(continued)
	NOTES:
	• When printing Pick Lists, if Warehouse Management is installed, a Summary Pick List may print [based on Warehouse Management Options (MENU WMFILE)] if the locations have been assigned. This can be done in one of two ways:
	  • Auto Reservations [Warehouse Management Options (MENU WMFILE)], or
	  • Assign locations in Order Entry.
	• HAZMAT Shipping Papers and HAZMAT Weight Summary print following the Pick List if in Warehouse Numbers Maintenance (MENU IAFILE) the **HAZMAT Shipping Papers** field is 1, indicating to print with Pick Lists. “HAZMAT SHIPPING PAPERS” prints on the Pick List when hazardous material documents print. However, HAZMAT documents will not print when re-printing the Pick List. Refer to Carrier Order Inquiry (MENU OEMAIN) for further details.
	• If printing Pick Lists by route, a Shipping Manifest will also print. A manifest is a detailed statement of the contents put on a vehicle for shipment. Refer to Print Pick Lists (MENU OEMAIN) for details.
	• If printing Pick Lists and special order line items are involved, the posting that ensues will also create a new order (with a new order number and a status of ready-to-pick slip print) and move those special order items to that order.

End Order Screen Fields and Function Keys

Field/Function Key	Description
F6=Prt Inv F6=P/F Inv F6=Consldt	This function key does not appear if you are a master user or an authorized user and this order is on slow pay hold (SP), credit exceeded hold (CR), gross margin minimum hold (GM), gross margin maximum hold (GX), off-line order entry hold (OH), order minimum hold, RGA hold, automated consignment invoicing hold, automated consignment replenishment hold, EDI order hold, EDI order error hold, or received drop shipment hold. Instead, the F9=REL ORD function key will appear. If the order has a consolidated bill code, for orders that are "Ready to Invoice," this key will display as F6=CONSLDT. The process described below remains the same for a Consolidated Invoice, however an invoice will not print and the Start Order Screen (p. 6-6) will display **Ready for Consolidated Invoice** for this order instead of **Invoice Printed**. Press the F6=PRT INV function key to print. EDI, Email, and/or Fax the invoice for this order (I type orders, R type orders, or during ship confirmation). If you are requesting to print an invoice for a transfer order (company) and the receiving warehouse is defined to use the "auto receive" process as determined through Purchasing Options Maintenance (MENU XAFILE), the G/L Posting Date Selection Screen - Invoice Print (p. 6-288) appears. This screen, which prompts you to select a G/L posting date, displays only if you are requesting to print an invoice for a transfer order. Additionally, if the receiving warehouse is defined to use the "auto receive" process, transfer POs will be automatically received in the "To" warehouse when the invoice is printed for the warehouse the inventory is transferred from. After pressing ENTER on the G/L Posting Date Selection Screen - Invoice Print (p. 6-288), the invoice is printed to the selected output queue, and/or, if applicable, sent via EDI, Email, and/or Fax. The Start Order Screen (p. 6-6) then appears. If FAX is installed and being used for invoices, as determined on this screen, the FAX Cover Sheet Screen will appear. For details about the FAX Cover Sheet Screen, refer to the FAX User Guide. After pressing ENTER on the FAX Cover Sheet Screen, the invoice is printed to the selected output queue, and/or sent via FAX. The Start Order Screen (p. 6-6) then displays. If Mail Server is installed and the **Eml Inv** field is set to Y, pressing the F6 key will e-mail the Invoice. If you are faxing the Invoice, the Email Options Screen will appear after the FAX Cover Sheet Screen; otherwise, the Email Options Screen will appear after you press the F6=PRT INV function key. Refer to the Mail Server User Guide for information about the Email Options Screen.

End Order Screen Fields and Function Keys

Field/Function Key	Description
F6=Prt Inv F6=P/F Inv F6=Consldt (continued)	If you are using the Vertex interface, as determined through System Options Maintenance (MENU XAFILE), pressing this function key to print an invoice updates the Vertex Tax Register File (VTSREG). If Electronic Payments has been activated through Activate Credit Card Company Options (MENU EPFILE) and you are printing an invoice for a credit card order with a current (not expired) authorization, pressing this key to print the invoice will also mark the order for settlement for the shipped amount during the next Day-End Processing (MENU XAMAST). If there is a communication error with your third party payment service provider, the order will be placed on Processing Error hold and the invoice will not be printed. For details about Invoices, refer to Print Invoices (MENU OEMAIN). HAZMAT Shipping Papers and HAZMAT Weight Summary print following the Invoice if in Warehouse Numbers Maintenance (MENU IAFILE) the **HAZMAT Shipping Papers** field is 3, indicating to print with Invoices. “HAZMAT SHIPPING PAPERS” also prints on the Invoice when hazardous material documents are printed. However, HAZMAT documents will not print when re-printing the Invoice. If printing Invoices by delivery route, an Invoice Manifest also prints. A manifest is a detailed statement of the contents put on a vehicle for shipment. Refer to the Shipping Manifest Report (p. 24-22) in Print Pick Lists (MENU OEMAIN) for details about the fields on this manifest. Also refer to the **Print Invoice Manifest** field in Warehouse Numbers Maintenance (MENU IAFILE) for further details. If printing a return Invoice and the **Immediate Sale of Returned Items** field is Y in Order Entry Options Maintenance (MENU XAFILE), the update of the quantity on-hand in the Item Balance File for the returned items occurs as an inventory receipt group is created and posted automatically.

End Order Screen Fields and Function Keys

Field/Function Key	Description
F7=Prt Ack F7=P/F Ack	This function key appears only if **Print Acknowledgment** has been defined as Y in Order Entry Options Maintenance (MENU XAFILE). The appearance of this function key is determined by whether or not FAX is installed. If FAX is not installed, this function key displays as F7=PRT ACK. If FAX is installed, this function key displays as F7=P/F ACK. Press the F7=PRT ACK function key to print and/or fax (if available) an order Acknowledgment from this screen. If FAX is installed and being used for Acknowledgments, as determined on this screen, the FAX Cover Sheet Screen will display. Otherwise, after the Acknowledgment prints to the selected output queue and/or, if applicable, after the Acknowledgment transmits via FAX, the Start Order Screen (p. 6-6) will display. For details about the FAX Cover Sheet Screen, refer to the FAX User Guide. For details about Acknowledgments, refer to Print Acknowledgements (MENU OEMAIN). NOTE: Acknowledgments for held orders can only print if **Allow Ack. print of Held Orders** is Y in Order Entry Options Maintenance (MENU XAFILE). If Mail Server is installed and the **Eml Ack** field is set to Y, pressing the F7=PRT ACK function key will e-mail the Acknowledgment. If you are faxing the Acknowledgment, the Email Options Screen will appear after the FAX Cover Sheet Screen; otherwise, the Email Options Screen will appear after you press the F7=PRT ACK function key. Refer to the appendix section of the Mail Server User Guide for information about the Email Options Screen.
F8=PPD	The F8=PPD function key appears only if there is a Y in one or more of the following fields in Order Entry Options Maintenance (MENU XAFILE): • **Packer ID Required** • **Picker ID Required** • **Driver ID Required** Press the F8=PPD function key to enter a packer, picker, and/or driver ID for the order. When you press F8=PPD, the Picker ID, Packer ID, and Driver ID Window (p. 6-286) appears. You may enter a picker, packer, or driver ID at any time you are working on the End Order Screen; however, you must enter whichever of these IDs is required [based on the entries in Order Entry Options Maintenance (MENU XAFILE)] when you ship confirm the order. When you ship confirm the order, you will not be able to print an invoice for this order or leave the End Order Screen until you have made an entry in each of the required fields on the Picker ID, Packer ID, and Driver ID Window (p. 6-286).

End Order Screen Fields and Function Keys

Field/Function Key	Description
F9=Rel Ord	If you are a master user or an authorized user and this order is on credit exceeded, gross margin minimum, gross margin maximum, off-line order entry, slow pay, order minimum, RGA, automated consignment invoicing, automated consignment replenishment, EDI order, EDI order error, or received drop shipment hold, the F9=REL ORD function key will appear instead of the F5=PRT PCK / F5=PRT PK/AK, F6=PRT INV / F6=P/F INV, F7=PRT ACK function keys depending on the status of the order. NOTE: Master users are determined through Authority Profile Maintenance (MENU XASCTY) and authorized users are determined through Application Action Authority (MENU XASCTY). Press the F9=REL ORD function key to remove the hold and release the order without having to run Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN). Any releases of the hold codes (either using this F9=REL ORD function key or the F9=RELEASE function key on the Order Hold Code Summary Screen (p. 6-243)), will have "Order Released" activity records noted in the order they were released in, if they were released one by one. If the order qualifies for a second hold code according to the Order Hold Code Hierarchy (p. 4-22), the next unreleased hold code in the hierarchy will display in the **Hold Code** field on this screen.
F10=Loc Cur/Trd Cur	Press F10=LOC CUR / F10=TRD CUR to toggle between a display of Shipped and Ordered values in the order's currency or in the company's local currency.
F11=Quote	Press the F11=QUOTE function key to store this order as a quote. Quotes can be keyed as regular orders, and stored using this function key. However, if you keyed Q in the **Function** field on the Start Order Screen (p. 6-6) to indicate that you are entering a quote, you do not need to press the F11=QUOTE function key. The order will be automatically stored as a quote. If you are entering a quote, you must key a quote review date in the **Quote Review Dt** field. Quotes can be changed to orders through Enter, Change & Ship Orders (MENU OEMAIN).
F12=Header	Press the F12=HEADER function key to display the Order Header Screen (p. 6-18).

End Order Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>F13=Boxes</td><td>
The F13=BOXES function key appears when changing or shipping an order if either of the following situations exist:

Warehouse Management is installed and boxes are being used for the order’s warehouse as determined in the Track Boxes field through Warehouse Management Options Maintenance (MENU WMFILE). Using boxes requires that definitions of items created through Item Master Maintenance (MENU IAFILE) contain dimensions.
EDI is installed without Warehouse Management and the option to send the ASN through EDI option is set to Y on this screen.

Press the F13=BOXES function key to display detailed information about the boxes associated with this order as well as the contents of the boxes. You will be able to enter box information for the goods being shipped, and also will have the option to print labels.
If you select to transmit an ASN via EDI for this order by keying Y in the ASN field on this screen, Order Entry allows you to enter box information using this key which will be sent to the customer. You will be able to enter box information for an ASN document regardless if Warehouse Management is installed on your system. However, if you are using EDI and do not have Warehouse Management installed, refer to the EDI User Guide for detailed information regarding Box Maintenance.
After pressing this key, if more than one box was used for the order, the Box List Screen (p. 16-47) will appear. If only one box was used for the order, the Box Information Screen (p. 16-50) will appear.
NOTE: If no boxes are identified on either of these screens, no outstanding boxes exist (that is, boxes not yet shipped confirmed). This usually indicates that the Pick List has not yet been printed. When the Pick List prints (refer to the F5=PRT PCK function key field description), the Box IDs will generate.
</td></tr>
</table>

End Order Screen Fields and Function Keys

Field/Function Key	Description
F14=CC	The F14=CC function key appears if Electronic Payments has been activated through Activate Credit Card Company Options (MENU EPFILE). Press the F14=CC function key to access the Credit Card Authorization Window (p. 6-290). This window will appear automatically when you press ENTER on this window, if the payment type specified in the **Pmt Code** field on the Order Header Screen (p. 6-18) is a credit card payment type defined through Payment Types Maintenance (MENU ARFILE). NOTE: After pressing F14=CC, the **Activate CenPOS Interface** company option in Credit Card Options Maintenance (MENU EPFILE) is verified. Access will be restricted to the credit card authorization process when the **Activate CenPOS Interface** company option is N. This will ensure that the flag to use CenPOS is active (Y) and that no new credit card authorizations using a legacy interface can occur. The message: "Must activate CenPOS interface for credit card/ACH Processing" will appear on this screen if the option is set to N and this function key is pressed.
F15=AplMgn	The F15=APL MGN (apply margin) function key displays if you are authorized based on the Application Action Authority (MENU XASCTY) of **Allow Gross Margin Pricing**; you must be authorized to this action authority or you are a master user. Press F15=APL MGN when a value is keyed in the **Target GM%** field to apply that gross margin to all applicable line items. Applying the target gross margin percent will cause the applicable line item's prices to be recalculated to ensure that the difference between the item's price and cost matches the intended gross margin. **Important** If a line item is not repriced due to action authority repricing permissions, user notification will be provided. Additionally, if a certain value was keyed in the **Target GM%** field, but certain line items were excluded due to the action authority repricing permissions, the combined value of the line items that did get the reprice may not exactly match the keyed value. Refer to Gross Margin Repricing (p. 2-25) for definitions and examples of gross margin repricing.

End Order Screen Fields and Function Keys

Field/Function Key	Description
F16=Prev	The F16=PREV function key cannot be used for master orders or for orders with a consolidated bill code. Press the F16=PREV function key to preview the invoice (pre-invoice form) for the order in any status. Note that when previewing the invoice, the invoice number will not appear on the output. The invoice number only appears once the invoice has been generated. Once you press this key, the PC File Export Selection Screen appears, where you can select to open or save the Invoice Preview. For details about this screen, refer to Appendix A in the Cross Applications User Guide. NOTE: Currently, the Invoice Preview is only supporting the text spool file. It is not supporting the preview of Optio at this time.
F18=Rvw	Press the F18=RVW function key to review a list of items on the order. The Item Summary Display Screen (p. 15-27), in the Open Order Inquiry (MENU OEMAIN), will appear. A summary line of information for each line item contained on the order is available for review. You will also be able to review any items added to the order due to selected promotions, if applicable.
F21=Cus Inq	Press the F21=CUS INQ function key to access the Customer Inquiry to display detailed accounts receivable information for a customer. This inquiry also may be accessed through Customers Inquiry (MENU OEMAIN), and Customer A/R Inquiry (MENU ARMAIN) of the Accounts Receivable module.
F22=Itm Inq	Press the F22=ITM INQ function key to access the Item Inquiry to display the inventory status of an item. This inquiry also may be accessed through Item Inquiry (MENU OEMAIN), and Item Inquiry (MENU IAMAIN) of the Inventory Accounting module.
F23=Unship	The F23=UNSHIP function key displays only during shipping confirmation. The F23=UNSHIP function key provides you with the opportunity to cancel the shipping confirmation for the order if you selected the wrong order number. If the screen indicates that this order will be put on Warehouse Management hold (WM), it will not be once this key is pressed. The order's status will remain as "Pick Slip (list) Printed." NOTE: When you try to ship confirm a held order during order entry, and held orders are not allowed to be ship confirmed, an error message will display on this screen informing you that you cannot ship confirm a held order. You will be required to press this function key to unship the order. The **Allow Ship Confirm of Held Order** field in Order Entry Options Maintenance (MENU XAFILE) determines if held orders may be ship confirmed. Refer to that field in the Cross Applications User Guide for details

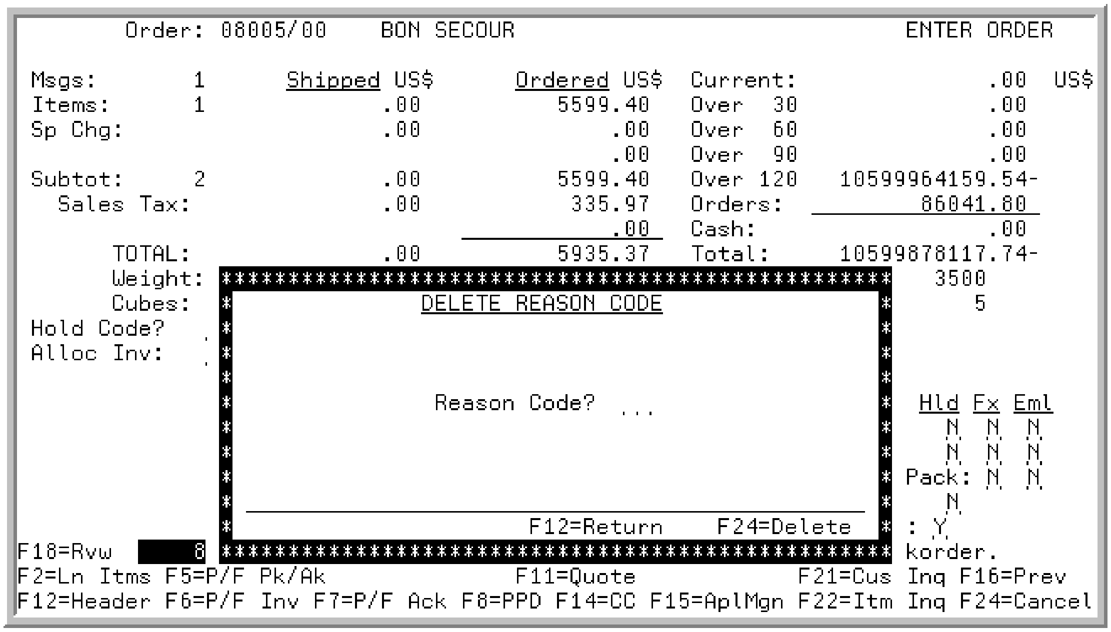
End Order Screen Fields and Function Keys

Field/Function Key	Description
F24=Cancel	This function key displays only when you are adding a new order. Press the F24=CANCEL function key to cancel this order. Based on the **Use Delete Reason Code (End Order)** field in Order Entry Options Maintenance (MENU XAFILE), either the Delete Reason Code Window (p. 6-281) will appear or you will be returned to the Start Order Screen (p. 6-6). If the **Use Delete Reason Code (End Order)** field is Y, the Delete Reason Code Window (p. 6-281) will appear where you select the delete reason code identifying why you are canceling the order. However, regardless of the **Use Delete Reason Code (End Order)** field value, if there are no line items or special charges on the order, the Delete Reason Code Window (p. 6-281) will not appear and you will instead be returned to the Start Order Screen (p. 6-6).
Enter	Press the ENTER key to confirm your entries. If the **Freight Charges Required to Ship Confirm Orders** field in Order Entry Options Maintenance (MENU XAFILE) is set to Y, and the **FOB CD** entered on the Order Header Screen (p. 6-18) is defined with **Cost Liability** set to R, there must be at least one order level shipping charge on the order that is defined as a freight charge before you will be allowed to ship confirm the order. If you see the message "**Cannot ship confirm order until freight charges are added**," press F2=LN ITMS to return to the Item Entry Screen (p. 6-71) and enter an order level special charge that is defined as a freight charge through Special Charge Definitions Maintenance (MENU OEFILE). If you do not need to enter any special charges, once you press ENTER one of the following screens/windows will display, depending on the function you are performing: • Start Order Screen (p. 6-6) • FAX Cover Sheet Screen, if FAX is installed and being used to send the invoice, pick list, or pack list. For details about the FAX Cover Sheet Screen, refer to the FAX User Guide. The Start Order Screen (Figure F-1-3) will display after the FAX Cover Sheet Screen. • ASN Item/Box Discrepancy window, if the setup option **ASN Pack(s) Req** is defined as Y for this customer in Customer/Ship to Master Maintenance (MENU ARFILE) and you are using EDI for the order, but have not completed boxing. This window displays the item/box discrepancy with the contents of the boxes. You are prompted to press ENTER and then F13=BOXES to complete boxing. • ASN Box/Label Complete window, if the setup option **ASN Pack(s) Req** is defined as Y for this customer in Customer/Ship to Master Maintenance (MENU ARFILE) and you are using EDI for the order and have completed boxing. It informs you that boxing is complete and Shipping Labels have printed for the ASN for ship confirmed orders. You will be prompted to press ENTER to continue.

End Order Screen Fields and Function Keys

Field/Function Key	Description
Enter Continued...	• Picker ID, Packer ID, and Driver ID Window (p. 6-286), if you are performing a shipping confirmation, and one or more of the following setup options is defined as Y in Order Entry Options Maintenance (MENU XAFILE): • **Packer ID Required** • **Picker ID Required** • **Driver ID Required** and you have not already entered the required ID(s) with the F8=PPD key. Additionally, for orders with a status of "Ready to Invoice," a Pack List will print after pressing this key if you have designated the printing of a Pack List as determined through Order Entry Options Maintenance (MENU XAFILE). For details about a Pack List, refer to the Carrier Order Inquiry (MENU OEMAIN). If any items are placed as special orders on the order, the special order line items will be extracted to the Special Order File (SPORD) when you press this key. Based on special order company options defined through Special Order Options Maintenance (MENU XAFILE) and special order vendor options defined through Vendors Maintenance (MENU POFILE), special order line items can be added to an existing purchase order, a new requisition, or an existing requisition, and a special order/requisition edit report will be generated. NOTE: If you made any changes to any special order line items within the sales order that exist on any purchase orders, and the **Reprint PO after Change Requests are Closed and Updated** tailoring option is Y in Special Order Options Maintenance (MENU XAFILE), the applicable purchase orders will be reprinted at this time.

Delete Reason Code Window



This pop-up window appears after pressing F24=CANCEL from the End Order Screen (p. 6-248) if the **Use Delete Reason Code (End Order)** field in Order Entry Options Maintenance (MENU XAFILE) is Y. However, regardless of the **Use Delete Reason Code (End Order)** field value, if there are no line items or special charges on the order, this pop-up window will not appear. The order will simply be deleted.

Use this pop-up window to select the delete reason code identifying why you are canceling the new order.

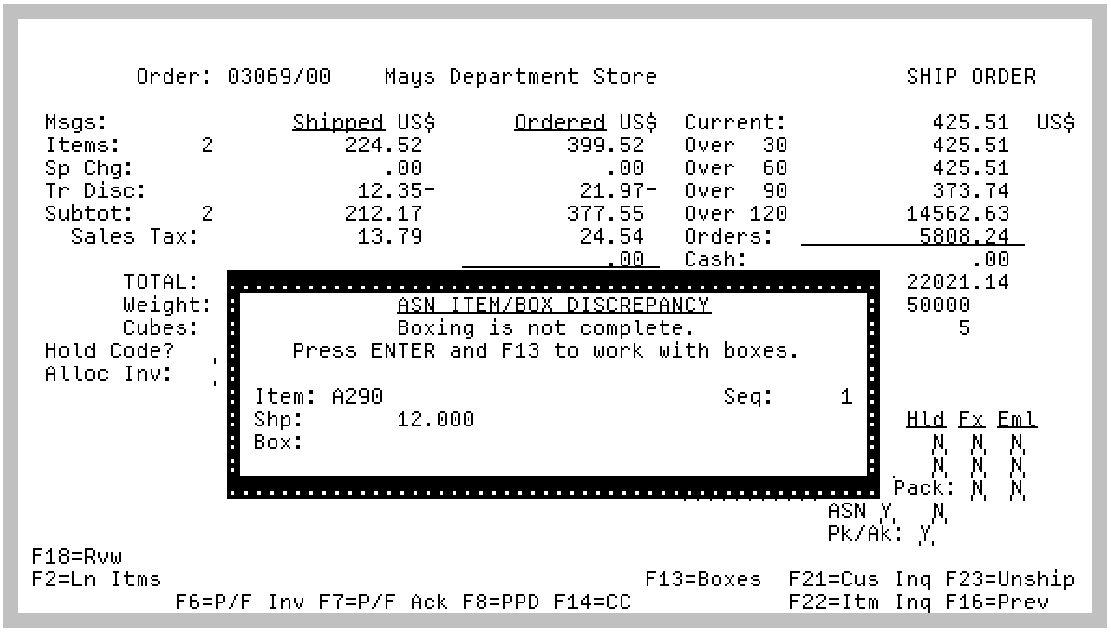
Delete Reason Code Window Fields and Function Keys

Field/Function Key	Description
Reason Code	Key the delete reason code identifying why you are canceling the new order. NOTE: 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. *Valid Values:* A code defined in Order Delete Reason Code Maintenance (MENU OEFILE). (A 2) Required
F12=Return	Press F12=RETURN to return to the End Order Screen (p. 6-248) without canceling the new order.

Delete Reason Code Window Fields and Function Keys

Field/Function Key	Description
F24=Delete	After entering a delete reason code, press F24=DELETE to cancel this order and return to the Start Order Screen (p. 6-6).

ASN Item/Box Discrepancy Window



This window appears during ship confirmation of an order if the setup option for **ASN Pack(s) Req** is defined as Y for this customer in Customer/Ship to Master Maintenance (MENU ARFILE) and you are using EDI for the order, but have not completed boxing. This window displays the item/box discrepancy with the contents of the boxes. You are prompted to press ENTER and then F13=BOXES to complete boxing. Refer to the F13=BOXES function key on the End Order Screen (p. 6-248) for details

This window displays from the End Order Screen (p. 6-248) after pressing ENTER. Refer to the F13=BOXES function key on the End Order Screen (p. 6-248) for details.

All the fields on this screen are display only and cannot be changed.

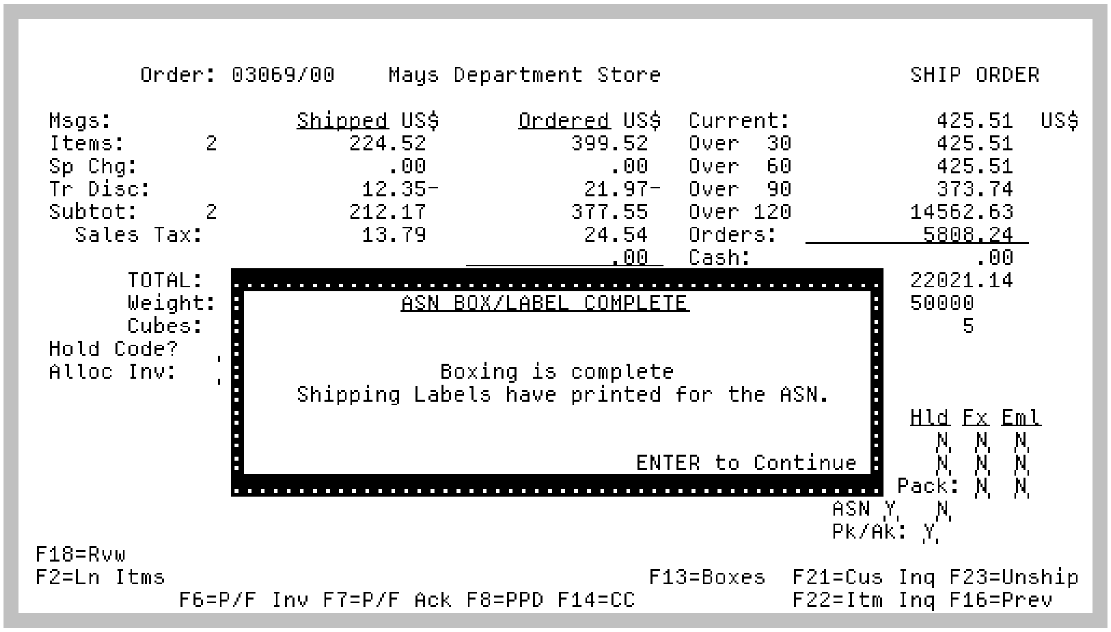
ASN Item/Box Discrepancy Window Fields and Function Keys

Field/Function Key	Description
Item	The item number with a box discrepancy that needs to be corrected.
Seq	The sequence number of the item with the box discrepancy in this sales order.
Shp	The reported quantity that was ship confirmed and does not match the boxed quantity.
Box	The reported quantity of the item that has been boxed and does not match the ship quantity.

ASN Item/Box Discrepancy Window Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to close this window. Use the F13=BOXES function key to display the Box List Screen (p. 16-47) and complete the boxing of this order. When all the items are completely boxed, and you return back to Order Entry, the ASN Box/Label Complete Window (p. 6-285) displays.

ASN Box/Label Complete Window



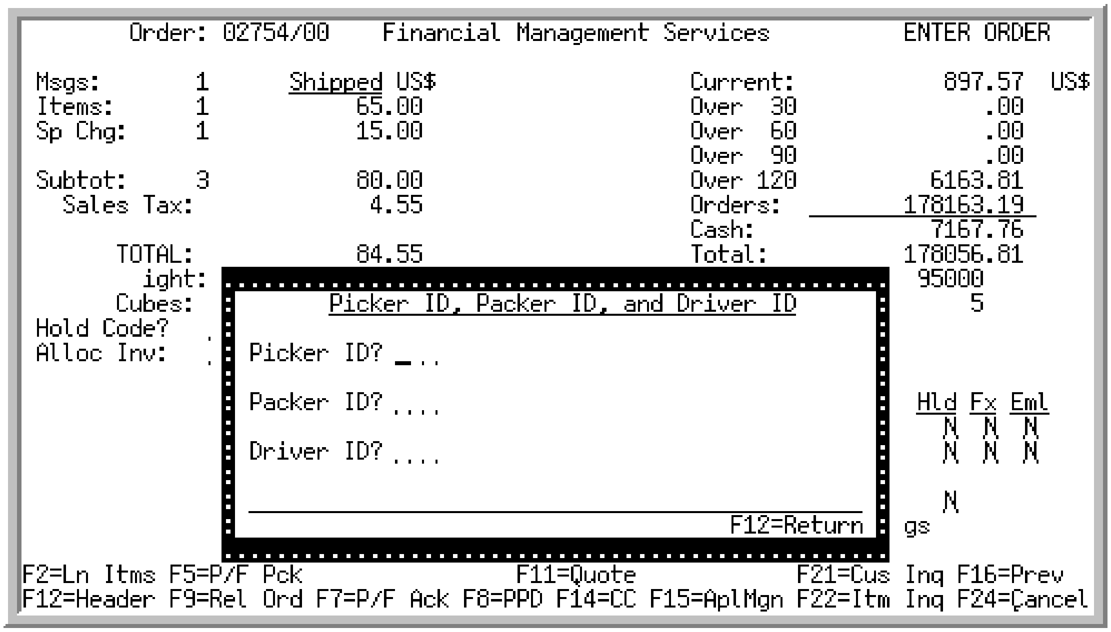
```
      Order: 03069/00    Mays Department Store                  SHIP ORDER

 Msgs:                 Shipped US$      Ordered US$  Current:          425.51  US$
 Items:       2          224.52           399.52    Over  30          425.51
 Sp Chg:                    .00              .00    Over  60          425.51
 Tr Disc:                 12.35-           21.97-   Over  90          373.74
 Subtot:      2          212.17           377.55    Over 120        14562.63
   Sales Tax:             13.79            24.54    Orders:          5808.24
                                             .00    Cash:                .00
       TOTAL:                                                       22021.14
       Weight:          ASN BOX/LABEL COMPLETE                     50000
       Cubes:                                                          5
 Hold Code?
 Alloc Inv:               Boxing is complete
                  Shipping Labels have printed for the ASN.
                                                                  Hld Fx Eml
                                                                   N  N  N
                                          ENTER to Continue        N  N  N
                                                                 Pack: N  N
                                                              ASN Y   N
                                                              Pk/Ak: Y
F18=Rvw
F2=Ln Itms                                F13=Boxes  F21=Cus Inq F23=Unship
           F6=P/F Inv F7=P/F Ack F8=PPD F14=CC       F22=Itm Inq F16=Prev
```

This window displays if the setup option **ASN Pack(s) Req** is defined as Y for this customer in Customer/Ship to Master Maintenance (MENU ARFILE) and you are using EDI for the order and have completed boxing. It informs you that boxing is complete and Shipping Labels have printed for the ASN for ship confirmed orders. You will be prompted to press ENTER to continue.

ASN Box/Label Complete Window Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to save your entries. If one or more of the **Packer ID Required, Picker ID Required, or Driver ID Required** fields is Y in Order Entry Options Maintenance (MENU XAFILE), the Picker ID, Packer ID, and Driver ID Window (p. 6-286) displays. If FAX is installed and being used to send the invoice, pick list, or pack list for the order, the FAX Cover Sheet Screen will display. For details about the FAX Cover Sheet Screen, refer to the FAX User Guide. Otherwise, the Start Order Screen (p. 6-6) displays

Picker ID, Packer ID, and Driver ID Window



This window appears only if one or more of the following fields is Y in Order Entry Options Maintenance (MENU XAFILE):

- **Packer ID Required**
- **Picker ID Required**
- **Driver ID Required**

This window displays from the End Order Screen (p. 6-248) when you

- press F8=PPD
- are performing a shipping confirmation and press either F6=PRT INV or ENTER

Use this window to enter the picker, packer, and/or driver ID for the order being shipped.

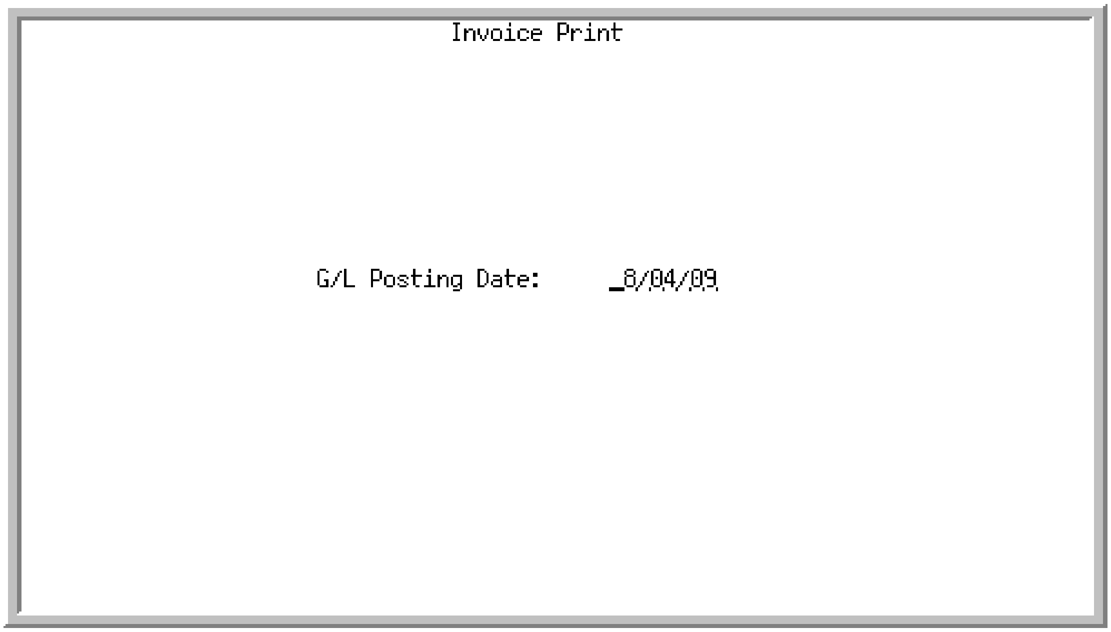
Picker ID, Packer ID, and Driver ID Window Fields and Function Keys

Field/Function Key	Description
Picker ID	If there is a Y in the **Picker ID Required** field in Order Entry Options Maintenance (MENU XAFILE), this field is required; otherwise, this field is optional. Use this field to record the ID of the person who picked this order. Key the picker ID. *Valid Values:* An ID code defined in Packer/Picker/Driver ID Maintenance (MENU OEFIL3). (A 3) Required/Optional

Picker ID, Packer ID, and Driver ID Window Fields and Function Keys

Field/Function Key	Description
Packer ID	If there is a Y in the **Packer ID Required** field in Order Entry Options Maintenance (MENU XAFILE), this field is required; otherwise, this field is optional. Use this field to record the ID of the person who packed this order. Key the packer ID. *Valid Values:* An ID code defined in Packer/Picker/Driver ID Maintenance (MENU OEFIL3). (A 3) Required/Optional
Driver ID	If there is a Y in the **Driver ID Required** field in Order Entry Options Maintenance (MENU XAFILE), this field is required; otherwise, this field is optional. Use this field to record the ID of the driver for this order. Key the driver ID. *Valid Values:* An ID code defined in Packer/Picker/Driver ID Maintenance (MENU OEFIL3). (A 3) Required/Optional
F12=Return	Press F12=RETURN to return to the End Order Screen (p. 6-248) without recording your entries.
Enter	Press the ENTER key to save your entries. One of the following screens/ windows will display, depending on the function you are performing: • Start Order Screen (p. 6-6) • FAX Cover Sheet Screen, if FAX is installed and being used to send the invoice, pick list, or pack list for the order. For details about the FAX Cover Sheet Screen, refer to the FAX User Guide.

G/L Posting Date Selection Screen - Invoice Print



This screen appears after you pressing F6=PRT INV on the End Order Screen (p. 6-248) or F5=SUBMIT TO BATCH on the Print Invoices Screen (p. 25-4), if you requested to print an invoice for a transfer order (company) and the receiving warehouse is defined to use the "auto receive" process, as determined through Purchasing Options Maintenance (MENU XAFILE). With the auto receive process, transfer POs will be automatically received in this "to" warehouse when the invoice is printed for the warehouse the inventory is transferred from. The **Auto Receive Incoming WH Transfers at Invoice Print** setup option therefore allows you to indicate, at the warehouse level, to automatically have receipts of POs posted in the "to" warehouse when the invoice prints for the sending "from" warehouse. Refer to this setup option in Purchasing Options Maintenance (MENU XAFILE) for more details.

TECHNICAL NOTE: This screen displays in multiple places with task specific heading information.

This screen also displays after pressing F6=PRT INV on the End Order Screen (p. 6-248) if you are printing a return Invoice and the **Immediate Resale of Returned Items** field is Y in Order Entry Options Maintenance (MENU XAFILE).

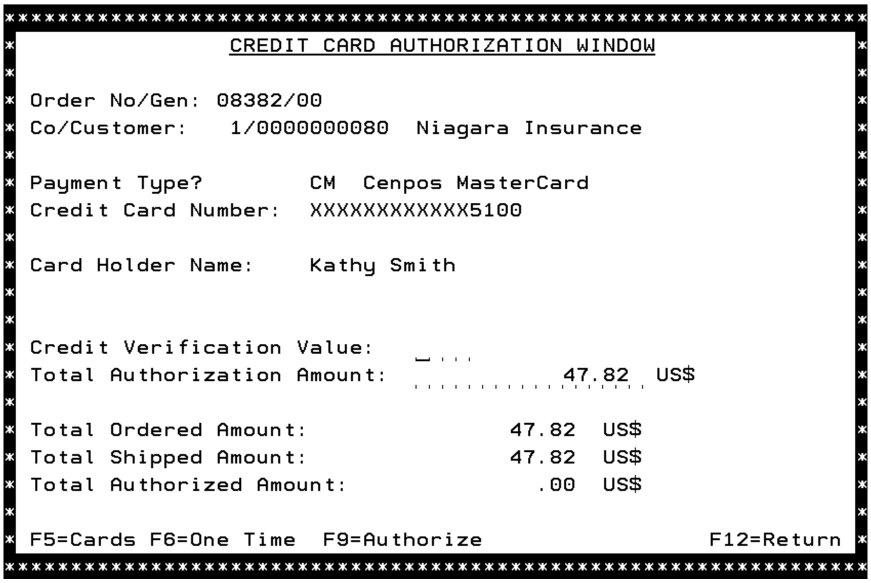
Use this screen to select a G/L posting date of the receipt.

NOTE: If this is a PO receipt group (and error message 5445 has displayed), the post cannot continue unless the GL fiscal calendar is set up for the system default company specified in System Options Maintenance (MENU XAFILE).

G/L Posting Date Invoice Print Screen Fields and Function Keys

Field/Function Key	Description
Invoice Print or Inventory Transaction Post	The header information indicates the function being performed. Display
G/L Posting Date	Key a valid date for which POs will be automatically received. This date will be used instead of the current system date. *Default Value:* The current system date. *Valid Values:* Any valid G/L date. 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
Enter	Press the ENTER key to confirm the selection of the G/L Posting Date. Processing begins, and when completed, you return to the Special Charges Screen (p. 6-95).

Credit Card Authorization Window



```
                 CREDIT CARD AUTHORIZATION WINDOW

Order No/Gen:  08382/00
Co/Customer:    1/0000000080  Niagara Insurance

Payment Type?        CM  Cenpos MasterCard
Credit Card Number:  XXXXXXXXXXXX5100

Card Holder Name:    Kathy Smith


Credit Verification Value:  _
Total Authorization Amount:            47.82  US$

Total Ordered Amount:               47.82  US$
Total Shipped Amount:               47.82  US$
Total Authorized Amount:              .00  US$

F5=Cards F6=One Time  F9=Authorize                F12=Return
```

If you are using Electronic Payments, this window appears when you press F14=CC or ENTER on the End Order Screen (p. 6-248). Use this window to specify the credit card information necessary to authorize the order.

NOTE: Sales Orders and Point of Sale orders cannot be canceled once an authorization has been completed until the authorization is voided.

If a default credit card has been defined for the customer through Credit Card Maintenance (MENU EPFILE) for a Cardholder Data integration or Secure Card Maintenance (MENU EPFILE) for a Secure Token integration, the default credit card information will display. The customer's default credit card is the card for which the **Default Credit Card** field is set to Y through Credit Card Maintenance (MENU EPFILE) or Secure Card Maintenance (MENU EPFILE).

If there is a problem with the data being submitted from this screen, message **3522: A CenPOS processing message has been received** will display. Correct the data based on the CenPOS Processing Error message text and resubmit your transaction.

When entering an order through this option, it is required to pay the total authorization amount (shown in the **Total Authorization Amount** field) on the credit card being used, since multiple credit card payment types are not allowed.

When using CenPOS integration, if a full authorization amount cannot occur for the credit card being used but a partial authorization can, the message **0547: Credit Card only partially authorized** will display. In this case, you will notice that the **Total Authorized Amount** field on this screen will display a value that is only a portion of the **Total Ordered Amount** and **Total Shipped Amount**. There are two ways in which to rectify a partial authorization, should it occur:

1. Adjust the order accordingly to fit the partial authorization amount that was approved.
2. Assign another credit card in an attempt to authorize the full authorization amount on the order. Another credit card can be assigned to this order by returning to the Order Header Screen (p. 6-18)

and selecting a different CenPOS credit card payment type. By changing the payment type, the order will be automatically voided. Upon returning to this screen, a different credit card can be selected/entered by using either the F5=CARDS or F6=ONE TIME function keys.

NOTE: For split-order situations, if an order contains multi-warehouse lines, a message will appear upon entry into the End Order Screen (p. 6-248) that the order will need to be split. When this situation occurs and the order is to be paid by credit card, the split order authorization process is set to perform upon exiting the order and any approved partial authorizations that may have been processed during the split order authorization process will be voided and the order is placed on pending authorization hold. This occurs so that the partial authorization will not be performed without your knowledge and that it can later be addressed individually.

Additionally, since the authorization occurs after the End Order Screen (p. 6-248) is processed, the split-order program will check for and update the merchant ID and payment type of any split order based on warehouse-level merchant and payment assignment records. The split order transaction will be directed toward the appropriate CenPOS merchant (based on warehouse), and that the split order will reflect the correct payment type for GL purposes.

Split orders (and credits) will always use the CenPOS *Manage Token Panel* for a credit authorization.

When using CenPOS integration with multi-merchant setup in Distribution A+, the protected **Payment Type** on this screen is overridden prior to authorization, and is based on the appropriate warehouse-level merchant and payment assignments (MENU EPFILE).

Credit Card Authorization Window Fields and Function Keys

Field/Function Key	Description
Payment Type	Key the payment type when using actual card holder data for the integration. For a secure token integration, this field is protected and you will use the F5=CARDS key to select a valid credit card from the Secure Card List Screen (MENU EPFILE) or the F6=ONE TIME key to generate a one time use token for this transaction. *Default Value:* The credit card payment type assigned through Credit Card Maintenance (MENU EPFILE). *Valid Values:* A payment type defined through Payment Types Maintenance (MENU ARFILE) with the **Credit Card** field set to Y. (A 2) Required

Credit Card Authorization Window Fields and Function Keys

Field/Function Key	Description
Credit Card Number	Key the account number of the credit card when using actual card holder data for the integration. The credit card number is validated for the card type to ensure that the number is a valid credit card number. For a secure token integration, this field is protected and you will use the F5=CARDS key to select a valid credit card from the Secure Card List Screen (MENU EPFILE) or the F6=ONE TIME key to generate a one time use token for this transaction. *Default Value:* The credit card number assigned through Credit Card Maintenance (MENU EPFILE) or Secure Card Maintenance (MENU EPFILE). (A 18) Required
Expiration Date	For a secure token integration, this field does not display. Key the date on which the credit card expires. Cards that have passed the expiration date cannot be authorized or settled. *Default Value:* The expiration date on the card defined through Credit Card Maintenance (MENU EPFILE). *Valid Values:* A future date in MMYY format. (N 4,0) Required/Optional
Card Holder Name	For a secure token integration, this field is display only. Key the name of the card holder as it appears on the credit card. *Default Value:* The card holder name assigned through Credit Card Maintenance (MENU EPFILE) or Secure Card Maintenance (MENU EPFILE). (A 30) Optional
AVS Address	For a secure token integration, this field does not display. This field is required if the **AVS** field is set to Y through Payment Types Maintenance (MENU ARFILE) for the payment type specified in the **Payment Code** field; otherwise, you must leave this field blank. Use this field to provide address information for the cardholder for the Address Verification Service (AVS). Key the cardholder’s address. *Default Value:* The AVS address assigned through Credit Card Maintenance (MENU EPFILE). (A 40) Required/Blank

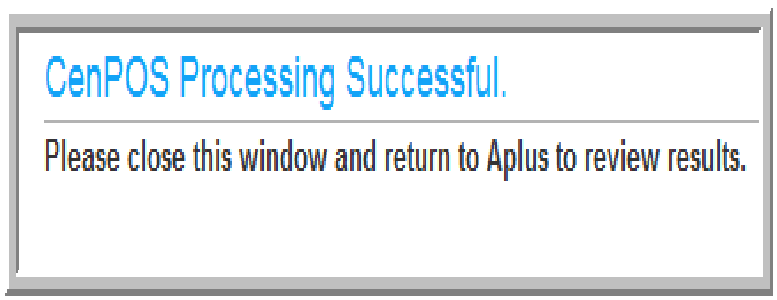
Credit Card Authorization Window Fields and Function Keys

Field/Function Key	Description
AVS Zip/Pstl	For a secure token integration, this field does not display. This field is required if the **AVS** field is set to Y through Payment Types Maintenance (MENU ARFILE) for the payment type specified in the **Payment Code** field; otherwise, you must leave this field blank. Use this field to provide the cardholder's zip or postal code for the Address Verification Service (AVS). Key the zip or postal code of the cardholder's address. *Default Value:* The AVS zip or postal code assigned through Credit Card Maintenance (MENU EPFILE). (A 9) Required/Blank
Credit Verification Value	This field is required if the **CVV** field is set to Y through Payment Types Maintenance (MENU ARFILE) for the payment type specified in the **Payment Code** field; otherwise, you must leave this field blank. Key the credit card verification value. The credit card verification value is the three or four digit number printed on the credit card. *Default Value:* The CVV assigned through Credit Card Maintenance (MENU EPFILE). (A 4) Required/Blank
Total Authorization Amount	Use this field to specify the amount that you want to be authorized. *Default Value:* For orders with a previous authorization, the total order amount or shipped amount (based on the credit card options described above) minus the previous authorization amount plus a buffer amount. No buffer is applied to the authorization amount. For orders without a previous authorization, the total order amount or shipped amount from the End Order Screen (p. 6-248) based on the value specified in the **Authorize Credit Cards on** field in Credit Cards Options Maintenance (MENU EPFILE) plus any additional currency or percentage amount based on the value specified in the **Authorization Buffer** field in the same option. (N 15,2) Required
Total Ordered Amount	This field displays the total currency amount of the order. Display
Total Shipped Amount	This field displays the total currency amount of the order that has been shipped. Display
Total Authorized Amount	This field displays the total currency amount that has been authorized for the order. Display

Credit Card Authorization Window Fields and Function Keys

Field/Function Key	Description
F4=List	The F4=LIST key only displays for a Cardholder Data integration to payment processing networks identified by **Activate CenPOS Interface** set to N in Credit Card Options Maintenance (MENU EPFILE). Press F4=LIST to display a list of credit cards defined for this customer. The Credit Card List Screen appears. Refer to the Electronic Payments User Guide for an explanation of that screen. If you have authority to access Credit Card Maintenance (MENU EPFILE), you can also add and maintain credit cards for the customer by pressing F4=LIST. When you select a new card and press ENTER or when you press F12=RETURN from the Credit Card List Screen, you are returned to this window.
F5=Cards	The F5=CARDS key only displays for a Secure Token integration to payment processing networks identified by **Activate CenPOS Interface** set to Y in Credit Card Options Maintenance (MENU EPFILE). Press F5=CARDS to display a list of credit cards defined for this customer. The Secure Card List Screen in Secure Card Maintenance (MENU EPFILE) appears. If you have authority to access Secure Card Maintenance (MENU EPFILE), you can also add and maintain secure card tokens for the customer by pressing F5=CARDS. For complete details of the Secure Card List Screen, refer to the Electronic Payments User Guide. When you select a new card and press ENTER or when you press F12=RETURN from the Secure Card List Screen, you are returned to this window.

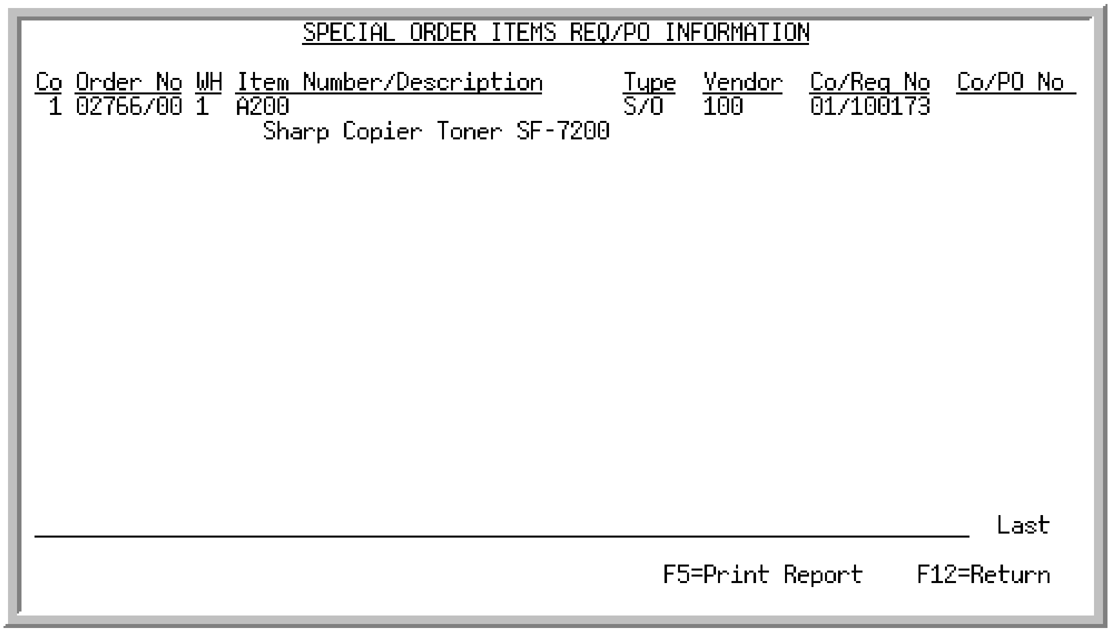
Credit Card Authorization Window Fields and Function Keys

Field/Function Key	Description
F6=OneTime	The F6=ONE TIME key only displays for a Secure Token integration to payment processing networks identified by **Activate CenPOS Interface** set to Y in Credit Card Options Maintenance (MENU EPFILE). Press F6=ONE TIME to launch the CenPOS Manage Token window to generate a one-time use token for this order. The Distribution A+ session is temporarily locked awaiting return results from CenPOS. The Manage Token window will open in your default Internet browser based on your set up options. Follow the instructions on the CenPOS Manage Token window and click SUBMIT to submit the customer credit card information to CenPOS for a secure token generation. When this process is complete, the CenPOS Manage Token window will close sending the secure token information back to Distribution A+. A message window displays:  Close the browser window or tab (based on your individual set up options). Once the token has been successfully created, Distribution A+ accepts the secure token information and unlocks the Credit Card Authorization Screen once focus is returned to the Distribution A+ session. Continue with F9=AUTHORIZE to submit the payment information for authorization. If the **Auto Save One Time Tokens** is set to Y in Credit Card Options Maintenance (MENU EPFILE) that secure token will be saved for the current company, customer, ship-to information in the Customer Token File (CSTKN).

Credit Card Authorization Window Fields and Function Keys

Field/Function Key	Description
F9=Authorize	Press F9=AUTHORIZE to authorize the credit card for the amount specified. If you are using International Currency, authorization is done using the company's local currency. For a Cardholder Data integration, the authorization process verifies the card number and expiration date and then submits the authorization information to your third party authorization service. For a Secure Token integration, the token in sent to CenPOS and CenPOS completes the authorization process. A message will appear to indicate whether the authorization was declined, accepted, or unable to process. For declined authorization, you can enter a new credit card and attempt to authorize again. Orders that cannot be processed will be placed on Processing Error hold. Orders that are not authorized will be placed on Pending Authorization hold and can be authorized later through Credit Card Authorization (MENU EPMAIN). Invoice payments that cannot be processed are not put on hold; you must wait until the IBM is available to attempt to authorize again.
F10=Copy Addr	The F10=COPY ADDR key only displays for a Cardholder Data integration to payment processing networks identified by **Activate CenPOS Interface** set to N in Credit Card Options Maintenance (MENU EPFILE). The F10=COPY ADDR key also does not display for a secure token integration. Press F10=COPY ADDR to fill the **Card holder Name**, **AVS Address** and **AVS Zip/Postl** fields from the Customer Master File (CUSMS) or the Shipping Address File (ADDR) for this transaction.
F12=Return	Press F12=RETURN to return to the End Order Screen (p. 6-248) without authorizing the credit card charge or after the authorization is complete.

Special Order Items Req/PO Information Screen


SPECIAL ORDER ITEMS REQ/PO INFORMATION

Co	Order No	WH	Item Number/Description	Type	Vendor	Co/Req No	Co/PO No
1	02766/00	1	A200 Sharp Copier Toner SF-7200	S/O	100	01/100173	

Last

F5=Print Report F12=Return

This screen appears after you press ENTER on the End Order Screen (p. 6-248). This screen appears only if you are using the auto-creation process as determined on the company-level through Special Order Options Maintenance (MENU XAFILE) and/or the vendor-level through Vendor Master Maintenance (MENU POFILE) and if the special order or drop-ship line item was successfully added to a requisition or purchase order.

This screen displays a list of requisitions/purchase orders that were created or updated for this order, including those that were automatically created/updated and manually created/updated.

During the automatic creation process, edits are run to verify that the requisitions/purchase orders are created according to the tailoring option specifications for Special Order Options (MENU XAFILE). If a message similar to "**Purchase Orders were not created for SO/RQ Auto Creation Process**" is issued before the display of this screen, the edits found discrepancies in the data that requires review. Refer to the SO/RQ Edit Report (PO170C) that can be found with your spooled files for the details of the discrepancies.

Important

If you want to retain a record of the information displayed on this screen, use the F5=PRINT REPORT function key to print the information on the Special Order Items Req/PO Information Report (p. 6-299). This screen cannot be accessed again once you exit from it. However, the SO/RQ Edit Report, which was generated at end order time, can be used. This report is explained in the Purchasing User Guide.

Special Order Items Req/PO Information Screen Fields and Function Keys

Field/Function Key	Description
Co	This field displays the company associated with the order. Display
Order No	This field displays the order/generation number of the order that contains this special order line item. Display
WH	This field displays the warehouse associated with the order. Display
Item Number/ Description	This field displays the item number and description of the special order or drop-ship line item. Display
Type	This field identifies the item for which a requisition or purchase order was created or updated as either a special order or drop-ship. **S/O** displays in this field for special order line items. **D/S** displays in this field for drop-ship line items. Display
Vendor	This field displays the number of the vendor associated with the special order line item for which a requisition or purchase order was created or updated. Display
Co/Req No	This field displays the company number and the associated requisition number for any requisition that was created or updated for a special order or drop-ship line item. Display
Co/PO No	This field displays the company number and related purchase order number for any purchase order that was updated for a special order or drop-ship line item. Display
F5=Print Report	Press the F5=PRINT REPORT function key to print the information displayed on this screen on the Special Order Items Req/PO Information Report (p. 6-299).
F12=Return	Press the F12=RETURN is function key to return to the previous screen.

Special Order Items Req/PO Information Report

```
PO172    2/07/10  12:29:30           SPECIAL ORDER ITEMS REQ/PO INFORMATION          KN/APDEMO          Page    1
  Co Order No  WH   Item Number/Description                                  Type   Vendor   Co/Req No     Co/PO No
 ------------------------------------------------------------------------------------------------------------------
  01 13254/00  1    A100                                                     S/O    100      01/A00764
                      Sharp Fax Machine Model SX-765
  01 13254/00  1    A130                                                     S/O    100      01/A00764
                      Sharp Extra Sensitive Fax Paper 4/Box
```

The Special Order Items Req/PO Information Report prints after you press F5=PRINT REPORT on the Special Order Items Req/PO Information Screen (p. 6-297).

SO/RQ Edit Report

The SO/RQ Edit Reports, Requisitions and Errors, (PO170C) will automatically print to the users output queue for every requisition/purchase order created. These reports are also part of the Special Order Automatic Requisition Creation (MENU POMAST) option and are documented there. Please refer to the Purchasing User Guide for more information.

Special Order Items Req/PO Information 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.
Co	The company number of the originating sales order.
Order No	The sales order number for this item.
Item Number/Description	This column prints the item number and description f the item being ordered.
Type	The type of item added to the requisition/purchase order; **S/O** for a special order or **D/S** for a drop shipment.
Vendor	The vendor number from whom the item will be ordered.
Co/Req	The company and requisition number created by this item when purchase orders are not automatically being created.

Special Order Items Req/PO Information Report

Report/Listing Fields	Description
Co/PO	The company and purchase order number created by this item when purchase orders are automatically being created.

CHAPTER 7

Release Held Orders, Quotes, Backorders, and Future Orders

7

The Release Held Orders, Quotes, Backorders & Futures menu option allows you to release held orders, quotes, backorders, and future orders. Use this option when any one of these orders is ready to be shipped or invoiced.

The ability to release orders is normally restricted to authorized users. The system will check the user's authorization to release the order if **User Security** is Y in System Options Maintenance (MENU XAFILE). Once access is granted to this menu option, Application Action Authority (MENU XASCTY) is checked to determine if the user can:

- Allow the Release of Future Orders
- Allow the Release of Customer Quotes
- Allow the Release of Held Orders
  - Select the specific hold code to be allowed

Refer to the User Security User Guide for more information on setup and maintenance of the security for releasing held orders.

If authorization is required, Order Entry will check to be sure that the authorization security for this user in Application Action Authority (MENU XASCTY) is correct for the type of release being requested. Only a user with the correct authorization security will be allowed to release the order.

An order (type O or I) is put on hold on the End Order Screen (p. 6-248) during Enter, Change & Ship Orders (MENU OEMAIN). Before a Pick List or Invoice can be printed, the order must first be released through this option.

Additionally, when processing a return (type R), the order is held if in Order Entry Options Maintenance (MENU XAFILE) you identified that new returns are to be placed on RGA hold and you selected a default hold code.

If you choose to **Update Order Costs When Backorders Are Released**, when the backorder is released, the item's cost and the order's costs will be updated with the most current values. Refer to Order Entry Options (MENU XAFILE) for more information.

Orders may be automatically put on hold with any of the following hold codes:

System Defined Hold Codes	
CR - Credit Limit Hold	OH - Off-Line Order Entry Hold
GM - Item Gross Margin Hold	NC - New Customer
GX - Order Maximum Margin Hold	SP - Slow Pay Customer Hold

User Defined Hold Codes	
Automated Invoicing Hold	Electronic Payments Declined Credit Card
Boxing	Electronic Payments Expired Authorization
Drop Shipment Hold	Electronic Payments Pending Authorization
Consolidated Invoice	Electronic Payments Processing Error
EDI Order Holds	Return Goods Authorization Hold
Mobile Order Delivery Discrepancy	Replenishment Hold
Order Minimum	Storefront Holds
Warehouse Management	

If you create a quote on the End Order Screen (p. 6-248) from an order (type O or I), use this option to convert the quote to become an order. You may then print a pick list or invoice for the new order.

Backorders are created if the Order Entry Options (MENU XAFILE) to **Assume Full Shipments** is N and the quantity of items available for shipment is less than the quantity of items ordered. When a backorder is created for a partially shipped order, the order's generation number (a sequence number) is increased by one (e.g., the backorder for order number 10456/00 will be 10456/01). Use this option to manually release individual backordered items.

A future order (type F) created through Enter, Change & Ship Orders (MENU OEMAIN) may also be released converted to an order through this option. You may then print a Pick List or Invoice for the new order.

If Electronic Payments is installed and you are releasing an O or I type order that is being paid by credit card, and the order is authorized, it will be released. If the order has not been authorized, it will go on Pending Authorization hold. 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).

You cannot release an order through this option if the order:

- is currently being maintained by another user.
- is on “New Customer” hold (hold code NC). To release orders put on “New Customer” hold (NC), you must use Release “New Customer” Orders (MENU OEMAIN).
- is completely backordered.
- does not need to be released.

NOTE: Backorders can also be released using Automatic Backorder Release (ABR). Refer to CHAPTER 5: *Order Entry Managing Backorders* for more information.

Release Held Orders, Quotes, Backorders & Futures

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**
Order Release Screen	Use to specify the order number and order type for the order being released.
Order Release Order Header Screen	Use to verify the order being released.
Create Contracts From Quotes Screen	Use this screen to enter information that will be used to create contracts for the items on the quote.
Create Contracts from Quotes Report	Prints a list of items for which contracts were created and not created.
Order Release - Item Detail Screen	Use to review the quantity to be shipped for the order being released.
Order Release - Item Detail Change Screen	Use to change the quantity to be shipped for the order being released.

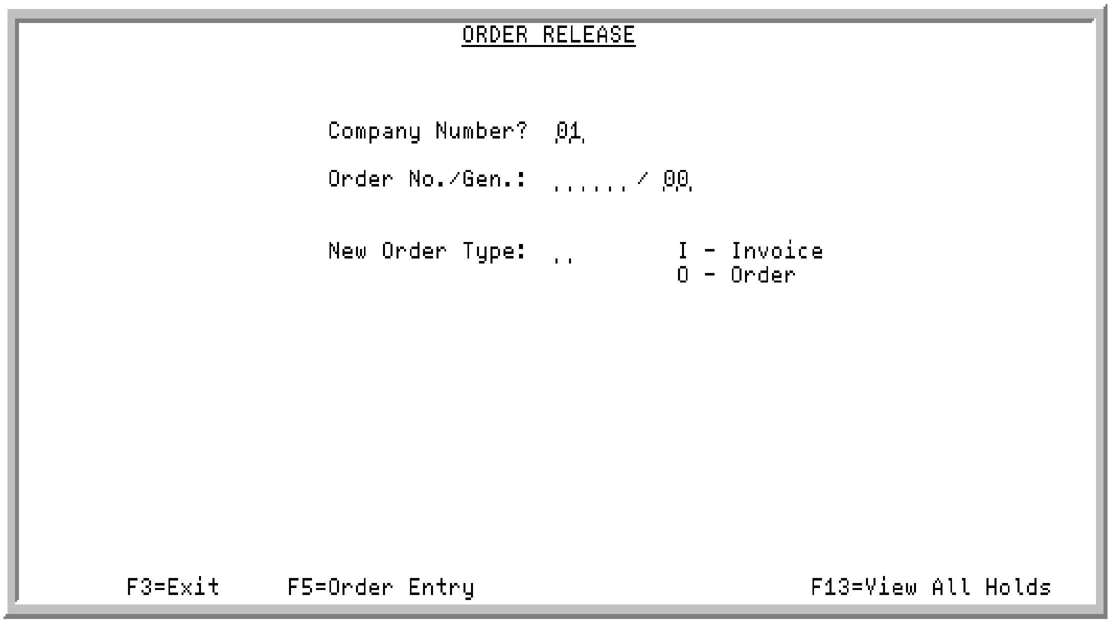
Restart Instructions

In the case of power failure or system interruption, follow the steps below to restart this option:

1. Determine which order was interrupted by selecting the Open Orders Inquiry (MENU OEMAIN) and requesting the **Today’s Orders** field set to U for all “In-Use” orders. To locate order numbers that are specifically in-use from Release Held Orders, Quotes, Backorders & Futures, review the **Status** column for @R as the “In-Use” code.

2. Re-select this option. Enter the interrupted order number on the Order Release Screen (p. 7-5). The Order Release option will resume the release process at the point of interruption.

Order Release Screen



This screen appears after selecting option 2 - Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN).

Use this screen to select the company, order number, and new order type for the order being released.

Order Release Screen Fields and Function Keys

Field/Function Key	Description
Company Number	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Enter the company number associated with the order to be released. *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). (N 2,0) Required
Order No./Gen.	Enter the order number and generation number of the order you want to release. The generation reflects the number of times this order was backordered. If the order number is unknown, use Open Orders Inquiry (MENU OEMAIN) to locate the specific order number. (N 5,0/N 2,0) Required

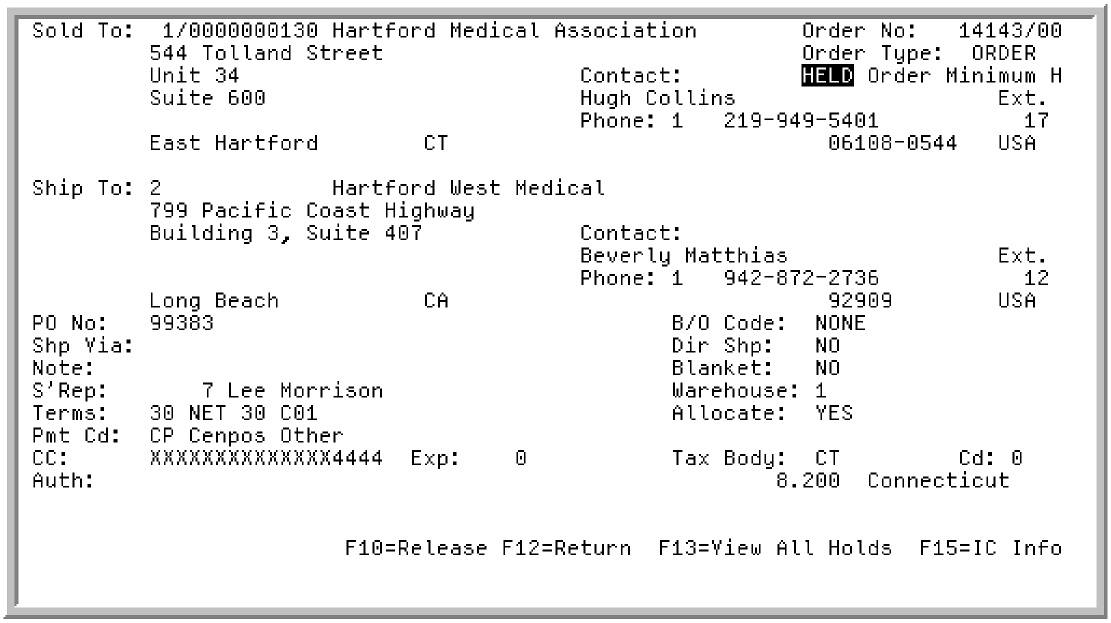
Order Release Screen Fields and Function Keys

Field/Function Key	Description
New Order Type	This field is required for quotes. This field must be blank if you are releasing a held order, as opposed to a quote, backorder, or future order. Use this field to indicate the new order type for the order you are releasing. Key I to release as an invoice. Key O to release as an order. (A 1) Required/Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.
F5=Order Entry	Press F5=ORDER ENTRY to access the Start Order Screen (p. 6-6), where you can modify or ship confirm the order selected. Be sure the order is first released through this option.
F6=Get Next Order	The F6=GET NEXT ORDER function key will only display if Order Release has been selected from either the Open Order Inquiry Screen or the Customer Order/Shipment Inquiry Screen (p. 16-9) and orders have been marked. Press F6=GET NEXT ORDER to get the next marked order. Do not select this key when this screen displays for the first time, because you will skip the current order and will have to manually enter the order number displayed. You should always use this key if the marked order number entered is in use or invalid for some reason.
F13=View All Holds	After entering an order and generation number, press F13=VIEW ALL HOLDS to access the Order Hold Code Summary Screen (p. 6-243), where you can review all holds that apply to this order and determine which holds, if any, you want to release (if authorized). You can release one or more holds simultaneously. After accessing the Order Hold Code Summary Screen (p. 6-243) and returning to this screen, if all applicable hold codes for the order have been released, this screen will display with a message informing you that the order has been released and the current status of the order. If the order is still on hold, then this screen will display with a message informing you that the order is on hold, and with other applicable information, such as if locations or boxes need to be assigned, etc. If hold codes for the order were not released, this screen will display with a message informing you that this order was NOT released. If you press F13=VIEW ALL HOLDS, and no hold codes exist for the order that need to be released, a message will display informing you that there are no unreleased hold codes for the indicated order, and the Order Hold Code Summary Screen (p. 6-243) will not appear.

Order Release Screen Fields and Function Keys

Field/Function Key	Description
Enter	When Order Entry Options (MENU XAFILE) **Automatically Release Marked Ord** is set to Y, and you accessed this screen from the Open Orders Inquiry (MENU OEMAIN), the Customer Order/Shipment Inquiry (MENU OEMAIN), or the Order Inquiry by PO or Order (MENU OEMAIN), press ENTER to release the selected order. If the selected order meets the requirements to be released from the first hold code in the hierarchy, the order will be released and you will be returned to the menu. When pressing ENTER and there is additional intervention required at the order header level to release the order, the Order Release Order Header Screen (p. 7-8) displays. When pressing ENTER and there is additional intervention required at the order detail level to release the order, the Order Release - Item Detail Screen (p. 7-20) displays. When Order Entry Options (MENU XAFILE) **Automatically Release Marked Ord** is set to N, or you accessed this screen directly from Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN), press ENTER to release the selected order. The Order Release Order Header Screen (p. 7-8) displays.

Order Release Order Header Screen



```
Sold To:  1/0000000130 Hartford Medical Association       Order No:   14143/00
         544 Tolland Street                               Order Type:  ORDER
         Unit 34                          Contact:         HELD Order Minimum H
         Suite 600                        Hugh Collins                    Ext.
                                          Phone: 1   219-949-5401          17
         East Hartford        CT                             06108-0544   USA

Ship To: 2             Hartford West Medical
         799 Pacific Coast Highway
         Building 3, Suite 407            Contact:
                                          Beverly Matthias                Ext.
                                          Phone: 1   942-872-2736          12
         Long Beach           CA                             92909        USA
PO No:   99383                                   B/O Code:  NONE
Shp Via:                                         Dir Shp:   NO
Note:                                            Blanket:   NO
S'Rep:       7 Lee Morrison                      Warehouse: 1
Terms:   30 NET 30 C01                           Allocate:  YES
Pmt Cd:  CP Cenpos Other
CC:      XXXXXXXXXXXXXXX4444  Exp:    0          Tax Body:  CT         Cd: 0
Auth:                                                   8.200  Connecticut


                       F10=Release F12=Return  F13=View All Holds  F15=IC Info
```

This screen appears after you press ENTER on the Order Release Screen (p. 7-5) when Order Entry Options (MENU XAFILE) **Automatically Release Marked Ord** is set to N, or you accessed this screen directly from Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN).

This screen shows the customer name, customer address information, shipping address information, payment terms, warehouse, and various sales information. Use this screen to verify that the order needs to be released.

During release, the order will be credit checked and held if the customer has exceeded their limit, or payment is overdue. Quantities to be shipped will be calculated by the Order Release program, depending on the type of release being performed and the options established through O/E File Maintenance (MENU OEFILE). If a held order is being released, the ship quantities will remain unchanged. For other types of order releases:

- If the system is tailored to assume full shipments, the quantity to be shipped will equal the quantity ordered, and no backorders will exist.
- If the system is tailored to backorders based on inventory availability, the quantities to be shipped and backordered will be set according to current inventory and allocation quantities.

When International Currency is installed:

- When Order Entry checks for different types of holds placed on orders, the check will be based on the trading amounts during the release process of this menu option and not the local amounts, if applicable.
- The message **Foreign Currency Order** will display if you are releasing an order which has been created in a currency that differs from your local currency and the currency description for the order will display below this message.

All the fields on this screen are display only and cannot be changed.

Order Release Order Header Screen Fields and Function Keys

Field/Function Keys	Description
Sold To	There are several fields displayed with this heading beginning with the company and customer number for this order; the customer name and address including the zip/postal code and country. Also shown is the PO contact name and country code, telephone number and extension.
Order No	The order number and generation. The generation is either the number of times the order has been backordered or 50 for the initial release of master blanket order.
Order Type	This field indicates the type of order displayed: Invoice, Order, Future order, Backorder, Master, Quote, Return, or Blanket.
(Status)	When the order is held, the primary hold code assigned to the order is displayed with the word **HELD** beneath the **Order Type** field.
Ship To	There are several fields displayed with this heading beginning with the Ship-To Number for this order, Ship-To name and address including the zip/postal code and country. Also shown is the Ship-To contact name and country code, telephone number and extension.
PO No	This is the customer's PO number submitted for this order.
B/O Code	This field indicates if items on an order are backordered: • ALL displays when all items are backordered. • SOME B/O displays when only a few items are backordered. • NONE displays when no backorders exist.
Shp Via	The requested method of shipment for this customer or ship-to address.
Dir Shp	This field determines if this order is a drop-shipped order by displaying YES or NO. This type of order will be shipped directly from your vendor to your customer and will not be received into your inventory.
Note	The miscellaneous note may be used to print a comment at the top of the pick list and invoice for this order.
Blanket	Blanket will always be NO unless this is a master order. When this order is a master order and is a master blanket order, YES will display.
S'Rep	The primary sales representative for this order.
Warehouse	The number of the warehouse from which inventory is shipped. This is also the warehouse that is credited for the sale.

Order Release Order Header Screen Fields and Function Keys

Field/Function Keys	Description
Terms	The payment terms code and description for this order.
Allocate	This field indicates (by YES or NO) whether or not this order has been allocated. If inventory is allocated, the same items cannot be promised to another customer. During Day-End Processing, for orders that were invoiced, the quantity on-hand for all items on the invoiced orders is reduced by the quantity shipped of that item. If inventory is not allocated inventory for this order, existing inventory will be used for other customer orders. During Day-End Processing, for orders that were invoiced, the quantity on-hand for the items on the invoiced orders is not reduced
Pmt Cd	The accepted method of payment and description for this order.
Route/Stp	NOTE: This field displays only if the **Route/Stop** field has been defined as Y in Order Entry Options Maintenance (MENU XAFILE). This field identifies the route and stop number for this order. Route numbers can be used to schedule deliveries or planned pick-ups. You may print pick lists for a specific route.
CC, Exp	NOTE: This field displays only if the **Use Credit Cards** field has been defined as Y in Order Entry Options Maintenance (MENU XAFILE). The masked credit card account number (**CC**) and expiration date (**Exp**) of the credit card used to make payment for this order. With a CenPOS interface, the expiration date field will be blank because that information is stored in CenPOS and not in Distribution A+.
Tax Body	NOTE: This field is not used if you selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE). The tax body code and description used for this order. This code represents the taxing jurisdiction for which the order is placed.
Cd	NOTE: This field is not used if you selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE). The tax exemption code for this order. A value of 0 indicates the order is considered taxable; values 1, 2, and 3 indicate non-taxable. A value of J indicates Jobber and will then also consider an item's **Re-use Code** for taxability.

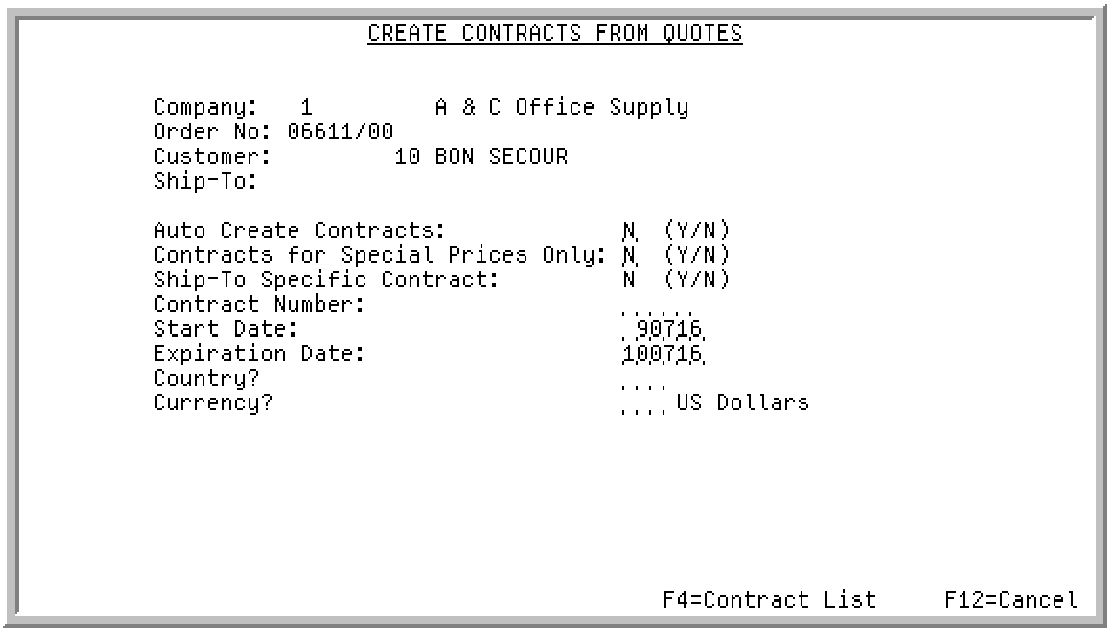
Order Release Order Header Screen Fields and Function Keys

Field/Function Keys	Description
Auth	This field displays the authorization number which was entered on the End Order Screen (p. 6-248) for an order with a **Payment Type** that is identified for credit card processing. This field does not display once Electronic Payments has been activated with Activate Credit Card Company Options (MENU EPMAST).
F5=Release & Allocate	This function key appears only if you are releasing a quote or future order. Press F5=RELEASE & ALLOCATE to allocate inventory to the order as it is released. The Create Contracts From Quotes Screen (p. 7-13) appears if: • the order being released is a quote • **Create Contracts from Quotes** is Y in Order Entry Options Maintenance (MENU XAFILE)
F10=Release	Press F10=RELEASE to release the order. A check for other types of holds will be performed by Distribution A+, if applicable; the order may be released from one hold and put on another. Depending on whether or not a carrier-specific delivery schedule is identified for the carrier assigned to this order, the requested ship date will either reflect the entered date or the next carrier scheduled delivery date. You will be returned to the Order Release Screen (p. 7-5) and the following message will display: "Order Released Complete -Invoice/Pick Slip Ready to Print" if the order is shipped complete or is being released from hold. The Order Release - Item Detail Screen (p. 7-20) will display if a backorder, quote, or future order cannot be shipped complete. From this screen, you may review or change the quantities to be shipped. The Create Contracts From Quotes Screen (p. 7-13) will display if the order being released is a quote, and the **Create Contracts from Quotes** field is Y in Order Entry Options Maintenance (MENU XAFILE). The Order Release - Item Detail Screen (p. 7-20) will display if a backorder, quote, or future order cannot be shipped complete. From this screen, you may review or change the quantities to be shipped.
F12=Return	Press F12=RETURN to return to the Order Release Screen (p. 7-5). The order will not be released.

Order Release Order Header Screen Fields and Function Keys

Field/Function Keys	Description
F13=View All Holds	This function key appears only if there are unreleased hold codes that exist for the order. Press F13=VIEW ALL HOLDS to access the Order Hold Code Summary Screen (p. 6-243), where you can review all holds that apply to this order and determine which holds, if any, you want to release (if authorized). You can release one or more holds simultaneously. After accessing the Order Hold Code Summary Screen (p. 6-243) and returning to this screen, if all applicable hold codes for the order have been released, this screen will display with a message informing you that the order has been released and the current status of the order. If the order is still on hold, then this screen will display with a message informing you that the order is on hold, and with other applicable information, such as if locations or boxes need to be assigned, etc. If hold codes for the order were not released, this screen will display with a message informing you that this order was NOT released.
F15=I/C Info	The F15=IC INFO only displays if International Currency is installed. Press F15=I/C INFO to access the Currency Information Screen (p. 6-67) to view exchange rate information for this order. Note, however, that when accessed through this option, data in this window is display-only and may not be changed.

Create Contracts From Quotes Screen



This screen appears after you press F5=RELEASE & ALLOCATE or F10=RELEASE on the Order Release Order Header Screen (p. 7-8) if the order being released is a quote, and the **Create Customer/Item Contracts** is Y and **Create Contracts from Quotes** field is Y in Order Entry Options Maintenance (MENU XAFILE).

Use this screen to enter information that will be used to create contracts for the items on the quote. Contracts created from quotes will be at the customer/item level or customer/ship-to/item level, using the customer or customer/ship-to on the order and the individual items on the quote. If there is one item on the quote order, one contract only will be created. If there are multiple items on the quote order, multiple contracts will be created.

NOTE: An order activity record will not be added to the Order Activity File (ORACT) for a quote order that is being released and turned into a contract. Additionally, if contract activity is being tracked, as determined through Order Entry Options Maintenance (MENU XAFILE), a contract pricing activity record will be added to the Contract Activity Detail File (CNACD) during the quote release process when a quote is auto-released that contains contract pricing.

Depending on the selections on this screen, you can have contracts created automatically, without reviewing items/prices, or you can have contracts created after a review and changes have been made.

To determine if a contract can be created for an item on a quote, the system will verify the following:

1. **If Auto Create Contracts is Y:**
   a. A contract will not be created for the item if the item has an actual sell price of zero in the Order Detail File (ORDET). The item will be dropped from this auto create contract price process and the output report (which prints only if this field is Y) will reflect the reason it was dropped.

b. The OE Contract/Special Pricing File (CONTR) will be checked to determine if there is already a contract with the same customer/item, start date, and, if applicable, contract number, and country/currency. If such a contract exists in OE Contract/Special Pricing File (CONTR) for the item, then another contract will not be created for the item. The item will be dropped from this auto create contract price process and the output report will reflect the reason it was dropped.

c. The start date entered on the screen cannot overlay a previous contract's expiration date. If another contract exists with the same values as those entered on the screen (except for start date), and the expiration date of this existing contract is greater than the start date entered on the screen, then a contract will not be created for the item. The item will be dropped from this auto create contract price process and the output report will reflect the reason it was dropped.

d. The expiration date entered on the screen cannot carry into an existing contract date range. If another contract exists with the same values as those entered on the screen (except for the dates), and the expiration date on the screen is between the start and end dates of this existing contract, then a contract will not be created for the item. The item will be dropped from this auto create contract price process and the output report will reflect the reason it was dropped.

2. **If Auto Create Contracts is N:**

   a. The Contract File List Screen (p. 91-13) will appear and you will have the ability to remove and change items in the contract file list before contracts are created for the items on the quote being released. The same system checks will occur as explained above.

3. **If Create Contracts for Special Prices Only is Y:**

   a. Contracts will be created only for those items having a non-zero price on the quote that is different from the system sell price for the item. No contracts will be created if all items on the quote have a price that is the same as the system sell price for the item.

   b. If only special-priced items (items whose quote Order Detail File (ORDET) prices were modified) are to be included, then the create contract process (whether it is auto create or not) will be limited to only those items. Items without special prices will be excluded from even being processed.

Important

If you have multiple line items (regardless of their unit of measure) on the quote with the same item, and each line item has a different price, the actual sell price that will be used is extracted from the *first* record in the Order Detail File (ORDET) file for the company, order number, order generation number and line item.

Create Contracts from Quotes 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 displays the company number and company name associated with the quote order. Display

Create Contracts from Quotes Screen Fields and Function Keys

Field/Function Key	Description
Order No	This field displays the order number/generation of the quote being released. Display
Customer	This field displays the customer number and customer name associated with the quote order. Display
Ship-To	This field displays the ship-to number and name, if any, associated with the customer for which you are creating a contract for items on the quote. Display
Auto Create Contracts	Use this field to determine if you want contracts automatically created for items on the quote once you press ENTER on this screen. Key Y to automatically create contracts upon pressing ENTER on this screen. The Contract File List Screen (p. 91-13) will be bypassed and you will not be able to maintain information associated with the contract before it is created. NOTE: If this field is Y, the Create Contracts from Quotes Report will automatically print to your default output queue, where you can view the items for which contracts were created. This report will also show the items for which contracts were not created and the reasons that contracts were not created. Key N if you want the Contract File List Screen (p. 91-13) to display prior to contracts being created. You will be able to use the Contract File List Screen (p. 91-13) to maintain information associated with the contract before the contract is processed. *Default Value:* N (A 1) Required
Contracts for Special Prices Only	Use this field to determine if you want to create contracts for special price items only. A special price is when the system sell price is different than the actual sell price. Key Y to create contracts for special prices only. If you enter Y, contracts will be created for only those items where you performed a price override on the quote. Key N to not limit contracts to special priced items only. All items will be included in the process. *Default Value:* N (A 1) Required

Create Contracts from Quotes Screen Fields and Function Keys

Field/Function Key	Description
Ship-To Specific Contract	This field displays only if ship-to contracts are being used, as defined through Order Entry Options Maintenance (MENU XAFILE), for the indicated company. This field will default to N and be protected if no ship-to was on the quote being released (i.e., the **Ship-To** field is blank on this screen). Use this field to designate if the type of contract being created is specific to a ship-to number, if applicable. Key Y if this is a ship-to specific contract. Key N if this is not a ship-to specific contract. *Default Value:* N (A 1) Required/Display
Contract Number	Use this field to enter the contract number to be assigned to each customer/ item contract created through this process. If left blank, contracts with no name will be created. Note that contracts with a name must be identified on an order's second header to be used; whereas, contracts with no name are always reviewed/used, if applicable. *Default Value:* Blank *Valid Values:* A contract number not previously used (A 5) Optional
Start Date	Use this field to enter the date the contracts become effective. *Default Value:* Today's date *Valid Values:* A date keyed in 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). Cannot be greater than the expiration date entered. (N 6,0) Required
Expiration Date	Use this field to enter the date the contracts will expire. *Default Value:* The contract start date + the value entered in the **Default Expiration Days** field in Order Entry Options Maintenance (MENU XAFILE) for the quote order's company *Valid Values:* A date keyed in 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

Create Contracts from Quotes Screen Fields and Function Keys

Field/Function Key	Description
Country	This field displays only if International Currency is active, and the **Use Multiple Country/Currency Pricing** and **User Multiple Country/Currency Contracts** fields are Y in International Currency System Options Maintenance (MENU ICFILE). Use this field to enter the country to be associated with the contracts that will be created for items on the quote order. *Default Value:* Blank *Valid Values:* Must be a valid country ID defined through Country Name Maintenance (MENU ARFIL2) (A3) Optional
Currency	This field displays only if International Currency is active, and the **Use Multiple Country/Currency Pricing** and **Use Multiple Country/Currency Contracts** fields are Y in International Currency System Options Maintenance (MENU ICFILE). Use this field to enter the currency associated with the contracts that will be created for items on the quote order.The currency of the contract will determine how the prices are identified for that contract. Also, when using contracts in Order Entry, the currency of the contract to be used must match that of the order or of the order's company. *Default Value:* Blank; if left blank, the local currency will be used for the contract (Contract Price Maintenance on MENU OEPRCE also assumes the local currency if left blank). *Valid Values:* Must be blank or be the order's currency. (A3) Optional
F4=Contract List	Press F4=CONTRACT LIST to access the Contract File List Screen (p. 91-13), where you can view (not maintain) all contracts that exist for the quote order's company and customer. If an existing contract is filled in on this screen, upon pressing F4=CONTRACT LIST, the Contract File List Screen (p. 91-13) will display that contract.
F12=Cancel	Press F12=CANCEL to cancel this function. The Order Release - Item Detail Screen (p. 7-20) appears and no contracts will be created for the quote order being released.
Enter	Press ENTER to confirm your entries. If the **Auto Create Contracts** field is Y, the Order Release - Item Detail Screen (p. 7-20) appears and contracts are created for the items on the quote being released that passed all edits. If the **Auto Create Contracts** field is N, prior to contracts being created, the Contract File List Screen (p. 91-13) appears.

Create Contracts from Quotes Report

```
OE112          10/04/10  17:12:32               CREATE CONTRACTS FROM QUOTES              A1/APDEMO        Page:   1
                                              Company:  01        A & C Office Supply
                                              Order No: 07733/00
                                              Customer:          10 Bon Secour School Department
                                 Auto Create Contracts: Y     Contracts for Special Prices Only: N
           Contract Number:          Start Date: 10/04/10    Expiration Date: 11/03/10    Country:       Currency:
Item Number/                       Actual Sell Price      Prc  Contract Message
Description                                               U/M
-----------------------------------------------------------------------------------------------------------------
A100                                 559.96500  US$  EA   Item dropped - Start date overlays previous contract's expiration date
Sharp Fax Machine
Model SX-765
                                                        *    1 Item(s) dropped *
                                                        *    0 Contract(s) created *
```

This report prints automatically to your default output queue if the **Auto Create Contracts** field is Y on the Create Contracts From Quotes Screen (p. 7-13). Use this report to review items for which contracts were created. This report also shows the items for which contracts were not created and the reasons that contracts were not created. The total number of items dropped (contracts were not created) and the total contracts that were created also prints at the end of the report.

NOTE: If contracts are not created you will receive a message indicating that no contracts were created. Possible reasons include: you returned before completing the process, there were no items with special prices requiring contracts, your order is no longer in the Open Order files (it was moved to history before the contract creation process started).

.

Create Contracts from Quotes 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 company number and name are also printed.
Item Number/Description	This field prints the item number and its description from the Order Detail file for the quote item. The second item description line prints only is **Print 2nd Description Line** is Y in System Options Maintenance (MENU XAFILE).

Create Contracts from Quotes Report

Report/Listing Fields	Description
Actual Sell Price	This field prints the actual sell price for the quote item in the Order Detail file. If a trading currency was entered on the Create Contracts From Quotes Screen (p. 7-13), this value will be the actual sell price from the International Currency Order Detail file. The local or trading currency symbol from Currency Code Maintenance (MENU ICFILE) will display next to the actual sell price.
Prc U/M	This field prints the pricing unit of measure from the Order Detail file for the quote item.
Contract Message	This field prints an informational message for the quote item. Possible messages include: • Item dropped - No special price • Item dropped - Price is zero • Item dropped - Start date overlays previous contract's expiration date • Item dropped - Expiration date carries into existing contract date range • Item dropped - Contract already exists for customer/item • Contract created for customer/item

Order Release - Item Detail Screen

```
                         ORDER RELEASE - ITEM DETAIL

   Item Number/Description      U/M       Qty Ord      Qty Ship       Qty B/O
1  A100                         EA          1.000                        1.000
   All-in-One Printer Model Y515W    Print, Copy, Fax, Scan
2  A900                         EA          1.000                        1.000
   4 Drawer Steel File Cabinet       Black
3  A800                         CAS         1.000                        1.000
   Elmers School Glue 8 oz           24/case
4  A700                         CAS         1.000                        1.000
   Customer Three Ring Binder        with customer supplied graphics
5  A600                         EA          1.000                        1.000
   Personal Computer System          Customer Design Components




                         5 of     5 lines contain backorders
                                                                       Last...
Selection: _1     Locate Item: ..........................     Top: ......

            F10=Release as Displayed     F6=Find Next B/O    F9=Store as a B/O
```

This screen appears after you press F10=RELEASE on the Order Release Order Header Screen (p. 7-8) only if you are releasing a backorder, quote, or future order that is not shipped complete. This screen allows you to review and/or modify the quantities to be shipped for the order being released. The number of items containing backorder quantities is displayed at the bottom of the screen (if the order is completely backordered, a message will display indicating this).

Order Release - Item Detail Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The line number associated with the item. This number is keyed in the Selection field when you want to select a line. Display
Item Number/ Description	The item number associated with the item and its corresponding description. Display
U/M	The item's ordered stocking unit of measure; e.g., CAS (case), DOZ (dozen), or EA (each). Display
Qty Ord	The quantity of the item ordered. Display
Qty Ship	The quantity of the item assigned for shipped. Display

Order Release - Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Qty B/O	The quantity of the item that is backordered. Display
Selection	This field is used to select the item to be modified. Key the **Reference Number** associated with the item and press ENTER. (N 1,0) Optional
Locate Item	Use this optional field to locate an item number within an order. Key all or part of the item number. (A 27) Optional
Top	This field allows you to select the reference number of the item that you want to display at the top of the screen (used for sequencing). (N 5,0) Optional
F6=Find Next B/O	Press F6=FIND NEXT B/O to have the system locate the next item that is backordered and display it at the top of the screen. This is useful when you have a large order and wish to only review the items that are on backorder.
F9=Store as a B/O	Press F9=STORE AS A B/O if you do not want to release this order and instead want to store it as a backorder. The Order Release Screen (p. 7-5) will appear and the order will be stored as a backorder.
F10=Release as Displayed	Press F10=RELEASE AS DISPLAYED to release the order displayed. The order's status will be updated and you will be returned to the Order Release Screen (p. 7-5). The order will be released in full or partial and a message will display informing you that the pick list or invoice is ready to be printed. Depending on whether or not a carrier-specific delivery schedule is identified for the carrier assigned to this order, the requested ship date will either reflect the entered date or the next carrier scheduled delivery date. NOTE: If the order is to be held for complete shipment and is not filled completely, you will be warned and given a chance to remove the complete ship code by pressing F10=RELEASE AS DISPLAYED again for partial shipment. If the order is entirely backordered, F10=RELEASE AS DISPLAYED will not be available.
Enter	Press ENTER with a **Reference Number** in the **Selection** field to change the ship quantity of an item. The Order Release - Item Detail Change Screen (p. 7-23) displays. Press ENTER with an item number in the **Locate Item** field to find that item and position it to the first line of the screen. Press ENTER with a value in the **Top** field to find the line in the order that has the matching Line Sequence Number and position it to the first line of the screen.

Order Release - Item Detail Change Screen

```
                         ORDER RELEASE - ITEM DETAIL

   Item Number/Description      U/M      Qty Ord      Qty Ship       Qty B/O
1  A100                         EA         1.000                       1.000
   All-in-One Printer Model V515W    Print, Copy, Fax, Scan
2  A900                         EA         1.000                       1.000
   4 Drawer Steel File Cabinet       Black
3  A800                         CAS        1.000                       1.000
   Elmers School Glue 8 oz           24/case
4  A700                         CAS        1.000                       1.000
   Customer Three Ring Binder        with customer supplied graphics
5  A600                         EA         1.000                       1.000
   Personal Computer System          Customer Design Components





                        5 of     5 lines contain backorders
              245:  The order is COMPLETELY back ordered.              Last...
   Item Number                  U/M      Qty Ord    Qty Ship   U/O     Qty B/O
1  A100                         EA         1.000   _......000..          1.000
                                                                      F12=Ret
```

This screen appears after you select a **Reference Number** and press ENTER on the Order Release - Item Detail Screen (p. 7-20). This screen allows you to review and/or modify the quantities to be shipped for the order being released. The number of items containing backorders is displayed at the bottom of the screen (if the order is completely backordered, a message will display indicating this).

Order Release - Item Detail Change Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The line number associated with the item. Display
Item Number/ Description	The item number associated with the item and its corresponding description. Display
U/M	The item's ordered stocking unit of measure; e.g., CAS (case), DOZ (dozen), or EA (each). Display
Qty Ord	The quantity of the item ordered. Display
Qty Ship	The quantity of the item assigned for shipped. Display
Qty B/O	The quantity of the item that is backordered. Display

Order Release - Item Detail Change Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The line number selected for change. Display
Item Number	The item number selected to have the ship quantity changed. Display
U/M	The unit of measure for the selected item in this order. Display
Qty Ord	The quantity of the item ordered for the selected item in this order. Display
Qty Ship	The quantity of the item that is being shipped. Key the quantity of the item that is available to be shipped to the customer for this order. The ship quantity cannot be greater than the order quantity unless the over-shipment code is set to O. *Valid Values:* positive quantities for orders and negative quantities for return orders (N 10,3) Required
U/O	The under-shipment or over-shipment code for this item,. Key U to under-ship this item in this order and not have a backorder created. Key O to over-ship this item in this order. Leave this field blank to allow the system determine the backorder quantities. *Valid Values:* O, U (A 1) Required
Qty B/O	The quantity of the item that is backordered. Display
F12=Return	Press F12=RETURN to return to the Order Release - Item Detail Screen (p. 7-20) when a change to the ship quantity is not needed.
Enter	Press ENTER to verify the changes to the input fields. Press ENTER a second time to accept the changes and update the open orders files with the changed ship quantity and item/order values.

CHAPTER 8

Delete Open Orders

8

The Delete Open Orders option (MENU OEMAIN) enables you to delete any type of open order from the Order files. When deleting an order, you are required to enter a delete reason code.

All deleted orders, including item detail, are saved in the Deleted Orders File if the **Save Deleted Orders** field is Y in Order Entry Options Maintenance (MENU XAFILE). The deleted orders can then be used later to analyze lost sales.

You will not be able to delete an order if:

- the order is currently being maintained by another user, or the order's invoice has already been printed.
- the order has been Pick List printed, and you are not authorized to perform this action, based on the Allow Deletion of Pick List Printed Orders action through Application Action Authority (MENU XASCTY). If you are not authorized to perform this action and you attempt to delete an order that has been Pick List printed, you will receive the error message "You are not authorized to delete a Pick List printed order." This security check will occur if the order status is 2 or 9 and the Pick List print date is not equal to zero.
- the order has been Ship Confirmed, and you are not authorized to perform this action, based on the Allow Deletion of Ship Confirmed Orders action through Application Action Authority (MENU XASCTY). If you are not authorized to perform this action and you attempt to delete an order that has been Ship Confirmed, you will receive the error message "**You are not authorized to delete a Ship Confirmed order.**" This security check will occur if the order status is 3 or 9 and the Ship Confirm date is not equal to zero. Note that if an order has been ship confirmed, and you have the authority to delete a ship confirmed order but not a Pick List printed order, you will be allowed to delete the order.

Electronic Payments Activated

If Electronic Payments has been activated through Activate Credit Card Company Options (MENU EPMAIN) and you delete an order through this option, all authorizations for that order will also be voided and deleted.

Change Request Process Not Activated

If the change request process has not been activated through Special Order Options Maintenance (MENU XAFILE) and the **Prevent Deletion of Special Order Items** field is Y in Application Action Authority (MENU XASCTY), no user will be allowed to delete an order with one or more special order line items. If the **Prevent Deletion of Special Order Items** field is N, any user can delete open orders with special order line items.

Change Request Process Activated - You are in Both Groups (OE & PO)

If the change request process has been activated and you are in both the OE and PO user groups (as defined through User Groups Maintenance, MENU XASCTY), open orders with special order line items can be deleted through the change request process (as accessed through Order Entry and Purchasing) or through this menu option. The **Prevent Deletion of Special Order Items** field in Application Action Authority (MENU XASCTY) is ignored when using the change request process.

Through this menu option you can choose to generate change requests or completely delete the open order. If you select to delete the open order, the change request process automatically occurs for each special order line on this order after you press F24=DELETE on the Delete Order Header Screen (p. 8-6). If an open change request is detected for the special order line item, the change request will be rejected and closed and flagged for follow-up by the other user group. The system will then create a new special order change request for each special order line that will be deleted so that the change request activity is recorded. The newly created change request will be approved and closed to delete each special order line. If any stock items, comments, charges, etc. exist on the order being deleted, they will be removed once all special order line items are deleted through this process. The order and the components of the special order are also deleted.

If you select to generate change requests for the special order items on the order, the order will not be deleted, special order tailoring options defined through Special Order Options Maintenance (MENU XAFILE) will not be considered, and change requests will be created for the special order items and left open so that the normal approval process can occur. Stock items, comments, charges, etc. on the order are not affected.

History will be retained based on special order company options defined through Special Order Options Maintenance (MENU XAFILE). Deleted order information will be retained based on options defined through Order Entry Options Maintenance (MENU XAFILE).

Change Request Process Activated - You are in One Group only (OE or PO)

If the change request process has been activated and you are in either the OE or PO user group (as defined through User Groups Maintenance, MENU XASCTY), open orders with special order line items can be deleted through the change request process (as accessed through Order Entry and

Purchasing) or through this menu option. The **Prevent Deletion of Special Order Items** field in Application Action Authority (MENU XASCTY) is ignored when using the change request process.

Through this menu option you can choose to generate change requests or completely delete the open order. If you select to delete the open order, Require Approval for Change Requests tailoring options defined through Special Order Options Maintenance (MENU XAFILE) are considered. If approval is required, only change requests will be created for those requests requiring approval. If approval is not required, change requests will be created and special order lines items will be deleted.

When you select to delete the open order, the system will verify the order to ensure that it only contains special order items or stock items, not both types of items. If both special order items and stock items exist on the open order, you cannot use this menu option to delete the order. It is recommended that you first delete the stock items from the order before accessing this menu option or delete special order items via the change request process, and then use this menu option to delete the stock items.

If the order contains special order items only, change requests will be created and based on approval tailoring options, the change requests may be approved/updated/closed or left open for the other group to approve. If all change requests can be approved and closed, then the entire order, including comments, charges, etc. will also be deleted.

If you select to generate change requests for the special order items on the order, the system bypasses checking the order to determine if both stock items and special order items exist on it. Regardless of approval tailoring options, change requests are created for special order items and will remain open to ensure that the normal approval process occurs. Stock items, comments, charges, etc. on the order are not affected. If a change request already exists for the line item, the change request will be rejected and closed and flagged for follow-up.

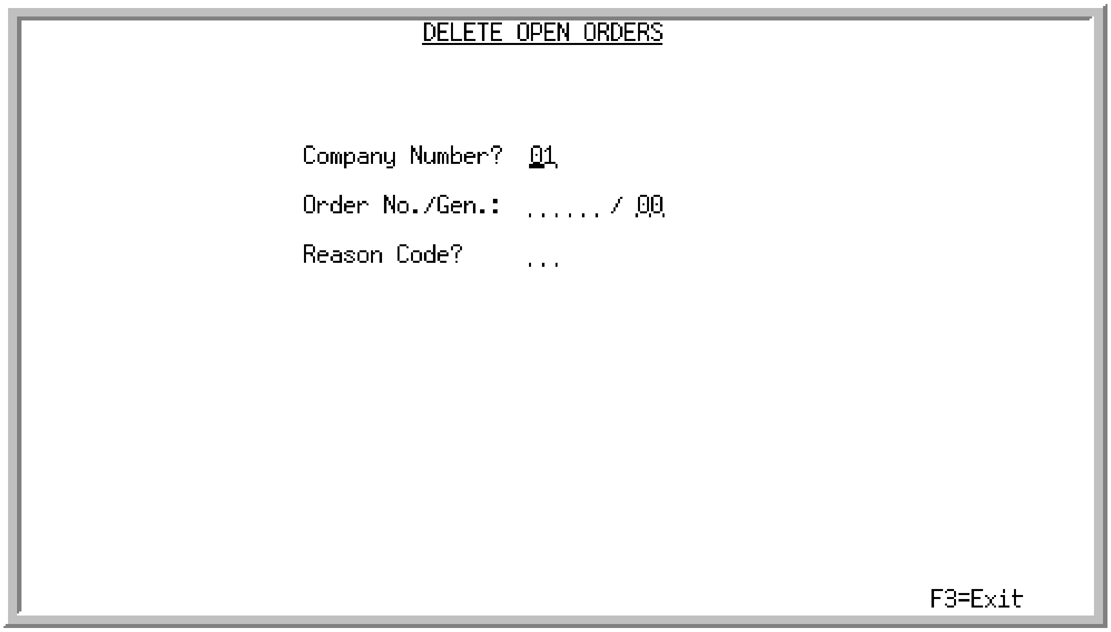
History will be retained based on special order company options defined through Special Order Options Maintenance (MENU XAFILE). Deleted order information will be retained based on options defined through Order Entry Options Maintenance (MENU XAFILE).

Delete Open Orders

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
Delete Open Orders Screen	Use to specify the order number to delete and the reason code that indicates why it is being deleted.
Delete Order Header Screen	Use to verify the order being deleted.

Delete Open Orders Screen



This screen appears after selecting option 3 - Delete Open Orders (MENU OEMAIN). Use this screen to select the company, order number, and delete reason code for the order being deleted.

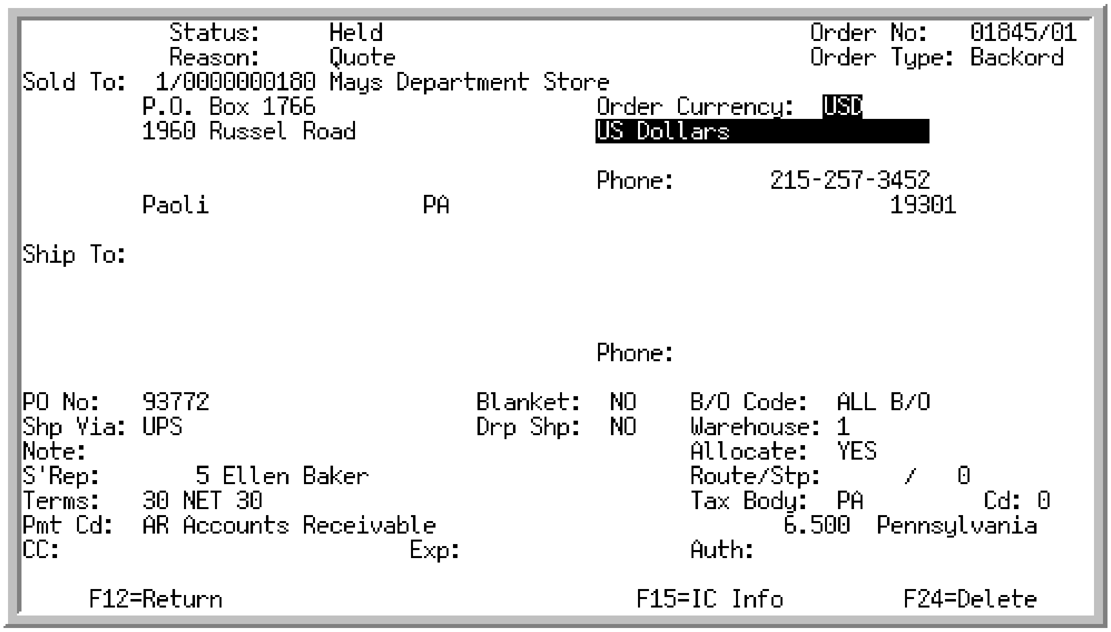
Delete Open Orders Screen Fields and Function Keys

Field/Function Key	Description
Company Number	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Enter the company associated with the order you wish to delete. *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
Order No/Gen	Enter the order number and generation (if any) of the order to delete. The generation reflects either the number of times this order was backordered, or reflects an order created from a blanket order (if it is 50). If the order number is unknown, use Open Orders Inquiry (MENU OEMAIN) to locate the specific order number. (N 5,0/N 2,0) Required

Delete Open Orders Screen Fields and Function Keys

Field/Function Key	Description
Reason Code	This field is used to indicate the reason you are deleting this order. Enter the appropriate delete reason code. An order cannot be deleted if you leave this field blank. *Valid Values:* A delete reason code that has been defined through Order Delete Reason Codes (MENU OEFILE). (A 2) Required
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.
F6=Get Next Order	NOTE: The F6=GET NEXT ORDER function key will only appear if Order Delete has been selected from either the Open Order Inquiry Screen (p. 15-7) or the Customer Order/Shipment Inquiry Screen (p. 16-9) and orders have been marked. Press F6=GET NEXT ORDER to get the next marked order. Do not select this key when this screen first displays, because you will skip the current order and will have to manually enter the order number displayed. You should always use this key if the marked order number entered is in use or invalid for some reason.
Enter	Press ENTER to confirm your selections. The Delete Order Header Screen (p. 8-6) will appear where you may view and delete the selected order.

Delete Order Header Screen



This screen, which appears after you press ENTER on the previous screen, shows the customer name, address, and various order information. Use this screen to verify the order to be deleted. The order status and reason for deletion are displayed on the top line of this screen.

When International Currency is installed, the order's currency symbol and description are displayed with the customer information.

NOTE: If the order was maintained in Point of Sale Entry (MENU PSMAIN) and the order changed so that the current invoice amount is less than the deposit balance, a warning will appear. Before you delete the order, you will need to go to Point of Sale Entry and select this order number to refund the deposit to the customer.

For an explanation of the fields on this screen, refer to Enter, Change & Ship Orders (MENU OEMAIN) and Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN).

Order Header Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Delete Open Orders Screen (p. 8-4). The order will not be deleted.
F15=IC Info	The F15=IC INFO only displays if International Currency is installed. Press F15=I/C INFO to access the Currency Information Screen (p. 6-67) to view exchange rate information for this order. Note, however, that when accessed through this option, data in this window is display-only and may not be changed.

Order Header Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	Press F24=DELETE to delete the order displayed. The Delete Open Orders Screen (p. 8-4) will appear and a message will appear verifying the order's deletion. The number of the last order deleted will be shown. If the **Prevent Deletion Of Special Order Items** field is set to Y through Application Action Authority (MENU XASCTY), no users can delete an order with one or more special order line items. For further details, refer to the "Change Request Process Not Activated" on page 8-2. NOTE: If a cancel date exists when an open order is deleted, it too will be deleted.

CHAPTER 9 Release “New Customer” Orders

9

The Release “New Customer” Orders option (MENU OEMAIN) is used to release orders that have been put on “New Customer Hold” (hold code NC). Orders are assigned a hold code of NC when an order is placed for the customer defined as the “New Customer Order” customer. This customer must have been created through Customer/Ship-To Master Maintenance (MENU ARFILE) and defined as the “New Customer Order” customer through Change the “New Customer Order” Customer Number (MENU OEMAST). This customer number is used on the order until a permanent customer number is assigned.

If Electronic Payments is installed and you are releasing an O or I type order that is being paid by credit card, and the order is authorized, it will be released. If the order has not been authorized, it will go on Pending Authorization hold. 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).

After the customer has been added to the Customer/Ship-To Master Maintenance (MENU ARFILE) and assigned a permanent number, use this screen to release the new customer and transfer the held order from the new customer number to the actual customer number.

Release “New Customer” Orders

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
Release “New Customer” Orders Screen	Use to specify the order number to release and the new customer number to assign to the order.
Release New Customer Order Header Screen	Use to verify the order being released from new customer hold.

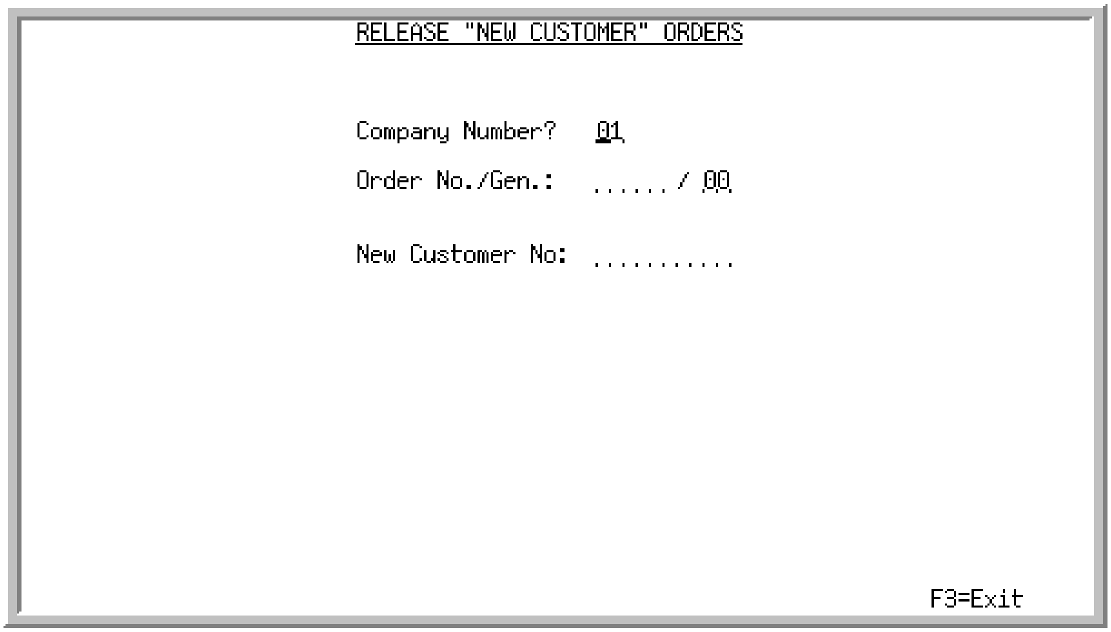
Restart Instructions

In the case of power failure or system interruption, perform the following:

1. Re-select this option.
2. Enter the interrupted order number on the Release "New Customer" Orders Screen (p. 9-3).

The order release program will resume the release process at the point of interruption.

Release “New Customer” Orders Screen



This screen appears after selecting option 4 - Release “New Customer” Orders (MENU OEMAIN). Use this screen to select the company, order number, and new customer number for the order being released from “New Customer Hold.”

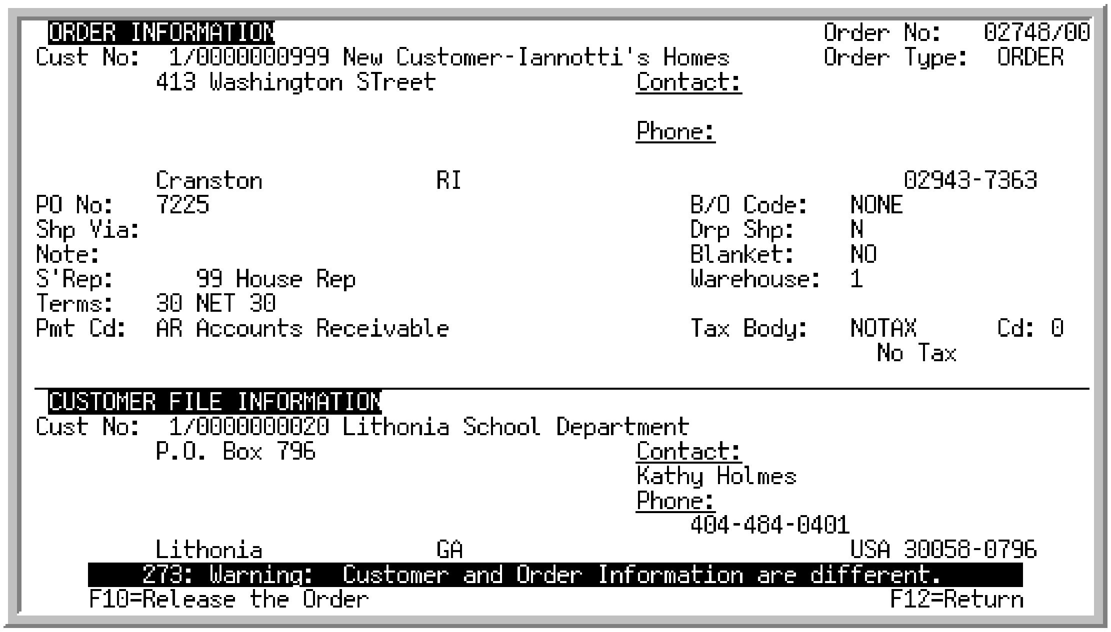
Release “New Customer” Orders Screen Fields and Function Keys

Field/Function Key	Description
Company Number	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE). Enter the company associated with the order you are releasing from new customer hold. *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

Release "New Customer" Orders Screen Fields and Function Keys

Field/Function Key	Description
Order No./Gen.	Enter the order number and generation of the order being released. The generation reflects the number of times this order was backordered. If you do not know the order number, use Open Orders Inquiry (MENU OEMAIN) to locate the specific order number. NOTE: The order number entered is only considered a new customer order if this customer has been created through Customer/Ship-To Master Maintenance (MENU ARFILE), and defined as the "New Customer Order" customer through Change the "New Customer Order" Customer Number (MENU OEMAST). (N 5,0/N 2,0) Required
New Customer No	This field is used to indicate the temporary customer number, or permanent customer number if one has been assigned to this customer through Customer File Maintenance (MENU ARFILE). (N 10,0) Required
F3=Exit	Press the F3=EXIT function key to cancel this option. MENU OEMAIN will display.
F6=Get Next Order	NOTE: The F6=GET NEXT ORDER function key will only display if Order Release has been selected from either the Open Order Inquiry Screen (p. 15-7) or the Customer Order/Shipment Inquiry Screen (p. 16-9) and orders have been marked. Press the F6=GET NEXT ORDER function key to get the next marked order. Do not select this key when this screen first displays, because you will skip the current order and will have to manually enter the order displayed. You should always use this key if the marked order number entered is in use or invalid for some reason.
Enter	Press ENTER to confirm your selections. The Release New Customer Order Header Screen (p. 9-5) will appear where you may view and release the order.

Release New Customer Order Header Screen



```
 ORDER INFORMATION                                            Order No:   02748/00
Cust No:  1/0000000999 New Customer-Iannotti's Homes         Order Type:  ORDER
         413 Washington STreet               Contact:

                                             Phone:

         Cranston            RI                                    02943-7363
PO No:   7225                                    B/O Code:   NONE
Shp Via:                                         Drp Shp:    N
Note:                                            Blanket:    NO
S'Rep:      99 House Rep                         Warehouse:  1
Terms:   30 NET 30
Pmt Cd:  AR Accounts Receivable                  Tax Body:   NOTAX      Cd: 0
                                                               No Tax

 CUSTOMER FILE INFORMATION
Cust No:  1/0000000020 Lithonia School Department
         P.O. Box 796                        Contact:
                                             Kathy Holmes
                                             Phone:
                                                 404-484-0401
         Lithonia            GA                              USA 30058-0796
        273: Warning:  Customer and Order Information are different.
    F10=Release the Order                                          F12=Return
```

This screen, which appears after pressing ENTER on theRelease “New Customer” Orders Screen (p. 9-3), shows order information and customer information. Use this screen to verify that this is the order that you want to release from new customer hold.

NOTE: If customer information and order information differ, the system will display a warning message.

For an explanation of the fields not explained below, refer to the Order Header Screen (p. 6-18) in Enter, Change & Ship Orders (MENU OEMAIN). Only the fields not explained for that figure, are listed below.

Release New Customer Order Header Screen Fields and Function Keys

Field/Function Key	Description
Order No	The order number and generation (number of times this order was backordered). Display
Order Type	The type of order displayed: Invoice, Order, Future order, Backorder, or Quote. Display
B/O Code	Indicates if any items on the order are backordered: ALL displays if all items are backordered, **SOME B/O** displays if a few items are backordered, and **NONE** displays if no backorders exist. Display

Release New Customer Order Header Screen Fields and Function Keys

Field/Function Key	Description
Blanket	Indicates by **YES** or **NO** if this order is a blanket order. Display
Cust No	The customer number, name, and address. Display
Contact	The customer's contact person associated with this order. Display
Phone:	The phone number of the customer's contact person. Display
F10=Release the Order	Press the F10=RELEASE THE ORDER function key to release the order. A check for other types of holds will be performed and, if applicable; the order may be released from one hold and put on another. When you press the F10=RELEASE THE ORDER function key, the Release "New Customer" Orders Screen (p. 9-3) will appear. The new customer number and the order number assigned to this customer will be shown.
F12=Return	Press the F12=RETURN function key to return to the Release "New Customer" Orders Screen (p. 9-3). The order will not be released.

CHAPTER 10

Release Blanket Orders

10

The Release Blanket Orders option is used to release blanket orders for shipment. A blanket order is an order which the customer has requested be shipped in two or more increments. A shipping schedule (requested ship dates and quantities) can be supplied by the customer when the order is entered through Enter, Change & Ship Orders (MENU OEMAIN), or items can be shipped on the customer's request.

You can release blanket orders by either by pre-defined release dates or at the customer's request by assigning release dates. You select the release method to use based on how the master blanket order was originally entered in Enter, Change & Ship Orders. The way orders are selected for release works differently depending on the method you select. For further information on the differences between the two release methods, see the description of the **Release Method** field on the Blanket Order Release Screen (p. 10-3).

Regardless of the release method you use, Distribution A+ creates a new order for each blanket order to be released and assigns the next available order number to the new order. The new order's generation number (sequence number) will be 50 and the original master blanket order number will be placed in the **Ref No** field on the Second Order Header Screen (p. 6-48).

NOTE: Do not modify the program to remove the edit of this field, since Distribution A+ uses it in the restart procedures.

Item comments will be copied to the new order only when the associated item is released for shipment. The item comment is removed from the original master blanket order when all of the items for that line on the order have been released.

Order comments will be copied to each blanket order released from the master blanket order. Order comments are retained with the master blanket order until all of the items have been released and are deleted when the master blanket order is deleted.

Item special charges will be copied to the new order only when the associated item is released for shipment. The item special charges are removed from the original master blanket order when all of the items for that line on the order have been released.

Additionally, after releasing the indicated blanket order, the Blanket Order Release Report (p. 10-17) will print.

Once the original master blanket order is completely released, it will be deleted by the blanket order release program.

If Electronic Payments is installed and you are releasing an O or I type order that is being paid by credit card, and the order is authorized, it will be released. If the order has not been authorized, it will go on Pending Authorization hold. 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).

If International Currency is installed, the processing that occurs for the release of blanket orders is based on the trading information, not the local amounts, if applicable.

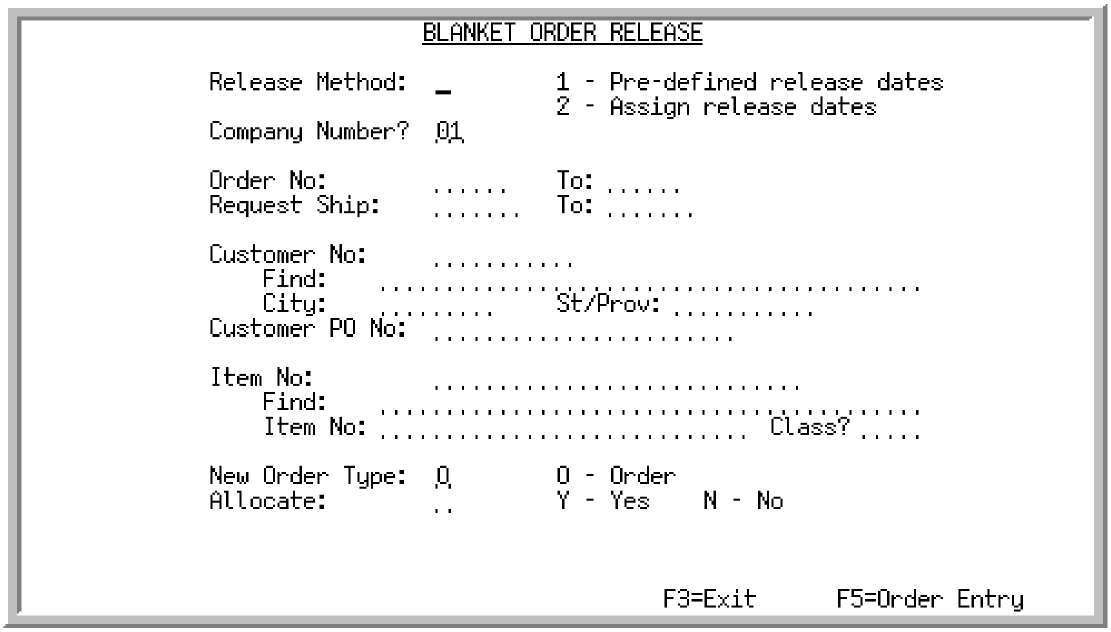
For more information on blanket orders, refer to CHAPTER 4: *Order Entry Order Processing*.

Release Blanket Orders

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**
Blanket Order Release Screen	Use to select the release method for releasing blanket orders and the new order type.
Blanket Order Release Header Screen	Use to verify the order being released, if you selected to release a single blanket order.
Blanket Order List Summary Screen	Use to select the master blanket orders from which to release items, if you selected to assign release dates.
Blanket Order Release Detail Screen	Use to set up the blanket order release for a selected master blanket order.
Blanket Order Release Report	Prints a list of released orders.

Blanket Order Release Screen



This screen appears after selecting option 5 - Release Blanket Orders (MENU OEMAIN). Use this screen to select the method for releasing blanket orders and to enter the new order type. Additionally, you have the option to allocate inventory as the order is being released.

NOTE: The selection criteria you enter for selecting orders to release are used differently depending on the release method you choose, as explained in the description of the **Release Method** field.

Blanket Order Release Screen Fields and Function Keys

Field/Function Keys	Description
Release Method	Use this field to indicate which method you want to use to release blanket orders. Your choice of release method is determined by whether the shipping schedule (requested ship dates and quantities) for the blanket orders you want to release was set up through Enter, Change & Ship Orders (MENU OEMAIN) when the master blanket order was created. Key 1 if a shipping schedule has already been set up for the blanket orders you are releasing. When you use this release method, Distribution A+ uses the selection criteria you enter on the Blanket Order Release Screen (p. 10-3) to select orders for release. All blanket orders that meet the criteria you enter are released automatically. Depending on whether or not a carrier-specific delivery schedule is identified for the carrier assigned to this order, the requested ship date will either reflect the entered date or the next carrier scheduled delivery date. Key 2 if requested ship dates and quantities have not been set up for the blanket orders you are releasing (the master blanket order was created with a **Request Ship Date** of December 31, 2049). When you use this release method, Distribution A+ uses the selection criteria you enter on the Blanket Order Release Screen (p. 10-3) to select master blanket orders for display. You can then work with individual master blanket orders and specify which items will be released, the quantity of each item to ship, the requested ship date, and, optionally, the ship-to address for the new blanket order. You can release more than one order from the same master blanket order. When selecting master blanket orders under Method 2, the system only considers those orders entered with a **Request Ship Date** of December 31, 2049. Master blanket orders that do not have that requested ship date will not be displayed, even if they meet all of the selection criteria you enter. (N 1,0) Required
Company Number	NOTE: This field displays only if you are using the Distribution A+ multi-company feature. Enter the company number associated with the blanket orders to be released. *Default Value:* The default company defined in Security Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) (N 2,0) Required

Blanket Order Release Screen Fields and Function Keys

Field/Function Keys	Description
Order No	Key the range of blanket order numbers to be released (this is actually the master order number entered when the blanket order was created). NOTE: If the order number is unknown, use Open Orders Inquiry (MENU OEMAIN) to locate the specific order number. (2 @ N 5,0) Optional
Request Ship	If you keyed a 2 in the **Release Method** field, this field must be blank; otherwise, this field is optional. All items, comments, and special charges with the same requested ship date as entered here will be copied to a new order. Item comments and special charges are removed from the master blanket order when all of the items for that line on the order have been released. Order comments are retained with the master blanket order until all of the items are released, and are then automatically deleted with the master blanket order. Enter the requested ship date range associated with the blanket orders that you want to release. Depending on whether or not a carrier-specific delivery schedule is identified for the carrier assigned to this order, the requested ship date will either reflect the entered date or the next carrier scheduled delivery date. (2 @ N 6,0) Blank/Optional
Customer No	This field is required if any of the following are true: • You typed a 2 in the **Release Method** field • You made an entry in the **Customer PO No** field • You made an entry in the **Item No** field Otherwise, this field is optional. Key the number of the customer for which you want to release a blanket order. If you do not know the customer number, you may use the customer search to find it (refer to the field description for **Find**, **City**, **St/Prov**). *Valid Values:* Any valid customer created for this company through Customer/Ship to Master Maintenance (MENU ARFILE) (N 10,0) Required/Optional
Find, City, St/Prov	These fields allow you to use search criteria to select blanket orders for a customer without knowing the customer number. If you know part of the customer's name (you may key words up to 10 characters long and they may appear in any order), city, or state/province, you will be able to find the customer number through the customer search on the Customer Search Screen. Refer to this screen as described in the Accounts Receivable User Guide. (A40/A8/A2) Optional

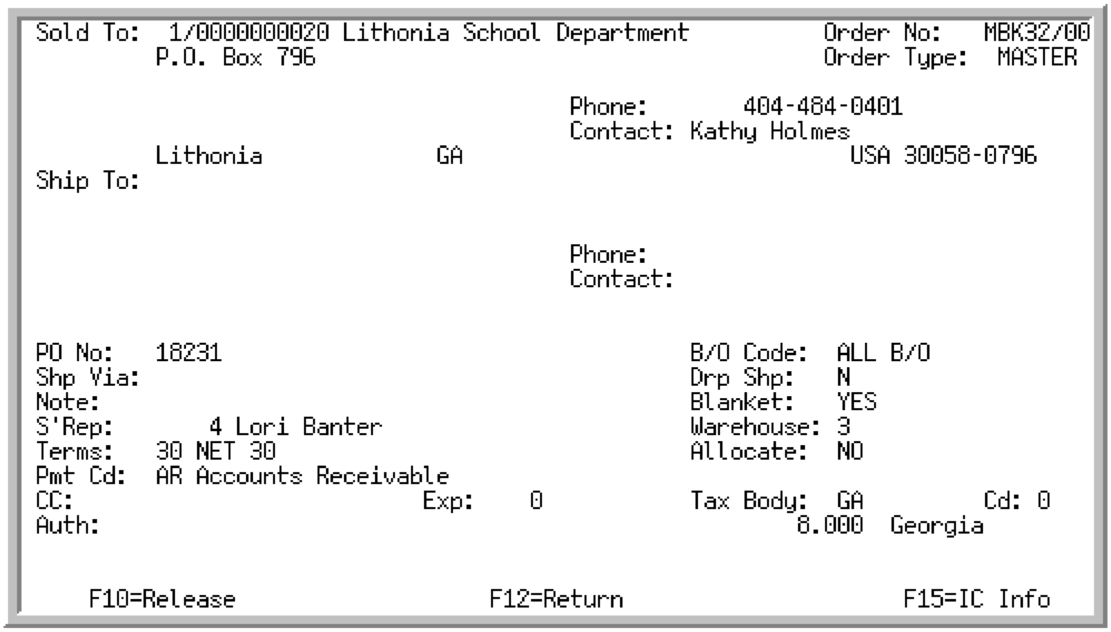
Blanket Order Release Screen Fields and Function Keys

Field/Function Keys	Description
Customer PO No	Use this field to select blanket orders for release based on the customer's purchase order number. If you enter a purchase order number in this field, you must also make an entry in the **Customer No** field. Key the customer purchase order number for the blanket orders you want to release. (A 20) Optional
Item No	Use this field to select blanket orders for release based on item number. If you do not know the item number, you may use the Item Search to find it (refer to the field description for **Find**, **Item No**, **Class**). If you keyed a 1 in the **Release Method** field and you enter an item number, all blanket orders for that item that meet the other selection criteria you have entered will be released automatically. If you keyed a 2 in the **Release Method** field and you enter an item number, all master blanket orders that contain that item and meet the other selection criteria you have entered will be displayed on the Blanket Order List Summary Screen (p. 10-10). *Valid Values:* An item number defined through Item Master File Maintenance (MENU IAFILE). (A 27) Required
Find, Item No, Class	If you do not know the complete item number of an item to work with, use item description search words, a partial item number, or an item class to activate the Item Search. A partial item number is used in addition to the **Find** field; a class may be used in addition to the **Find** field or may be used alone. If you do not key a sub-class, all sub-classes will display for the item class entered. Refer to the Item Description Search Screen as described in the Inventory Accounting User Guide, for complete details. (A 40 /A 27 /A2/A2) Optional
New Order Type	This field is used to indicate the new order type for the blanket orders you are releasing. Key I to release as an invoice. Key O to release as an order. If Warehouse Management is installed, the new order type must be O. (A 1) Required

Blanket Order Release Screen Fields and Function Keys

Field/Function Keys	Description
Allocate	Use this field to indicate whether inventory should be allocated for the blanket orders being released. Inventory allocation records open order quantities and helps prevent promising the same item to more than one customer. If an order is never allocated, when the order is invoiced, the quantity on-hand for the items on the order will not change in the Item Balance File (ITBAL) at Day-end. Key Y to allocate inventory during release. Key N and inventory will not be allocated during release. (A 1) Required
F3=Exit	Press F3=Exit to cancel this option. MENU OEMAIN will display.
F5=Order Entry	Press F5=Order Entry to access the Start Order Screen (p. 6-6) in Enter, Change & Ship Orders (MENU OEMAIN). Through the Enter, Change & Ship Orders option, you can modify, ship confirm, or print a Pick List for an order you have released.
Enter	Press Enter to confirm your selections. Based on your entry in the **Release Method** field, one of the following will display: • If you typed a 1 in the **Release Method** field and entered one master blanket order number, you will see the Blanket Order Release Header Screen (p. 10-8), where you can view and release the selected blanket order. The Blanket Order Release Report (p. 10-17) will print. • If you typed a 1 in the **Release Method** field and entered a range of master blanket order numbers, you will see a message telling you that orders have been released. The Blanket Order Release Report (p. 10-17) will print. • If you typed a 2 in the **Release Method** field, you will see the Blanket Order List Summary Screen (p. 10-10). You can then select the master blanket order from which you want to release one or more items.

Blanket Order Release Header Screen



This screen appears after you press ENTER from the Blanket Order Release Screen (p. 10-3), if you selected to release one master blanket order number with predefined release dates (1 was keyed in the **Release Method** field). This screen shows the customer name, address, and various order information.

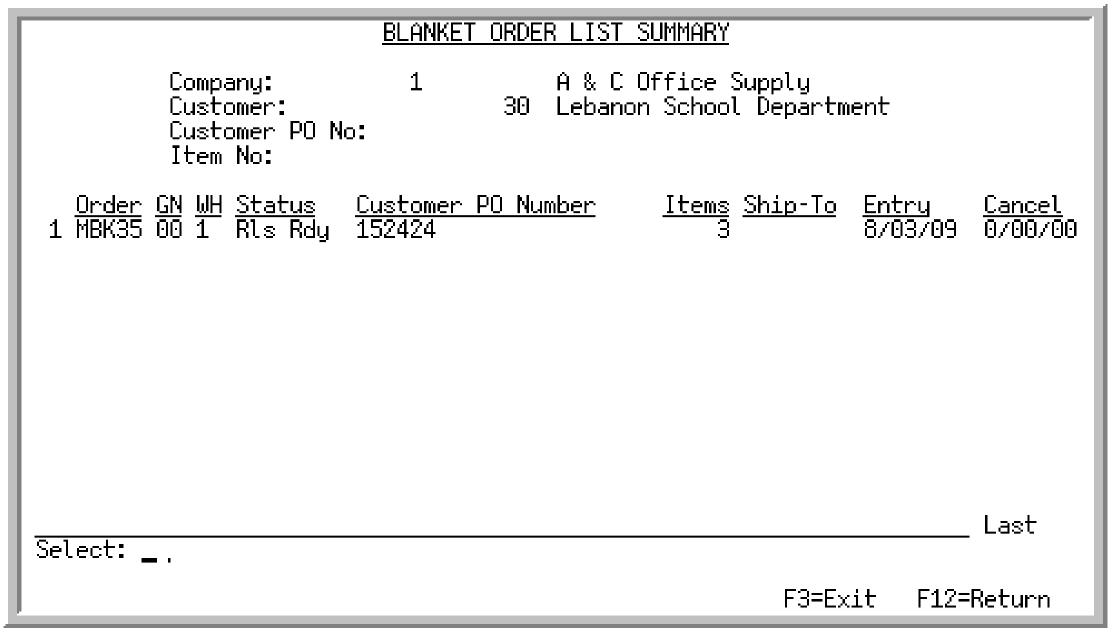
Use this screen to verify the blanket orders to be released.

For an explanation of the fields on this screen, refer to Enter, Change & Ship Orders (MENU OEMAIN) and Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN). Only the function keys are explained here.

Blanker Order Release Header Screen Fields and Function Keys

Field/Function Key	Description
F10=Release	Press F10=RELEASE to release the blanket order displayed. A message will appear informing you that this order will or will not be allocated (depending on your response on the previous screen). Press F10=RELEASE again to release. The Blanket Order Release Screen (p. 10-3) will display and the order will be released. A check for other types of holds will be performed by Distribution A+ for the newly released order, if applicable; the order may be released from one hold and put on another. Additionally, the Blanket Order Release Report (p. 10-17) will print. If the order you are releasing is a type O (regular) order and the order is not placed on hold, the status of the new order will be Pick List Ready to Print. You may print Pick Lists through Print Pick Lists (MENU OEMAIN). If the order you are releasing is a type I (Invoice only) order, the status of the new order will be Ready for Invoice Print. You may print Invoices through Print Invoices (MENU OEMAIN). When you have released all of the items on a master blanket order, the master blanket order and all associated order comments are automatically deleted from the system. NOTE: Distribution A+ creates a new order for each blanket order shipment released and assigns the next available order number to the new order. The new order's generation (sequence number) will be 50 and the original blanket order number will be placed in the order reference (**Ref No**) field [located on the Second Order Header Screen (p. 6-48) in Enter, Change & Ship Orders (MENU OEMAIN)].
F12=Return	Press F12=RETURN to return to the Blanket Order Release Screen (p. 10-3). The order will not be released.

Blanket Order List Summary Screen



This screen displays after you press ENTER from the Blanket Order Release Screen (p. 10-3) if you keyed a 2 in the **Release Method** field to assign release dates. Use this screen to select the master blanket orders from which you want to release one or more items.

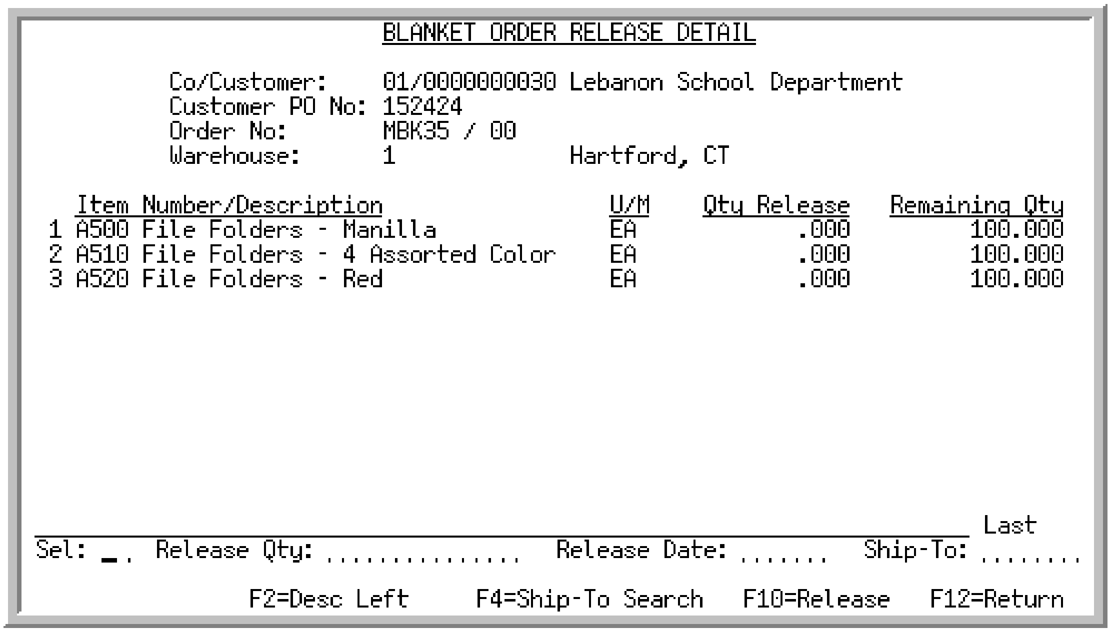
Blanket Order List Summary Screen Fields and Function Keys

Field/Function Key	Description
Selection Criteria	This section of the screen displays the selection criteria you entered on the Blanket Order Release Screen (p. 10-3). Display
Reference Number	This field is used to reference a master blanket order. Key this number in the Select field to select a master blanket order to work with. Display
Order No	This field displays the order number and generation for this master blanket order. Display
WH	This field displays the warehouse for which the master blanket order was entered. This is the warehouse from which the blanket orders you release will be shipped. Display

Blanket Order List Summary Screen Fields and Function Keys

Field/Function Key	Description
Status	This field displays the order status of the master blanket order. The order status may be any of the following: **Held - xxv**: The order is on hold, with hold code xxv. **In-Use with WSID**: The order is in use by the workstation whose workstation ID is shown. **Rls Rdy**: The order is ready to be released. The status of the master blanket order must be **Rls Rdy** before you can release any shipments from that order. Display
Customer PO Number	This field displays the customer's purchase order number for this master blanket order, if one was entered when the order was created. Display
Items	This field displays the total number of line items included on the master blanket order. Even if you entered an item number on the Blanket Order Release Screen (p. 10-3), this field still displays the total number of line items on the order, not the total that match the item number you entered. Display
Ship-To	This field displays the ship-to number for the master blanket order, if one was entered when the order was created. Display
Entry	This field displays the date the master blanket order was created in Order Entry. Display
Cancel	This field displays the cancellation date for the master blanket order, if one was entered when the order was created. Display
Select	Use this field to select the master blanket order for which you want to release a shipment. Key the reference number for the master blanket order you want to work with and press ENTER. (N 2,0) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.
F12=Return	Press F12=RETURN to return to the Blanket Order Release Screen (p. 10-3).
Enter	Press ENTER after keying a number in the **Select** field to choose a master blanket order to work with. The Blanket Order Release Detail Screen (p. 10-12) will appear.

Blanket Order Release Detail Screen



```
                          BLANKET ORDER RELEASE DETAIL

          Co/Customer:    01/0000000030 Lebanon School Department
          Customer PO No: 152424
          Order No:       MBK35 / 00
          Warehouse:      1             Hartford, CT

   Item Number/Description               U/M    Qty Release   Remaining Qty
 1 A500 File Folders - Manilla           EA            .000         100.000
 2 A510 File Folders - 4 Assorted Color  EA            .000         100.000
 3 A520 File Folders - Red               EA            .000         100.000

                                                                     Last
Sel: _ .  Release Qty: ...............  Release Date: .......  Ship-To: ........

                 F2=Desc Left     F4=Ship-To Search    F10=Release    F12=Return
```

This screen appears after you make a selection and press ENTER on the Blanket Order List Summary Screen (p. 10-10). The screen lists each item included on the master blanket order you selected for which there is a quantity remaining to be released. Items for which the entire order quantity has already been released will not appear on the list.

Use this screen to set up blanket orders for release. For each blanket order to be released, you must specify the items to be included and the release quantity for each item. Before you can release the order, you must enter the requested ship date for the new order. Additionally, you have the option of entering a ship-to address that is different from the ship-to address entered with the master blanket order.

Example:

To release three items to a new order, do the following:

1. Fill in the **Sel** and **Release Qty** fields for the first item and press ENTER.
2. Fill in the **Sel** and **Release Qty** fields for the second item and press ENTER.
3. Fill in the **Sel** and **Release Qty** fields for the third item.
4. Fill in the **Release Date** field and, optionally, the **Ship-To** field.
5. Press F10=RELEASE to release the order.

Pressing F10=RELEASE releases the blanket order and returns you to the Blanket Order List Summary Screen (p. 10-10). All of the items and quantities you enter before you press F10=RELEASE will be released on the same order, with the same requested ship date and ship-to. You can release more than one order from the same master blanket order by selecting the master blanket order again and repeating the process of selecting items and entering quantities, then keying a different requested ship date and/or ship-to address and pressing F10=RELEASE again.

Blanket Order Release Detail Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	This field is used to reference an item. Key this number in the **Sel** field to select an item to release. Display
Item Number / Description	This field displays the item number and description. To display the item number and item description on separate lines, press F24=TWO LINE. The F24=ONE LINE / F24=TWO LINE key toggles between displaying a single line for each item, or two lines per item. Display
U/M	This field displays the unit of measure in which the item was ordered for this master blanket order. Display
Qty Release	This field displays the quantity you have selected for release so far during this portion of the release process, in the unit of measure shown in the **U/M** field. When the screen first displays, the value in this field will always be zero. The quantity in this field is increased by the number you enter in the **Release Qty** field once you press ENTER. Display

Blanket Order Release Detail Screen Fields and Function Keys

Field/Function Key	Description
Remaining Qty	This field displays the quantity of the item on this master blanket order that has not been released on previous orders or selected yet for the new order you are releasing, in the unit of measure shown in the **U/M** field. The number in this field is the maximum quantity of the item you can enter in the **Release Qty** field. The quantity in this field is reduced by the number you enter in the **Release Qty** field once you press ENTER. Display
Sel	Use this field in conjunction with the **Release Qty**, **Release Date**, and **Ship-To** fields to set up item/order information. Key the reference number of an item you want to release on the new order, and key the quantity of the item to be shipped in the **Release Qty** field. You can also enter a release date (a requested ship date) for the new order and, optionally, a ship-to address. Once you have selected an item for release, you can un-select it by keying the reference number in this field, leaving the **Release Quantity** field blank, and pressing ENTER. Doing this resets the **Qty Release** field for the item to zero and adds the amount previously displayed in that field back to the **Remaining Qty**. (N 2,0) Optional
Release Qty	This field is used in conjunction with the **Sel** field to set up item information for the new order. Use this field to specify the quantity of the item in the Sel field to be released on this blanket order. Key the quantity of the item to be released. If you have already entered a **Release Qty** for an item, you can change the quantity by keying the reference number in the **Sel** field again and entering the new quantity. You can also "erase" the item from the new order by keying the reference number in the **Sel** field and blanking the **Release Qty** field, then pressing ENTER. Doing this resets the **Qty Release** field for the item to zero and adds the amount previously displayed in that field back to the **Remaining Qty**. *Valid Values:* A number less than or equal to the number in the *Remaining Qty* field. (N 11,3) Required

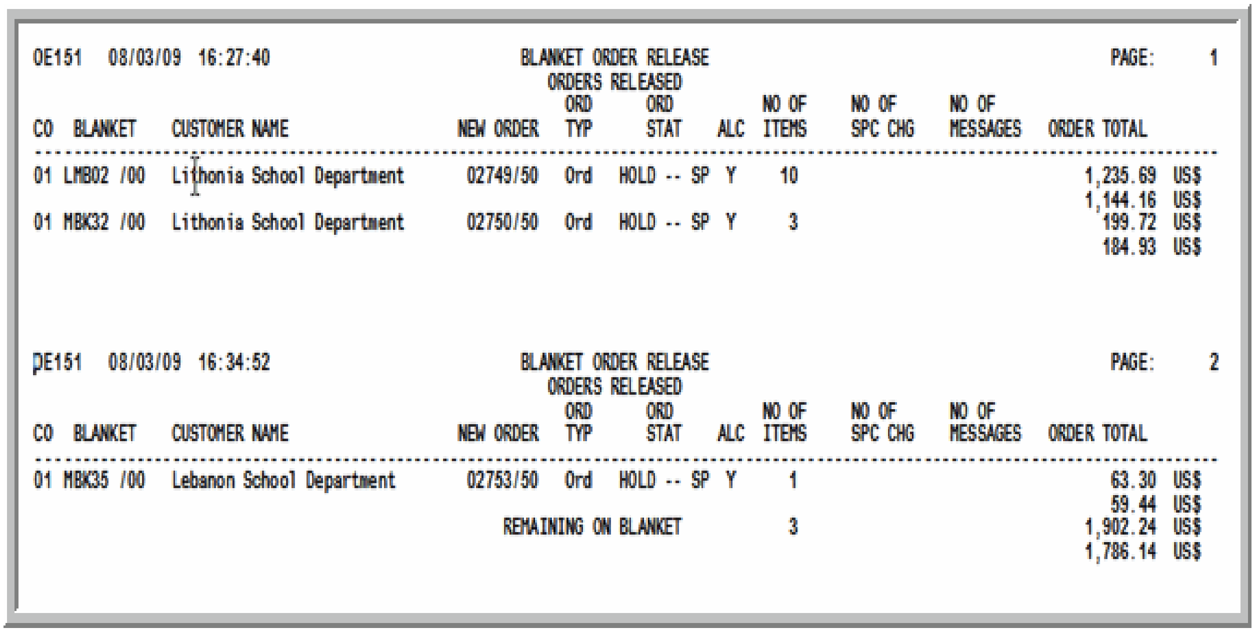
Blanket Order Release Detail Screen Fields and Function Keys

Field/Function Key	Description
Release Date	Use this field to specify the requested ship date for the blanket order you are releasing. The date in this field when you press F10=RELEASE will be used as the requested ship date for all of the items on the blanket order being released. Key the requested ship date for the new blanket order. You can enter a release date at any time while you are selecting items and release quantities for the new order; however, you must enter a date before you can release the order with the F10=RELEASE. Additionally, once you have keyed a date, you can change it any time before you press F10=RELEASE by keying a new date in the **Release Date** field. Depending on whether or not a carrier-specific delivery schedule is identified for the carrier assigned to this order, the requested ship date will either reflect the entered date or the next carrier scheduled delivery date. *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
Ship-To	Use this field to direct the blanket order you are releasing to a ship-to address that is different from the ship-to address for the master blanket order. The ship-to address you enter here will be used for all of the items on the blanket order being released. If you do not know the ship-to address, press F4=SHIP-TO SEARCH to use the Ship-to Search feature. Key the new ship-to address. You can enter a ship-to address at any time while you are selecting items and release quantities for the new order. Additionally, once you have keyed a ship-to address, you can change it any time before you press F10=RELEASE by keying a new ship-to address in the **Ship-To** field. *Valid Values:* A ship-to address defined for this customer through Customer/Ship-to Master File Maintenance (MENU ARFILE) (A 7) Optional
F4=Ship-To Search	Press F4=SHIP-TO SEARCH to use the Ship-To Search feature. The ship-to search allows you to search for and select a ship-to address for this customer. The Ship-To Search Screen will appears. Refer to the Cross Applications User Guide for more information about how to use this feature.

Blanket Order Release Detail Screen Fields and Function Keys

Field/Function Key	Description
F10=Release	Press F10=RELEASE to release a blanket order with the item quantities and requested ship date you entered. You will see the message: "T**he order has been released. The new order number is xxxxx/50**", where xxxxx is a system-generated order number. The Blanket Order List Summary Screen (p. 10-10) appears. A check for order holds will be performed for the newly released order, if applicable; the order will be placed on the appropriate hold. Additionally, the Blanket Order Release Report (p. 10-17) will print. NOTE: Distribution A+ creates a new order for each blanket order shipment released and assigns the next available order number to the new order. The new order's generation (sequence number) will be 50 and the original blanket order number will be placed in the order reference (**Ref No**) field [located on the Second Order Header Screen in Enter, Change & Ship Orders (MENU OEMAIN)]. If the order you are releasing is a type O (regular) order and the order is not placed on hold, the status of the new order will be Pick List Ready to Print. You may print Pick Lists through Print Pick Lists (MENU OEMAIN). If the order you are releasing is a type I (Invoice only) order, the status of the new order will be Ready for Invoice Print. You may print Invoices through Print Invoices (MENU OEMAIN). When you have released all of the items on a master blanket order, the master blanket order and all associated order comments are automatically deleted from the system.
F12=Return	Press F12=RETURN to return to the Blanket Order List Summary Screen (p. 10-10) without saving your entries or releasing the new blanket order.
Enter	After you have entered the release quantity, release date, and, optionally, the ship-to address for a new blanket order, press ENTER to update the item information in the upper portion of the screen.

Blanket Order Release Report



```
OE151   08/03/09  16:27:40                  BLANKET ORDER RELEASE                                  PAGE:     1
                                              ORDERS RELEASED
                                              ORD     ORD          NO OF    NO OF    NO OF
CO  BLANKET   CUSTOMER NAME           NEW ORDER  TYP     STAT    ALC  ITEMS    SPC CHG  MESSAGES   ORDER TOTAL
-------------------------------------------------------------------------------------------------------------
01 LMB02 /00  Lithonia School Department   02749/50  Ord  HOLD -- SP  Y    10                        1,235.69  US$
                                                                                                 1,144.16  US$
01 MBK32 /00  Lithonia School Department   02750/50  Ord  HOLD -- SP  Y     3                          199.72  US$
                                                                                                   184.93  US$


OE151   08/03/09  16:34:52                  BLANKET ORDER RELEASE                                  PAGE:     2
                                              ORDERS RELEASED
                                              ORD     ORD          NO OF    NO OF    NO OF
CO  BLANKET   CUSTOMER NAME           NEW ORDER  TYP     STAT    ALC  ITEMS    SPC CHG  MESSAGES   ORDER TOTAL
-------------------------------------------------------------------------------------------------------------
01 MBK35 /00  Lebanon School Department    02753/50  Ord  HOLD -- SP  Y     1                           63.30  US$
                                                                                                    59.44  US$
                                        REMAINING ON BLANKET        3                          1,902.24  US$
                                                                                                 1,786.14  US$
```

This report automatically prints after releasing the indicated blanket orders, regardless of the release method selected. The format is slightly different for the types of blanket orders as you can see here.

Blanket Order Release Report

Report/Listing Fields	Description
CO	The company associated with the blanket order released.
BLANKET	The blanket order number released.
CUSTOMER NAME	The customer associated with the blanket order released.
NEW ORDER	The order number assigned to the released order. The new order's generation (sequence number) will be 50.
ORD TYP	The type of order this blanket order is released as: Invoice (**Inv**) or Order (**Ord**).

Blanket Order Release Report

Report/Listing Fields	Description
ORD STAT	The status of the order: • **Rdy-Pckslp**: The released quantities have been placed on an order which is ready for pick list processing. • **RDY-Invoic**: The released quantities have been placed on an invoice which is ready for invoicing. • **Hold — XX**: The released quantities have been placed on an order or invoice which has been placed on hold (where XX indicates the hold code). For details about order hold codes, refer to Order Hold Codes Maintenance (MENU OEFILE).
ALC	Indicates if inventory was allocated as this blanket order was released.
NO OF ITEMS	Indicates the number of items released on the blanket order. Below this number will be number of items remaining on the blanket order (if no items remain, **Remaining on Blanket** will not print).
NO OF SPC CHG	The number of special charges (non-product charges, such as freight and handling charges), if any. Special charges are copied to the new order only when the associated line item is released for shipment.
NO OF MESSAGES	The number of messages, if any. Messages are copied to the new order only when the associated line item is released for shipment.
ORDER TOTAL	The total amount of the order. When International Currency is installed, this value is expressed in the currency of the order and the appropriate currency code is displayed to the right.

CHAPTER 11 Offline Order Entry

11

This option edits data that was loaded manually or programatically into the off-line order entry files. The off-line order entry file data will be edited against the normal requirements and options selected for manually entering sales orders in Distribution A+. Order information that passes the edit process will then be loaded into the order entry files for processing through Enter, Change & Ship Orders (MENU OEMAIN).

Use this option to transfer or copy data originating from non-routine sources. Note that Distribution A+ does not automatically load off-line order entry files. You must do this manually or by creating a program specifically for this purpose. Refer to the APPENDIX A: *Offline Order Entry Standards* for more information about the file structure for the off-line order entry files.

NOTE: You do not need to use this option to load orders received via EDI into Enter, Change & Ship Orders, since EDI does this automatically for you via the Receiving Incoming EDI 850's process.

As orders are updated to the order files, the customer master and customer/ship to will be accessed to determine the default values for the orders. Depending on whether or not a carrier-specific schedule is identified for the carrier assigned to the customer, the requested ship date will either reflect the current date or the next carrier scheduled date.

If the Product Restriction feature is being used, this option will use the Product Restriction Authorized Checking program to perform authorization checking for restricted items. The system will verify the Customer Authorizations File (OECAU) to determine if the customer placing the order will be allowed or denied purchase of the restricted item. Line items that do not pass authorization checking will print on the Offline Order Entry Report (p. 11-3), with the reason that the item(s) did not pass the check (unauthorized requests that occurred). For example, error "659: Customer not authorized to purchase this item - no authorization" might print. The **Restriction Code** field will also print to indicate what the restriction code was that caused the item to be restricted. For additional information on product restrictions, refer to CHAPTER 4: *Order Entry Order Processing*.

If the customer or ship-to number for the order has an assigned Authorized Item Code (AIC), it is possible that an item may be skipped during the Offline Order Entry process if the item is not specified on the customer's AIC list by item number or item class/subclass. If this occurs, either an error or warning (depending on the user's authority) will print on the report, and the item will not be added to the order. The possible error is "3600: Customer is not authorized to purchase this item." The possible warning is "3010: Warning! Customer is not authorized to purchase this item."

NOTE: AIC codes are defined through Authorized Item Codes Maintenance (MENU OEFIL3), and you will also be able to assign a system defined AIC of *CONTR to a customer or ship-to which will allow the customer or ship-to to only order items for which a current contract has been set up, if **Use Customer Contracts** is Y in Order Entry Options Maintenance (MENU XAFILE). Therefore, items for which a current contract has not been set up if assigned an AIC of *CONTR may also be skipped during the Offline Order Entry process.

Extended Item Comments descriptions that are configured as line comments in the Extended Item Comments File (IAEIC) will be copied in the sales orders as line comments with the print code assigned to the comment.

If Point of Sale is installed, Point of Sale orders are imported to the sales order files using the offline programs.

The promotions auto-selection process will be called if the corresponding **Use Promotional Pricing** flag is set to Y in Order Entry Options Maintenance (MENU XAFILE). When an order qualifies for more than one promotion, the promotion that gets applied will be determined by what was selected for the **Best Deal Selection** flag (1=Highest savings, no additional cost; 2=Highest count of free items) in Order Entry Options Maintenance (MENU XAFILE).

For Storefront/EDI orders only, when Offline Order Entry encounters an item where the quantity ordered exceeds the quantity available in the originating warehouse, the item could be split to a new order or could have a transfer order initiated for it. For further details, refer to the **Initiate a Split Order or a WH Transfer for unfilled line items on Web/EDI orders** field in Warehouse Management Options Maintenance (MENU WMFILE).

This Offline Order Entry Report (p. 11-3) prints each time you:

- use this option to load sales orders from the off-line order entry files into Distribution A+
- generate a Credit Memo from the Create Credit Memo Screen (p. 16-55)
- rebill an order from the Create Rebill Screen (p. 16-56)
- generate a Credit Memo and rebill an order, from the Create Credit and Rebill Screen (p. 16-55)
- create a duplicate order from the Create Duplicate Order Screen (p. 16-62)

This report shows the sales order, return order, invoice-only order, or duplicate order that was created. If an error exists, it will print on this report. Any errors printed should be corrected using Enter, Change & Ship Orders (MENU OEMAIN).

If any items have not be added to the order due to errors, they will be printed on Offline OE Dropped Lines Report (p. 11-4).

Offline 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 after all files are imported into Order Entry from Offline Order Entry (MENU OEMAIN) or from other procedures that call the Offline Order Entry program. This report shows all orders that were imported into Distribution A+.

If the Offline Order Detail File (ORDOF) or the Offline Order Header File (ORHOF) contain data for an order that is not allowed through normal order entry, that order may not be created or the data in error may not be included on the order. This report indicates orders that were created successfully, warning messages for non-critical missing fields, as well as information for data not included.

When you see an asterisk (*) between the **Customer P/O Number** and **Warehouse ID** fields, it may be one of the following errors:

- the customer requires a PO number and that field is blank
- there is an error with the Contract Number; possibly the contract number being submitted does not exist, the contract quantity has been met, or the contract is for a rebate.

If you are using allocation time periods, regular (type O) orders entered through Off Line Order Entry may be converted to future (type F) orders based on the system-calculated allocation date. The **Type** column on the report will show "Future" for these orders. For more information about how future orders are created based on an inventory allocation date, refer to the **Alloc Inv** field on the End Order Screen (p. 6-248) in Enter, Change & Ship Orders (MENU OEMAIN).

If any items have not been added to the order due to errors, the number of lines dropped due to errors will be indicated on the report above and the Offline OE Dropped Lines Report (p. 11-4) will also print.

Offline OE Dropped Lines Report

```
OE130 01/14/19  15.22.52                    OFFLINE OE DROPPED LINES REPORT                          U0/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    10202/00  Order          100   Financial Mgmt Service 100    01/14/19  01/14/19                          1
    Seq  Item Number                   Description                     U/M     Order Qty               Price        Line Value
  *****  A290                          #10 Recycled Paper Envelope                100.000
                              659: Customer not authorized to purchase this item - no authorization
                              Restriction Code: GOV/Government Restrictions
```

If any items have not been added to the order due to errors, the number of lines dropped due to errors will be indicated on the Offline Order Entry Report (p. 11-3) and the above dropped lines report will print to assist you in tracking dropped line items.

This report contains only dropped lines and it will indicate as to why the item was dropped (e.g., 800: Backorders are not allowed for this item, or 801: This item is suspended - cannot be ordered, etc.).

CHAPTER 12

Ship Confirm Multiple Orders

12

Use the Ship Confirm Multiple Orders option to ship confirm more than one order at a time. If your business normally changes or updates most orders prior to shipping confirmation, it is recommended that you use another option to ship confirm orders, such as Enter, Change & Ship Orders (MENU OEMAIN).

With Ship Confirm Multiple Orders, you have the ability to ship confirm a range of orders for a specific company and warehouse instead of ship confirming each order individually. You can specify limiting criteria for a company and warehouse to create a list of orders you want to work with. You can limit the orders to display by requested ship date, customer number, customer PO number, route, carrier, and order number. You can also identify, if needed, a picker, packer and/or driver to be assigned to orders when the orders are ship confirmed through this option. Once the list of orders is displayed, you can mark and unmark the orders you want to work with, maintain picker, packer and/or driver assignments and add order level special charges to specific orders. You also have the ability to add additional orders to the list without having to start over.

Once you are ready to ship confirm the orders you have marked, you can do so by pressing a function key. Normal shipping edits are performed, order activity is updated, pack lists are printed, if applicable, and the order status is updated. If any errors occur, the orders with an error will remain in the list for your review. You will have direct access, if authorized, to Enter, Change & Ship Orders (MENU OEMAIN) to perform limited modifications and correct any errors that occur.

You can also review orders for a company and warehouse that were ship confirmed through this menu option within the last seven days (orders shipped through any other option will not be available through this option).

NOTE: If Warehouse Management is installed, you can only use Ship Confirm Multiple Orders (MENU OEMAIN) if the **Chg Order Status After Last Box** field is set to N in Warehouse Management Options Maintenance (MENU WMFILE) for the warehouse you select on the Ship Confirm Multiple Orders Prompt Screen. If the **Chg Order Status After Last Box** field is set to Y, you must then use Enter, Change, & Ship Orders (MENU OEMAIN) to ship confirm each order individually.

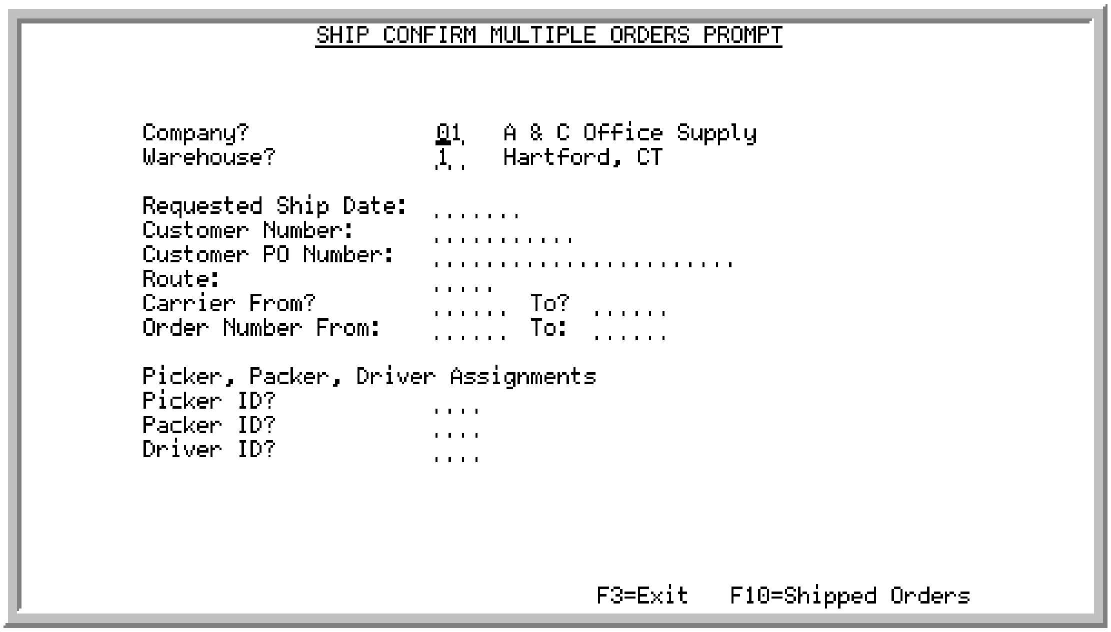
If Radio Frequency is installed, you can only use this menu option if the **Ship Confirm after last pick** field is set to N in Radio Frequency Options Maintenance (MENU RFFILE) for the warehouse you select on the Ship Confirm Multiple Orders Prompt Screen. If the **Ship Confirm after last pick** field is set to Y, you must then use Enter, Change, & Ship Orders (MENU OEMAIN) to ship confirm each order individually.

Ship Confirm Multiple Orders

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**
Ship Confirm Multiple Orders Prompt Screen	Use to specify limiting criteria to create a list of orders you want to work with.
Ship Confirm Multiple Orders - Restart Warning Screen	Displays when a user attempts to start a duplicate session or restart a session that was ended abnormally.
Ship Confirm Multiple Orders Completion Screen	Use to review shopping details of the orders that were shipped confirmed through this option in the last seven days.
Ship Confirm Multiple Orders Selection Screen	Displays a list of orders, ready to be ship confirmed, that match your selection criteria.
Add Additional Orders Warning Screen	Use to confirm addition of an order to the marked orders for ship confirmation.
Ship Confirm Multiple Orders Charges/ PPD Screen	Use to apply order level special charges to the order and/ or assign picker, packer, and driver information.
Create Delivery Group Screen	Use to select whether or not you want to create a delivery group for the ship confirmed orders and export the delivery group to Advanced Mobile.
Delivery Group Information Screen	Informs you if a delivery group was created or not.
Ship Confirm Marked Orders Warning Screen	Use to confirm selection of ship confirmation and begin that process.
Delete Marked Orders Warning Screen	Use to cancel the ship confirmation session and unmark all selected orders in this session.

Ship Confirm Multiple Orders Prompt Screen



SHIP CONFIRM MULTIPLE ORDERS PROMPT

```
Company?               01   A & C Office Supply
Warehouse?             1    Hartford, CT

Requested Ship Date:  .......
Customer Number:      ...........
Customer PO Number:   ......................
Route:                .....
Carrier From?         ......  To?  ......
Order Number From:    ......  To:  ......

Picker, Packer, Driver Assignments
Picker ID?            ....
Packer ID?            ....
Driver ID?            ....

                               F3=Exit   F10=Shipped Orders
```

This screen appears after selecting option 7 - Ship Confirm Multiple Orders (MENU OEMAIN). Use this screen to specify limiting criteria to create a list of orders you want to work with through this menu option. Additionally, you can specify a picker, packer, and/or driver to assign to orders, if applicable.

For an order to qualify for shipping confirmation through this menu option, the order status must be 2 (Pick Slip Printed), the order cannot be on hold or in use by another workstation, and the order's payment type cannot be a cash payment type (where the **Amt Tendered** field set to Y for the payment type).

You can also review a list of orders previously ship confirmed through this menu option during the last seven days for the specified company and warehouse with the use of the F10=SHIPPED ORDERS function key.

Ship Confirm Multiple Orders Prompt Screen Fields and Function Keys

Field / Function Keys	Description
Company	This field displays only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the number of the company associated with the orders you want to work with or for which to review orders ship confirmed through this option within the last seven days. *Default Value:* The default company number defined for your user ID through Security Maintenance (MENU XASCTY). *Valid Values:* Any company number defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Required
Warehouse	This field appears only if Distribution A+ is set up to use multiple warehouses through System Options Maintenance (MENU XAFILE). Key the number of the warehouse associated with the orders you want to work with or for which you want to review orders ship confirmed through this option within the last seven days. *Default Value:* The default warehouse defined for your user ID through Security Maintenance (MENU XASCTY). *Valid Values:* A warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). (N 2,0) Required
Requested Ship Date	Use this field to specify the requested ship date of the orders you want to work with. Key the date using the default date format set up for your user ID through Register A+ User IDs (MENU XACFIG) or, if no default date format is set up for your user ID, use the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Customer Number	Key the number of the customer whose orders you want to work with. *Valid Values:* Any customer defined through Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Optional
Customer PO Number	Use this field to specify the customer's purchase order (PO) number, if any. If a customer PO number was entered on one or more of the orders, you can limit the display of the Ship Confirm Multiple Orders Selection Screen (p. 12-10) to those orders by keying that PO number in this field. (A 22) Optional

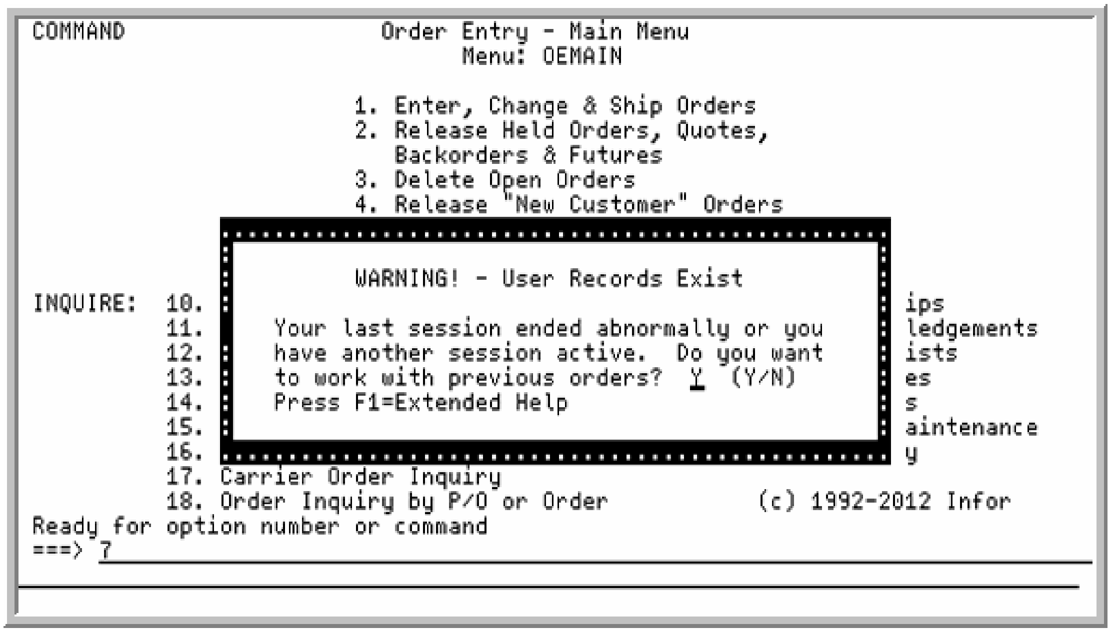
Ship Confirm Multiple Orders Prompt Screen Fields and Function Keys

Field / Function Keys	Description
Route	This field appears only if the **Use Route/Stop** field is set to Y in Order Entry Options Maintenance (MENU XAFILE) for the company specified in the Company field. Use this field to specify the route number of the orders you want to work with. The route number you key in this field will be used to limit the orders to display on the Ship Confirm Multiple Orders Selection Screen (p. 12-10). (N 4,0) Optional
Carrier	Use this field to specify the carrier IDs of the orders you want to work with. The carrier ID or range of carrier IDs you key in this field will be used to limit the orders to display on the Ship Confirm Multiple Orders Selection Screen (p. 12-10). *Valid Values:* A carrier ID defined through Carrier Codes Maintenance (MENU OEFIL2) or *NONE. (A 5) Optional
Order Number	Use this field to specify an order number or range of order numbers you want to work with. Only the orders that you specify in this field that match the other limiting criteria you key on this screen, if any, will display on the Ship Confirm Multiple Orders Selection Screen (p. 12-10). (A 5) Optional
Picker ID	This field appears only if the **Packer ID Required**, **Picker ID Required**, or **Driver ID Required** field is set to **Y** through Order Entry Options Maintenance (MENU XAFILE). If the **Picker ID Required** field is set to Y through Order Entry Options Maintenance (MENU XAFILE), this field is required; otherwise, this field is optional. Use this field to specify the ID of the picker who will be assigned to orders ship confirmed through this option that do not already have a picker assigned. This value can be overridden on the Ship Confirm Multiple Orders Charges/PPD Screen (p. 12-16) for individual orders. *Valid Values:* An ID code defined in Packer/Picker/Driver ID Maintenance (MENU OEFIL3). (A 3) Optional/Required

Ship Confirm Multiple Orders Prompt Screen Fields and Function Keys

Field / Function Keys	Description
Packer ID	This field appears only if the **Packer ID Required**, **Picker ID Required**, or **Driver ID Required** field is set to Y through Order Entry Options Maintenance (MENU XAFILE). If the **Packer ID Required** field is set to Y through Order Entry Options Maintenance (MENU XAFILE), this field is required; otherwise, this field is optional. Use this field to specify the ID of the packer who will be assigned to orders ship confirmed through this option that do not already have a packer assigned. This value can be overridden on the Ship Confirm Multiple Orders Charges/PPD Screen (p. 12-16) for individual orders. *Valid Values:* An ID code defined in Packer/Picker/Driver ID Maintenance (MENU OEFIL3). (A 3) Optional/Required
Driver ID	This field appears only if the **Packer ID Required**, **Picker ID Required**, or **Driver ID Required** field is set to Y through Order Entry Options Maintenance (MENU XAFILE). If the **Driver ID Required** field is set to Y through Order Entry Options Maintenance (MENU XAFILE), this field is required; otherwise, this field is optional. Use this field to specify the ID of the driver who will be assigned to orders ship confirmed through this option that do not already have a driver assigned. This value can be overridden on the Ship Confirm Multiple Orders Charges/PPD Screen (p. 12-16) for individual orders. *Valid Values:* An ID code defined in Packer/Picker/Driver ID Maintenance (MENU OEFIL3). (A 3) Optional/Required
F3=Exit	Press F3=EXIT to exit and return to MENU OEMAIN.
F10=Shipped Orders	Press F10=SHIPPED ORDERS if you want to review all orders that have been ship confirmed through this option within the last seven days for the company and warehouse specified on this screen. Orders ship confirmed through any other option will not be available for review through the use of this function key. When you press F10=SHIPPED ORDERS, the Ship Confirm Multiple Orders Completion Screen (p. 12-8) will appear.
Enter	Press ENTER to create a list of orders you want to work with associated with the criteria specified on this screen. The Ship Confirm Multiple Orders Selection Screen (p. 12-10) will appear and the Marked Orders File (MRKORD) will be populated with a list of orders meeting your selection criteria.

Ship Confirm Multiple Orders - Restart Warning Screen



This screen appears after selecting option 7 - Ship Confirm Multiple Orders (MENU OEMAIN) and the program determines that the User is already signed on to an Distribution A+ session with Ship Confirm Multiple Orders active.

If you attempt to access this option with an alternate Distribution A+ session also running in Ship Confirm Multiple Orders (MENU OEMAIN) with marked orders, you will receive a warning message asking you if you want to work with those marked orders. To prevent a system error, answer no to this question and exit this option in one of your sessions before attempting to access this option again.

Ship Confirm Multiple Orders - Restart Warning Screen

Field/Function Key	Description
Warning! User Records Exist	Key Y if your last session ended abnormally and you would like to work with previously selected orders. Key N to enter new selection criteria. If you have another session active, you must select N to enter new selection criteria. Your previous active session should be terminated to prevent unpredictable results. (A 1) Required

Ship Confirm Multiple Orders Completion Screen

```
                  SHIP CONFIRM MULTIPLE ORDERS COMPLETION SCREEN

 Company:    1 A & C Office Supply            Requested Ship Date: *ALL
 Warehouse: 1  Hartford, CT

                                                                      ASN
Ship      Ship      Tm   Customer                Carr        -Pack List- ASN SHP
Date      Time      Zn   No           Order No  Code   Route Prt Fax Eml EDI LBL








                                                                         Last
   Next Order: _....        Ship From:  1/28/10 To:  1/28/10


                                F5=Sys Tm Zn  F6=Refresh  F12=Return
```

This screen appears after you press F10=SHIPPED ORDERS on the Ship Confirm Multiple Orders Prompt Screen (p. 12-3) or on the Ship Confirm Multiple Orders Selection Screen (p. 12-10). Use this screen to review the shipping details of the orders in the Shipped Order File (SHPORD) that were ship confirmed through this option within the last seven days. Orders ship confirmed through any other option will not appear on this screen. For each order that was ship confirmed, the following information displays:

- date and time, including time zone, on which the order was shipped
- customer number
- order number
- carrier code of the order at the time it was ship confirmed, or *NONE
- route number of the order at the time it was ship confirmed, if applicable
- method by which the pack list was dispatched (printed, faxed, and/or e-mailed)
- advanced shipment notice (ASN) properties (sent via EDI and/or printed on labels)

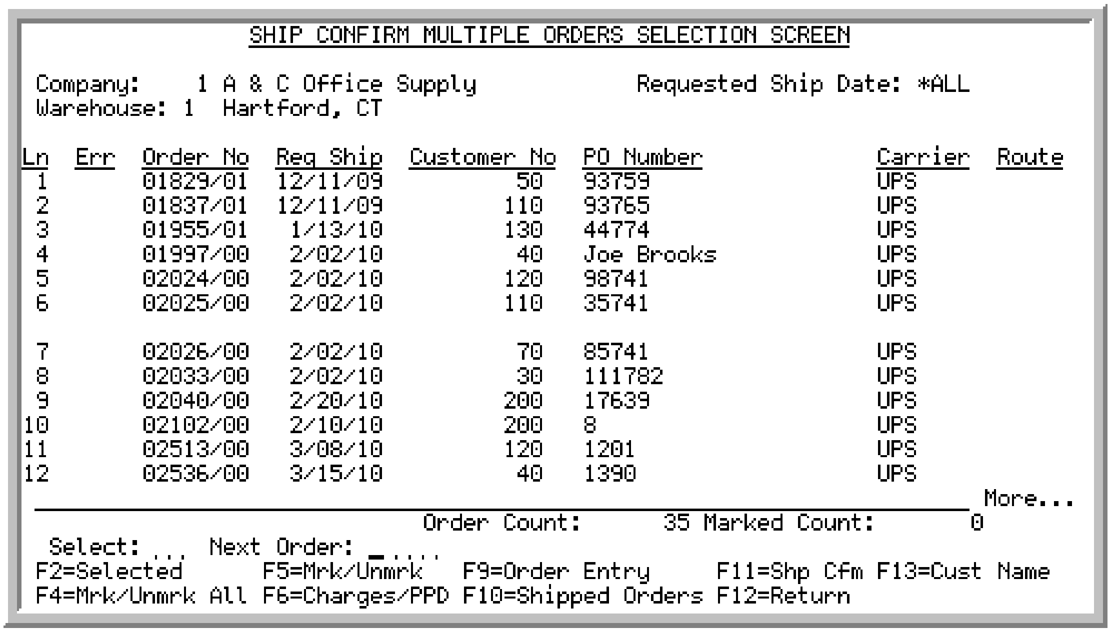
The data on this screen will default to today's date and can be changed by using the **Ship From/To** fields on this screen.

NOTE: The Shipped Orders File (SHPORD) contains seven days of history. Any data beyond that point will be purged during Day-End Processing.

Ship Confirm Multiple Orders Completion Screen Fields and Function Keys

Field/Function Keys	Description
Next Order	Use this field to select an order that you want to reposition to the top of the list. Key the order number that you want to bring to the top of the list and press ENTER. (A 5) Optional
Ship From/To	Use these fields to specify a range of dates for which to display ship confirmed orders for the company and warehouse specified on the Ship Confirm Multiple Orders Prompt Screen (p. 12-3). Orders ship confirmed through this option within the last seven days and that fall in the date range you key in the **From** and **To** fields will display. Key a range of dates in the **From** and **To** fields and press F6=REFRESH. *Default Value:* Today's date (2 @ N 6,0) Optional
F5=Sys Tm Zn / F5=Usr Tm Zn	Press F5=SYS TM ZN / F5=USR TM ZN to toggle between displaying the system time zone set up through System Options Maintenance (MENU XAFILE) or the default time zone set up for your user ID through Register User IDs (MENU XACFIG). The values in the **Tm Zn** column and the **Ship Time** column will change accordingly.
F6=Refresh	Press F6=REFRESH to refresh the display after you enter a date range in the **Ship From** and **To** fields.
F12=Return	Press F12=RETURN to return to either the Ship Confirm Multiple Orders Prompt Screen (p. 12-3) or on the Ship Confirm Multiple Orders Selection Screen (p. 12-10).

Ship Confirm Multiple Orders Selection Screen



```
                  SHIP CONFIRM MULTIPLE ORDERS SELECTION SCREEN

 Company:    1 A & C Office Supply           Requested Ship Date: *ALL
 Warehouse: 1  Hartford, CT

Ln  Err  Order No  Req Ship  Customer No  PO Number             Carrier  Route
 1       01829/01  12/11/09          50   93759                 UPS
 2       01837/01  12/11/09         110   93765                 UPS
 3       01955/01   1/13/10         130   44774                 UPS
 4       01997/00   2/02/10          40   Joe Brooks            UPS
 5       02024/00   2/02/10         120   98741                 UPS
 6       02025/00   2/02/10         110   35741                 UPS

 7       02026/00   2/02/10          70   85741                 UPS
 8       02033/00   2/02/10          30   111782                UPS
 9       02040/00   2/20/10         200   17639                 UPS
10       02102/00   2/10/10         200   8                     UPS
11       02513/00   3/08/10         120   1201                  UPS
12       02536/00   3/15/10          40   1390                  UPS
                                                                       More...
                                Order Count:      35 Marked Count:       0
  Select: ...  Next Order: _....
 F2=Selected      F5=Mrk/Unmrk   F9=Order Entry     F11=Shp Cfm F13=Cust Name
 F4=Mrk/Unmrk All F6=Charges/PPD F10=Shipped Orders F12=Return
```

This screen appears after you press ENTER on the Ship Confirm Multiple Orders Prompt Screen (p. 12-3). This screen displays a list of orders ready to be ship confirmed, based on the criteria that you specified on the Ship Confirm Multiple Orders Prompt Screen (p. 12-3).

Use this screen to mark the orders you want to ship confirm. If any errors occur when you attempt to ship confirm the orders, you can maintain those orders through Enter, Change & Ship Orders (MENU OEMAIN) via the F9=ORDER ENTRY function key. You can also access the Ship Confirm Multiple Orders Charges/PPD Screen (p. 12-16) to add order level special charges to an order and/or to assign a picker, packer, and/or driver.

Ship Confirm Multiple Orders Selection Screen Fields and Function Keys

Field/Function Keys	Description
Err	Any errors that occur when you attempt to ship the order display in this column, one error at a time. Orders that do not pass the edit will be updated on this screen with a three letter error code and an error description. Possible error codes are: • **BOX**: Boxing must be completed • **COD**: Drop ship order uses a terms code with COD terms. You must maintain the order through Enter, Change & Ship Orders (MENU OEMAIN) to change the terms code or else ship confirm the individual order through that option to ignore the COD terms warning. • **DEL**: Order has been deleted • **FRT**: Freight charges need to be added to the order • **HLD**: Order is on hold • **INV**: There are errors associated with the allocation quantity for the order • **KIT**: Kit build quantities must be entered • **LOC**: Locations must be assigned • **PON**: Purchase Order number must be entered • **RFP**: Order needs to be RF picked (because order's warehouse's RF options are set to perform RF picking). • **SRL**: Serial numbers needed for tracking • **STS**: Order is no longer at a status of 2 • **WGT**: Weight must be entered for a catch-weight item on the order • **WKS**: Order is in use by another workstation Display
Error Description	A description of the error that occurred displays in this column if you press the F13 toggle key when it appears as F13=ERROR DESC. Display
Order No	The order and generation number for each order displays in this column. Display
Req ship	The requested ship date displays in this column. This date is specified on the Order Header Screen in Enter, Change & Ship Orders (MENU OEMAIN). Display
Customer No	The number of the customer for which the order was created displays in this column. Display

Ship Confirm Multiple Orders Selection Screen Fields and Function Keys

Field/Function Keys	Description
Customer Name	The customer's name, as it appears on the Order Header Screen in Enter, Change & Ship Orders (MENU OEMAIN), displays in this column when pressing the F13=CUST NAM function key. Display
PO Number	The customer's purchase order number, as specified on the Order Header Screen in Enter, Change & Ship Orders (MENU OEMAIN), displays in this column. Display
Carrier	The carrier that will deliver the order displays in this column, if one was specified for an order on the Order Header Screen in Enter, Change & Ship Orders (MENU OEMAIN). If no carrier was specified, *NONE displays in this column. Display
Route	The route number assigned to the order on the Order Header Screen in Enter, Change & Ship Orders (MENU OEMAIN), if any, displays in this column. Display
Select	Use this field to select an order from the list to: • mark or unmark it for shipping confirmation, which is performed via the F11=SHP CFM key. • mark it for maintenance through Enter, Change & Ship Orders (MENU OEMAIN), which is performed via the F9=ORDER ENTRY function key. • access the Ship Confirm Multiple Orders Charges/PPD Screen (p. 12-16), by pressing the F6=CHARGES/PPD key. Key the number displayed in the **LN** column that corresponds to the order you want to select and press the appropriate function key. (N 2,0) Required
Next Order	Use this field to select an order that you want to reposition to the top of the list. To add an order to the list that falls outside of the displayed range of orders, but still matches the limiting criteria specified on the Ship Confirm Multiple Orders Prompt Screen (p. 12-3), key the desired order number in this field and press the F5=MRK/UNMRK key. A message will display asking if you want to add the order to the list. If you answer Y to this question, the order will be added to the list and will be marked. (A 5) Optional
F2=Selected / F2=Original	Press F2=SELECTED / F2=ORIGINAL to toggle between displaying only marked orders and both marked and unmarked orders that were in the list since the last time you performed shipping confirmation on this screen.

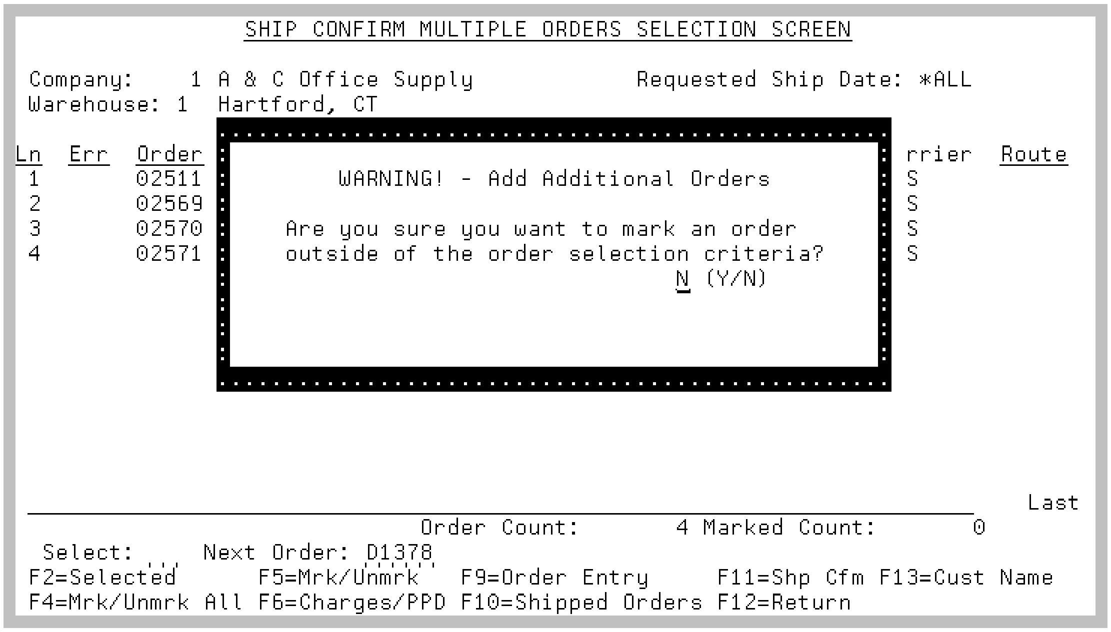
Ship Confirm Multiple Orders Selection Screen Fields and Function Keys

Field/Function Keys	Description
F4=Mrk/Unmrk All	Press F4=MRK/UNMRK ALL to mark all orders in the list or, once orders are marked, to unmark all of them. Marked orders will be highlighted. If you want to mark or unmark individual orders instead of all orders, refer to the F5=MRK/UNMRK function key.
F5=Mrk/Unmrk	Key a line number in the **Select** field or the **Next Order** field and press F5=MRK/UNMRK to mark the order. The list will be positioned to the order you select and it will be highlighted. If the order is already marked and you key its line number in the **Select** field or the **Next Order** field and press F5=MRK/UNMRK, it will be unmarked. If you want to add an order number to the list that falls outside of the displayed range of orders but still matches the limiting criteria specified on the Ship Confirm Multiple Orders Prompt Screen (p. 12-3), key the desired order number in the **Next Order** field and press F5=MRK/UNMRK. To mark or unmark all orders, refer to the F4=MRK/UNMRK ALL.
F6=Charges/PPD	Use F6=CHARGES/PPD to apply order level special charges to an order and/or, if applicable, to maintain the picker, packer and/or driver assigned or to be assigned to the order. Key the line number of the order in the **Select** field and press F6=CHARGES/PPD. The Ship Confirm Multiple Orders Charges/PPD Screen (p. 12-16) will appear.
F9=Order Entry	F9=ORDER ENTRY appears only if you have authority to access Enter, Change & Ship Orders (MENU OEMAIN) as defined through Security Maintenance (MENU XASCTY). Mark one or more orders in the list and press F9=ORDER ENTRY to maintain those orders through Enter, Change & Ship Orders (MENU OEMAIN). Limited functionality will be available when you access Enter, Change & Ship Orders (MENU OEMAIN) through the use of this function key.
F10=Shipped Orders	Press F10=SHIPPED ORDERS if you want to review all orders that have been ship confirmed through this option within the last seven days for the company and warehouse specified on the Ship Confirm Multiple Orders Prompt Screen (p. 12-3). Orders ship confirmed through Enter, Change & Ship Orders (MENU OEMAIN) will not be available for review through the use of this function key. When you press F10=SHIPPED ORDERS, the Ship Confirm Multiple Orders Completion Screen (p. 12-8) will appear.
F11=Shp Cfm	After you mark orders in the list, press F11=SHP CFM to ship confirm those orders. The Ship Confirm Marked Orders Warning Screen (p. 12-25) appears.
F12=Return	Press F12=RETURN to return to the previous screen. All marked orders will be unmarked and all orders on this screen will be removed from the Marked Orders File (MRKORD).

Ship Confirm Multiple Orders Selection Screen Fields and Function Keys

Field/Function Keys	Description
F13=Cust Name/Error Desc/Cust Num	Press F13=CUST NAME / F13=ERROR DESC / F13=CUST NUM to toggle the display of the **Customer Name** column, the **Error Description** column, or the **Customer No** column.
Enter	Key a line number in the **Select** field or the **Next Order** field and press ENTER to position the list to the order you select ed.

Add Additional Orders Warning Screen



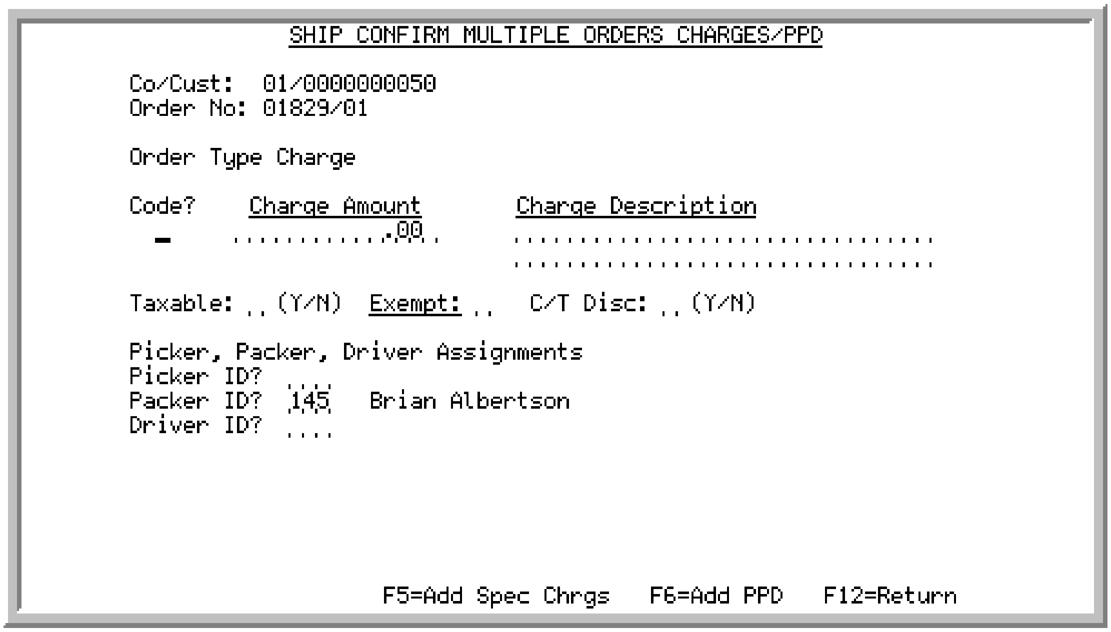
This warning message screen appears by pressing F5=MRK/UNMRK with a **Next Order** number on the Ship Confirm Multiple Orders Selection Screen (p. 12-10) while marking orders for the ship confirmation process. Use this screen to add an order to the list that falls outside of the displayed range of orders but still matches all other limiting criteria specified on the Ship Confirm Multiple Orders Prompt Screen (p. 12-3).

,

Add Additional Orders Warning Screen

Field/Function Key	Description
Warning! Add Additional Orders	Key Y to add this order number to the list and mark it for selection. The Marked Orders File (MRKORD) will be updated with the additional order number. Key N to return to the Ship Confirm Multiple Orders Selection Screen (p. 12-10) without adding the order number. (A 1) Required
Enter	Press ENTER to confirm the answer to the add an additional order message. The Ship Confirm Multiple Orders Selection Screen (p. 12-10) displays.

Ship Confirm Multiple Orders Charges/PPD Screen



SHIP CONFIRM MULTIPLE ORDERS CHARGES/PPD

Co/Cust: 01/0000000050
Order No: 01829/01

Order Type Charge

Code? Charge Amount Charge Description
.00

Taxable: (Y/N) Exempt: C/T Disc: (Y/N)

Picker, Packer, Driver Assignments
Picker ID?
Packer ID? 145 Brian Albertson
Driver ID?

F5=Add Spec Chrgs F6=Add PPD F12=Return

This screen appears after you press the F6=CHARGES/PPD key on the Ship Confirm Multiple Orders Selection Screen (p. 12-10). Use this screen to apply order level special charges to the selected order and/or to maintain a picker, packer, and/or driver for the selected order.

If you wish to apply line level special charges, you must do so through Enter, Change & Ship Orders (MENU OEMAIN), which can be accessed via the F9=ORDER ENTRY key on the Ship Confirm Multiple Orders Selection Screen (p. 12-10).

Ship Confirm Multiple Orders Charges/PPD Screen Fields and Function Keys

Field/Function Keys	Description
Order Type Charge Code	If you are adding an order level special charge to this order, this field is required; otherwise, leave this field blank. Use this field to specify the numerical code that represents the special charge you want applied to the order. *Valid Values:* 1 through 9 or A through Z, as defined through Special Charge Definitions Maintenance (MENU OEFILE) (N 1,0) Required/Blank

Ship Confirm Multiple Orders Charges/PPD Screen Fields and Function Keys

Field/Function Keys	Description
Charge Amount	If you are adding an order level special charge to this order, this field is required; otherwise, leave this field blank. Use this field to specify the amount of this special charge. When International Currency is installed, key the charge amount in the order's currency. The order's currency symbol will display beside this field. When you press F5=ADD SPEC CHRGS to add the special charge, the charge amount will display in the company's local currency below this field (N 13,2) Required/Blank
Charge Description	This field displays the description of the special charge after you specify a special charge code in the **Order Type Charge Code** field and a charge amount in the **Charge Amount** field and press F5=ADD SPEC CHRGS. You can accept the default description or change it. The special charge description defined through Special Charge Definitions Maintenance (MENU OEFILE). (2 @ A 31) Optional
Taxable	If you are adding an order level special charge to this order, this field is required; otherwise, leave this field blank. This field displays the taxable status of the special charge after you specify a special charge code in the **Order Type Charge Code** field and a charge amount in the Charge Amount field and press F5=ADD SPEC CHRGS. You can accept the default taxable status or change it. Key Y in this field if this special charge is subject to sales tax. Key N in this field if this special charge is not subject to sales tax. *Default Value:* The taxable status of this special charge defined through Special Charge Definitions Maintenance (MENU OEFILE). *Valid Values:* If you key 1, 2, or 3 in the Exempt field, this field must be N. If you key 0 in the **Exempt** field, this field must be Y. (A 1) Required/Blank

Ship Confirm Multiple Orders Charges/PPD Screen Fields and Function Keys

Field/Function Keys	Description
Exempt	If you are adding an order level special charge to this order, this field is required; otherwise, leave this field blank. This field displays the tax exemption code of this special charge after you specify a special charge code in the **Order Type Charge Code** field and a charge amount in the **Charge Amount** field and press F5=ADD SPEC CHRGS. You can accept the default tax exemption code or change it. Key 0 if this special charge is taxable. Key 1, 2, or 3 if this special charge is tax exempt. The exemption value of this special charge defined through Special Charge Definitions Maintenance (MENU OEFILE). *Valid Values:* 0, if the **Taxable** field is set to Y; 1, 2, or 3 if the **Taxable** field is set to N. (A 1) Required/Blank
C/T Disc	If you are adding an order level special charge to this order, this field is required; otherwise, leave this field blank. This field determines whether or not cash or trade discounts can be applied to this special charge. If you specify a special charge code in the **Order Type Charge Code** field and a charge amount in the **Charge Amount** field and press F5=ADD SPEC CHRGS, the default value for the special charge code defined through Special Charge Definitions Maintenance (MENU OEFILE) will appear in this field. You can accept the default value or change it. Key Y in this field if a cash or trade discount can be applied to this special charge. Key N if a cash or trade discount cannot be applied to this special charge. *Default Value:* The value for this special charge defined through Special Charge Definitions Maintenance (MENU OEFILE). (A 1) Required/Blank

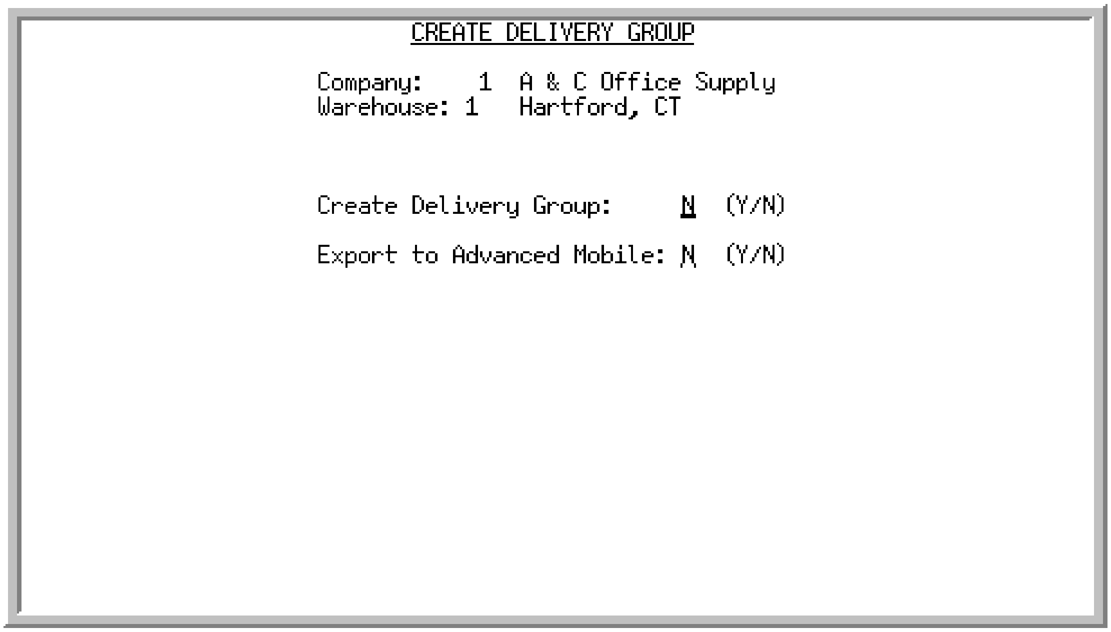
Ship Confirm Multiple Orders Charges/PPD Screen Fields and Function Keys

Field/Function Keys	Description
Picker ID	This field appears only if the **Packer ID Required**, **Picker ID Required**, *or* **Driver ID Required** field is set to Y through Order Entry Options Maintenance (MENU XAFILE). If the **Picker ID Required** field is set to Y through Order Entry Options Maintenance (MENU XAFILE), this field is required; otherwise, this field is optional. Use this field to specify the ID of the person who picked the order. The picker ID you key in this field will be assigned to the order when you press F6=ADD PPD, overriding any previously assigned picker ID. *Default Value:* The picker ID specified on the order, if any, or the picker ID specified on the Ship Confirm Multiple Orders Prompt Screen (p. 12-3), if any. *Valid Values:* An ID code defined in Packer/Picker/Driver ID Maintenance (MENU OEFIL3). (A 3) Optional/Required
Packer ID	This field appears only if the **Packer ID Required**, **Picker ID Required**, *or* **Driver ID Required** field is set to Y through Order Entry Options Maintenance (MENU XAFILE). If the **Packer ID Required** field is set to Y through Order Entry Options Maintenance (MENU XAFILE), this field is required; otherwise, this field is optional. Use this field to specify the ID of the person who packed the order. The packer ID you key in this field will be assigned to the order when you press F6=ADD PPD, overriding any previously assigned packer ID. *Default Value:* The picker ID specified on the order, if any, or the picker ID specified on the Ship Confirm Multiple Orders Prompt Screen (p. 12-3) if any. *Valid Values:* An ID code defined in Packer/Picker/Driver ID Maintenance (MENU OEFIL3). (A 3) Optional/Required

Ship Confirm Multiple Orders Charges/PPD Screen Fields and Function Keys

Field/Function Keys	Description
Driver ID	This field appears only if the **Packer ID Required**, **Picker ID Required**, *or* **Driver ID Required** field is set to Y through Order Entry Options Maintenance (MENU XAFILE). If the **Driver ID Required** field is set to Y through Order Entry Options Maintenance (MENU XAFILE), this field is required; otherwise, this field is optional. Use this field to specify the ID of the driver for the order. The driver ID you key in this field will be assigned to the order when you press F6=ADD PPD, overriding any previously assigned driver ID. *Default Value:* The picker ID specified on the order, if any, or the picker ID specified on the Ship Confirm Multiple Orders Prompt Screen (p. 12-3), if any. *Valid Values:* An ID code defined in Packer/Picker/Driver ID Maintenance (MENU OEFIL3). (A 3) Optional/Required
F5=Add Spec Chrgs	After you specify an order level special charge code in the **Order Type Charge Code** field and a charge amount in the **Charge Amount** field, press F5=ADD SPEC CHRGS to add the special charge to the order. The description of the charge will display, as well as the taxable, exempt, and cash/trade discount defaults set up for the special charge code through Special Charge Definitions Maintenance (MENU OEFILE). After you press F5=ADD SPEC CHRGS, all standard edits are performed on the charge fields. If all edits are passed, the Order Detail and Order Activity records are updated and the fields on this screen are refreshed.
F6=Add PPD	F6=ADD PPD appears only if the **Packer ID Required**, **Picker ID Required**, or **Driver ID Required** field is set to Y through Order Entry Options Maintenance (MENU XAFILE). After you specify a picker, packer, and/or driver on this screen, press this function key to assign the picker, packer, and/or driver to the order. After you press F6=ADD PPD, all standard edits are performed on the picker, packer, and driver fields. If all edits are passed, the Order Header File (ORHED) is updated and the fields on this screen are refreshed.
F12=Return	Press F12=RETURN to return to the previous screen.

Create Delivery Group Screen



This screen appears after you press the F11=SHP CFM key on the Ship Confirm Multiple Orders Selection Screen (p. 12-10), if the **Delivery IFS Path** in Advanced Mobile Options Maintenance (MENU AMFILE) contains a value and there is at least one order that needs to be ship confirmed.

Use this screen to select whether or not you want to create a delivery group for the ship confirmed orders and export the delivery group to Advanced Mobile.

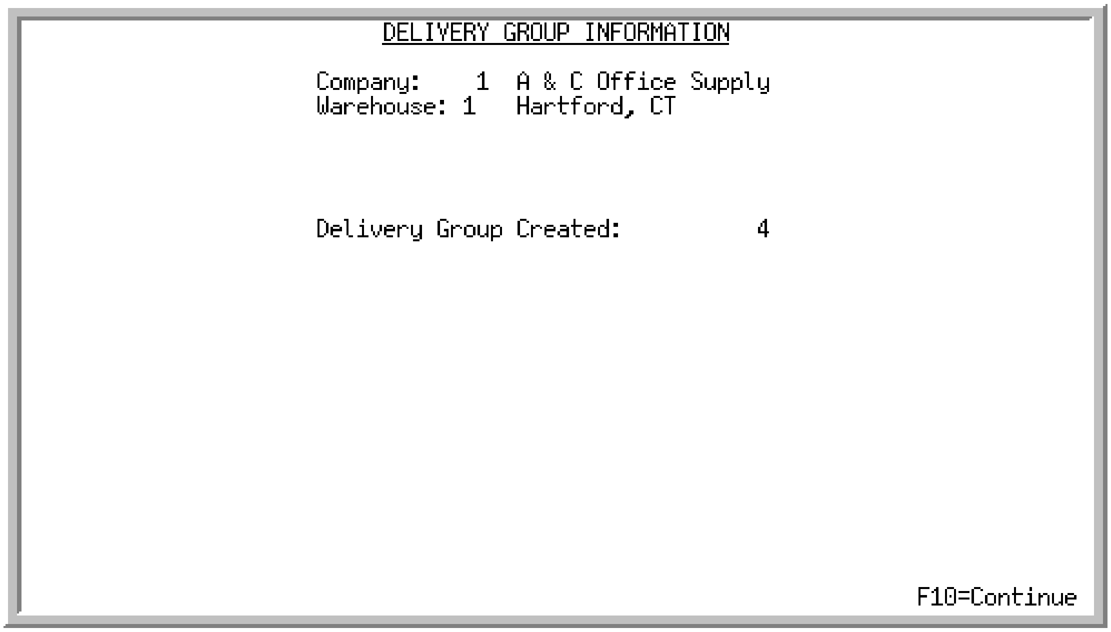
Create Delivery Group Screen Fields and Function Keys

Field/Function Keys	Description
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). This field displays the company you selected on the Ship Confirm Multiple Orders Prompt Screen (p. 12-3). This is the company for which orders are being ship confirmed and the delivery group is being created. Display
Warehouse	This field appears only if the **Multi Warehouse** field is set to Y through System Options Maintenance (MENU XAFILE). This field displays the warehouse you selected on the Ship Confirm Multiple Orders Prompt Screen (p. 12-3).This is the warehouse for which orders are being ship confirmed and the delivery group is being created. Display

Create Delivery Group Screen Fields and Function Keys

Field/Function Keys	Description
Create Delivery Group	This field determines if a delivery group will be created for the orders being ship confirmed. Key Y to have a delivery group created. There must be at least one ship confirmed order for a delivery group to be created. If this field is Y, and the Export to Advanced Mobile field is N, when you press ENTER, the Delivery Group Information Screen (p. 12-23) will appear. Key N if you do not want a delivery group created. NOTE: A delivery group will not be created if all of the ship confirmed orders already exist in other delivery groups. *Default Value:* N (A1) Required
Export to Advanced Mobile	If you selected to create a delivery group, this field determines if the delivery group will be exported to Advance Mobile. Key Y to have the delivery group exported. If you select Y, the Mobile Export Prompt Screen will appear. Refer to Shipment Delivery Maintenance (MENU AMMAIN) for details about this screen. Key N if you do not want the delivery group exported. *Default Value:* N *Valid Values:* Must be N, if the **Create Delivery Group** field is N (A1) Required
Enter	Press ENTER to confirm your selections. The Automated Item Charge - Charge Override Window will appear. Refer to Enter, Change & Ship Orders (MENU OEMAIN) for details about this screen. If **Create Delivery Group** is Y and **Export to Advanced Mobile** is N, when you press ENTER, the Delivery Group Information Screen (p. 12-23) will appear. If **Create Delivery Group** is Y and **Export to Advanced Mobile** is Y, the Mobile Export Prompt Screen will appear, as long as a delivery group has been created with orders to export. The delivery group created will display in the upper left hand corner and it will prompt you for the information to be exported to Advanced Mobile for the delivery group. Refer to Shipment Delivery Maintenance (MENU AMMAIN) for further details about the Mobile Export Prompt Screen. If **Create Delivery Group** and **Export to Advanced Mobile** are both N, when you press ENTER, you will be returned to the Ship Confirm Multiple Orders Selection Screen (p. 12-10) and a delivery group will not be created.

Delivery Group Information Screen



This screen appears after you press ENTER on the Create Delivery Group Screen (p. 12-21), if the **Create Delivery Group** field is Y and the **Export to Advanced Mobile** field is N.

This screen informs you if a delivery group was created or not. If a delivery group was created, this screen displays the message **Delivery Group Created** and the number assigned to the delivery group. If a delivery group was not created, this screen displays the message **Delivery Group not created. The orders being ship confirmed already exist in other delivery groups**.

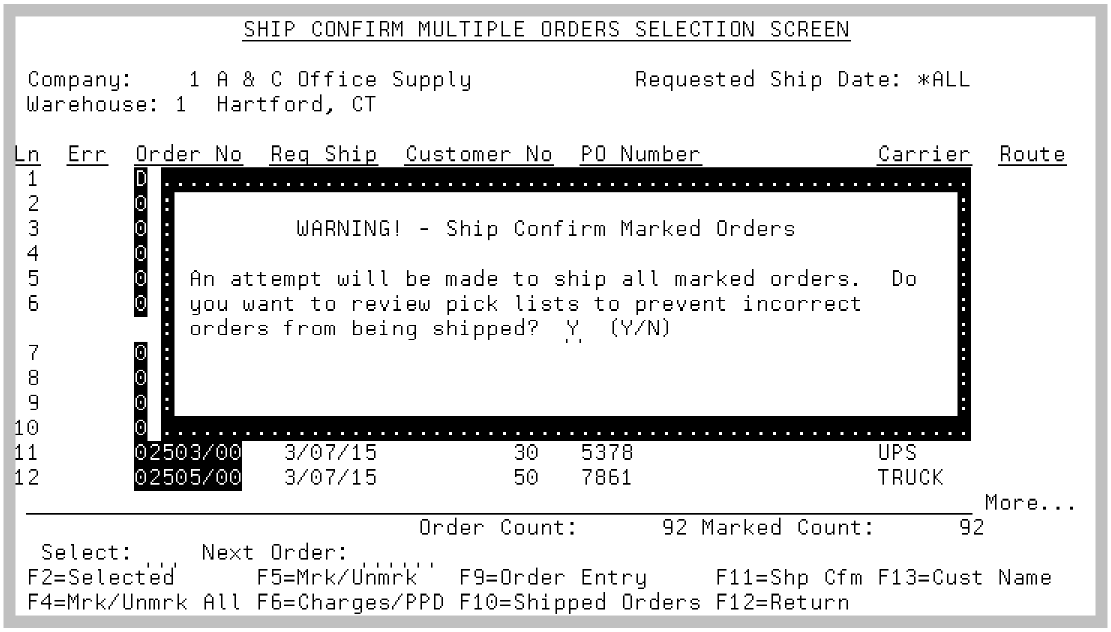
Delivery Group Information Screen Fields and Function Keys

Field/Function Keys	Description
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). This field displays the company you selected on the Ship Confirm Multiple Orders Prompt Screen (p. 12-3). This is the company for which orders are being ship confirmed and the delivery group is being created, if possible. Display
Warehouse	This field appears only if the **Multi Warehouse** field is set to Y through System Options Maintenance (MENU XAFILE). This field displays the warehouse you selected on the Ship Confirm Multiple Orders Prompt Screen (p. 12-3).This is the warehouse for which orders are being ship confirmed and the delivery group is being created, if possible. Display

Delivery Group Information Screen Fields and Function Keys

Field/Function Keys	Description
Delivery Group Created	This message displays if a delivery group has been created for the group of ship confirmed orders. The number assigned to the delivery group also displays. Display
Delivery Group not created	This message displays if a delivery group has not been created for the group of ship confirmed orders, because all of the ship confirmed orders already existed in other delivery groups. Display
F10=Continue	Press F10=CONTINUE to return to the Ship Confirm Multiple Orders Selection Screen (p. 12-10).

Ship Confirm Marked Orders Warning Screen



This screen appears after selecting to marking orders for ship confirmation and pressing F11=SHP CFM.

The message asks if you would like to review the Pick Slips one more time to ensure that the correct orders are being ship confirmed. If you answer Y to the question, you will be returned to the Ship Confirm Multiple Orders Selection Screen (p. 12-10). If you answer N to the question, the system will attempt to ship confirm the orders. For each order that you attempt to ship, the system checks to see if:

- any required freight charges were applied to the order
- a customer purchase order number was entered, if required
- a weight was entered for catch-weight items
- build quantities were entered for kit items
- the amount tendered was Yes and if the order was paid in full; an order will not be allowed to be ship confirmed when using a cash payment type code (with amount tendered = Y) and the amount tendered is less than the invoice amount.

If Warehouse Management is installed, the system checks to see if:

- boxing is completed, if the **Confirm Box Shipments** field is set to Y through Warehouse Management Options Maintenance (MENU WMFILE) for this warehouse or if the **ASN Pack(s) Req** field is set to Y through Customer/Ship to Master Maintenance (MENU ARFILE) for this order's customer
- locations were assigned for items on the order
- serial numbers were entered, if items require it for tracking purposes

The system also checks to see if Advanced Mobile Delivery is being used when F11=SHP CFM is pressed. The system will verify the **Delivery IFS Path** in Advanced Mobile Options Maintenance (MENU AMFILE), and see if it contains a value. If a value is detected, and there is at least one order that will be ship confirmed, you will be prompted to create a delivery group for the ship confirmed orders and export the delivery group to Advanced Mobile. The Create Delivery Group Screen (p. 12-21) will appear.

Once an order passes the edit process, the order will be ship confirmed, the order's status will change to 3 (Invoice Ready to Print), and Pack Lists will print, if the **Print Pack List After Ship Confirm** field is set to Y through Order Entry Options Maintenance (MENU XAFILE). These ship confirmed orders will be removed from the Marked Orders File (MRKORD) and added to the Shipped Orders File (SHPORD). These orders will no longer appear on this screen and can be reviewed with the use of the F10=SHIPPED ORDERS key.

Ship Confirm Marked Orders Warning Screen

Field/Function Key	Description
Warning! Ship Confirm Marked Orders	Key Y to the question to return and select another option to review the pick lists before ship confirmation. Key N to the review question and continue the ship confirmation process. When the interactive process is complete, the Ship Confirm Multiple Orders Selection Screen (p. 12-10) will display. Orders remaining on this screen were not ship confirmed and should be reviewed. (A 1) Required
Enter	Press ENTER to confirm the answer to ship confirm marked orders message. The Ship Confirm Multiple Orders Selection Screen (p. 12-10) displays.

Delete Marked Orders Warning Screen

```
                       SHIP CONFIRM MULTIPLE ORDERS SELECTION SCREEN

 Company:     1 A & C Office Supply           Requested Ship Date: *ALL
 Warehouse: 1  Hartford, CT

Ln  Err   Order No  Req Ship  Customer No  PO Number             Carrier  Route
 1        D1247/00                                               UPS
 2        01829/01   WARNING! - Delete Marked Orders             TRUCK
 3        01837/01                                               UPS
 4        01955/01   All marked orders will be deleted!          UPS
 5        01997/00   Do you want to continue? N (Y/N)            UPS
 6        02024/00                                               UPS

 7        02026/00                                               UPS
 8        02033/00                                               UPS
 9        02040/00  2/19/15         200   17639                  UPS
10        02102/00  2/09/15         200   8                      UPS
11        02503/00  3/07/15          30   5378                   UPS
12        02505/00  3/07/15          50   7861                   TRUCK
                                                                        More...
                             Order Count:      92 Marked Count:      92
  Select:     Next Order:
 F2=Selected      F5=Mrk/Unmrk   F9=Order Entry     F11=Shp Cfm F13=Cust Name
 F4=Mrk/Unmrk All F6=Charges/PPD F10=Shipped Orders F12=Return
```

This warning message screen appears by pressing F12=RETURN on the Ship Confirm Multiple Orders Selection Screen (p. 12-10) after marking orders for the ship confirmation process.

Delete Marked Orders Warning Screen

Field/Function Key	Description
Warning! Delete Marked Records	Key Y to cancel this ship confirmation session and delete (remove) the markings of the currently marked orders for ship confirmation selection. Saying yes to this prompt will delete (remove) the markings of any currently marked orders, in effect canceling the ship confirmation of those marked orders. The Ship Confirm Multiple Orders Prompt Screen (p. 12-3) displays. Key N to continue this ship confirmation session and return to the Ship Confirm Multiple Orders Selection Screen (p. 12-10). (A 1) Required
Enter	Press ENTER to confirm the answer to delete marked records message.

CHAPTER 13

Inquiring about Customers

13

Use the Customers option to review detailed customer information for the customer number entered, or selected by using the customer search when the customer number is unknown. Refer to the Customer A/R Inquiry (MENU ARMAIN) in the Accounts Receivable User Guide (MENU ARMAIN) for a detailed explanation of this option.

CHAPTER 14

Inquiring about Items

14

Use the Items option to review information for a specific item number. Refer to the Inventory Accounting User Guide (MENU IAMAIN) for a detailed explanation of this option.

CHAPTER 15

Inquiring on Open Orders

15

Use the Open Orders option to access summary information about any open order. An order, once created, is considered open until it has been moved to history through Day-End Processing (MENU XAMAST).

If **Track Order Activity** is Y in Order Entry Options Maintenance (MENU XAFILE), the date, time, and user ID are recorded for the actions performed on an order. You can view the list of actions performed on an open order through this option. During correction or shipping confirmation of an order through Enter, Change & Ship Orders (MENU OEMAIN), the activity of several fields on the Order Header Screen (p. 6-18), Second Order Header Screen (p. 6-48), End Order Screen (p. 6-248), and Item Review Screen (p. 6-115) are tracked for changes, and may be viewed through this option.

You can also use this option to review item detail for a specific order and, if desired, access Enter, Change & Ship Orders (MENU OEMAIN), Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN), and/or Delete Open Orders (MENU OEMAIN).

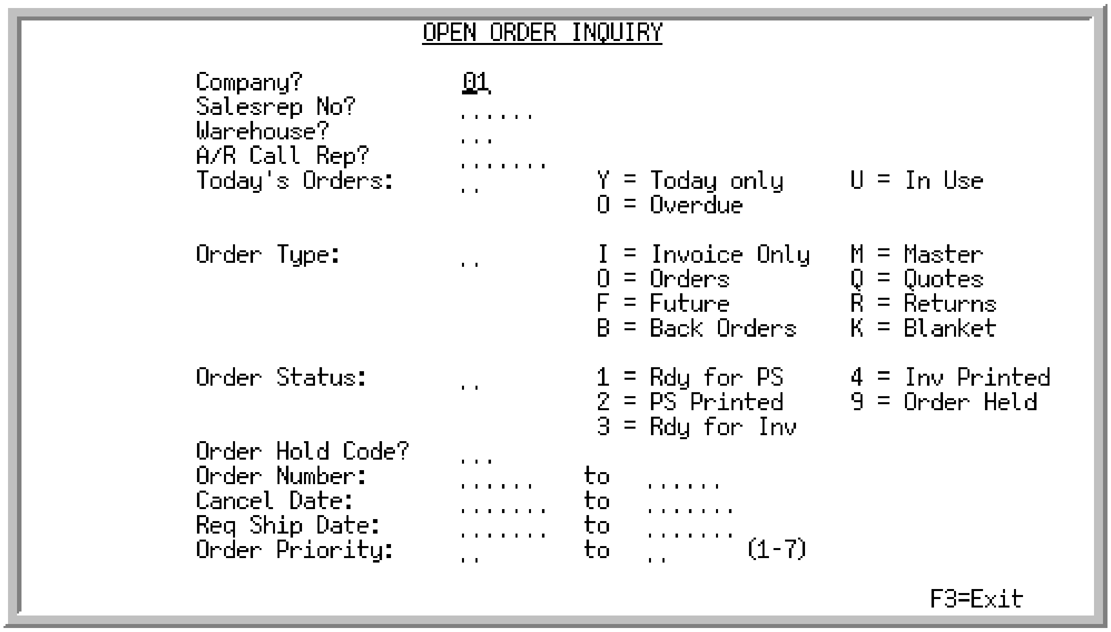
Open Orders Inquiry

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
Open Order Inquiry Selection Screen	Use to specify limiting criteria for the inquiry.
Open Order Inquiry Screen	Displays a list of orders that match the criteria specified. Use to select an order.
Create Multiple Ship-To Orders Screen	Displays a list of ship-to addresses for the customer on the master order selected from the Open Order Inquiry Screen that will be used to create duplicate sales orders.
Order Display Screen	Displays status information for the selected order.

Title	Purpose
Item Summary Display Screen	Displays summary information for the order's line items.
Order Activity Screen	Displays a list of activities for the selected order, including the User ID of the person who made the change, the date and time of the activity, and any relevant notes.
Order Activity Detail Screen	Displays detailed information about a selected order activity.
Electronic Payments Transaction Inquiry Screen	Displays transaction information if the order was paid for using an electronic payment (such as credit card or electronic check) and processed through the Electronic Payments module.
Electronic Payments Transaction Inquiry Detail Screen	Displays detailed information about a selected electronic payment transaction.
Order Header Inquiry Screen	Display order header information for the selected order, such as customer address, shipping information, and payment terms.
Second Order Header Inquiry Screen	Displays second order header information for the selected order, such as billing, pricing, and sales rep.
Item Detail Display Screen	Displays detailed information about a selected item on the order.
Order Activity Report	Report of the detailed order activity for the selected order.

Open Order Inquiry Selection Screen



```
                         OPEN ORDER INQUIRY

       Company?          01
       Salesrep No?      ......
       Warehouse?        ...
       A/R Call Rep?     .......
       Today's Orders:   ..         Y = Today only     U = In Use
                                    O = Overdue

       Order Type:       ..         I = Invoice Only   M = Master
                                    O = Orders         Q = Quotes
                                    F = Future         R = Returns
                                    B = Back Orders    K = Blanket

       Order Status:     ..         1 = Rdy for PS     4 = Inv Printed
                                    2 = PS Printed     9 = Order Held
                                    3 = Rdy for Inv
       Order Hold Code?  ...
       Order Number:     ......   to  ......
       Cancel Date:      .......  to  .......
       Req Ship Date:    .......  to  .......
       Order Priority:   ..       to  ..      (1-7)

                                                         F3=Exit
```

This screen appears after selecting option 12 - Open Orders Inquiry (MENU OEMAIN). Use this screen to select the orders that you want to display on the Open Order Inquiry Screen (p. 15-7).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Open Order Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field limits the inquiry to a specific company, allowing you to view orders for that company only. If left blank, orders for all companies will display. *Default Value:* The default company defined in Security 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) Optional

Open Order Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Sales Representative No	This field limits the inquiry to a specific sales representative. If left blank, orders for all sales representatives will display. *Valid Values:* A valid sales rep number defined through Salesrep Maintenance (MENU SAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 5,0) Optional
Warehouse	This field limits the inquiry to a specific warehouse. If left blank, orders for all warehouses will display. *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
A/R Call Rep	Use this field to limit the orders shown in the inquiry by the accounts receivable call rep assigned to the customer who placed the order. A call rep is assigned to a customer through Customer/Ship to Maintenance (MENU ARFILE). Key the ID of the rep to limit the orders to customer orders for customers assigned to the specified rep. *Valid Values:* An accounts receivable call representative ID defined through A/R Call Reps Maintenance (MENU ARFIL2). (A 6,0) Optional
Today's Orders	This field indicates the type of orders to display. Key Y to display today's orders only; that is orders which have been entered since the last Day-End Processing (MENU XAMAST). Key O to display all overdue orders; that is orders with a requested ship date prior to today. An overdue "quote" means that the quote review date has been exceeded. Key U to display only those orders flagged as "IN-USE" by a workstation or program. If left blank, ALL orders meeting other criteria will display. (A 1) Optional

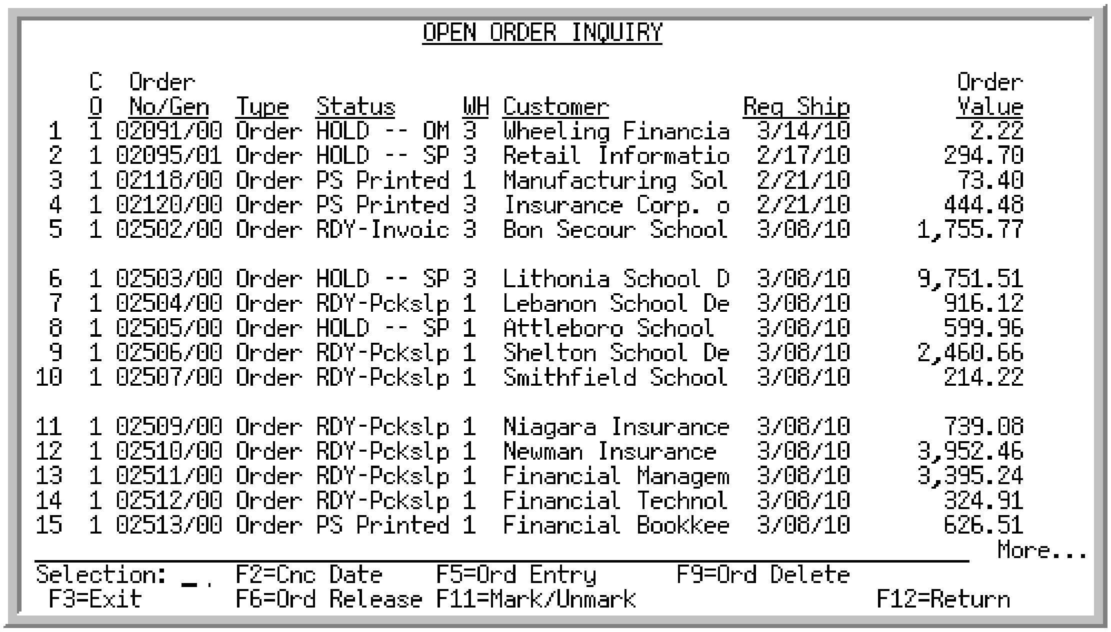
Open Order Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Order Type	This field limits the inquiry to the order type specified in this field. Order type options are: • I = Invoice Only • O = Orders • F = Future orders • B = Backorders (orders held from further processing until the backorder is released) • M = Master (used to create blanket orders and used to create duplicate sales orders for a customer's ship-to addresses) • Q = Quotes (new orders stored in the system as quotes, until they are converted to orders or deleted) • R = Returns • K = Blanket (customer orders that will be shipped in two or more scheduled shipments) • If left blank, orders will not be limited by order type. For a detailed explanation of each order type, refer to Enter, Change & Ship Orders (MENU OEMAIN). (A 1) Optional
Order Status	This field limits the inquiry to a single order status. The following status numbers are available: • 1 = Rdy for PS (ready for pick list print; the next step after an order has been entered) • 2 = PS Printed (pick list printed; the order is now ready for shipping confirmation) • 3 = Rdy for Inv (ready for invoice printing; shipping confirmation complete) • 4 = Inv Printed (invoice printed; order complete) • 9 = Order Held (the order status when held) If this field is left blank, orders will not be limited by order status. (N 1,0) Optional
Order Hold Code	This field limits the inquiry to only those orders with the hold code entered in this field. Hold codes are defined through Order Hold Codes Maintenance (MENU OEFILE). The order cannot be shipped until the hold code is removed. Key the desired order hold code. (A 2) Optional

Open Order Inquiry Selection Screen Fields and Function Keys

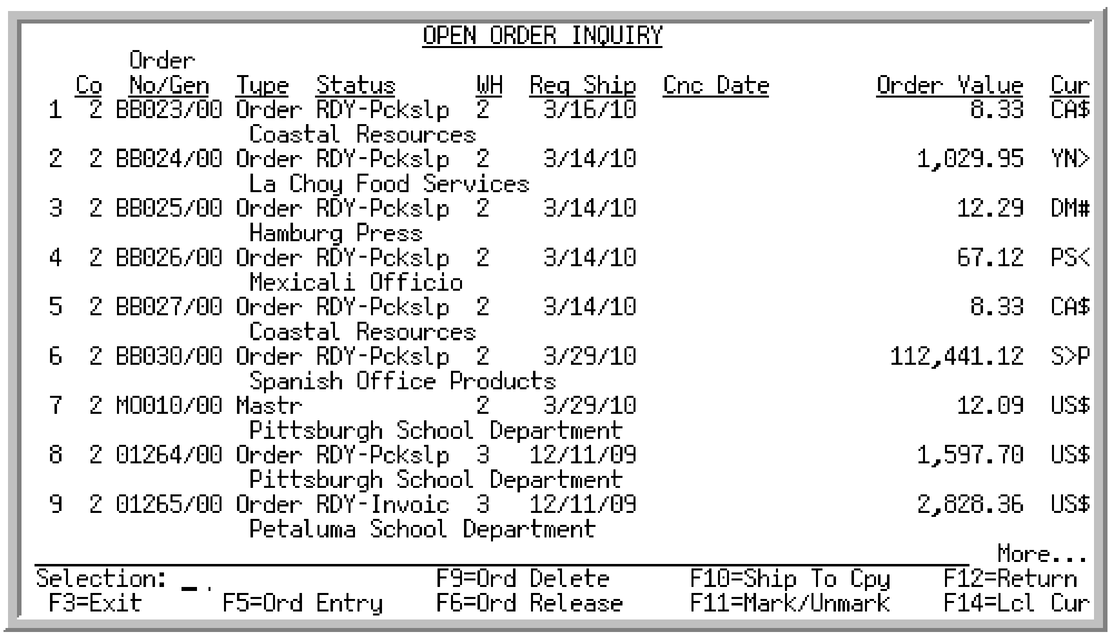
Field/Function Key	Description
Order Number	This field limits the inquiry to the specific order number or range of order numbers entered in this field. (2 @ N 5,0) Optional
Cancel Date	This field limits the inquiry to orders assigned the cancel date or range of cancel dates entered in this field. A cancel date may be assigned to an order on the Second Order Header Inquiry Screen (p. 15-50) through Enter, Change & Ship Orders (MENU OEMAIN). *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). (2 @ N 6,0) Optional
Req Ship Date	This field limits the inquiry to open orders with a specific requested ship date or range of requested ship dates entered in this field (enter dates in the MMDDYY format). A requested ship date is assigned to an item or all items in an order on the Order Header Screen (p. 6-18) through Enter, Change & Ship Orders (MENU OEMAIN). *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). (2 @ N 6,0) Optional
Order Priority	This field limits the inquiry to open orders with the specified order priority (1-7), or range of order priorities entered in this field. An order priority (applicable for releasing backorders only) may be optionally assigned to an order on the Second Order Header Inquiry Screen (p. 15-50) through Enter, Change & Ship Orders (MENU OEMAIN). For details about order priorities, refer to Order Entry Options Maintenance (MENU XAFILE). *Valid Values:* 1 - 7 (2 @ N 1,0) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.
Enter	Press ENTER to confirm your selections. The Open Order Inquiry Screen (p. 15-7) will display the orders that match the selection criteria entered on this screen. If no orders are found that match the selection criteria, an error message will display.

Open Order Inquiry Screen



```
                                 OPEN ORDER INQUIRY

     C  Order                                                          Order
     O  No/Gen   Type  Status     WH Customer           Req Ship        Value
  1  1 02091/00 Order HOLD -- OM 3  Wheeling Financia  3/14/10          2.22
  2  1 02095/01 Order HOLD -- SP 3  Retail Informatio  2/17/10        294.70
  3  1 02118/00 Order PS Printed 1  Manufacturing Sol  2/21/10         73.40
  4  1 02120/00 Order PS Printed 3  Insurance Corp. o  2/21/10        444.48
  5  1 02502/00 Order RDY-Invoic 3  Bon Secour School  3/08/10      1,755.77

  6  1 02503/00 Order HOLD -- SP 3  Lithonia School D  3/08/10      9,751.51
  7  1 02504/00 Order RDY-Pckslp 1  Lebanon School De  3/08/10        916.12
  8  1 02505/00 Order HOLD -- SP 1  Attleboro School   3/08/10        599.96
  9  1 02506/00 Order RDY-Pckslp 1  Shelton School De  3/08/10      2,460.66
 10  1 02507/00 Order RDY-Pckslp 1  Smithfield School  3/08/10        214.22

 11  1 02509/00 Order RDY-Pckslp 1  Niagara Insurance  3/08/10        739.08
 12  1 02510/00 Order RDY-Pckslp 1  Newman Insurance   3/08/10      3,952.46
 13  1 02511/00 Order RDY-Pckslp 1  Financial Managem  3/08/10      3,395.24
 14  1 02512/00 Order RDY-Pckslp 1  Financial Technol  3/08/10        324.91
 15  1 02513/00 Order PS Printed 1  Financial Bookkee  3/08/10        626.51
                                                                          More...
Selection: _ .  F2=Cnc Date    F5=Ord Entry     F9=Ord Delete
 F3=Exit        F6=Ord Release F11=Mark/Unmark                   F12=Return
```

Open Order Inquiry Screen Expanded Fields with International Currency



```
                                 OPEN ORDER INQUIRY
        Order
   Co  No/Gen   Type  Status      WH  Req Ship  Cnc Date        Order Value  Cur
  1  2 BB023/00 Order RDY-Pckslp  2    3/16/10                        8.33  CA$
                 Coastal Resources
  2  2 BB024/00 Order RDY-Pckslp  2    3/14/10                    1,029.95  YN>
                 La Choy Food Services
  3  2 BB025/00 Order RDY-Pckslp  2    3/14/10                       12.29  DM#
                 Hamburg Press
  4  2 BB026/00 Order RDY-Pckslp  2    3/14/10                       67.12  PS<
                 Mexicali Officio
  5  2 BB027/00 Order RDY-Pckslp  2    3/14/10                        8.33  CA$
                 Coastal Resources
  6  2 BB030/00 Order RDY-Pckslp  2    3/29/10                  112,441.12  S>P
                 Spanish Office Products
  7  2 MO010/00 Mastr             2    3/29/10                       12.09  US$
                 Pittsburgh School Department
  8  2 01264/00 Order RDY-Pckslp  3   12/11/09                    1,597.70  US$
                 Pittsburgh School Department
  9  2 01265/00 Order RDY-Invoic  3   12/11/09                    2,828.36  US$
                 Petaluma School Department
                                                                          More...
Selection: _ .              F9=Ord Delete      F10=Ship To Cpy    F12=Return
 F3=Exit       F5=Ord Entry F6=Ord Release     F11=Mark/Unmark    F14=Lcl Cur
```

This screen appears after you press ENTER on the Open Order Inquiry Selection Screen (p. 15-3), F12=RETURN on the Create Multiple Ship-To Orders Screen (p. 15-14), F12=RETURN on the Order Display Screen (p. 15-17), and F10=END on theItem Detail Display Screen (p. 15-55).

This screen displays a summary line for each open order that matches the selection criteria entered on the initial screen that the user is authorized to view. Use this screen to select one or more open orders that you may want to inquire upon, maintain, release, copy, or delete.

Both the standard view and expanded fields view of the screen are shown above. The expanded fields view is activated through Expanded Fields Use (MENU XAFIL2). The expanded fields version is a 2-line format with the customer name displaying on the second line and the requested ship date and cancel date both displaying on the first line eliminating the need for the F2=CNC DATE / F2=REQ SHIP key.

The function of the F6=ORD RELEASE shown on this screen varies depending on the setting of the **Automatically Release Marked Orders** field in Order Entry Options Maintenance (MENU XAFILE). If this field is set to Y and you select (mark) one or more orders for release with F11=MARK/UNMARK, pressing F6=ORD RELEASE displays the following message: “Press the Order Release function key again to release the orders”. Pressing F6=ORD RELEASE again then allows for the release of the selected orders to occur automatically without any additional prompting. If the **Automatically Release Marked Orders** in Order Entry Options Maintenance (MENU XAFILE) is set to N, or left blank, and you select (mark) one or more orders for release via F11=MARK/UNMARK, pressing F6=ORD RELEASE displays the Order Release Screen (p. 7-5) where you can release each order individually. Refer to Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN) for an explanation of this screen.

NOTE: If the option to **Automatically Release Marked Orders** is set to Y but there are any orders that require you to intervene, the release process stops at the order and displays the Order Release Screen (p. 7-5) in Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN), where you are prompted as to the required action. If you press F6=ORD RELEASE to get the next order, the following message displays: “Press F6 again to auto-release the remainder of the marked orders.” After you press this key again the process continues automatically releasing any orders that follow.

NOTE: All dates will display in the **Default Date Format** for the user that generated the report, 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).

Open Order Inquiry Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The line number associated with the order. This number is keyed in the **Selection** field on the lower portion of the screen to select this order for further processing, depending on the function key used. Display
Co	The company number associated with the order. Display

Open Order Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Order No/Gen	The order number and generation. The generation is either the number of times the order has been backordered or 50 for the initial release of master blanket order. Display
Type	The order type; possible types consist of: • **Order** (sales order) • **Invce** (invoice) • **Futur** (future order) • **B/O** (backorder) • **Mstr** (master) • **Quote** (quotation) • **Retrn** (return) • **Blnkt** (blanket) Display
Status	The current status of the order: • **Rdy-Pckslp** (ready for pick list printing) • **Printing PS** (pick list currently printing) • **PS Printed** (pick list printed) • **RDY-Invoic** (ready for invoice printing) • **Rdy-Cnsldt** (ready for consolidated invoice printing) • **Printing In** (invoice currently printing) • **Inv Printd** (invoice printed) • **HOLD** (order is being held) • **In Use** (order is in use at another workstation) Display
WH	The warehouse from which the item is ordered. Display
Customer	The customer for whom the order was entered. The customer name displays on the second line when using expanded fields view. Display

Open Order Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Req Ship / Cnc Date	The date the customer requested the order to be shipped or the cancel date assigned to the order, if any, during order entry. You may toggle this field to display the requested ship date or cancel date by pressing F2=CNC DATE / F2=REQ SHIP. With expanded fields, both the requested ship date and the cancel date are displayed and the F2=CNC DATE / F2=REQ SHIP key is non-displayed. Display
Order Value	The total monetary amount or value of the order; the complete shipment is assumed. A negative sign (-) positioned after the value indicates a return or credit order. When International Currency is installed, this value will toggle between the company's local currency and the customer's trading currency amount. Display
Cur	This field only displays when International Currency is installed. The currency symbol for the order value. This field may be toggled with the F14=TRAD CURR / F14=LOCAL CURR key.
Selection	This field allows you to select an open order that you want to process further. Key the reference number associated with the open order you want to display in detail and press ENTER. The Order Display Screen (p. 15-17) will appear if you have designated not to **Skip Order Header for New Orders**, as defined through Order Entry Options Maintenance (MENU XAFILE). If you have designated to skip the header data, the Item Summary Display Screen (p. 15-27) will display instead. Key the reference number associated with the open order you want to maintain, release, delete, or copy and press the appropriate function key (F5=ORD ENTRY, F6=ORD RELEASE, F9=ORD DELETE, F10=SHIP TO CPY, or F11=MARK/UNMARK). (N 2,0) Optional
F2=Cnc Date / Req Ship	Press F2=CNC DATE / F2=REQ SHIP to toggle between the order's cancel date (if any) and the order's requested ship date assigned to the order through Enter, Change & Ship Orders (MENU OEMAIN). The **Req Ship** field on the top portion of this screen will change accordingly. F2=CNC DATE / F2=REQ SHIP only displays in standard screen mode.
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.

Open Order Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F5=Order Entry	This function key does not display if you are not authorized to Enter, Change & Ship Orders (MENU OEMAIN) through Application Authority Maintenance (MENU XASCTY). F5=ORDER ENTRY allows you to select an open order for maintenance. After you select an open order in the **Selection** field (by keying the reference number associated with the open order), press F5=ORDER ENTRY to access the Start Order Screen (p. 6-6) in Enter, Change & Ship Orders (MENU OEMAIN) to maintain the open order.
F6=Ord Release	This function key does not display if you are not authorized to Release Held Orders, Quotes, Backorders, & Futures (MENU OEMAIN) through Application Authority Maintenance (MENU XASCTY). F6=ORD RELEASE allows you to select one or more open orders for release without requiring any interaction from you depending on the setting of the **Automatically Release Marked Orders** field in Order Entry Options Maintenance (MENU XAFILE);.unless an error is detected when the order is being released. This allows for the release of orders in a more timely manner since you can release orders all at once instead of one at a time. After selecting an open order in the **Selection** field, press F6=ORD RELEASE to access the Order Release Screen (p. 7-5) in Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN), where you may release the selected order. NOTE: A message displays if the order(s) does not require release.
F9=Ord Delete	This function key does not display if you are not authorized to Delete Open Orders (MENU OEMAIN) as defined through Application Action Authority Maintenance (MENU XASCTY). F9=ORD DELETE allows you to access the Delete Open Orders Screen (p. 8-4) where you can delete the selected open order. After selecting an open order in the **Selection** field, press F9=ORD DELETE to access the Delete Open Orders Screen (p. 8-4) in Delete Open Orders (MENU OEMAIN), where you may delete the selected order.

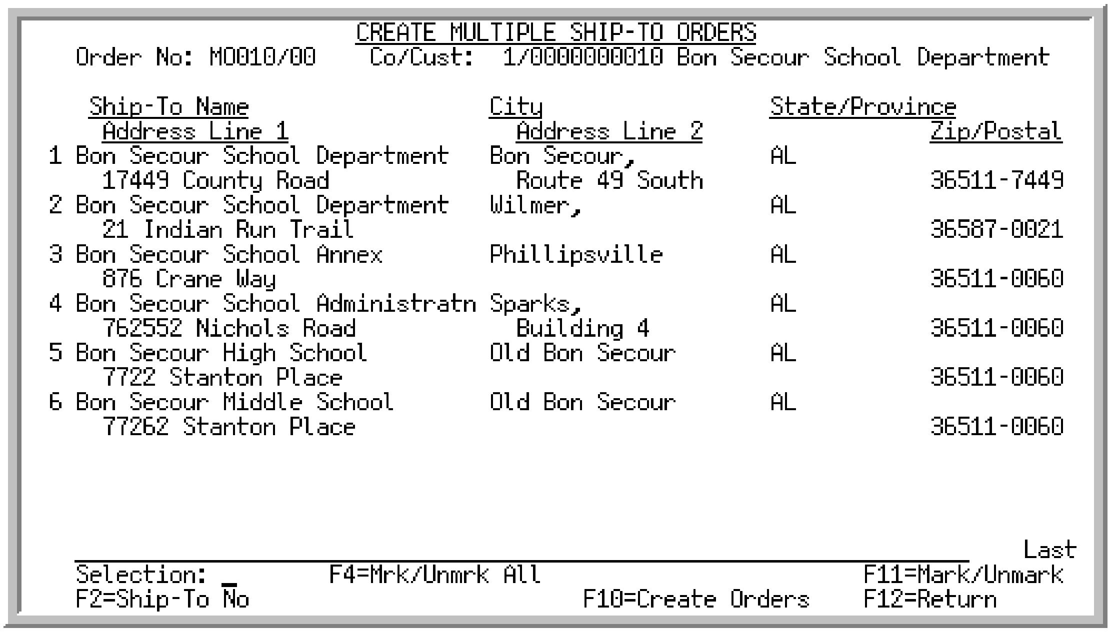
Open Order Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F10=Ship To Cpy	F10=SHIP TO CPY displays based on the **Allow Copy Master Order to Multiple Ship-To Address** application action defined through Application Action Authority Maintenance (MENU XASCTY). You can only copy non-blanket master orders for customers that have at least one ship-to address defined. To use F10=SHIP TO CPY you need to first key a reference number in the **Selection** field, then press F11=MARK/UNMARK to mark or unmark the master orders that will be copied. Once the master orders are marked, pressing F10=SHIP TO CPY will display the Create Multiple Ship-To Orders Screen (p. 15-14).To only select one master order, key a reference number in the **Selection** field and press F10=SHIP TO CPY and the Create Multiple Ship-To Orders Screen (p. 15-14) displays. If the order(s) selected do not meet the criteria for creating multiple ship-to orders, a message will be issued on this screen: the customer must have ship-to addresses defined and the order must be a (non-blanket order) master order.
F11=Mark/Unmark	F11=MARK/UNMARK allows you to mark or unmark an open order for a particular action. To use F11=MARK/UNMARK you need to first key a reference number in the **Selection** field, then press F11=MARK/UNMARK to mark or unmark the orders for a single action. After you mark the orders for action, press the function key that corresponds to the desired actions, such as F5=ORD ENTRY, F6=ORD RELEASE, F9=ORD DELETE or F10=SHIP TO CPY.
F12=Return	Press F12=RETURN to return to the Open Order Inquiry Selection Screen (p. 15-3).
F14=Trad Curr / Local Curr	F14=TRAD CURR / F14=LOCAL CURR only displays when International Currency is installed. Use F14=TRAD CURR / F14=LOCAL CURR to toggle the **Order Value** field between the company's local currency and currency symbol and the customer's trading currency and currency symbol.
F21=Customer Inquiry	Press this non-display F21=CUSTOMER INQUIRY to access the Customer Inquiry. Use this inquiry to display detailed accounts receivable information for a customer. Refer to the Accounts Receivable User Guide for information about the Customer Inquiry. If you key a selection number in the **Selection** field before you press F21=CUSTOMER INQUIRY, the customer associated with the selected order will default into the inquiry.

Open Order Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Enter	After selecting an open order in the **Selection** field, press ENTER to display the Order Display Screen (p. 15-17) if **Skip Order Header for New Orders** is N in Order Entry Options Maintenance (MENU XAFILE). If **Skip Order Header for New Orders** is Y, the Item Summary Display Screen (p. 15-27) will display instead.

Create Multiple Ship-To Orders Screen



```
                          CREATE MULTIPLE SHIP-TO ORDERS
   Order No: M0010/00     Co/Cust:  1/0000000010 Bon Secour School Department

    Ship-To Name                  City                State/Province
     Address Line 1                Address Line 2                 Zip/Postal
  1 Bon Secour School Department  Bon Secour,         AL
     17449 County Road             Route 49 South                 36511-7449
  2 Bon Secour School Department  Wilmer,             AL
     21 Indian Run Trail                                          36587-0021
  3 Bon Secour School Annex       Phillipsville       AL
     876 Crane Way                                                36511-0060
  4 Bon Secour School Administratn Sparks,            AL
     762552 Nichols Road           Building 4                     36511-0060
  5 Bon Secour High School        Old Bon Secour      AL
     7722 Stanton Place                                           36511-0060
  6 Bon Secour Middle School      Old Bon Secour      AL
     77262 Stanton Place                                          36511-0060




                                                                     Last
   Selection: _        F4=Mrk/Unmrk All                      F11=Mark/Unmark
   F2=Ship-To No                           F10=Create Orders F12=Return
```

This screen is available only if the user has access to this functionality through the **Allow Copy Master Order to Ship-To Addresses** field in Application Action Authority Maintenance (MENU XASCTY).

This screen displays after you select a master order (non-blanket master order) for a customer that has at least one ship-to address and press F10=SHIP TO CPY from the Open Order Inquiry Screen (p. 15-7).

Use this screen to mark one or more Ship-To addresses to be used to create duplicate sales orders for the customer and master order previously selected.

NOTE: To set final prices that will be copied to the new duplicate sales orders, you must use the **Override Code** O; otherwise Offline Order Entry will reprice the items using current prices and standard pricing logic.

Create Multiple Ship-To Orders Screen Fields and Function Keys

Field/Function Key	Description
Order No	The order number and generation of the selected master order. Display
Co/Cust	The company number, customer number, and customer name associated with this master order. Display

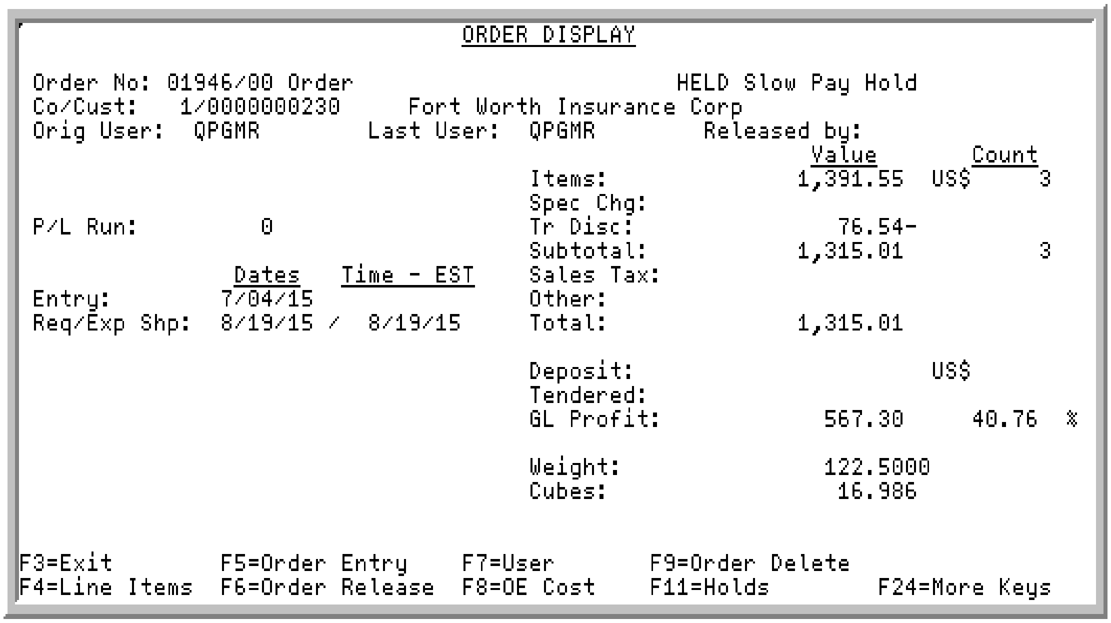
Create Multiple Ship-To Orders Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The line number associated with the order. This number is keyed in the **Selection** field on the lower portion of the screen to select a specific ship-to address. Display
Ship-To Name/Ship-To Number	The **Name** field of the shipping address record will toggle with the **Ship-To Number** with the F2=SHIP-TO NO / F2=SHIP-TO NAME key. Display
City	The **City** field of the shipping address record. Display
State/Province	The **State/Province** field of the shipping address record. Display
Address Line 1	The **Address Line 1** field of the ship-to address. Display
Address Line 2	The **Address Line 2** field of the ship-to address. Display
Zip/Postal	The **Zip/Postal** code field of the ship-to address. Display
Selection	Use this field to select a Ship-To Address location that will have a new sales order created from the specified master sales order shown at the top of the screen. Use with the F11=MARK/UNMARK key to individually choose multiple Ship-To Addresses. (N 2,0) Required/Optional
F2=Ship-To No	Press F2=SHIP-TO NO / F2=SHIP-TO NAME to toggle between displaying the Ship-To Number and the Ship-To Name fields.
F4=Mrk/Unmrk All	Press F4=MRK/UNMRK ALL to select and mark all the ship-to addresses for which new, duplicate orders will be created. Each selected ship-to's reference number will be highlighted. If ship-to addresses are already marked, press F4=MRK/UNMRK ALL to unmark all the ship-to addresses presented and the highlight will be removed from the reference number.
F6=Get Next Order	F6=GET NEXT ORDER only appears when more than one master order was selected on the Open Order Inquiry Screen (p. 15-7). It remains available as long as there is more than one master order left to be processed from the selection of master orders on the Open Order Inquiry Screen (p. 15-7).

Create Multiple Ship-To Orders Screen Fields and Function Keys

Field/Function Key	Description
F10=Create Orders	F10=CREATE ORDERS may be used when at least one Ship-To address has been marked. Press F10=CREATE ORDERS to create duplicate sales orders from the selected master order(s) for each ship-to marked. The *Creating Ship-To Orders.... Please Wait....* screen appears and your session will remain inhibited while this interactive process submits the master order information and the ship-to address information to Off-Line Order Entry for processing. You are then returned to the Open Order Inquiry Screen (p. 15-7). Refer to the Offline Order Entry Report (p. 11-3) that is generated to review the orders that were created and determine if there were any errors found in the process.
F11=Mark/Unmark	F11=MARK/UNMARK allows you to mark or unmark a Ship-To address for the copy marked orders functionality. To use F11=MARK/UNMARK you need to first key a reference number in the **Selection** field, then press F11=MARK/UNMARK to mark or unmark the order for the copy master orders functionality. Once all ship-to addresses for this master order are marked, press F6=GET NEXT ORDER if more than one master order was selected for processing; or press F10=CREATE ORDERS if all the master orders have been processed and you want to now create the duplicate sales orders.
F12=Return	Press F12=RETURN to return to the Open Order Inquiry Screen (p. 15-7) screen.

Order Display Screen



The Order Display Screen appears after you:

- select an open order and press ENTER on the Open Order Inquiry Screen (p. 15-7), if **Skip Order Header for New Orders** is N in Order Entry Options Maintenance (MENU XAFILE). Otherwise, the Item Summary Display Screen (p. 15-27) will display.
- press F12=RETURN on the Order Header Inquiry Screen (p. 15-45).
- key a V to view the sales order and press ENTER on the Work With Special Orders Screen (MENU POMAIN).

This screen also appears when you select an open order from the Customer Order/Shipment Inquiry Screen (p. 16-9). All further screens for the open order are part of the Open Orders Inquiry.

Use this screen to review the status information for the previously selected order. All fields on this screen are display only.

NOTE: The profit information on this screen is based only on the shipped values; it is not based on either the shipped or ordered values [as the End Order Screen (p. 6-248) uses] based on the **GM % for Hold based on** field in Order Entry Options Maintenance (MENU XAFILE).

Order Display Screen Fields and Function Keys

Field/Function Key	Description
Order Information	When the Consignment module is installed and the selected order is a consignment warehouse replenishment order, the message **Stock Transfer Order** will display above the **Order No** field.

Order Display Screen Fields and Function Keys

Field/Function Key	Description
Order No	This field displays the order number and generation. The generation number may represent the number of times this order was backordered. Generation number 50 indicates that this order is a release against a master blanket order. The type of order displays to the right of this number: **Order**, **Invoice**, **Master**, **B/O**, **Future**, **Return**, **Quote**.
Co/Cust	This field displays the company number and customer number associated with this order. The customer name displays to the right of the customer number.
Orig User	This field identifies the user who entered the order. If Point of Sale is installed, **POS*ORDR** will display in this field for orders entered through Point of Sale Entry (MENU PSMAIN). If Storefront is installed, **WEBORDER** will display in this field for orders submitted on-line.
Last User	This field identifies the last user who maintained the order.
Released by	This field identifies the user who last released the order from hold. The field will not display if the order was not on hold.
Picker	This field displays the ID of the picker that picked the selected order and only displays if the picker was added to the order.
Packer	This field displays the ID of the packer that packed the selected order and only displays if the packer was added to the order.
Driver	This field displays the ID of the driver for the selected order and only displays if the driver was added to the order.
P/L Run	If a Pick List has been printed, the pick list run number displays in this field.

Order Display Screen Fields and Function Keys

Field/Function Key	Description
Date Fields	The following dates may or may not display for the open order, depending on the order's status. If a date field listed below is not displayed on the screen, this indicates that the activity has not yet occurred or that a date has not been assigned to the order. • **Entry**: The date the order was entered. • **Req/Exp Shp**: There are two separate date fields: Requested Ship Date and Expected Ship Date. The **Requested Ship Date** is the date the customer requested that the order be shipped. The **Expected Ship Date** is the date the order is expected to be shipped based on inventory availability. If the **Expected Ship Date** field is blank, the requested date will also display as the expected date. Refer to the Order Header Screen (p. 6-18) for more information on these fields. • **Acknowledge**: The date the Acknowledgment was printed. • **Pick Slip**: The date the Pick List was printed. • **Ship**: The date the order was shipped. • **Invoice Prt**: The date the Invoice was printed. • **Due**: The date payment becomes due for the order. • **Cancel**: The date the order may be canceled, if the order has not yet been shipped on or before the requested ship date. • **Allocate**: The date on which inventory will be allocated for the order. This date appears for future orders for which an allocation date has been calculated. Allocation dates are used only if **Use Allocation Time Period** is set to Y in Warehouse Number File Maintenance (MENU IAFILE) for the warehouse for this order. The dates display using the **Default Date Format** for the user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Order Display Screen Fields and Function Keys

Field/Function Key	Description
Time/User Fields	These fields display the time an activity was completed or the user ID of the person who performed that activity. These fields are toggled with the F7=USER / F7=TIME key. Times or user IDs for the following activities may or may not display for an open order. If a field listed below is not displayed on the screen, this indicates that the activity has not yet occurred. Additionally, these fields may be blank for older orders because the activity occurred before Order Entry was enhanced to save these times and user IDs in the Order Header Files (ORHED and HSHED) (i.e., prior to Distribution A+ version 4.0). • **Entry**: The time the order was entered, or the user ID of the person who entered the order. • **Acknowledge**: The time the Acknowledgement was printed or the user ID of the person who printed the Acknowledgement. • **Pick Slip**: The time the Pick Slip was printed or the user ID of the person who printed the Pick Slip. • **Ship**: The time the order was ship confirmed or the user ID of the person who performed the shipping confirmation. • **Invoice Prt**: The time the Invoice was printed or the user ID of the person who printed the Invoice. All times are displayed in 24-hour (or military) time. For example, 8:15 a.m. appears as 8:15:00, while 8:15 p.m. appears as 20:15:00. All times are displayed in the user's default time zone. The code for the time zone in which times are displayed appears at the top of this column. Time zone codes are defined through Time Zone Codes Maintenance (MENU OEFIL3) and assigned to users through Register A+ User IDs (MENU XACFIG).
Items	The value of the line items and the total number of items in the order, based on the quantity that will be shipped. When International Currency is installed, the applicable currency symbol will display to the right of the **Items** value and will toggle with the F14=LOCAL CURR / F14=TRAD CURR key to view this field in the company's local currency or the trading currency used for the order.
Spec Chg	The value of and number of special charges that were added to the order. When International Currency is installed, this field will toggle with the F14=LOCAL CURR / F14=TRAD CURR KEY to view values in the company's local currency or the trading currency used for the order.

Order Display Screen Fields and Function Keys

Field/Function Key	Description
Tr Disc	The trade discount amount applied to the order. When International Currency is installed, this field will toggle with the F14=LOCAL CURR / F14=TRAD CURR KEY to view values in the company's local currency or the trading currency used for the order.
Subtotal	The value of the order and the total number of lines in the order prior to taxes and other charges. NOTE: If messages were added, the total number of lines may be greater than the number of items. When International Currency is installed, this field will toggle with the F14=LOCAL CURR / F14=TRAD CURR KEY to view values in the company's local currency or the trading currency used for the order.
Sales Tax	This field represents the sales tax amount applied to the order. NOTE: This field displays as **Sales Tax** only if the tax body code assigned to the order is set to N for the **Goods/Services Tax** field in Tax Body Maintenance (MENU OEFILE). When International Currency is installed, this field will toggle with the F14=LOCAL CURR / F14=TRAD CURR KEY to view values in the company's local currency or the trading currency used for the order.
GST	The goods and services tax amount applied to the order. NOTE: This field displays in place of the **Sales Tax** field if **Use GST/PST Taxing** is set to Y through System Options Maintenance (MENU XAFILE) and the tax body on the order is for GST or PST by setting the **Goods/Services Tax** field in Tax Body Maintenance (MENU OEFILE) to Y. When International Currency is installed, this field will toggle with the F14=LOCAL CURR / F14=TRAD CURR KEY to view values in the company's local currency or the trading currency used for the order.
Other PST/Other	The **Other** field represents the combination of container charges and federal excise tax. NOTE: **PST/Other** displays in place of the **Other** tax field if **Use GST/PST Taxing** is set to Y through System Options Maintenance (MENU XAFILE). When the field heading is **PST/Other**, this field represents the combination of Provincial Sales Tax and container charges. When International Currency is installed, this field will toggle with the F14=LOCAL CURR / F14=TRAD CURR KEY to view values in the company's local currency or the trading currency used for the order.

Order Display Screen Fields and Function Keys

Field/Function Key	Description
Total	The total monetary value of the order. When International Currency is installed, this field will toggle with the F14=Local Curr / F14=Trad Curr key to view values in the company's local currency or the trading currency used for the order.
Deposit	The monetary amount received as a partial payment. When International Currency is installed, the applicable currency symbol will display to the right of the **Deposit** value and will toggle with the F14=Local Curr / F14=Trad Curr key to view values in the company's local currency or the trading currency used for the order.
Tendered	The monetary amount received in payment for cash payment types. When International Currency is installed, this field will toggle with the F14=Local Curr / F14=Trad Curr key to view values in the company's local currency or the trading currency used for the order.
GL Profit / OE Profit	This field displays only if a user has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). The default display of these fields is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed. If a user does not have authority, then no cost will be shown on this screen. When International Currency is installed, this field only displays in the company's local currency. These fields display the GL or OE gross profit margin of the sale for the customer, as toggled with the F8=GL Cost / F8=OE Cost function key. Both the monetary amount (price less cost) and profit percentage display. The profit information on this screen is based only on the shipped values; it is not based on either the shipped or ordered values [as the End Order Screen (p. 6-248) uses] based on the **GM % for Hold based on** field in Order Entry Options Maintenance (MENU XAFILE).
Boxes	Note: This field displays only if Warehouse Management is installed, **Track Boxes** is Y in Warehouse Management Options Maintenance (MENU WMFILE), and Distribution A+ assigned a Box ID to the contents of the order. The number of boxes shipped, if any, displays in this field.

Order Display Screen Fields and Function Keys

Field/Function Key	Description
Weight	The total weight of the items in the order. This value is calculated using the **Weight** field from the Item Master File (ITMST) multiplied by the shipped quantity.
Cubes	The size of the item in cubes. This value is calculated using the **Size** field from the Item Master File (ITMST) multiplied by the shipped quantity.
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.
F4=Line Items	Press F4=LINE ITEMS to display the Item Summary Display Screen (p. 15-27).
F5=Order Entry	F5=ORDER ENTRY does not appear on this screen if: • you accessed this screen through Item Inquiry or Work With Special Orders (MENU POMAIN) • you are not authorized to Enter, Change & Ship Orders (MENU OEMAIN) through Application Authority Maintenance (MENU XASCTY) Press F5=ORDER ENTRY to alter this order. The Start Order Screen (p. 6-6) will appear. NOTE: The display of this function key is abbreviated if MaxRecall is activated through Activate Run MaxRecall (MENU XAMFILE).
F6=Order Release	F6=ORDER RELEASE does not appear on this screen • if you accessed this screen through Item Inquiry or Work With Special Orders (MENU POMAIN) • you are not authorized to Release Held Orders, Quotes, Backorders, & Futures (MENU OEMAIN) through Application Authority Maintenance (MENU XASCTY). Press F6=ORDER RELEASE to release this order. The Order Release Screen (p. 7-5) will appear.
F7=User / F7=Time	Press F7=USER / F7=TIME to toggle between the times of completion for each activity that has been completed or the user IDs of the persons performing these activities.

Order Display Screen Fields and Function Keys

Field/Function Key	Description
F8=OE Cost / F8=GL Cost	Press F8=OE COST / F8=GL COST to toggle between the Order Entry (OE) and General Ledger (GL) cost values for the customer in the **OE Profit** or **GL Profit** field. The display of the field changes accordingly and the Profit and Profit Percentage will reflect either the OE cost or GL cost values. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F9=Order Delete	F9=ORDER DELETE does not appear on this screen if: • you accessed this screen through Item Inquiry or Work With Special Orders (MENU POMAIN) • you are not authorized to Delete Open Orders (MENU OEMAIN) through Application Authority Maintenance (MENU XASCTY). Press F9=ORDER DELETE to delete this order. The Delete Open Orders Screen (p. 8-4) will appear.
F11=Holds	F11=HOLDS only displays if the order has been put on hold at any point in time. Press F11=HOLDS to display the Order Hold Code Summary Screen (p. 6-243), where you can review all hold codes that apply to this order.
F12=Return	Press F12=RETURN to return to the Open Order Inquiry Screen (p. 15-7).
F13=Box Inquiry	F13=BOX INQUIRY only displays if Warehouse Management is installed, **Track Boxes** is Y in Warehouse Management Options Maintenance (MENU WMFILE), and Distribution A+ assigned a Box ID to the contents of the order. F13=BOX INQUIRY will display in a non-warehouse environment if EDI is installed and you are using EDI boxing, as determined through the **Track Box** option in EDI Options Maintenance (MENU EIMAIN). Press F13=BOX INQUIRY to display detailed information about the box associated with this order as well as the contents of the box. The Box List Screen (p. 16-47) will appear.
F14=Local Curr/Trad Curr	Press F14=LOCAL CURR / F14=TRAD CURR to view values in the company's local currency or in the trading currency used for the order.

Order Display Screen Fields and Function Keys

Field/Function Key	Description
F16=Curr Inf	F16=CURR INF only displays when International Currency is installed. The Currency Information Screen pop-up appears showing the **Trading Currency Code** and description for the order with the **Exchange Rate**, **Exchange Rate Date**, and the **Lock Date** used for this order. Refer to the International Currency User Guide for more information on this screen.
F18=Activity	F18=ACTIVITY only displays if **Track Order Activity** is Y in Order Entry Options Maintenance (MENU XAFILE). Press F18=ACTIVITY to display the Order Activity Screen (p. 15-31). This screen lists the actions taken on an order with the date, time, and user ID of each action.
F19=CC Tran Inq or F19=CC	F19=CC TRAN INQ appears only if: • Electronic Payments has been activated through Activate Credit Card Company Options (MENU EPFILE) • the user has access to the **Allow Access to Credit Card Inquiry** through Application Action Authority Maintenance (MENU XASCTY) • you are part of the user group specified in the **Authorized Users** field through Application Action Authority Maintenance (MENU XASCTY) Also, if MaxRecall is activated through Activate Run MaxRecall (MENU XAMFILE), this function key text will display as F19=CC instead of F19=CC TRAN INQ. Press F19=CC TRAN INQ / F19=CC to access the Credit Card Transaction Inquiry.
F20=Max	F20=MAX appears only if MaxRecall is activated through Activate Run Max-Recall (MENU XAMFILE). Press F20=MAX to automatically launch MaxRecall (the ORDFLD query will display the Order folder). All documents will be extracted and displayed that were related to the order. Refer to MaxRecall Query Definition Maintenance (MENU XAMFILE) for further details.

Order Display Screen Fields and Function Keys

Field/Function Key	Description
F24=More Keys	Press F24=MORE KEYS to show additional function keys also available on this screen. A new function key panel will display. NOTE: All available function keys can be pressed regardless of which view of the function keys is displaying. For example, if you have pressed F24=MORE KEYS to access additional function keys, and the F8=OE COST/F8=GL COST toggle function key no longer appears on the screen, you will still be able to toggle between the OE and GL cost using F8 even though the function key is not appearing on the screen.
Enter	Press ENTER to display the Order Header Inquiry Screen (p. 15-45).

Item Summary Display Screen

```
    Order No: 02866/00    Co/Cust:  1/0000000601 Roman Holiday Travel Service
    Italian Lira
                                                         Cust
                                Quantity      Quantity   Ord        Sell Price
Ln Item No/Description          Ordered       Shipped    U/M        Rtn Rsn/Seg
1 A140                             3.000         3.000   EA       11,295.00000
     3-Ring Binder - 1" Red                                                  1
2 A160                             5.000         5.000   EA       11,295.00000
     3-Ring Binder - 1" Blue                                                 2
3 /
     Customer would like an email wh en this order ships.                    3
4 A170                             1.000         1.000   EA
 *P* 3-Ring Binder - 2" Blue                                                 9
5 /1                                                             234,240.00000
     Freight Out - estimated                                                10
6 J006                             2.000         2.000   CAS      32,823.00000
 *P* Dart Small Drink Cup 6oz       25/bag, 1000/case                       11
7 J007                             2.000         2.000   CAS       7,020.00000
 *P* Dart Small Drink Cup Lids 6oz  100/bag, 1000/case                      12
8 J008                             2.000         2.000   CAS      37,249.00000
 *P* Dart Small Drink Cup 8oz       25/bag, 1000/case                       13
                                                                       More...
Selection: _       Locate Item: ..........................      Top: ......
                                                             F18=Our Ord U/M
 F2=Orig Item     F3=Exit       F10=End Display    F12=Return    F14=Lcl Curr
```

This screen appears after selecting an open order and pressing ENTER on the Open Order Inquiry Screen (p. 15-7) if **Skip Order Header for New Orders** is Y in Order Entry Options Maintenance (MENU XAFILE), pressing F4=LINE ITEMS on the Order Display Screen (p. 15-17), pressing ENTER on the Order Header Inquiry Screen (p. 15-45) if **Show Second Header Screen** is N in Order Entry Options Maintenance (MENU XAFILE), pressing ENTER on the Second Order Header Inquiry Screen (p. 15-50), or pressing ENTER on the Item Detail Display Screen (p. 15-55).

Use this screen to review a summary line of information for each line item contained in the order. You also may select to view any of the summary lines in detail.

Item Summary Display Screen Fields and Function Keys

Field/Function Key	Description
Order No	This field displays the order number and generation. The generation number may represent the number of times this order was backordered. Generation number 50 indicates that this order is a release against a master blanket order. Display
Co/Cust	This field displays the company number and customer number associated with this order. The customer name displays to the right of the customer number. Display

Item Summary Display Screen Fields and Function Keys

Field/Function Key	Description
(Currency Description)	This field only displays when International Currency is installed. The currency description may be toggled with the F14=TRAD CURR / F14=LOCAL CURR key to display the description of the trading currency used for the order or the description of the company's local currency. Display
Ln	The reference number associated with the item. This number is keyed in the **Selection** field on the lower portion of the screen. Display
P	The promotion flag. If an item or special charge discount was added to the order as a result of a promotion, a promotion flag (*P*) will display before the item description. Display
Item No/Description	The item number and corresponding description (displayed below the item number). This field will toggle with the F2=ORIG ITEM / F2=OUR ITEM key to display the original item number and description which could be the customer/item number or the original item requested by the customer before it was "replaced" with the shipping item. Special charges and comments also display in this field. The order charges and comments display beginning with a slash (**/**) and the line charges and comments display beginning with an ampersand (**&**). The special charge description and comment text display on the second line of the display. Display
Quantity Ordered	The quantity of the item ordered in either "our" stocking unit of measure or the customer's unit of measure (if any), as toggled with F18=OUR ORD U/M / F18=CUS ORD U/M key. Display
Quantity Shipped	The quantity of the item shipped in either "our" unit of measure or the customer's unit of measure (if any), as toggled with the F18=OUR ORD U/M / F18=CUS ORD U/M key. Display

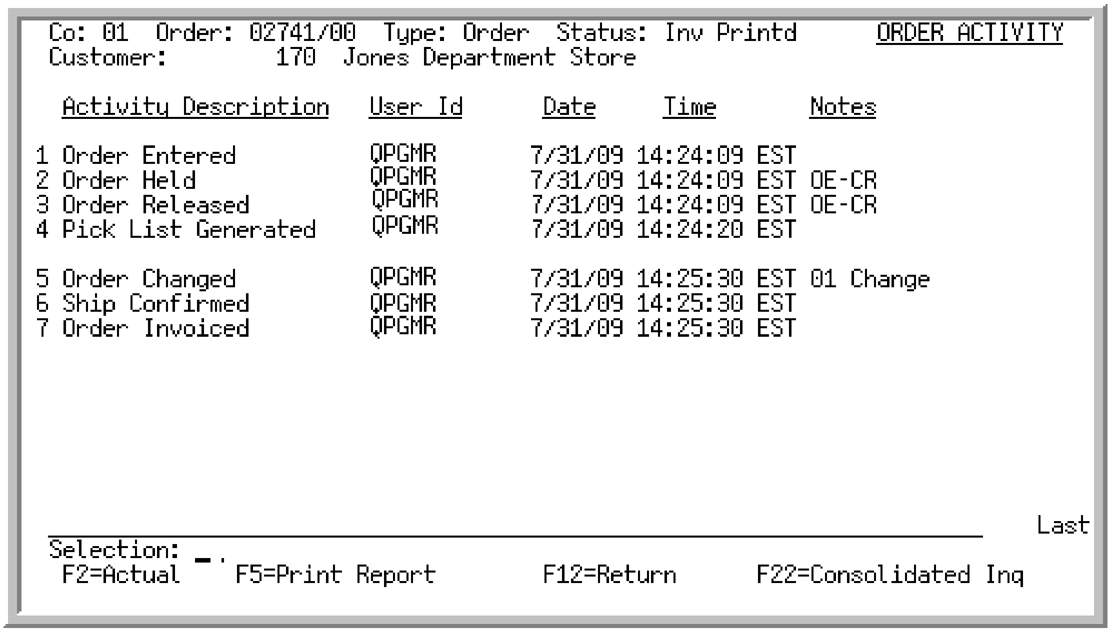
Item Summary Display Screen Fields and Function Keys

Field/Function Key	Description
U/M / Cust Ord U/M	The item's ordering unit of measure: either the stocking unit of measure or the customer's unit of measure (if any), as toggled with the F18=OUR ORD U/M / F18=CUS ORD U/M key. NOTE: If an additional unit of measure is used when this field displays as "U/M" on this screen, the conversion (relation) will be based on this additional unit of measure as set up in the Item Master File. Also note this key only applies if Order Entry Options Maintenance (MENU XAFILE) **Show Prices in Order Entry** are set to O (ordering); if Order Entry Options **Show Prices in Order Entry** are set to P (pricing), only the pricing unit of measure will be presented; the F18=OUR ORD U/M / F18=CUS ORD U/M key is not applicable. Display
Sell Price	The item's actual selling price in either "our" stocking unit of measure or the customer's unit of measure (if any), as toggled with the F18=OUR ORD U/M / F18=CUST ORD U/M key. The sell price will display in high intensity when the item's pricing has been overridden. When the line is a special charge, the amount of the special charges for this order also display in this column. When International Currency is installed, the sell price may be toggled with the F14=TRAD CURR / F14=LOCAL CURR key to display the item sell prices in the trading currency used for the order or in the company's local currency NOTE: Some prices in this column may be too large for display and will therefore appear as 999999.99999. To view actual values, select the line and press ENTER to access the Item Detail Display Screen (p. 15-55). Display
Rtn Rsn	The return reason code for the returned items in the order. The return reason code is from the Order Detail File (ORDET). Display
Seq	The sequence in which the items were entered into the order. Display
Selection	This field allows you to select an item that you want to display in detail. Key the reference number (displayed in the **Ln** column) associated with the item and press ENTER. The Item Detail Display Screen (p. 15-55) will appear. (N 1,0) Optional

Item Summary Display Screen Fields and Function Keys

Field/Function Key	Description
Locate Item	Use this optional field to locate an item number within an order. Key all or part of the item number and press ENTER. If the item is found in the order, it will display on the top portion of this screen. (A 27) Optional
Top	This field (used for sequencing) allows you to select the item you want to display on the first line of this screen. Key the sequence number (displayed in the **Seq** column) that you want to display first and press ENTER. If the exact sequence number keyed is not found, the line with the closest sequence number will be positioned to the top of the screen. (N 5,0) Optional
F2=Orig Item / Our Item	Use F2=ORIG ITEM / F2=OUR ITEM as a toggle to display either the original item number or our item number.
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.
F10=End Display	Press F10=END DISPLAY to display the Open Order Inquiry Screen (p. 15-7).
F12=Return	Press F12=RETURN to display the Order Header Inquiry Screen (p. 15-45).
F14=Trad Curr / Local Curr	F14=TRAD CURR / F14=LOCAL CURR only displays when International Currency is installed. Use F14=TRAD CURR / F14=LOCAL CURR to toggle the **Sell Price** field between the company's local currency and the customer's trading currency. The currency description displayed under the **Order No** field will change to display the currency description of the currency being displayed.
F18=Our Ord U/M / Cust Ord U/M	Use F18=OUR ORD U/M / F18=CUST ORD U/M to toggle to display either the stocking unit of measure or the customer's unit of measure (if any) and pricing information. The values in the **Quantity Ordered** and **Quantity Shipped** fields will display in the U/M you choose with this key. A default unit of measure may be defined for a customer and item through Customer/Item Dft U/M Maintenance (MENU ARFIL2). Refer to the Accounts Receivable User Guide for more information.
Enter	Press ENTER after selecting an item to display in detail. The Item Detail Display Screen (p. 15-55) will appear.

Order Activity Screen



This screen is available only if the **Track Order Activity** field is set to Y in Order Entry Options Maintenance (MENU XAFILE).

This screen displays after you press F18=ORDER ACTIVITY on any of the following Order Entry screens:

- Order Display Screen (p. 15-17)
- Order Header Inquiry Screen (p. 15-45)
- Invoice Display Screen (p. 16-28)
- Deleted Orders Analysis Inquiry Screen (p. 100-9)

NOTE: All dates will display in the **Default Date Format** for the user that generated the report, 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).

This screen lists each action taken on the 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).

The system makes an entry in the Order Activity 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 F6=ORD RELEASE 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.

If the **Function** field is set to C or S on the Start Order Screen (p. 6-6) in Enter, Change & Ship Orders (MENU OEMAIN), the activity of several fields throughout the order entry process are tracked for changes. The Order Activity Screen (p. 15-31) 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 (p. 15-36). For further details about the specific fields that are tracked, refer to Order Entry Options Maintenance (MENU XAFILE) in the Cross Applications User Guide.

If the **Function** field is set to C on the Start Order Screen (p. 6-6) and a change is made to the order which results in the order being split, the Order Activity Screen displays a line of information indicating that the order has been split, followed by another line below it indicating that the order has changed. During the splitting of this order, a line item is removed from one order and placed on another order.

Order Activity Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number associated with this order. Display
Order	The order number and generation. Display
Type	The order type. Possible types include: • **Invce** (invoice) • **Futur** (future order) • **B/O** (backorder) • **Mstr** (master) • **Quote** (quotation) • **Retrn** (return) • **Blnkt** (blanket) Display

Order Activity Screen Fields and Function Keys

Field/Function Key	Description
Status	The current status of the order. The status can be: • **Rdy-Pckslp** (ready for pick list printing) • **Printing PS** (pick list currently printing) • **PS Printed** (pick list printed) • **RDY-Invoic** (ready for invoice printing) • **Rdy-Cnsldt** (ready for consolidated invoice printing) • **Printing In** (invoice currently printing) • **Inv Printd** (invoice printed) • **HOLD** (order is being held) • **Deleted** (order was deleted) • **In Use** (order is in use at another workstation) Display
Customer	The customer number and customer name for this order. Display
(Reference Number)	The reference number associated with the activity. This number is keyed in the **Selection** field on the lower portion of the screen. Display
Activity Description	The action that was performed, such as: • Order Entered • Order Held • Order Released • Order Changed • Order Split • Pick List Generated • Pick List Split • Order Invoiced • Ship Confirmed Display
User Id	The user ID of the person or process that performed this action. Display
Date	The date the action occurred. You can toggle the display to show the date in the time zone where the action occurred by pressing the F2=ACTUAL / F2=USER key. Display

Order Activity Screen Fields and Function Keys

Field/Function Key	Description
Time	The time the action occurred. You can toggle the display to show the time in the time zone where the action occurred by pressing the F2=ACTUAL / F2=USER key. Display
Notes	This column provides additional detail about the activity. For example, if the entry in the Activity/Description column is Order Held, this column displays which Distribution A+ module put the order on hold and the hold code. If the Activity Description column is Order Changed, this column will display the number of changes that were tracked during the change order process. Display
Selection	Use this field to select an activity for which to display detailed information. The Order Activity Detail Screen (p. 15-36) will appear. Detailed information is available for viewing only if **Order Changed** displays under the **Activity Description** column and one or more changes display under the Notes column. Key the reference number associated with the activity and press ENTER. (N 2,0) Optional
F2=Actual/User	Press F2=ACTUAL / F2=USER to toggle between displaying the times and dates of activities in the time zone in which the activity actually occurred and your default time zone. For example, an order was entered at the company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the order from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. When this function key shows as F2=ACTUAL, the time of order entry will display as 11:00 PST (the time in your time zone). Pressing F2=ACTUAL will display the order entry time as 14:00 (the time in the time zone where the activity occurred) and the time zone code as EST.
F5=Print Report	Press F5=PRINT REPORT to print the list of activities for this order. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen. After you press ENTER on the Report Options Screen, the Order Activity Report (p. 15-71) is submitted to the your default output queue for printing.
F12=Return	Press F12=RETURN to return to the previous screen.
F22=Consolidated Inq	Press F22=CONSOLIDATED INQ TO display the Consolidated Order Review Screen (p. 16-18) which displays the line items for all generations of an order and for all split orders. When you are viewing order activity for any part of a split order, pressing F22=CONSOLIDATED INQ TO lets you look at all of the items on the original parent order, before the split.

Order Activity Screen Fields and Function Keys

Field/Function Key	Description
Enter	After selecting an order in the **Selection** field, press ENTER to display the Order Activity Detail Screen (p. 15-36).

Order Activity Detail Screen

```
                              ORDER ACTIVITY DETAIL
Co: 01  Order: 01837/01  Type: Order  Status: Inv Printd   User: APDEMO06
Customer:       110  Financial Technologies         Changed:  1/27/14 21:07:23
Field/Change          Item Number/Description
   New Value                         Old Value
FOB Code
   10
Expected Ship Date
   12/11/11                          00/00/00
Actual Sell Price     A260 - #6 3/4 White Envelopes - 20# Bond 500/Box
   8.31720                           9.56000
GL System Cost        A260 - #6 3/4 White Envelopes - 20# Bond 500/Box
   17.14567                          5.98000
Expected Ship Date    A260 - #6 3/4 White Envelopes - 20# Bond 500/Box
   12/11/11                          00/00/00
OE System Cost        A260 - #6 3/4 White Envelopes - 20# Bond 500/Box
   17.17654                          5.98000




                                                                    Last
                                                                F12=Return
```

This screen appears after you select an order activity reference number and press ENTER on the Order Activity Screen (p. 15-31). This screen displays detailed information of the selected activity.

All the fields on this screen are display only.

All before and after values will be cleared if the field description matches any one of these values and the user is not authorized to **Display GL Cost** (as defined through Application Action Authority Maintenance (MENU XASCTY)):

- GL Cost
- GL Invoice Cost
- GL System Cost
- Ext GL Order Cost
- Cost
- Invoice Cost
- System Cost
- Extended Order Cost
- Inventory Cost
- Trading Actual Cost

All before and after values will be cleared if the field description matches any one of these values and the user is not authorized to **Display OE GL Cost** (as defined through Application Action Authority Maintenance (MENU XASCTY)):

- OE Cost

- OE Invoice Cost
- OE System Cost
- Ext OE Order Cost

All before and after values will be cleared if the field description matches any one of these values and the user is not authorized to **Display Commission Cost** (as defined through Application Action Authority Maintenance (MENU XASCTY)):

- Commission Cost

Refer to Detailed Order Activity Tracking (p. 1-11) for a list of fields that are tracked for changes.

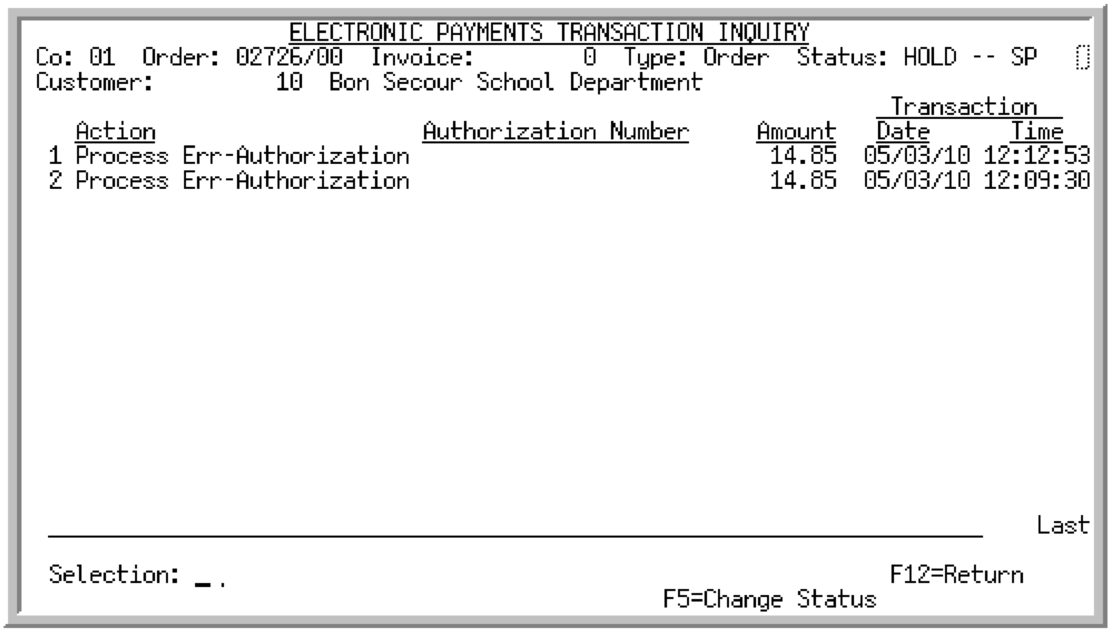
Order Activity Detail Screen Field and Function Keys

Field/Function Key	Description
Co	The company number associated with this order.
Order	The order number and generation.
Type	The order type. Possible types include: • **Invce** (invoice) • **Order** • **Futur** (future order) • **B/O** (backorder) • **Mastr** (master) • **Quote** (quotation) • **Retrn** (return) • **Blnkt** (blanket)
Status	The current status of the order. The status can be: • **Rdy-Pckslp** (ready for pick list printing) • **Printing PS** (pick list currently printing) • **PS Printed** (pick list printed) • **RDY-Invoic** (ready for invoice printing) • **Rdy-Cnsldt** (ready for consolidated invoice printing) • **Printing In** (invoice currently printing) • **Inv Printd** (invoice printed) • **HOLD** (order is being held) • **In Use** (order is in use at another workstation)
User	The user ID of the person or process that completed the specific activity.
Customer	The customer number and customer name for this order

Order Activity Detail Screen Field and Function Keys

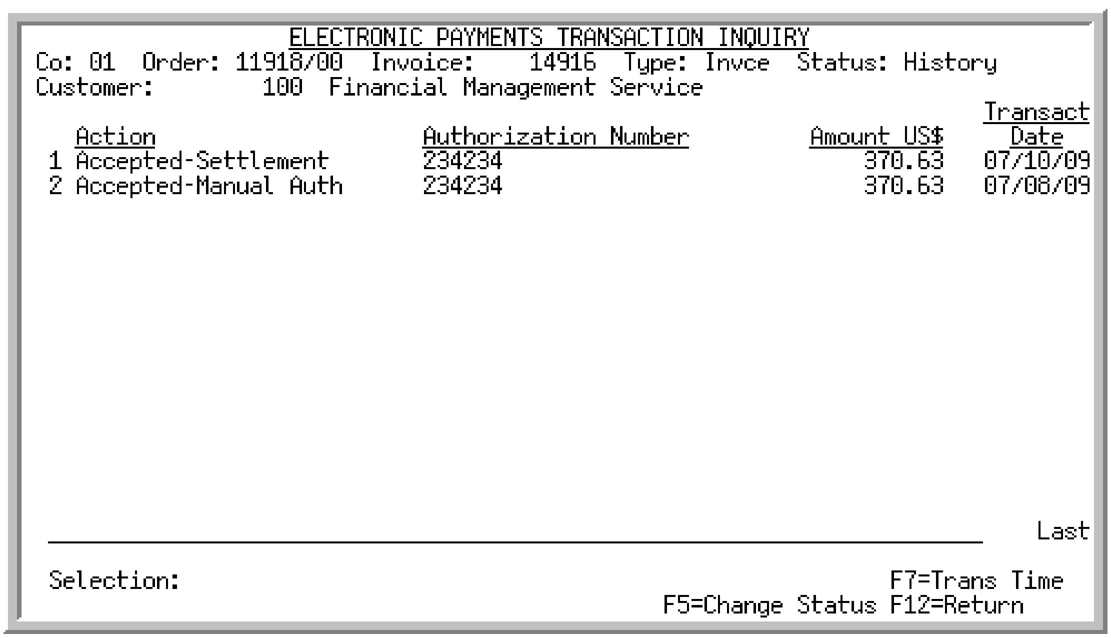
Field/Function Key	Description
Changed	The date and time that this change activity was made to the order.
Field/Change	The name of the field that changed (i.e., **Carrier Code**, **Base Price**, etc.) or a description of the change (i.e., **Line Added**, **Line Deleted,** etc.).
Item Number/ Description	If a change was made to an item, the item number and item description will display. If a change was made to a special charge, the description of the special charge will display. If a change was made to a field on the Order Header Inquiry Screen (p. 15-45) or Second Order Header Inquiry Screen (p. 15-50), no information will display.
New Value	The current value of the changed field, which is listed under the **Field/ Change** column.
Old Value	The previous value of the changed field, which is listed under the **Field/ Change** column. NOTE: For automatically deleted lines, the **Field/Change** area shows **Line Del - nnnn** (where nnnn is the number of the MIC message that explains the reason for the deletion) and the **New Value** area shows part of the MIC message. To view the entire message, key DSPMSGD RANGE (USRnnnn) MSGF(DWERR) on a command line.
F12=Return	Press F12=RETURN to return to the Order Activity Screen (p. 15-31).

Electronic Payments Transaction Inquiry Screen



```
                    ELECTRONIC PAYMENTS TRANSACTION INQUIRY
Co: 01  Order: 02726/00  Invoice:        0  Type: Order  Status: HOLD -- SP
Customer:        10  Bon Secour School Department
                                                                Transaction
   Action                         Authorization Number     Amount   Date      Time
 1 Process Err-Authorization                                14.85  05/03/10 12:12:53
 2 Process Err-Authorization                                14.85  05/03/10 12:09:30

                                                                          Last
 Selection: _ .                                                   F12=Return
                                                 F5=Change Status
```

Electronic Payments Transaction Inquiry Screen Expanded Fields



```
                    ELECTRONIC PAYMENTS TRANSACTION INQUIRY
Co: 01  Order: 11918/00  Invoice:    14916  Type: Invce  Status: History
Customer:       100  Financial Management Service
                                                                      Transact
   Action                         Authorization Number        Amount US$   Date
 1 Accepted-Settlement            234234                          370.63  07/10/09
 2 Accepted-Manual Auth           234234                          370.63  07/08/09

                                                                          Last
 Selection:                                                       F7=Trans Time
                                                 F5=Change Status F12=Return
```

Both the standard and expanded fields view of the screens are shown above. The expanded fields view is activated through Expanded Field Use (MENU XAFIL2).

This screen appears after you press the F19=CC TRAN INQ / F19=CC key on the Order Display Screen (p. 15-17), the Invoice Display Screen (p. 16-28), or in the Point of Sale Inquiry from the Credit Card Payment Screen. This screen displays the transaction information for the credit card payment.

Important

If the status is “Mark for Settlement” and VeriSign Merchant is being used, “Mark for Settlement” refers to VeriSign Delayed Capture Status while “Settlement” refers to when the settlement reports print. With VeriSign, you do not initiate a Settlement batch. Instead, VeriSign will automatically settle credit card batches with your authorization network on a nightly basis.

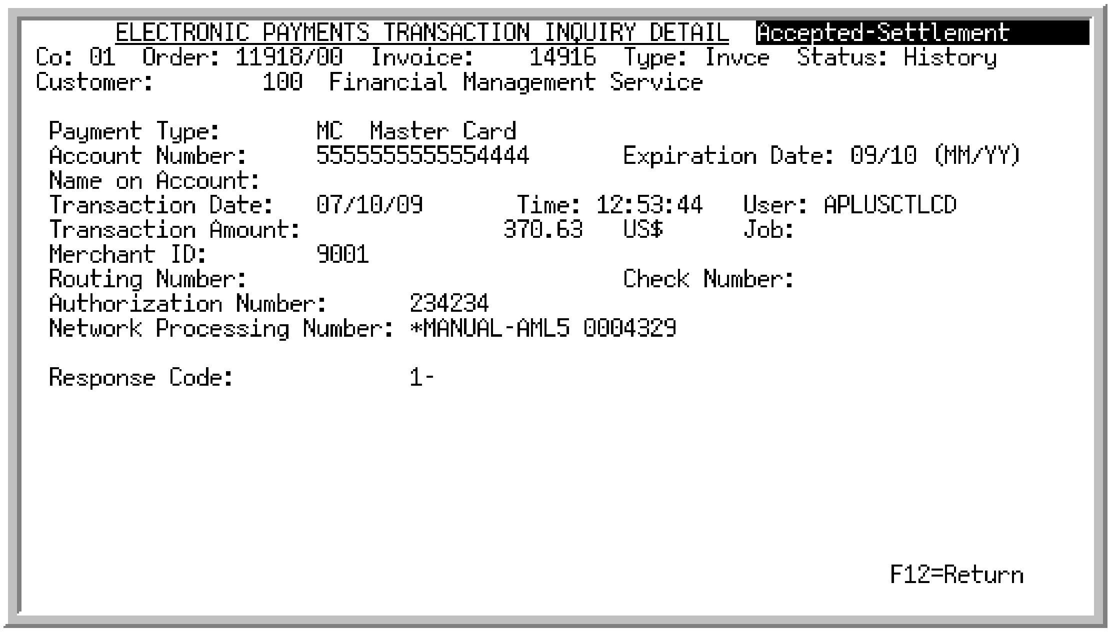
Electronic Payments Transaction Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Headings	For order payments, the company, order number/generation, order type, and status display at the top of the screen. For accounts receivable payments, the company, invoice number, and invoice type display at the top of the screen. For finance charge invoices, **FinCh** will display in the **Type** field. For all other invoices, the field will be blank.
(Reference Number)	Key this number in the **Selection** field to select the associated electronic payment transaction for detailed review.
Action	The status of the specific transaction.
Authorization Number	Displays the authorization number assigned to this transaction from the processing network.
Amount	The amount of the specific transaction. When International Currency is installed, the **Currency Symbol** is displayed with the column heading.
Transaction Date and Time	The date and time the transaction occurred. With expanded fields view, only one of these columns will display. Use the F7=TRANS TIME / F7=TRANS DATE to toggle between displaying the transaction date or the transaction time.
Selection	Use this field to select a transaction from the list for detailed review. Key the reference number associated with the transaction you want to review and press ENTER. (A 1) Optional

Electronic Payments Transaction Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F5=Change Status	F5=CHANGE STATUS displays only if you are authorized to change the status of an EP transaction, as determined through Application Action Authority Maintenance (MENU XASCTY). Only an Administrator should have the authority to use this key. After entering a reference number in the **Selection** field on this screen, press F5=CHANGE STATUS to change the status of the EP transaction. The EP Change Status Maintenance Screen will display. Refer to the Electronic Payments Transaction Inquiry Screen of the EP Inquiry (MENU EPMAIN) for details on this screen.
F7=Trans Time/Trans Date	F7=TRANS TIME / F7=TRANS DATE displays only in expanded fields view. Press F7=TRANS TIME / F7=TRANS DATE to toggle between displaying the date and time the transaction occurred.
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to confirm your selection.

Electronic Payments Transaction Inquiry Detail Screen



```
      ELECTRONIC PAYMENTS TRANSACTION INQUIRY DETAIL  Accepted-Settlement
Co: 01  Order: 11918/00  Invoice:    14916  Type: Invce  Status: History
Customer:        100  Financial Management Service

 Payment Type:       MC  Master Card
 Account Number:     5555555555554444       Expiration Date: 09/10 (MM/YY)
 Name on Account:
 Transaction Date:   07/10/09       Time: 12:53:44   User: APLUSCTLCD
 Transaction Amount:               370.63   US$      Job:
 Merchant ID:        9001
 Routing Number:                            Check Number:
 Authorization Number:      234234
 Network Processing Number: *MANUAL-AML5 0004329

 Response Code:             1-

                                                                F12=Return
```

This screen appears after you select a transaction and press ENTER on the Electronic Payments Transaction Inquiry Screen (p. 15-39). Detailed information for the selected transaction displays on this screen. Depending on the transaction being reviewed, data on this screen reflects the information that was entered for the order or for the accounts receivable payment on the Credit Card Authorization Window and was used to authorize and/or settle the payment transaction.

All the fields on this screen are display only.

Electronic Payments Transaction Inquiry Detail Screen Fields and Function Keys

Field/Function Key	Description
Headings	For order payments, the company, order number/generation, order type, and status display at the top of the screen. For accounts receivable payments, the company, invoice number, and invoice type display at the top of the screen. For finance charge invoices, **FinCh** will display in the **Type** field. For all other invoices, the field will be blank.
Payment Type	The payment type, (i.e. credit card or ACH) assigned to this transaction.

Electronic Payments Transaction Inquiry Detail Screen Fields and Function Keys

Field/Function Key	Description
Account Number	The credit card account number or the ACH Bank account number used for this transaction. The credit card number may only display the last 4 numbers of the account number unless you are authorized to see the entire account number with **Allow Access to Credit Card Numbers EP Inquiry** in Application Action Authority Maintenance (MENU XASCTY).
Expiration Date	The date on which the credit card expires.
Name on Account	The name of the cardholder as it appears on the credit card or the name on the bank account.
Transaction Date	The date of the credit card or ACH transaction.
Time	The time of the credit card or ACH transaction.
User	The user ID of the person that completed the transaction.
Transaction Amount	The amount of the credit card or ACH transaction. When International Currency is installed, the transaction amount displays in the company's local currency and the **Currency Symbol** displays as part of the field heading.
Job	The auto-pay job that was processed to automatically take payments from your customers using ACH or credit card transactions.
Merchant ID	The identification number of the merchant as defined in Merchant ID Maintenance (MENU EPFILE) and assigned to the payment type code used for this transaction.
Routing Number	The routing number of the bank where the account resides. The routing number is validated by the ACH network.
Check Number	The check number specified during the ACH processing from within the Customer Inquiry (MENU ARMAIN). If the check number was left blank or if this is a credit card or ACH payment transaction, the field displays as the payment type concatenated with the authorization number of the transaction.
Authorization Number	The number assigned to this authorization transaction by the authorization network.
Network Processing Number	The unique transaction number generated for the credit card transaction by the third-party payment service provider.
Settlement Batch Number	The batch number assigned when the settlement was authorized by batch through Credit Card Authorization (MENU EPMAIN).

Electronic Payments Transaction Inquiry Detail Screen Fields and Function Keys

Field/Function Key	Description
Response Code	The inquiry code (1, 2, or 3) followed by the network response code for the transaction displays in this field. The network response code is assigned by the authorization network for each transaction.
F12=Return	Press F12=RETURN to return to the Electronic Payments Transaction Inquiry Screen (p. 15-39).

Order Header Inquiry Screen

```
Sold To:  1/0000000020 Lithonia School Department        Order No:    02734/00
         P.O. Box 796                                     Order Type:  Order
                                        Contact:          P/L Run No:      224
                                        Kathy Holmes                      Ext.
                                        Phone:     404-484-0401
         Lithonia             GA                                 30058-0796  USA

Ship To: 1       Lithonia School Department
         6691 Tribble Street
                                        Contact:
                                                                          Ext.
                                        Phone:
         Lithonia             GA                                 30058-0796
Carrier: RPS   Rapid Package Service           Upd Demand: YES
PO No:   CS87262                               B/O Code:   NONE
Shp Via: your truck                            Drp Shp:    NO
Note:                                          Blanket:    NO
S'Rep:       4 Lori Banter                     Warehouse:  1
Terms:   30 NET 30                             Allocate:   YES
Pmt Cd:  AR Accounts Receivable                Route/Stp:        /   0
CC:                          Exp:              Tax Body:   GA          Cd: 1
                                                        8.000  Georgia
  F2=Second Header   F4=Line Items     F6=Order Release      F9=Order Delete
  F3=Exit            F5=Order Entry                          F12=Return
```

This screen appears after pressing:

- F12=RETURN on the Item Summary Display Screen (p. 15-27)
- F4=HEAD on the Item Detail Display Screen (p. 15-55)

This screen displays the customer name, customer address information, shipping address information, payment terms, warehouse, and various sales information.

All the fields on this screen are display only.

Order Header Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Sold To	There are several fields displayed with this heading beginning with the company and customer number for this order; the customer name and address with the PO contact name and area code, telephone number and extension.
Order No	The order number and generation. The generation is either the number of times the order has been backordered or 50 for the initial release of master blanket order.
Order Type	This field indicates the type of order displayed: Invoice, Order, Future order, Backorder, Master, Quote, Return, or Blanket.

Order Header Inquiry Screen Fields and Function Keys

Field/Function Key	Description
P/L Run No	NOTE: This field does not display if you accessed this screen from the Customer Order/Shipment Inquiry (MENU OEMAIN). The pick list run number, if a Pick List has been printed for this order.
Ship To	There are several fields displayed with this heading beginning with the Ship-To name and address with the Ship-To contact name and area code, telephone number and extension.
Carrier	The carrier code and description selected to deliver this order to the customer.
Upd Demand	This field appears only if Inventory Management & Planning is installed. This field indicates whether items on this order updated demand. If some line items on the order have a different update demand setting so that not all items on the order have the same setting, the value in this field displays in reverse image. You can check the demand setting for an item on the Item Detail Display Screen (p. 15-55).
PO No	This is the customer's PO number submitted for this order.
B/O Code	This field indicates whether or not a backorder code is assigned to this order. If a backorder code does not exist, **NONE** displays in this field; if the entire order is backordered, **ALL B/O** displays in this field; if some of the line items have been backordered (one or more), **SOME B/O** displays in this field.
Shp Via	The requested method of shipment for this customer or ship-to address.
Drp Shp	This field determines if this order is a drop-shipped order by displaying **YES** or **NO**. This type of order will be shipped directly from your vendor to your customer and will not be received into your inventory.
Note	The miscellaneous note may be used to print a comment at the top of the pick list and invoice for this order.
Blanket	Blanket will always be **NO** unless this is a master order. When this order is a master order and is a master blanket order, **YES** will display.
S'Rep	The primary sales representative for this order. If you allow more than one sales representative for one order, you may see their codes on the Second Order Header Inquiry Screen (p. 15-50).
Warehouse	The number of the warehouse from which inventory is shipped. This is also the warehouse that is credited for the sale.
Terms	The payment terms code and description for this order.

Order Header Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Allocate	This field indicates (by **YES** or **NO**) whether or not this order has been allocated. If inventory is allocated, the same items cannot be promised to another customer. During Day-End Processing, for orders that were invoiced, the quantity on-hand for all items on the invoiced orders is reduced by the quantity shipped of that item. If inventory is not allocated inventory for this order, existing inventory will be used for other customer orders. During Day-End Processing, for orders that were invoiced, the quantity on-hand for the items on the invoiced orders is not reduced
Pmt Cd	The accepted method of payment and description for this order.
Route/Stp	NOTE: This field displays only if the **Route/Stop** field has been defined as Y in Order Entry Options Maintenance (MENU XAFILE). This field identifies the route and stop number for this order. Route numbers can be used to schedule deliveries or planned pick-ups. You may print pick lists for a specific route.
CC, Exp	NOTE: This field displays only if the **Use Credit Cards** field has been defined as Y in Order Entry Options Maintenance (MENU XAFILE). The encrypted account number (**CC**) and expiration date (**Exp**) of the credit card used to make payment for this order.
Tax Body	NOTE: This field is not used if you selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE). The tax body code and description used for this order. This code represents the taxing jurisdiction for which the order is placed.
Cd	NOTE: This field is not used if you selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE). The tax exemption code for this order. A value of **0** indicates the order is considered taxable; values **1**, **2**, and **3** indicate non-taxable. A value of **J** indicates Jobber and will then also consider an item’s **Re-use Code** for taxability.

Order Header Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Auth	This field displays the authorization number which was entered on the End Order Screen (p. 6-248) for an order with a **Payment Type** that is identified for credit card processing. This field does not display once Electronic Payments has been activated with Activate Credit Card Company Options (MENU EPMAST). See the Electronic Payments Transaction Inquiry Screen (p. 15-39) for authorization information once Electronic Payments has been activated.
F2=Second Header	Press F2=SECOND HEADER to display the Second Order Header Inquiry Screen (p. 15-50), which shows billing, pricing, and detailed sales representative information. Access to this screen depends on your response in the **Show Second Header Screen** field in Order Entry Options Maintenance (MENU OEMAIN).
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.
F4=Line Items	Press F4=LINE ITEMS to display the Item Summary Display Screen (p. 15-27)
F5=Order Entry	This function key does not display if you are not authorized to Enter, Change & Ship Orders (MENU OEMAIN) through Application Authority Maintenance (MENU XASCTY). Press F5=ORDER ENTRY to alter the order. The Start Order Screen (p. 6-6) will appear.
F6=Order Release	This function key does not display if you are not authorized to Release Held Orders, Quotes, Backorders, & Futures (MENU OEMAIN) through Application Authority Maintenance (MENU XASCTY). Press F6=ORDER RELEASE to release the order. The Order Release Screen (p. 7-5) will appear.
F7=POS Payment	The F7=POS PAYMENT key only displays for POS Orders. Press F7=POS PAYMENT to display the *Point of Sale Payment Inquiry Screen* [Point of Sale Inquiry (MENU PSMAIN)] to view the types of payments and amounts accepted for this order.
F9=Order Delete	This function key does not display if you are not authorized to Delete Open Orders (MENU OEMAIN) through Application Authority Maintenance (MENU XASCTY). Press F9=ORDER DELETE to delete the order. The Delete Open Orders Screen (p. 8-4) will appear.
F12=Return	Press F12=RETURN to return to the Order Display Screen (p. 15-17), which shows status information about the order selected.

Order Header Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to display the Item Summary Display Screen (p. 15-27) if the option **Show Second Header Screen** is set to N in Order Entry Options Maintenance (MENU XAFILE). If the option **Show Second Header Screen** is set to Y, the Second Order Header Inquiry Screen (p. 15-50) appears.

Second Order Header Inquiry Screen

```
           Bill To:         10                               Order No:   01819/01
Bon Secour School Department                                 Order Type: Order
P.O. Box 60

                                   Phone:     205-949-7411        Ext.
                                    Contact: John Peters
Bon Secour             AL                               36511-0060  USA

Consolidated Bill Code:                                        Inv No:
Price List:  1  (1-5)         Contract:                        Tr Dsc Pct:   5.50
Price Code:    3              Pr Dsc Pct:                      Fed Excise:  NO
Contract Code:                Int Vendor:                      Department:
Pro Number:                              BOL Number:
Compl Ship:                   Ref No:                          Order Pty: 3  (1-7)
Tax Exempt Cert #:                Tax Exempt Cert # Exp Date:
FOB Code:
                S'Rep                                       Com %
                    3  Steven Jones                         5.000


 Territory:     SE     South East
 Order Source:  TE     Telephone Sales
                     F3=Exit            F6=Order Release      F12=Return
                     F5=Order Entry     F9=Order Delete
```

This screen appears when you press ENTER on the Order Header Inquiry Screen (p. 15-45) if the **Show Second Header Screen** field is set to Y in Order Entry Options Maintenance (MENU XAFILE); or when you press F2=SECOND HEADER on the Order Header Inquiry Screen (p. 15-45). Billing, pricing, and detailed sales representative information is displayed. All the fields on this screen are display only.

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Bill To	There are several fields displayed with this heading beginning with the company and customer number for this order; the customer name and address with the PO contact name and area code, telephone number and extension. Display
Order No	The order number and generation. The generation is either the number of times the order has been backordered or 50 for the initial release of master blanket order. Display
Order Type	This field indicates the type of order displayed: Invoice, Order, Future, Backorder, Master, Quote, Return, or Blanket. Display

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Consolidated Bill Code	This field specifies the consolidated bill code assigned this order. This order will be grouped with the appropriate consolidation group and the bill code will be used to control printing of consolidated invoices. Display
Inv No	The invoice number assigned to this order. Invoice numbers are assigned by the system during invoice print but may be assigned by a user. Credit and Rebill Invoices may use the original invoice number of the original order based on the selection to the **Use Original Invoice Number** field. Display
Price List	Each item may be assigned up to five list prices. This field shows which of those list prices was used as the default for this order. Display
Contract	The contract number used by the system to check the Contract Price File. This field determines if special prices have been set for any of the items ordered under the contract number entered in this field. Display
Tr Dsc Pct	This field displays only if **Use Trade Discounts** is set to Y in Order Entry Options Maintenance (MENU XAFILE). This trade discount percentage is applied to the entire order if the total order value exceeds the amount specified through Trade Discount Maintenance (MENU OEPRCE). Display
Price Cd	The customer price discount code that will be used for the price matrix to determine discount pricing through Price Matrix Maintenance (MENU OEPRCE). Display
Pr Dsc Pct	The price discount percent that was keyed on the Second Order Header Screen (p. 6-48) to override all discount percentages that are calculated for each item on this order. Display
Fed Excise	This field displays only if **Use Federal Excise Tax** is set to Y in Order Entry Options Maintenance (MENU XAFILE). Federal excise tax amounts are assigned to an item through Item Master Maintenance (MENU IAFILE). Determines if federal excise tax is applicable for the customer on this order. Typically, the default displayed in this field (the federal excise tax flag for this customer) is used. This field is not used if System Options Maintenance (MENU XAFILE) **Use Vertex Taxing** is set to Y. Display

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Contract Code	The customer contract code assigned to customers to classify them for contract pricing functions. This code is used for contract pricing and may categorize a group of customers that use the same contract pricing. Display
Int Vendor	The internal vendor number, if any, for the business unit that placed the order (e.g. sector, division, department, individual, etc.). This 'number' is used for EDI purposes. It is user-definable and can be any value; that is, it is not limited to numeric values. The keyed value will appear on all subsequent EDI-related invoices and acknowledgments. Display
Department	The department identification code for the department that placed the order. Display
Pro Number	The package tracking (pro) number. If you are using EDI, this pro number will be superseded by any other pro number subsequently keyed on either the Box Header Maintenance Screen in Box Header Maintenance (MENU WMMAIN) or the Confirm Box Shipments Screen in Confirm Box Shipments (MENU WMMAIN). Display
BOL Number	The Bill of Lading number. If you are using EDI, this BOL number will be superseded by any other BOL number you may subsequently key on the Box Header Maintenance Screen in Box Header Maintenance (MENU WMMAIN) or the Confirm Box Shipments Screen in Confirm Box Shipments (MENU WMMAIN). Display
Compl Ship	This field determines if an order should be shipped complete or allow for partial shipments and put remaining items on backorder with a blank value. An **H** indicates that the order will be held until it can be shipped complete; a **D** will delete any items that cannot be shipped from the order. Display
Ref No	Used to store any information that identifies this order. It may be used when entering a return (R) to reference the original order number of the order for which merchandise is returned. When viewing a blanket order that was released through Release Blanket Orders (MENU OEMAIN), the number of the master order from which the blanket order was released displays in this field. Display

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
Order Pty	The order priority used to determine the sequence in which a backorder order is released. Order priorities 1 through 6 are used by Automatic Backorder Release (ABR). Display
Tax Exempt Cert #	NOTE: Disregard this field if you are using Vertex Taxing software activated through System Options Maintenance (MENU XAFILE). The tax exemption certificate number initially assigned to the customer in Customer/Ship to Master Maintenance (MENU ARFILE) or keyed in the sales order if you are entering a non-taxable order for audit purposes: that is, if a 1, 2 or 3 displays in the **Cd** field on the Order Header Inquiry Screen (p. 15-45). Display
Tax Exempt Cert # Exp Date	The expiration date for the tax-exemption certificate number presented in the **Tax Exm Crf#** field. Display
FOB Code	This field displays the FOB code for the order. Display
Territory	This field displays the sales representative's territory code (e.g., MI) and its description (e.g., Michigan). Display
S'Rep, Com %	The sales representatives that will be credited for this order. For each sales representative code keyed in these fields, a corresponding commission percentage will display in the **Com %** field. The second and third sales representatives are informational only and will carry over to order history with the percent values. You can use them in custom reporting, but only the primary sales representative is used to update sales analysis. Display
Order Source	The order source is a two character code used in the G/L Interface. It is used to specify which general ledger accounts are updated based on the type of the order. Display
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.
F5=Order Entry	This function key does not display if you are not authorized to Enter, Change & Ship Orders (MENU OEMAIN) through Application Authority Maintenance (MENU XASCTY). Press F5=ORDER ENTRY to alter the order. The Start Order Screen (p. 6-6) will appear.

Second Order Header Screen Fields and Function Keys

Field/Function Key	Description
F6=Order Release	This function key does not display if you are not authorized to Release Held Orders, Quotes, Backorders, & Futures (MENU OEMAIN) through Application Authority Maintenance (MENU XASCTY). Press F6=ORDER RELEASE to release the order. The Order Release Screen (p. 7-5) will appear.
F9=Order Delete	This function key does not display if you are not authorized to Delete Open Orders (MENU OEMAIN) through Application Authority Maintenance (MENU XASCTY). Press F9=ORDER DELETE to delete the order. The Delete Open Orders Screen (p. 8-4) will appear.
F12=Return	Press F12=RETURN to return to the Order Header Inquiry Screen (p. 15-45).
Enter	Press ENTER to display the Item Summary Display Screen (p. 15-27).

Item Detail Display Screen

```
                                  ITEM DETAIL

Co/Cust:  1/0000000070 CBM Insurance Company              Ship-To:
Order:    AA002/00              11/12/14                  Invoice No:
Cust PO: 83834                                            Invoice Dt:

Item: A500
      File Folders - Manilla             Class: 80      Unit Wgt:        4.0000
      Box of 100 - letter size           Sub:   3       Tot Wgt:
                        Promotion:                Price Source: LS
Ord:       3.000  EA    Base Pr:              5.97550  US$       Dsc1:        D
Shp:       3.000        Final Pr:             5.97550  EA           2:
B/O:                    Total Pr:               17.93
Req: 11/12/14           GL Cost:              4.39000
Exp: 11/12/14  Bill Cls:
               Bill Sb Cls:
BOM Code:                                                  Lot:  NO
Bld Qty:                WH/WH Location: 1 /*MISSING        Tax:  YES
Re-use:   YES           Container Chg:                 US$ Exmt: 0
Upd Demand: YES
                        Our PO:         PO Due:
Drp Sh:    NO           Vendor:
           F4=Head              F9=Assignments   F14=Trd Curr
F3=Exit    F6=EIC   F8=OE Cost  F10=End Display
```

After selecting an item and pressing ENTER on the Item Summary Display Screen (p. 15-27), this screen displays detailed information for the item.

All the fields on this screen are display only.

If the item you selected has Safety Data Sheets (SDS) associated with it (the Item Master last revision **SDS Date** is filled) or the item is DOT regulated (the Item Master **DOT Regulated** flag is Y), a text in reverse image in the top left corner of this screen appears and the text content will be as follows:

- **SDS** - if there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is filled), but the item is not DOT regulated (the Item Master **DOT Regulated** flag is not Y)
- **SDS/DOT** - if there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is filled), and the item is DOT regulated (the Item Master **DOT Regulated** flag is Y)
- **DOT** - if there are no Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is not filled), but the item is DOT regulated (the Item Master **DOT Regulated** flag is Y)

Item Detail Display Screen Fields and Function Keys

Field/Function Key	Description
Co/Cust	This field displays the company number and customer number associated with this order. The customer's name is displayed to the right of the customer number.

Item Detail Display Screen Fields and Function Keys

Field/Function Key	Description
Ship-To	This field displays the ship-to number for this order [defined through Customer/Ship to Master Maintenance (MENU ARFILE)], if one was used. This number corresponds to one of the customer's shipping addresses.
Order	The order number and generation. The generation is either the number of times the order has been back-ordered or 50 for the initial release of master blanket order.
(Order Date)	The original entry date of the order displays beneath the customer's name at the center of the screen.
Invoice No	This field displays the invoice number assigned to the order. This field is blank if the order has not yet been invoiced and if an override invoice number was not keyed.
Cust PO	This field displays the customer's purchase order number related to this order.
Invoice Dt	This field displays the date the order was invoiced. This field is blank if the order has not yet been invoiced and if an override invoice date was not keyed.
Item	This field displays the item number associated with this line. The item description lines are displayed below the item number. Special charges and comments also display in this field. The order charges and comments display beginning with a slash (/) and the line charges and comments display beginning with an ampersand (&). The special charge description and comment text display on the second line of the display.
NS	**NS** will appear if this is a non-stock item. A non-stock item is defined through Item Master Maintenance (MENU IAFILE) with an N keyed in the **Update Inventory** field, indicating that the item is a non-stock item. The item is also defined through Item Balance Maintenance (MENU IAFILE) for each warehouse from which it will be shipped.
Orig	**Orig** will appear if the original item number that was entered was changed to a different item. The item number in this field is the original item number entered for this line. This could occur for items that were entered using the customer's item number, replacement items, alternate items, and upgrade items.
Class/Sub	These fields display the class and sub-class [as defined through Item Class/ Sub Class Maintenance (MENU IAFILE)] of the item.
Unit Wgt	The unit weight associated with the item and the unit of measure in the Item Master File (ITMST).

Item Detail Display Screen Fields and Function Keys

Field/Function Key	Description
Tot Wgt / Est Wgt	The total or estimated weight of an open order line item. • If the open order line item does not have a value in the quantity shipped field, this field's heading will appear as **Est Wgt** and will display an estimated total weight of the item based on the quantity ordered. The value is calculated as: **Calculation:** Unit Weight * Quantity Ordered (where Quantity Ordered is in the same stocking unit of measure as the Unit Weight) • If the open order line item has a value in the quantity shipped field, this field's heading will appear as **Tot Wgt** and will display the total weight of the item based on the quantity shipped. **Calculation:** Unit Weight * Quantity Shipped (where Quantity Shipped is in the same stocking unit of measure as the Unit Weight) If the item is a catch weight item, the value of this field is the total weight of the item's shipment entered by the user, and the field's heading will appear as **Tot Wgt**. If the total weight has not been entered, this field's heading will appear as **Est Wgt** to indicate that this is an estimate only and the total weight must be entered at the time of the shipment. The estimated value calculations are the same as regular items.
Promotion	If the price of this item was changed or the item was added to this order as a result of a promotion, the specific Promotion ID selected is displayed.

Item Detail Display Screen Fields and Function Keys

Field/Function Key	Description

Price Source	The price source for the ordered item. The price source indicates from where the price originated: contracts, rebates, matrix, quantity breaks, etc.
	One of the following price sources will appear, if the source code was determined at the time the order was entered (otherwise, this field will be blank):
	• **RB** - Rebate Override Price or Discount
	  • This is only applicable for rebates that have an override price and/or a discount specified.
	  • It is possible for a rebate to be found and used for an item's cost, and for that item's price source to be something other than **RB**, if there is no price information for the item specified on the rebate.
	  • For Rebate Contracts, the source code will be **RB**.
	• **CNzy** - Contract Price, where 'z' is the Contract Type and 'y' is the Contract Hierarchical Level
	Contract Types:
	  • $ = Fixed Price
	  • G = Gross Margin
	  • D = Discount
	  • M = Markup
	  • N = Other (None)
	Contract Hierarchical Level:
	Named Contracts
	  • M = Customer/Ship-To/Item
	  • N = Customer/Ship-To/Item Group
	  • A = Customer/Item
	  • B = Customer/Item Group
	  • C = Customer Group/Item
	  • D = Customer Group/Item Group
	  • E = All Customers/Item
	  • F = 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
	  • O = Customer/Ship-To/Item
	  • P = Customer/Ship-To/Item Group
	  • G = Customer/Item
	  • H = Customer/Item Group
	  • I = Customer Group/Item

Item Detail Display Screen Fields and Function Keys

Field/Function Key	Description
Price Source Continued	• J = Customer Group/Item Group • K = All Customers/Item • L = All Customers/Item Group • **MX** - Matrix Pricing • **MXRED** - Matrix Price Redirect • Matrix used for pricing, but a contract was used to redirect to a different part of matrix. • MXREDRCT will appear in upper right corner of this screen below the warehouse, if the matrix entry had a price list redirect specified. • **LS** - List Price • **LSRED** - List Price Redirect • List price used for pricing, but a Contract was used to redirect to a specific list. • **QB** - Item and Class Quantity Discounts Item Quantity Discount (QB) • This will be concatenated to the price source derived for the list price. For example, if the matrix was used to determine the price, and a quantity discount was also applied, then the source would be **MXQB**. Class Quantity Discount (QB) • Quantity break class already appears on the screen, if applicable. • This will be concatenated to the price source derived for the list price. For example, if the matrix was used to determine the price, and a quantity discount was also applied, then the source would be **MXQB**. • **CM** - Component Override Price • Only applicable for assortment components that have an override price specified. • **PM** - Promotion Override Price • Only applicable for promotional “get” items if it was a free item or if an override price was specified in the promotion. • A ***P** will be notated in the **Price Source** field if a discount percentage or dollar off was taken for promotional “get” items • A **#** will be notated in the **Price Source** field if the price was overridden Display

Item Detail Display Screen Fields and Function Keys

Field/Function Key	Description
Customer Order U/M	The **Customer Order U/M** message displays above the **Ord**: field if you selected to view the customer's ordering U/M by pressing F18=OUR ORD U/M / F18=CUS ORD U/M. Note that F18=OUR ORD U/M / F18=CUS ORD U/M only applies if Order Entry Options Maintenance (MENU XAFILE) **Show Prices in Order Entry** are set to O (ordering); if Order Entry Options **Show Prices in Order Entry** are set to P (pricing), only the pricing unit of measure will be presented and the F18=OUR ORD U/M / F18=CUS ORD U/M key is not applicable.
Ord	The quantity of the item ordered followed by the ordering U/M. If this item has been defined with a customer specific unit of measure and conversion, toggle the order quantity and U/M with the F18=OUR ORD U/M / F18=CUS ORD U/M key.
Shp	The quantity of the item shipped. The quantity in this field will display in the unit of measure you select by pressing F18=OUR ORD U/M / F18=CUS ORD U/M.
B/O	The quantity of the item backordered. The quantity in this field will display in the unit of measure you select by pressing F18=OUR ORD U/M / F18=CUS ORD U/M.
Req	The requested ship date.
Exp	The expected ship date.
Base Pr	The price of the item prior to discounts or the cost of the item prior to markups. When International Currency is installed, the base price field will toggle with the F14=TRD CURR / F14=LCL CURR to display the company's local currency or and the trading currency of the order. The currency symbol displays to the right of the base price and toggles appropriately with the F14=TRD CURR / F14=LCL CURR.
Final Pr	The item's actual selling price, expressed in the item's ordering/pricing unit of measure. If Order Entry Options Maintenance (MENU XAFILE) **Show Prices in Order Entry** are set to O (ordering) the final price is presented based on the unit of measure that was ordered. If Order Entry Options **Show Prices in Order Entry** are set to P (pricing), the final price is presented in the pricing unit of measure. The pricing U/M displays to the right of the final price and will toggle with the F18=OUR ORD U/M / F18=CUS ORD U/M. When International Currency is installed, the final price field will toggle with the F14=TRD CURR / F14=LCL CURR to display the company's local currency or and the trading currency of the order.

Item Detail Display Screen Fields and Function Keys

Field/Function Key	Description
Total Pr	The item's extended selling price, based on the quantity shipped, lot, or catch weight. When International Currency is installed, the total price field will toggle with the F14=TRD CURR / F14=LCL CURR to display the company's local currency or and the trading currency of the order.
GL Cost / OE Cost	The **GL Cost** and **OE Cost** is toggled with the F8=GL COST / F8=OE COST function key) and displays only when a user is authorized to see GL and/or OE Cost. Authority to see GL and/or OE cost is defined in the **Display GL Cost and Profit (OE, SA, AR, some PO)**, **Display OE Cost and Profit (OE, SA, AR, some PO)**, and **Authorized Users** fields in Application Action Authority Maintenance (MENU XASCTY). This field toggles to display the actual GL or OE Cost of the item expressed in the pricing unit of measure. When International Currency is installed, this field only displays in the company's local currency.
Dsc1	The first discount percent applied to the base price in the calculation of the final selling price, if the amount is followed by a **D**; an amount followed by an **M** indicates that a markup percent is applied to the base price; **G** indicates gross margin.
Dsc2	The second discount percent applied to the base price for an additional discount. On the line below the **Dsc2** field, the following will also display, if applicable: • The discount percent applied from item quantity discounts or quantity break class discounts. • The discount monetary amount for promotional 'get' items with a currency amount off discount (**Type** C). • When International Currency is installed, the currency symbol will also display.
List	Displays which of the five list prices for the item was used for this item in this order.

Item Detail Display Screen Fields and Function Keys

Field/Function Key	Description
Billing Class Billing Sub Class	These fields indicate the Billing Class of the item, if one exists, and the Billing Sub Class of the item, if one exists A Billing Class is a value that you can assign to an individual customer's items through Order Entry to help classify the line items that they order. A Billing Sub Class is a second level of Billing Class detail. 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 and/or a Billing Sub Class will be required and validated during Order Entry is made at the customer/customer ship to level through Customer/Ship to Master Maintenance (MENU ARFILE).
BOM Code	This field indicates whether or not the item is a bill of material item. **K** displays if the item is a kit; **A** displays if the item is an assortment; **M** displays if the item is manufactured. Otherwise, this field is blank. ***RBT** displays for any item with rebates or for any kit item whose components have rebates on them. Rebates can be valid for items that are part of a kit; the kit item itself cannot have a rebate. When this occurs, the F20=REBATE key will no longer display on this screen and you must press the F23=KIT key to view the rebate from the component level to determine which components of the kits have rebates.
Return Reason	This field displays only when a return reason code exists. This code indicates the reason the item has been returned. This field is used only with negative order quantities.
Lot	This field indicates if this item is sold as a lot. If this item is sold as a lot, the final price will be used as a lot charge and will be the total amount for whatever quantity of the item is ordered on this line. This is considered "lot pricing."
Bld Qty	This field displays the quantity of kits that were built from components for this item. This field is blank if no kits had to be built and the quantity of parent items could be picked from stock.
WH/WH Location	**WH**: This field displays the ordered item's warehouse (identifies what warehouse the item will ship from). **WH Location**: For non-Warehouse Management environments, the primary location specified for this item in this warehouse as specified in the Item Balance File (ITBAL). If Warehouse Management is installed, one of the following location assignment statuses will display: • ***ASSGNED** - The location has been assigned • ***MISSING** - The location has NOT been assigned • ***FIRST** - The first location that already stocked this item.

Item Detail Display Screen Fields and Function Keys

Field/Function Key	Description
Tax	This field indicates whether or not the item is taxable. The value displayed in this field is based upon the tax code entered at the Item Balance level on the Balance File Pricing Maintenance Screen (MENU IAFILE). If no entry was made at the Item Balance level, then the value displayed in this field is based upon the tax code entered at the Item Master level on the Item File Maintenance Screen 1 (MENU IAFILE).
Re-use	This field indicates if the item is re-usable. If **YES**, when the **Exmt** code is J (Jobber), this item will be taxed. The value displayed in this field is based upon the Re-use Code entered at the Item Balance level on the Balance File Pricing Maintenance Screen (MENU IAFILE). If no entry was made at the Item Balance level, then the value displayed in this field is based upon the Re-use Code entered at the Item Master level on the Item File Maintenance Screen 1 (MENU IAFILE). Override tax exemptions are available at a variety of item/customer levels. Refer to the following options for details: • Customer Tax Classes Maintenance (MENU OEFIL2) • Item Tax Classes Maintenance (MENU OEFIL2) • Tax Overrides Maintenance (MENU OEFIL2)
Container Chg	This field shows the actual container charge amount applied to this item. When International Currency is installed, the final price field will toggle with the F14=TRD CURR / F14=LCL CURR to display the company's local currency or and the trading currency of the order. The currency symbol displays to the right of the base price and toggles appropriately with the F14=TRD CURR / F14=LCL CURR.
Exmt	This field displays the tax exempt code for the order: **0**, **1**, **2**, **3**, or **J**. The value displayed in this field is based upon the Tax Code entered at the Item Balance level on the Balance File Pricing Maintenance Screen (MENU IAFILE). If no entry was made at the Item Balance level, then the value displayed in this field is based upon the Tax Code entered at the Item Master level on the Item File Maintenance Screen 1 (MENU IAFILE).
Upd Demand	This field appears only if Inventory Management & Planning is installed. This field indicates whether this line item updated demand. The update demand value for an item is specified on the Item Review Screen (p. 6-115) when the item is added to the order.

Item Detail Display Screen Fields and Function Keys

Field/Function Key	Description
Sp Ord Cd	If the item is not a special order item, this field does not display. This field displays the appropriate special order code to reflect it's current state. **Y** displays if this item has been flagged as a special order but has not yet been extracted to the Special Orders File (SPORD). **X** displays if the line item has been extracted to the Special Orders File (SPORD) for processing. **R** displays if this item has been received through Enter or Change Receivers or PO Receipts (MENU POMAIN) and posted through PO Receipts Register (MENU POMAIN).
Our PO	This field displays our purchase order number associated with this special order item. If the item is a manufactured parent item and is a special order item for a work order vendor, this field will display the work order associated with this item preceded by a W.
Drp Sh	This field displays **Yes** or **No** to indicate if this item is shipped directly from your vendor to your customer.
PO Due	The date that this item is due from the vendor. This field will appear in reverse image if the vendor ensures ("promises") that the item will be shipped by this date. If this is a special order item, this field will display the due date of the purchase order/work order associated with this item.
Vendor	This field displays either the vendor's name from the PO or the work order vendor number, if this is a special order item.
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.
F4=Head	Press F4=HEAD to display the Order Header Inquiry Screen (p. 15-45).

Item Detail Display Screen Fields and Function Keys

Field/Function Key	Description
F6=EIC	This function key is available only if you selected to use Extended Item Comments (EICs) through System Options Maintenance (MENU XAFILE) and comments exist for the selected warehouse, item, item EIC group, company/customer, and/or customer EIC group. Press F6=EIC to view the EICs associated with the item being reviewed. The Extended Item Comments Inquiry Screen (p. 6-175) will be presented. If the **Show All Qualifying EIC** field is set to N in System Options Maintenance (MENU XAFILE), you will see only the one EIC selected as most applicable for this item and order. If the **Show All Qualifying EIC** field is set to Y, you may see multiple EICs. Note that EICs will show exactly the same for open orders as for orders already moved to history. This is because the EIC is an entity unto itself and is not retained as part of any order. Rather the order's requested ship date is used to select the most appropriate EIC at the time the order is being processed (either during order entry or order review). Therefore, if a comment were to change, the original comment, as selected for applicable orders prior to the change, would be lost. To retain comments that are no longer applicable (for historical purposes), create EICs as date-sensitive and do not modify them. Instead, create new comments for the new information with new effective dates. Refer to Item Master Maintenance (MENU IAFILE) as described in the Inventory Accounting User Guide or Customer/ Ship-to Master Maintenance (MENU ARFILE) in the Accounts Receivable User Guide for details about defining EICs.
F8=OE Cost / F8=GL Cost	Press F8=OE COST / F8=GL COST to toggle between the Order Entry (OE) and General Ledger (GL) cost values for the customer in the **OE Cost** or **GL Cost** field. The display of the field changes accordingly and the cost will reflect either the OE Cost or GL Cost values. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F9=Assignments	F9=ASSIGNMENTS displays only if Warehouse Management is installed. Press F9=ASSIGNMENTS to display the Location Reservations Screen (p. 15-68) which lists the warehouse locations reserved for the items being shipped on the order. If the item entered is an assortment parent, **COMPONENT** will display at the top of the screen and component reservations will be listed.

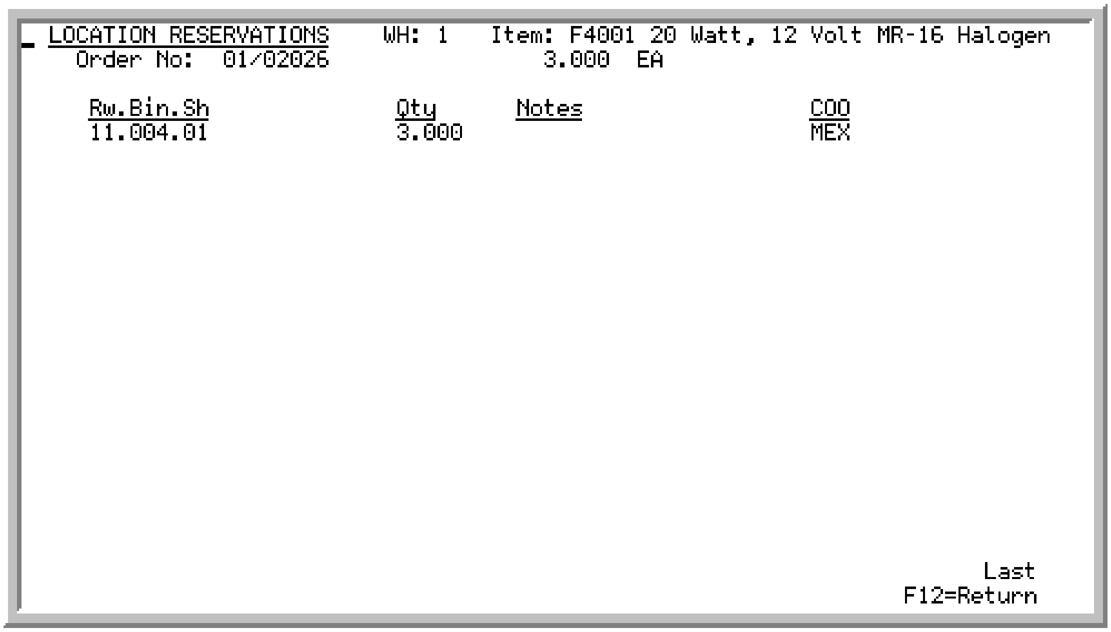
Item Detail Display Screen Fields and Function Keys

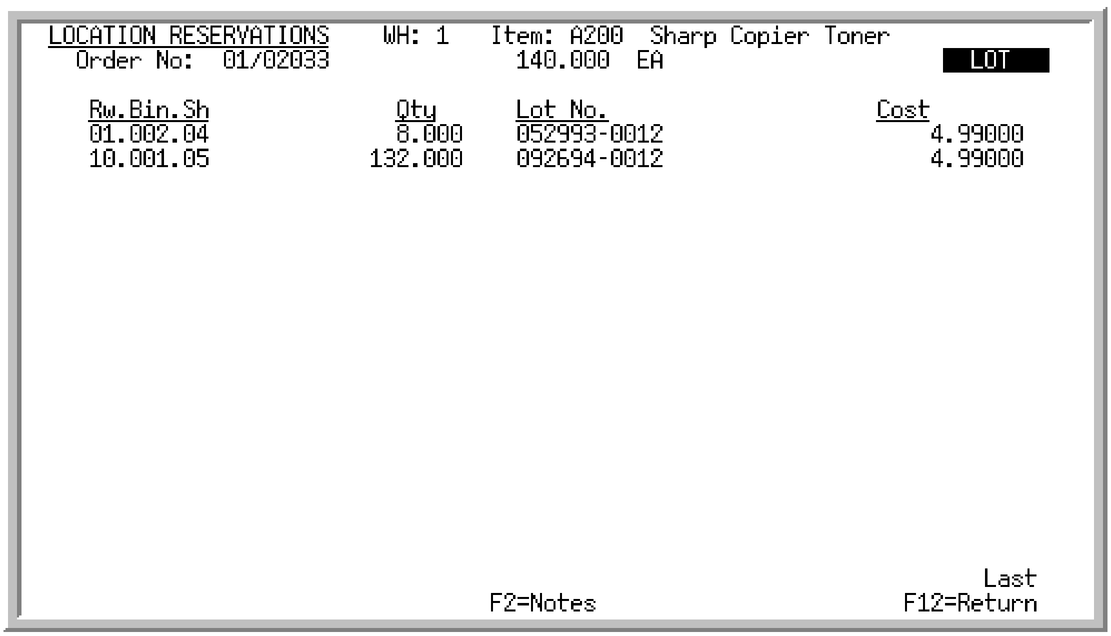
Field/Function Key	Description
F10=End Display	Press F10=END DISPLAY to display the Open Order Inquiry Screen (p. 15-7).
F14=Trd Curr / F14=Lcl Curr	F14=TRD CURR / F14=LCL CURR will only appear if International Currency is installed and live. Press F14=TRD CURR / F14=LCL CURR to toggle between the trading and the local currency values displayed. A value will only display in the **Cost** field if you have toggled to display values in the company's local currency.
F18=Our Ord U/M / Cus Ord U/M	NOTE: This key only applies if Order Entry Options Maintenance (MENU XAFILE) **Show Prices in Order Entry** are set to O (ordering); if Order Entry Options **Show Prices in Order Entry** are set to P (pricing), only the pricing unit of measure will be presented; the F18=OUR ORD U/M / F18=CUST ORD U/M key is not applicable. F18=OUR ORD U/M / F18=CUS ORD U/M (if applicable) displays only if this line item has a different "ordering" unit of measure than one of the stocking units of measure for the item. Use F18=OUR ORD U/M / F18=CUS ORD U/M as a toggle to display either "our" stocking unit of measure or the customer's unit of measure (if any). The values in the **Ord**, **Shp**, and **B/O** fields will display in the U/M you select through this key.
F20=Rebate	This function key appears only if this item qualifies for a rebate on the order. Press F20=REBATE to review the available rebates. The Rebate Display Screen (p. 101-45) appears. NOTE: F20=REBATE does not appear on this screen for any kit item whose components have rebates on them. Rebates can be valid for items that are part of a kit; the kit item itself cannot have a rebate. When this occurs, this key will no longer display (since it does not apply for kit component rebates) and you must press F23=KIT to view the rebate from the component level to determine which components of the kits have rebates. F20=REBATE only applies for regular item rebates.

Item Detail Display Screen Fields and Function Keys

Field/Function Key	Description
F23=Kit	F23=KIT appears only if this item is a kit parent item. Press F23=KIT to review the kit component information for the order. The Order Bill of Material Component Information Screen appears. Refer to the Ordering Bill of Material Kits chapter in the Bill of Material User Guide for a description of this screen. ***RBT** displays on this screen for any regular item with rebates or any kit item whose components have rebates on them. Rebates can be valid for items that are part of a kit; the kit item itself cannot have a rebate. When this occurs, the F20=REBATE key will no longer display on this screen and you must press this F23=KIT key to view the rebate from the component level to determine which components of the kits have rebates.
Enter	Press ENTER to display the Item Summary Display Screen (p. 15-27).

Location Reservations Screen





This screen displays after pressing F9=ASSIGNMENTS from the Item Detail Display Screen (p. 15-55). It shows the warehouse locations with lot numbers, serial numbers, and country of origin as appropriate that have been reserved for the items selected on this order. Use this screen to review the location with lot numbers, serial numbers, and country of origin of the reservation assignments that have been made for this order.

All the fields on this screen are display only and cannot be changed.

Location Reservations Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse from which the item will be shipped.
Item	The item number and description of the ordered item.
Order No	The company number and order number of the selected order.
Qty	The total quantity of the item assigned to the corresponding warehouse location. This quantity is expressed in the item's default unit of measure.
Lot/Serial	**LOT** or **SERIAL** will display in reverse image if the item is a lot or serial number item, respectively.
(Location)	The warehouse location, displayed in the warehouse location number format, where the item is stored.
Qty	This column displays for lot and regular items only. The quantity of the item assigned to the corresponding warehouse location. This quantity is expressed in the item's default unit of measure.
Notes/ Lot No./Serial No.	If this is a regular item, **Notes** are displayed in this column. These are comments that were entered when the item was received in the location. If this is a lot item, the item's lot number (**Lot No.**) displays in this column. If this is a serial number item, the item's serial number (**Serial No.**) displays in this column.
Notes/COO/Cost	This column displays either notes, COO, or the receipt cost of a lot or serial number item. Use the F2=COST/F2=COO/F2=EXP/NOTES toggle function key to display either notes, COO, or the cost. The **Notes** displayed are those that were entered when the lot or serial number item was received in the location. The **COO** is the country of origin for the reservation, if one exists for the specified lot or serial item in the warehouse location. This field displays only if the item tracks country of origin. The **Cost** is the receipt cost of the lot or serial number item when it was received. Cost will display based on the **Display WM Cost** action authority defined through Application Action Authority Maintenance (MENU XASCTY). If not authorized to see cost, the F2=COST/F2=COO/F2=EXP/NOTES toggle function key will not be allowed.

Location Reservations Screen Fields and Function Keys

Field/Function Key	Description
F2=Notes/F2=Cost/ F2=COO	The F2=NOTES / F2=COST / F2=COO function key displays for lot and serial number items only. Press this 3-way toggle to show the following information on the top portion of this screen: • Notes, if any, that were keyed for this lot or serial number item when it was received • Cost (receipt cost) of this lot or serial number item when it was received • Country of origin for the reservation, if one exists for the specified lot or serial item in the warehouse location NOTE: Cost will display based on the **Display WM Cost** action authority defined through Application Action Authority Maintenance (MENU XASCTY). If not authorized to see cost, this toggle function key will not be allowed.
F12=Return	Press the F12=RETURN function key to return to the Item Detail Display Screen (p. 15-55).

Order Activity Report

```
OE256   8/27/09  15:36:55                                  Order Activity                              AM/APDEMO    Page   1
Co: 01   Order:   02597/00  Type: Order   Status: Inv Printd
Customer:       100  Financial Management Services
                                                     ---- User  ----           ---- Actual ---
Order Activity                 User                  Date       Time           Date        Time        Notes
  Item Number/Description
    Detail Activity         Old Value                                       New Value
----------------------------------------------------------------------------------------------------------------------------
Order Entered                  QPGMR               3/22/08    15:22:48 EST    3/22/08     15:22:48     Backorder
Order Held                     QPGMR               3/22/08    15:22:48 EST    3/22/08     15:22:48     OE-SP
Order Released                 QPGMR               3/22/08    15:22:48 EST    3/22/08     15:22:48     OE-SP
Spec Order Generated           QPGMR               3/22/08    15:22:49 EST    3/22/08     15:22:49
Spec Ord - Req Created         QPGMR               3/22/08    15:27:03 EST    3/22/08     15:27:03                  00001
Spec Ord - PO Printed          QPGMR               3/22/08    15:28:49 EST    3/22/08     15:28:49     00001
Spec Ord - Received            APLUSCTL            3/22/08    15:48:36 EST    3/22/08     15:48:36
Order Released                 APDEMO              8/04/09    10:09:48 EST    8/04/09     10:09:48 EST
    Requested Ship Date     03/22/08                                        08/04/09
    Ship Date               00/00/00                                        08/04/09
Order Processed by ABR         APDEMO              8/04/09    10:09:48 EST    8/04/09     10:09:48 EST
Order Changed                  APDEMO              8/27/09    15:36:25 EST    8/27/09     15:36:25 EST
    Extended Order Cost     692.38000                                       713.98000
  Freight Out
    Freight Added
  A140 - 3-Ring Binder - 1" Red
    Line Added
Order Released                 APDEMO              8/27/09    15:36:25 EST    8/27/09     15:36:25 EST OE-CR
Order Invoiced                 APDEMO              8/27/09    15:36:26 EST    8/27/09     15:36:26 EST
```

This report prints after you press F5=PRINT REPORT on the Order Activity Screen (p. 15-31) and then press ENTER on the Report Options Screen. This report displays activity information for a specific order number. Refer to Detailed Order Activity Tracking (p. 1-11) for a list of fields that are tracked for changes.

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Order Activity 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.

Order Activity Report

Report/Listing Fields	Description

Activity Information	For each activity, the following information can display:
	• Order Activity: The action performed on an order, such as:
	  ◦ Order Entered
	  ◦ Order Held
	  ◦ Order Changed
	  ◦ Order Processed
	• Item Number/Description: The number and description of the item changed on the order, such as:
	  ◦ A180 - 3 -Ring Binder - 1" Black
	  ◦ A200 - Sharp Copier Toner - SF - 7200
	• Special Charges display Line Added and the name of the charge that was added
	• Comments display Line Added and Comment Added
	• Detail Activity: The name of the changed field on the order, such as:
	  ◦ Payment Type Code
	  ◦ Base Price

User Date/Time	The date and time at which the activity occurred shown in relation to your default time zone.
Actual Date/Time	The date and time at which the activity occurred shown in relation to the time zone of the user.
Old Value	The before value of the changed field, listed under the Order Activity/ Item Number/Description/ Detail Activity column.
New Value	The after value of the changed field, listed under the Order Activity/ Item Number/Description/ Detail Activity column.

CHAPTER 16 Using the Customer Order/ Shipment Inquiry

16

The Customer Order/Shipment Inquiry option allows you to access customer orders contained in the Open Orders Files and/or the Shipment History Files. A summary line of open, closed, and shipped orders displays for the selected customer.

NOTE: The Open Orders files are updated immediately upon order entry through Enter, Change & Ship Orders (MENU OEMAIN) while the Shipment History files are updated during Day-End Processing (MENU XAMAST).

This option may be used to access an order for inquiry, change, release, or deletion. A search is provided to locate customers by name, city, state, or telephone number if the customer number is unknown. You also may use this option to do any of the following:

- view a consolidated order
- reprint an invoice from history
- create a return from history (credit memo) for an entire order or just a portion of an order
- rebill an order for which you previously created a credit memo
- create a credit memo and re-bill the order
- create a duplicate order from history for an entire order or just a portion of an order

The screens for open orders are described through the Open Orders Inquiry. This option shares those screens and contains the screens for orders that are in history.

Additionally, if the **Track Order Activity** is set to Y in Order Entry Options Maintenance (MENU XAFILE), the date, time, and user ID are recorded for the actions performed on an order. You can view the list of actions for an order through this option.

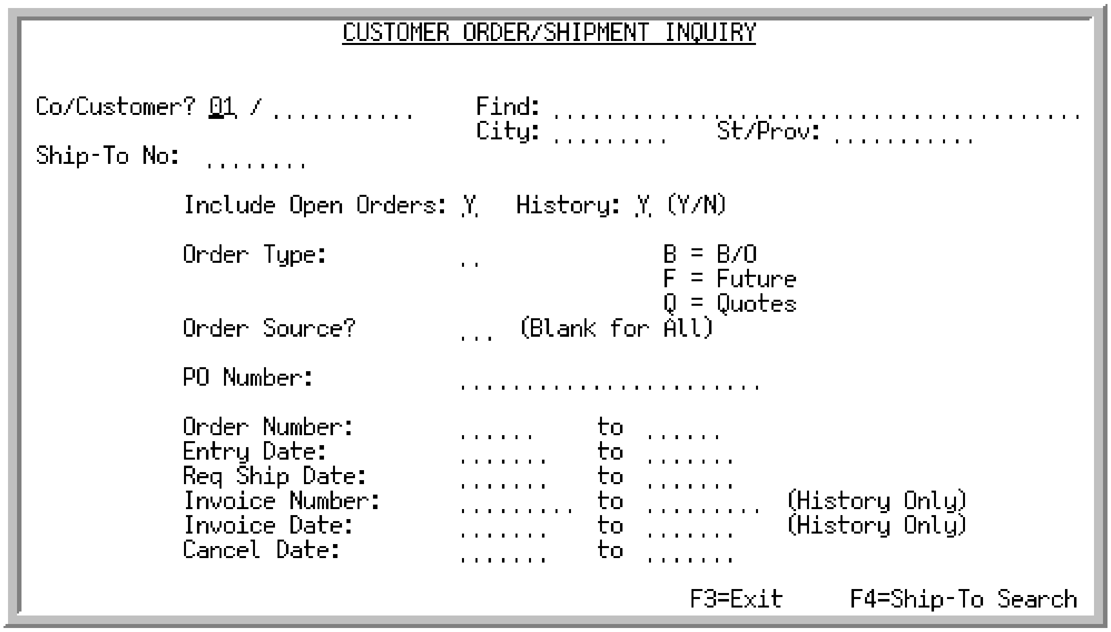
Customer Order/Shipment Inquiry

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
Customer Order/Shipment Inquiry Selection Screen	Use to specify limiting criteria for the inquiry.
Customer Order/Shipment Inquiry Screen	Displays a list of orders that match the criteria you specified. Use to select an order.
Consolidated Order Review Screen	Displays line items for all generations of an order and for all split orders.
Consolidated Order Line Item Detail Screen	Displays consolidated order detailed line item information for a specific line of an order.
Customer Order/Shipment Inquiry Limits Screen	Use to set limits to narrow the list of orders shown on the Customer Order/Shipment History Inquiry Screen.
Invoice Display Screen	Displays detailed status information for the selected order.
Reprint Invoice Fax/Print/Email Prompt Screen	Use to determine if the reprinted document will be faxed, emailed, or printed. This screen is also included in the Mail Server User Guide and contains the same information.
Item Summary History Display Screen	Displays summary information about the order's line items.
Box List Screen	Displays a list of all of the boxes used to ship the order.
Box Information Screen	Displays detailed information about the selected box, including box contents.
Credit Options-Select Function Screen	Use to specify whether you will create a credit memo and/or rebill the order.
Create Credit Memo Screen	Use to create a credit memo order for an entire order or just a portion of an order.
Create Credit and Rebill Screen	Use to create a credit memo and rebill the order for an entire order or just a portion of an order.
Create Rebill Screen	Use to create a rebill order for an entire order or just a portion of an order.
Create Duplicate Order Screen	Use to create a new regular order that is a duplicate of an order in history for an entire order or just a portion of an order.

Title	Purpose
Select Items for Credit and Rebill Screen	Use to select a specific item for credit, rebill, and duplicate order functions.
Quantity Returned Screen	Use to review the quantity that has been returned against the history order for the item selected.
New Order Information Screen	Use to review the order number/order generation number of the new orders created.
Order Header History Screen	Display order header information for the selected order in history, such as customer address, shipping information, payment terms, and so on.
Second Order Header History Screen	Displays second order header information for the selected history order details such as billing, pricing, taxing, and sales representative.
Item Detail History Display Screen	Use to display detailed item information.
Shipment History Screen	Use this screen to review shipment history for the lot items, serial items, or country of origin.

Customer Order/Shipment Inquiry Selection Screen



This screen appears after selecting option 13 - Customer Order/Shipment Inquiry (MENU OEMAIN). Use this screen to select the criteria for inquiry. Searches are available to locate a customer by name, city, state, or telephone number, if the customer number is unknown.

To further limit the inquiry, enter criteria in the FROM and TO ranges (only customer orders that match all of the criteria entered in these fields will display). Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges. If all fields are left blank, all customer orders will display in this inquiry.

Customer Order/Shipment Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	The company field is shown as display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE). Use this field to limit the inquiry to a specific company and customer number. Key the company number and customer number for which customer orders 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 / N 10,0) Required
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 the *Searches* topic in the Cross Applications 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 the Searches topic in the Cross Applications User Guide. (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 the Searches topic in the Cross Applications User Guide. (A 10) Optional

Customer Order/Shipment Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Ship-To No	This field may be used to further limit the display to the specific ship-to number entered in this field. Key the desired ship-to number. If you don't know the ship-to number, press F4=SHIP-TO SEARCH. Refer to the Ship-To Search Screen as described in the Accounts Receivable User Guide. (A 7) Optional
Include Open Orders	This field determines if open orders will display in the inquiry. Open orders are those orders which are created but not yet moved to history through Day-End Processing (MENU XAMAST). Key Y to display open orders. **Include Open Orders** must be Y if you want to limit the inquiry to orders based on the **Cancel Date** field. Key N to exclude open orders in the inquiry. *Default Value:* Y *Valid Values:* Y or N (A 1) Required
History	This field determines if history [orders for which an Invoice has been printed through Print Invoices (MENU OEMAIN) and moved to history through Day-End Processing (MENU XAMAST)] will display in the inquiry. Key Y to display history. Key N to omit history for display. NOTE: To create return orders from history (credit memos), this field must be Y. *Default Value:* Y *Valid Values:* Y or N (A 1) Required
Order Type	This field is used to limit the inquiry to the order type specified in this field. Order types are: • B = Backorders • F = Future orders • Q = Quotes (new orders stored in the system as quotes, until they are converted to orders or deleted) Leave this field blank to display all order types. *Valid Values:* B, F, Q, or blank (A 1) Optional

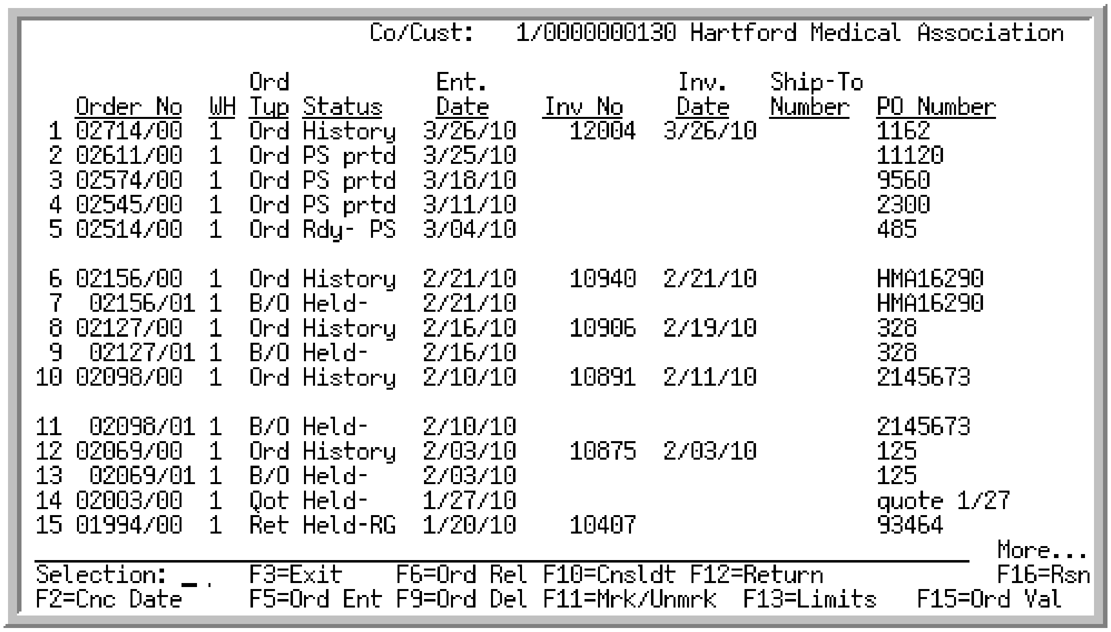
Customer Order/Shipment Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Order Source	Use this field to limit the inquiry to this order source code. Key the desired order source code. Leave this field blank to include all order source codes in the inquiry. *Valid Values:* Any valid order source code as defined through Order Source Codes Maintenance (MENU OEFILE) (A 2) Optional
PO Number	Use this field to limit the inquiry to this purchase order number. Key the desired full or partial purchase order number. If partial characters are entered, purchase orders that match the characters keyed will display. (A 22) Optional
Order Number	Key the order number or range of order numbers to display. (2 @ A 5) Optional
Entry Date	Key the entry date (this is the original entry date of an order) or range of entry dates associated with the orders to display. *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
Req Ship Date	Key the requested ship date (the date the customer requested shipment to be made) or range of dates assigned to the orders to display. *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
Invoice Number	Key the invoice number or range of invoice numbers assigned to the orders to display. While the screen prompt does indicate that this is for History only, if an invoice number was keyed on the Second Order Header Screen (p. 6-48), that invoice number for open orders is also considered for the search. (2 @ N 8,0) Optional

Customer Order/Shipment Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Invoice Date	Key the date the orders were invoiced or the range of dates for the invoiced orders (not the date the invoices were printed); this field is related to **History Only** orders. *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
Cancel Date	Key the cancel date or range of dates assigned to the orders to display. A cancel date may be optionally assigned to an order through Enter, Change & Ship Orders (MENU OEMAIN). *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
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F4=Ship-To Search	Press F4=SHIP-TO SEARCH to search for shipping addresses for the selected customer. If you select a ship-to address from the search screen, this screen is redisplayed with that ship to filled in the **Ship-To Number** field. Refer to the Ship-To Search Screen as described in the Accounts Receivable User Guide.
Enter	Press ENTER to confirm your selections. If you keyed a customer number, the Customer Order/Shipment Inquiry Screen (p. 16-9) will appear. However, if you keyed customer search criteria, the Customer Search Screen appears. Refer to the Accounts Receivable User Guide for more information about this screen.

Customer Order/Shipment Inquiry Screen



```
                          Co/Cust:   1/0000000130 Hartford Medical  Association

                   Ord             Ent.                   Inv.    Ship-To
   Order No    WH  Typ Status      Date     Inv No        Date    Number    PO Number
 1 02714/00    1   Ord History   3/26/10     12004    3/26/10              1162
 2 02611/00    1   Ord PS prtd   3/25/10                                   11120
 3 02574/00    1   Ord PS prtd   3/18/10                                   9560
 4 02545/00    1   Ord PS prtd   3/11/10                                   2300
 5 02514/00    1   Ord Rdy- PS   3/04/10                                   485

 6 02156/00    1   Ord History   2/21/10     10940    2/21/10              HMA16290
 7   02156/01  1   B/O Held-     2/21/10                                   HMA16290
 8 02127/00    1   Ord History   2/16/10     10906    2/19/10              328
 9   02127/01  1   B/O Held-     2/16/10                                   328
10 02098/00    1   Ord History   2/10/10     10891    2/11/10              2145673

11   02098/01  1   B/O Held-     2/10/10                                   2145673
12 02069/00    1   Ord History   2/03/10     10875    2/03/10              125
13   02069/01  1   B/O Held-     2/03/10                                   125
14 02003/00    1   Qot Held-     1/27/10                                   quote 1/27
15 01994/00    1   Ret Held-RG   1/20/10     10407                         93464
                                                                                    More...
Selection: _ .     F3=Exit     F6=Ord Rel  F10=Cnsldt F12=Return                F16=Rsn
F2=Cnc Date        F5=Ord Ent  F9=Ord Del  F11=Mrk/Unmrk   F13=Limits    F15=Ord Val
```

This screen appears after you

- press ENTER on the Customer Order/Shipment Inquiry Selection Screen (p. 16-4).
- make a selection and press ENTER on the Ship-To Search Screen (refer to this screen as described in the Accounts Receivable User Guide).
- press the F10=OPN/SHP function key on the Customer Information Screen of the Customer Inquiry (MENU ARMAIN).
- press the F11=CNSLDT ORD function key on the Invoice Detail Screen of the Customer Inquiry (MENU ARMAIN) for invoices printed with a consolidated bill code.
- press the F11=ORD/SHIP INQ function key on the Start Order Screen (p. 6-6) in Enter, Change & Ship Orders (MENU OEMAIN), with minor differences. A summary line for each open order and shipped order that matches the selection criteria keyed on the previous screen is shown.
- key Y and press ENTER in the pop-up window that appears on the Start Order Screen (p. 6-6) in Enter, Change & Ship Orders (MENU OEMAIN) if open orders exist for the selected customer and you keyed Y in the **Warn if Open Orders Exist** field in Order Entry Options (MENU XAFILE).
- press the F2=CUST OPEN ORDERS function key on the Customer Collections Inquiry Detail Screen in Customer Collections Inquiry (MENU ARMAIN).
- press ENTER on the Customer Order/Shipment Inquiry Limits Screen (p. 16-25).

Depending on where you accessed this screen from, you also may use this screen to gain access to options on MENU OEMAIN, where you may change an existing order, enter a new order, release a held order, or delete an open order.

NOTE: If an order is indented in the **Order No** field, this means that the order has been split from the above displayed order number.

NOTE: When you access this screen from Point of Sale Entry (MENU PSMAIN), the original Point of Sale order number and customer name are shown on this window instead of the invoice number, ship to number, and customer purchase order number.

The function of the F6=ORD REL key varies depending on the setting of the **Automatically Release Marked Orders** field in Order Entry Options Maintenance (MENU XAFILE). If this field is set to Y and you select (mark) one or more orders (status of the orders cannot be **History**) for release with F11=MRK/UNMRK, pressing F6=ORD REL displays the following message: "**Press the Order Release function key again to release the orders**." Pressing F6=ORD REL again allows for the release of the selected orders to occur automatically without any prompting.

NOTE: If there are any orders that require you to intervene, the release process stops at the order and displays the Order Release Screen (p. 7-5) in Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN), where you are prompted as to the required action. If you press F6=GET NEXT ORDER to get the next order, the following message displays: "Press F6 again to auto-release the remainder of the marked orders." After you press F6=ORD REL again the process continues automatically releasing any orders that follow.

NOTE: All dates will display in the **Default Date Format** for the user that generated the report, 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).

Customer Order/Shipment Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Co/Cust	The company, customer number, and customer name selected for which open and/or history orders are being presented. Display
(Reference Number)	This number references an order displayed on this screen. To display detailed information for an order, key this number in the **Selection** field. Display

Customer Order/Shipment Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Order No	The order and generation number of the orders created for this customer through Enter, Change & Ship Orders (MENU OEMAIN) or variations of Off Line Order Entry (MENU OEMAIN). The order number will be indented one space to indicate: • this order is a backorder • this order is a release order against a master blanket order • this order is part of a split order. The orders on this screen are sorted by **Parent Order Number**, **Order Number**, and **Order Generation Number**. Depending on the **Order Number Algorithm** selected in Order Entry Options Maintenance (MENU XAFILE), the sequence of the orders will appear differently. If you are using all numeric order numbers, the back orders, released blanket orders, and split orders will usually appear below the original order number being linked together using the **Parent Order Number** field. If the **Order Number Algorithm** selected is one of the methods that uses letters, the released blanket orders may not display on the line below the master order if the alphabetic sequence of the released order has lower values. For example, a master blanket order is created with order number BL012. When the first release against this master blanket order is created, the next available order number is AC297. The new order created from the master order has order number AC297/50. It will display above order number BL012 (because A sorts before B, but the lines are linked together using the **Parent Order Number** field. Display
WH / Rtn Rsn	The warehouse field will toggle with the return reason code using the F16=RSN / F16=WH key. The warehouse where the inventory has been allocated and from which the item will be picked or shipped. The return reason code for the returned items in the order. The return reason code will be highlighted if more than one return reason code exists for the order at the individual item level. Display

Customer Order/Shipment Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Ord Typ	This is the type of each order, it may be one of the following: • **B/O**: Backorder created when there is not sufficient stock to ship an order • **Fut**: Future order, will be processed at a future date. • **Inv**: Invoice Only • **Mst**: Master order used for blanket orders or as an order template • **Ord**: Full order requiring Pick List and shipping confirmation before printing Invoice • **Qot**: Quote, may be later converted to an order or invoice • **Ret**: Return Order Display
Status	Current status of the order, either: • **Rdy- PS**: Ready for Pick List print - an order has been entered, and has not had a Pick List printed • **PS prtd**: Pick List printed - an order has had the Pick List printed, and has not had a shipping confirmation • **Rdy-Inv**: Ready for Invoice - an order has had a shipping confirmation, and has not had the Invoice printed; or an invoice (or return) has been created, but has been printed • **Inv Prtd**: Invoice Printed - An Invoice has been printed for an order, and the order is still open since Day-End Processing (MENU XAMAST) has not been executed • **Held-**: Order Held - the order may not be processed further until the hold code is removed or the backorder is released • **History**: Order History - an Invoice has been printed and Day-End Processing (MENU XAMAST) has been executed; you may automatically create returns from history for orders with this status • **Rdy-Con**: Ready for Consolidated Invoice Printing - the first part of the two-part consolidation process has occurred but the order's invoice has not yet been included on a printed consolidated invoice document yet. NOTE: This field will indicate if the order is **IN-USE** by another workstation or program. Display
Ent Date / Cncl Date / Quote Rvw Date	The date the order was originally entered, as well as the cancel date and the quote review date, if either were assigned to the order through Enter, Change & Ship Orders (MENU OEMAIN). This field is toggled with the F2=CNC DATE / F2=QUOTE RVW DT / F2= ENT DATE key. Display

Customer Order/Shipment Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Inv No	Invoice number of the order. This column is blank if the order has not yet been invoiced or an invoice number was not keyed on the Second Order Header Screen during Enter, Change & Ship Orders (MENU OEMAIN). Display
Inv Date	Date the order was invoiced (not the invoice print date). This column is blank if the order has not yet been invoiced and an invoice date was not keyed on the Second Order Header Screen during Enter, Change & Ship Orders (MENU OEMAIN). Display
Ship-To Number	Pre-defined ship-to number associated with this customer, indicating a specific shipping address. This field and the **PO Number** will toggle with the Order Value and, if IC is installed, currency code with the F15=ORD VAL / F15=SHP/PO key. Display
PO Number	Customer purchase order number entered for this order. This field and the **Ship-To Number** will toggle with the Order Value and, if IC is installed, currency code with the F15=ORD VAL / F15=SHP/PO key. Display
Order Value	The order value for each order. This amount includes special charges ans sales tax indicating the total order amount if the order were to ship complete. For master blanket orders, it represents the remaining value of the items, charges, and taxes that have not yet been released, This field and, if International Currency is installed, the **Cur** field will toggle with the **Ship-To Number** and the **PO Number** with the F15=ORD VAL / F15=SHP/PO key. When International Currency is installed, the order value will toggle between the company's local currency and the trading currency of the order with the F14=LCL CUR / F14=TRD CUR key. Display
Cur	This column only displays when International Currency is installed. The local currency symbol for the company or the trading currency for the order as toggled with F14=LCL CUR / F14=TRD CUR key. This field and the **Order Value** will toggle with the **Ship-To Number** and the **PO Number** with the F15=ORD VAL / F15=SHP/PO key. Display

Customer Order/Shipment Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Selection	Use this field to select an order to review in detail, maintain, release, delete, process payments, or create a return from history (Credit Memo). Key the reference number associated with the order and press the function key for the action you want to take or press ENTER to review the order. (N 2,0) Required
F2=Cnc Date/Quote Rvw Dt/Ent Date	Press F2=CNC DATE / F2=QUOTE RVW DT / F2=ENT DATE key to toggle between the cancel date, the quote review date, and the entry date.
F3=Exit	NOTE: This function key is not available if you accessed this screen with the F11=ORD/SHIP INQ key on the Start Order Screen (p. 6-6) in Enter, Change & Ship Orders (MENU OEMAIN) or if you accessed this screen from Point of Sale Inquiry (MENU PSMAIN). Press F3=EXIT to cancel this option and return to the menu. If you came to this screen from the Customer Inquiry (MENU ARMAIN), you are returned to that inquiry.
F4=POS Entry	F4=POS ENTRY appears only if you have Point of Sale and you accessed this screen from Point of Sale Entry (MENU PSMAIN). Press F4=POS ENTRY to select an invoice ready order for payment processing in Point of Sale Entry. You will be returned to Point of Sale Entry and the selected order number will display on the OE Order Number Screen.
F5=Ord Ent	This function key does not display if you are not authorized to Enter, Change & Ship Orders (MENU OEMAIN) through Application Authority Maintenance (MENU XASCTY). Additionally, if you accessed this screen from the Customer Inquiry or from within Enter, Change & Ship Orders, this key does not display. F5=ORD ENT allows you to select an open order for maintenance. After selecting an order (order's status cannot be **History**), press F5=ORD ENT to access the Start Order Screen (p. 6-6), where you may maintain the order.

Customer Order/Shipment Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F6=Ord Rel	This function key does not display if: • you are not authorized to Release Held Orders, Quotes, Backorders, & Futures (MENU OEMAIN) through Application Authority Maintenance (MENU XASCTY) • you accessed this screen with the F11=ORD/SHIP INQ key on the Start Order Screen (p. 6-6) in Enter, Change & Ship Orders (MENU OEMAIN) • you accessed this screen from the Customer Inquiry. F6=ORD REL allows you to select one or more open orders for release without requiring any interaction from you unless an error is detected when the order is being released. This allows for the release of orders in a more timely manner since you can release orders all at once instead of one at a time. If the **Automatically Release Marked Orders** in Order Entry Options Maintenance (MENU XAFILE) is set to N, or left blank, and you select (mark) one or more orders (status of the orders cannot be **History**) for release with F11=MRK/UNMRK, pressing F6=ORD REL displays the Order Release Screen (p. 7-5) where you can release each order individually.
F9=Ord Del	This function key does not display if: • you are not authorized to Delete Open Orders (MENU OEMAIN) through Application Authority Maintenance (MENU XASCTY) • you accessed this screen with the F11=ORD/SHIP INQ key on the Start Order Screen (p. 6-6) in Enter, Change & Ship Orders (MENU OEMAIN) • you accessed this screen from the Customer Inquiry. F9=ORD DEL key allows you to access the Delete Open Orders Screen (p. 8-4) in Delete Open Orders (MENU OEMAIN) where you can delete the selected open order. Press F9=ORD DEL after marking an open order (order's status cannot be **History**) for deletion in the **Selection** field.
F10=Cnsldt	F10=CNSOLDT allows you to display the Consolidated Order Review Screen (p. 16-18) for a selected order. This screen displays line item detail for all generations of an order and all orders that split from a parent order as well as displaying charges and comments. After you select an order, press F10=CNSLDT to display the Consolidated Order Review Screen (p. 16-18).

Customer Order/Shipment Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F11=Mrk/Unmrk	This function key does not display if you accessed this screen with the F11=ORD/SHIP INQ key on the Start Order Screen (p. 6-6) in Enter, Change & Ship Orders (MENU OEMAIN). Additionally, if you accessed this screen from the Customer Inquiry this key does not display. F11=MRK/UNMRK allows you to mark or unmark an open order for a particular action. To use the F11=MRK/UNMRK key, key a reference number in the **Selection** field, then press F11=MRK/UNMRK to mark or unmark the order. After you mark all the orders for a particular action, press the function key that corresponds to that action, such as F5=ORDER ENTRY for order entry, F6=ORDER RELEASE for order release or F9=ORDER DELETE for order delete. All orders marked will have the same action performed on them.
F12=Return	Press F12=RETURN to return to the previous screen.
F13=Limits	Press F13=LIMITS to go to the Customer Order/Shipment Inquiry Limits Screen (p. 16-25) where you can specify criteria to limit the number of orders shown on this screen.
F14=Lcl Cur / F14=Trd Cur	F14=LCL CUR / F14=TRD CUR only displays if International Currency is installed and the **Order Value** field is displayed on this screen, with F15=ORD VAL / F15=SHIP/PO. Press F14=LCL CUR / F14=TRD CUR to toggle between the local order value and currency code and the trading order value and currency code for the order. If the order is a local currency open order, the order value for the order is from the Open Order Header File (ORHED). If the order is a trading currency open order, the order value for the order is from the I/C Open Order Header Extension File (ICORHD). If the order is a local currency history order, the order value for the order is from the Order History Header File (HSHED). If the order is a trading currency history order, the order value for the order is from the I/C Order History Header File (ICHSHD).
F15=Ord Val / F15=Ship/PO	Press F15=ORD VAL / F15=SHIP/PO to toggle between the ship-to number and purchase order number for each order and the total order value for each order. When International Currency is installed, the currency symbol displays on this screen next to the total order value based on the F14=LCL CUR / F14=TRD CUR toggle.

Customer Order/Shipment Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F16=Rsn / F16=WH	Press F16=RSN / F16=WH to toggle between the warehouse for each order and the return reason code for the returned items in the order. If the order is an open order, the Open Order Detail File (ORDET) is checked to see if any of the items in that order are being returned; if the order is a history order, the Order History Detail File (HSDET) is checked. The return reason code that is displayed on this screen for the order will be the return reason code in the Open Order Detail or the Order History Detail file for the first returned item in the order. It is possible that there are multiple returned items with multiple return reason codes on any particular order. If more than one return reason code exists in an order, then the return reason code on the screen will be highlighted to inform you that multiple return reason codes exist.
Enter	Depending on how the Order Entry Options are set and the selection made from this screen, either of the following will occur: • After selecting an order with a status of **History** in the **Selection** field, press ENTER to display the Invoice Display Screen (p. 16-28) if you have the **Skip Order Header for New Orders** field set to N in Order Entry Options Maintenance (MENU XAFILE). • After selecting an order with a status of **History** in the **Selection** field, if you have the **Skip Order Header for New Orders** option set to Y, you will be presented with the Item Summary History Display Screen (p. 16-41). • When selecting an open order (any status other than **History**), the Order Display Screen (p. 15-17) will be presented if you have the **Skip Order Header for New Orders** field set to N in Order Entry Options Maintenance (MENU XAFILE). • When selecting an open order (any status other than **History**), you have the **Skip Order Header for New Orders** option set to Y, you will be presented with the Item Summary Display Screen (p. 15-27).

Consolidated Order Review Screen

```
CONSOLIDATED ORDER REVIEW    Financial Management Services        All Lines
Co/Order:  1 / 02153         PO: FMS9764

     Item No/Description                  WH    Ord Qty      Shp Qty    Shipments
  1  /P                                   1
      Deliver to back door before 3pm .
  2  A260                                 1       13.000
      #6 3/4 White Envelopes 20# Bond 500/Box
  3  A330                                 1        4.000
      Straight Trimmers Shears 9" scissors
  4  A390                                 1       14.000       14.000     1
      Desk Organizer/Calendar 8 1/2 x 11
  5  &3                                   1
      Special Handling




______________________________________________________________________ Last

Selection:  _.      Locate (F6): ...........................

                                  F6=Locate          F11=Pnd/BO Qty
                    F3=Exit       F9=Open Lines      F12=Return
```

This screen appears after you selecting an order and press F10=CNSLDT on the Customer Order/ Shipment Inquiry Screen (p. 16-9), or after you press F22=CONSOLIDATED INQ on the Order Activity Screen (p. 15-31). Use this screen to view line items for all generations of an order and for all split orders (multi-warehouse orders that have been split from a parent order during order entry and assigned their own next available order number; therefore, one warehouse for each order number will exist). You also may use this screen to display detailed line item information, or locate a given item within a multi-item order.

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 the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen.

Consolidated Order Review Screen Fields and Function Keys

Field/Function Key	Description
(Customer)	This is the name of the customer. Display
Co/Order	This is the company number and order number of the line selected on the previous screen. Display

Consolidated Order Review Screen Fields and Function Keys

Field/Function Key	Description
PO	The customer purchase order number that was entered for the selected order. Display
(Reference Number)	The reference number associated with the line. This number is keyed in the **Selection** field on the lower portion of the screen to select the desired line. Display
Item No/Description	The item number and item description in the order, the special charge code and description, or the comment code and text. These values will toggle with the F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM/DESC key. If in single line mode (refer to F24=DOUBLE LINE / F24=SINGLE LINE below), the item number and description values will toggle with the F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM/DESC key. The F2=DESC LEFT key changes to show only the item description beginning in position 1 and the F2=DESC RIGHT changes to show the item description beginning in position 62. Display
WH	Warehouse from which the item was shipped. Display
Ord Qty / Pnd Qty	Quantity of the item ordered. You may toggle the display of this field, with the F11=PND/BO QTY / F11=ORD/SHIP QTY key, to show the quantity ordered or the quantity pending which is the quantity of the item awaiting shipment. Display
Shp Qty / B/O Qty / Ret Qty	Quantity of the item shipped. You may toggle the display of this field, via the F11=PND/BO QTY / F11=ORD/SHIP QTY key, to show the quantity shipped, the quantity on backorder or, if applicable, the quantity returned. The backorder quantity is the number of items still on backorder; the return quantity is the quantity of the item that has been returned. Display
Shipments	Number of shipments made for this item. When an item is not fully shipped, this value will show how many shipments were needed to completely ship the order to the customer. Display
Selection	This field allows you to display detailed information for the selected line. Key the **Reference Number** corresponding to the item for which detailed information will display and press ENTER. The Item Detail History Display Screen (p. 16-89) will appear. (A 2) Optional

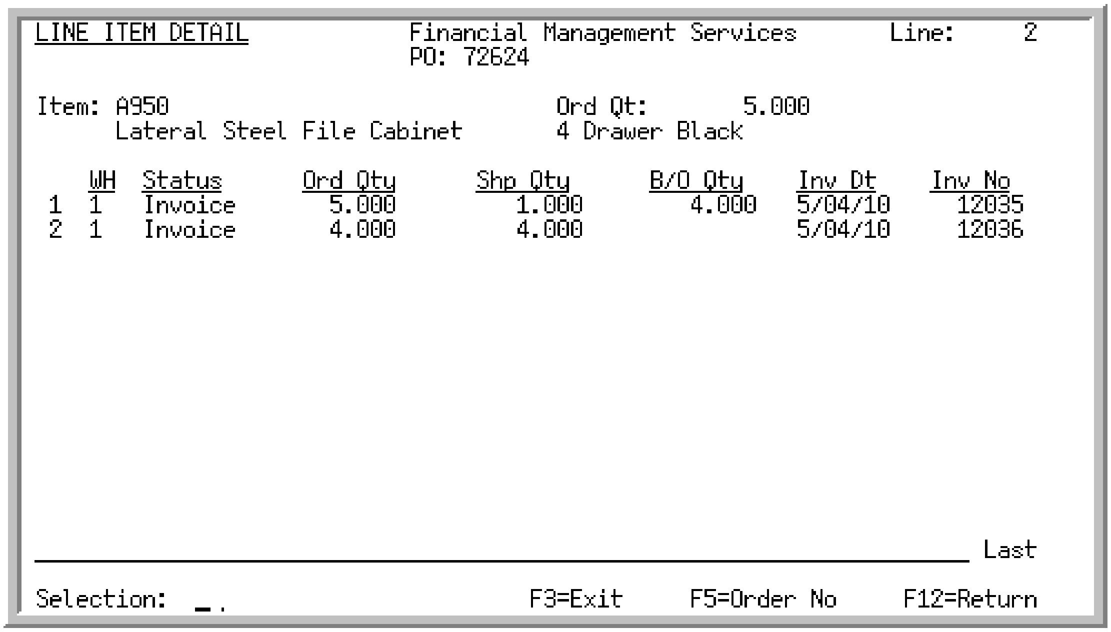
Consolidated Order Review Screen Fields and Function Keys

Field/Function Key	Description
Locate	Use this field to locate an item within a multi-item order. Key the item number (partial or full) you wish to locate and press F6=LOCATE. The item or items that match the characters keyed will display on this screen. (A 27) Optional
F2=Desc Left / Desc Right / Item/Desc	NOTE: This toggle function exists only if you selected not to display both descriptions lines [as determined in System Options Maintenance (MENU XAFILE), or as selected with the non-display F24=DOUBLE LINE / F24=SINGLE LINE function key]. Press F2=DESC LEFT to show the “left window” of the item description starting with the left-most word in the description. Press F2=DESC RIGHT to show the “right window” of the item description starting with the right-most word in the description. Press F2=ITEM/DESC to show the item number and as much of the description as will fit (two blanks separate the fields.) The item number displays in high intensity to distinguish it from the description.
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F6=Locate	After entering an item number (partial or full) in the **Locate** field, press F6=LOCATE to locate the number keyed. The item(s) found will display on this screen.
F9=Open Lines / All Lines	Use the F9=OPEN LINES / F9=ALL LINES key to toggle between displaying all items (open and history) or open items only.
F11=Pnd/BO Qty / F11=Ord/Ship Qty / F11=Ord/Retrn Qty	Use F11=PND/BO QTY / F11=ORD/SHIP QTY / F11=ORD/RETRN QTY to toggle between displaying the quantity ordered and quantity shipped, and the pending quantity (quantity awaiting shipment) and backordered quantity. If you are tracking returns with their original order numbers, as determined through the **Original Order Info Required** field in Application Action Authority Maintenance (MENU XASCTY), this key provides an additional toggle to view the order quantity and return quantity. If a return points back to the original invoiced order, then the original order will have the toggle ability for the return quantity.
F12=Return	Press F12=RETURN to return to the Customer Order/Shipment Inquiry Screen (p. 16-9).

Consolidated Order Review Screen Fields and Function Keys

Field/Function Key	Description
F24=Double Line / F24=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 double line mode. In a single line mode, you will need to select an item for change in order to see the return reason code and quantity ordered. In double line mode, the two lines of item description are displayed below the full display of the item number field
Enter	After selecting an item in the **Selection** field, press ENTER to display detailed information relating to that line. The Item Detail History Display Screen (p. 16-89) will appear.

Consolidated Order Line Item Detail Screen



This screen appears after you select an item and press ENTER on the Consolidated Order Review Screen (p. 16-18). Detailed item information is displayed. If you selected a line that is a comment or special charge, only the two description lines display at the top of the screen; all other fields are blank as they are not applicable to comments and special charges. You also may use this screen to display the invoice/order inquiry for the given item.

Consolidated Order Line Item Detail Screen Fields and Function Keys

Field/Function Key	Description
(Customer)	This is the name (or description) of the customer Display
Line	The line number of the item you selected on the previous screen for which detailed information is displayed on this screen. Display
PO	The customer purchase order number keyed for the order. Display
Item	The item number, special charge, or comment selected on the previous screen. The description of the item, special charge, or comment displays below the **Item** field. Line charges and comment codes begin with an ampersand (**&**) and order charges and comments begin with a slash (**/**). The remaining body of the screen will be blank for special charges and comments. Display

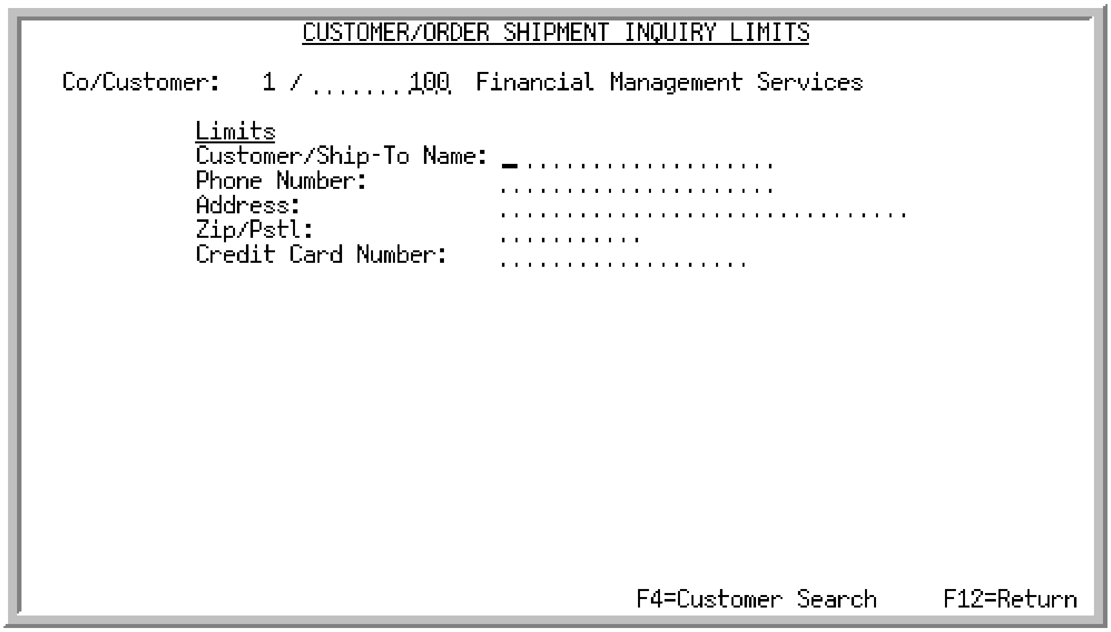
Consolidated Order Line Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Ord Qt	The total quantity ordered of this item. Display
(Reference Number)	The reference number associated with the line. This number is keyed in the **Selection** field on the lower portion of the screen to select the desired line. Display
WH	Warehouse from which the item was shipped. Display
Status	Status of the line: • **Invoice** for orders that are invoice printed • **History** for orders that are in the Order History files • **Rdy P/S** for orders that are ready to have the pick list printed • **P/S Prt** for orders that have being picked in the warehouse • **Rdy Inv** for orders that are ready to be invoiced • **Held** for orders that are on some type or hold. Display
Ord Qty	The quantity ordered of this item for the specific order. Display
Shp Qty	The quantity shipped of this item for the specific order. Display
B/O Qty	The quantity of this item that has been backordered for the specific order. Display
Inv Dte	The date the item was invoiced or the invoice date keyed on the Second Order Header Screen (p. 6-48). Display
Inv No / Order No	The number of the invoice assigned to the order or the number of the order for the item selected, depending on your selection with the F5=ORDER NO / F5=INV NO key. Note that the order number may or may not be the same as the order number on the Consolidated Order Review Screen (p. 16-18) if the order has been split. Also, the invoice number may or may not be the same as that originally associated with the line item if the order has been split. Display

Consolidated Order Line Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Selection	This field allows you to select a line for which status information will display. Key the **Reference Number** corresponding to the line you want to select and press ENTER. For open orders, the Order Display Screen (p. 15-17) will appear. For orders that are in history, the Invoice Display Screen (p. 16-28) will appear. (N 2,0) Optional
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F5=Order No/Inv No	Use F5=ORDER NO / F5=INV NO to toggle between displaying the invoice number assigned to the order or the order number of the item selected on the Consolidated Order Review Screen (p. 16-18): NOTE: The order number or the invoice number may or may not be the same as that shown on that screen if the order was split.
F12=Return	Press F12=RETURN to return to the Consolidated Order Review Screen (p. 16-18).
Enter	After selecting a line, press ENTER to display the invoice/order inquiry for the indicated line. For open orders, the Order Display Screen (p. 15-17) will appear. For orders that are in history, the Invoice Display Screen (p. 16-28) will appear. NOTE: The Invoice Display Screen or Order Display Screen automatically display only if you opt not to **Skip Order Header for New Orders**, as defined through Order Entry Options Maintenance (MENU XAFILE). Otherwise if you decide to skip the header information, the Item Summary Display Screen (p. 15-27) will appear for open orders and the Item Summary History Display Screen (p. 16-41) will appear for orders that are in history.

Customer Order/Shipment Inquiry Limits Screen



This screen appears after you press F4=ORDER LIMITS/INQ on the Customer Order/Shipment Inquiry Screen (p. 16-9) or the OE Order Number Screen in POS Entry (MENU PSMAIN).

Use this screen to set limits to narrow the list of orders shown on the Customer Order/Shipment History Inquiry Screen.

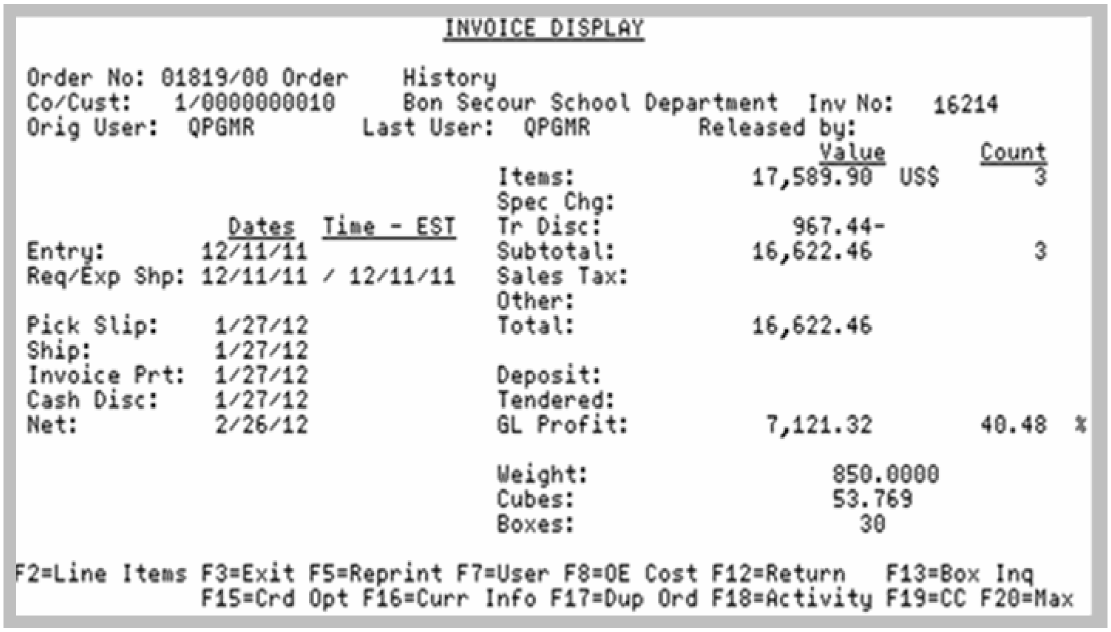
Customer Order/Shipment Inquiry Limits Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	The company number is selected on the Customer Order/Shipment Inquiry Selection Screen (p. 16-4) is shown and protected. Use the **Customer** number field to specify the number of the customer whose orders you want to review. This field is optional when performing a customer search but required for the other **Limits** fields. *Default Value:* The customer shown on the Customer Order/Shipment Inquiry Screen (p. 16-9) or the customer specified in POS Entry (MENU PSMAIN). *Valid Values:* A customer defined through Customer/Ship To Maintenance (MENU ARFILE) (N 10,0) Display/Required/Optional
Customer/Ship-To Name	To limit the orders displayed to a specific customer/ship to address name, key all or part of the name. (A 20) Optional

Customer Order/Shipment Inquiry Limits Screen Fields and Function Keys

Field/Function Key	Description
Phone Number	To limit the orders displayed using the phone number, key all or part of the phone number. (N 20,0) Optional
Address	To limit the orders displayed using the address, key all or part of the address information. Address lines 1 - 4 will be searched for matching information and limit the data displayed accordingly. (A 30) Optional
Zip/Pstl	To limit the orders displayed using the zip or postal code, key all or part of the zip or postal code. Results will include orders where the zip/postal code for the bill to address and/or the ship to address matches the limit you set. (A 10) Optional
Credit Card Number	Use this field to limit the inquiry to orders/invoices related to a specific credit card. Key the credit card number. If using CenPOS for your Electronic Payment interface, the credit card number must be keyed using the proper CenPOS token format. That is, the token id, followed by an underscore and the last four digits of the card. **Example:** AB12CD34_1111 For CenPOS entries stored without a specific token, the format would be the term NOTOKEN followed by the underscore and the last four digits. **Example:** NOTOKEN_1111 To limit entries by card number regardless of the token id, enter just the underscore followed by the last four digits of the card number. This will include all entries matching the last four digits, regardless of the actual token. **Example:** _1111 (N 18,0) Optional
F4=Customer Search	Press F4=CUSTOMER SEARCH to search for customer/ship to addresses. The Customer Search Screen appears. Refer to the Accounts Receivable User Guide for information on the customer search. NOTE: Any limiting criteria you have entered on this window will not be carried to the customer search.
F12=Return	Press F12=RETURN to return to the previous screen without reviewing order and making a selection.
Enter	Press ENTER to confirm your entries. The Customer Order/Shipment Inquiry Screen (p. 16-9) will appear, displaying a list of orders that match your limits.

Invoice Display Screen



```
                                INVOICE DISPLAY

Order No: 01819/00 Order    History
Co/Cust:   1/0000000010     Bon Secour School Department  Inv No:   16214
Orig User:  QPGMR        Last User:  QPGMR        Released by:
                                                       Value         Count
                                   Items:          17,589.90  US$        3
                                   Spec Chg:
                  Dates  Time - EST  Tr Disc:            967.44-
Entry:          12/11/11           Subtotal:       16,622.46             3
Req/Exp Shp: 12/11/11 / 12/11/11   Sales Tax:
                                   Other:
Pick Slip:     1/27/12             Total:          16,622.46
Ship:          1/27/12
Invoice Prt:   1/27/12             Deposit:
Cash Disc:     1/27/12             Tendered:
Net:           2/26/12             GL Profit:        7,121.32        40.48  %

                                   Weight:               850.0000
                                   Cubes:                53.769
                                   Boxes:                  30

F2=Line Items F3=Exit F5=Reprint F7=User F8=OE Cost F12=Return   F13=Box Inq
              F15=Crd Opt F16=Curr Info F17=Dup Ord F18=Activity F19=CC F20=Max
```

The Invoice Display Screen displays after selecting an order number with the status of **History** on the Customer Order/Shipment Inquiry Screen (p. 16-9). Otherwise, the Order Display Screen (p. 15-17) will display. All further screens for the open order are part of the Open Orders Inquiry.

This screen can also display after:

- pressing F9=Shipment Hist from the Invoice Detail Screen in the Customer Inquiry (MENU ARMAIN).
- selecting a line reference number and pressing Enter on the Return Analysis Inquiry Screen (p. 99-7).

This screen also automatically displays if you select not to **Skip Order Header for New Orders**, as defined through Order Entry Options Maintenance (MENU XAFILE). If you select to skip the header information, the Item Summary History Display Screen (p. 16-41) will appear instead.

Detailed status information for the order selected is displayed on this screen. You have the option to display a summary line for each item contained in the order, reprint the Invoice from history, display boxes (if Warehouse Management is installed), create returns (credit memos) or duplicate orders from history, or rebill an order from history. If **Track Order Activity** is set to Y in Order Entry Options Maintenance (MENU XAFILE), you may display a list of the actions performed on an order from the Invoice Display Screen.

All fields on this screen are display only.

Invoice Display Screen Fields and Function Keys

Field/Function Key	Description
Order Information	When the Consignment module is installed and the selected order is a consignment warehouse replenishment order, the message **Stock Transfer Order** will display above the **Order No** field.
Order No	This field displays the order number and generation. The generation number may represent the number of times this order was backordered. Generation number 50 indicates that this order is a release against a master blanket order. The type of order displays to the right of this number: **History**.
Co/Cust	This field displays the company number and customer number associated with this order. The customer name displays to the right of the customer number.
Inv No	This field displays the invoice number, eliminating the need for you to access other screens to view this number.
Orig User	This field identifies the user who entered the order. If Point of Sale is installed, **POS*ORDR** will display in this field for orders entered through Point of Sale Entry (MENU PSMAIN). If Storefront is installed, **WEBORDER** will display in this field for orders submitted on-line.
Last User	This field displays the identifier of the last user who maintained the order.
Released by	This field displays the user who last released the order from hold.
Picker	This field displays the ID of the picker that picked the selected order and only displays if the picker was added to the order.
Packer	This field displays the ID of the packer that packed the selected order and only displays if the packer was added to the order.
Driver	This field displays the ID of the driver for the selected order and only displays if the driver was added to the order.

Invoice Display Screen Fields and Function Keys

Field/Function Key	Description
Date Fields	The following dates may or may not display for the order, depending on the specific order. If a date field listed below is not displayed on the screen, this indicates that the activity did not occur and was not required for the order. • **Entry**: The date the order was entered. • **Req/Exp Shp**: There are two separate date fields: Requested Ship Date and Expected Ship Date. The **Requested Ship Date** is the date the customer requested that the order be shipped. The **Expected Ship Date** is the date the order is expected to be shipped based on inventory availability. If the **Expected Ship Date** field is blank, the requested date will also display as the expected date. Refer to the Order Header Screen (p. 6-18) for more information on these fields. • **Acknowledge**: The date the Acknowledgment was printed. • **Pick Slip**: The date the Pick List was printed. • **Ship**: The date the order was shipped. • **Invoice Prt**: The date the Invoice was printed. • **Cash Disc**: The date by which the invoice should be paid in order to receive any discounts (e.g., if Entry Date is Feb 13 and terms are 2% 10 Days net 30, the cash discount date should be Feb 23 to obtain the discount). • **Net**: the date by which the invoice should be paid. • **Cancel**: The date the order may be canceled, if the order has not yet been shipped on or before the requested ship date. The dates display using the **Default Date Format** for the user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Invoice Display Screen Fields and Function Keys

Field/Function Key	Description
Time/User Fields	These fields display the time an activity was completed or the user ID of the person who performed that activity. These fields are toggled with the F7=USER / F7=TIME key. Times or user IDs for the following activities may or may not display for an order, depending when the order was entered and shipped. These fields will be blank for orders that completed processing before O/E was enhanced to save times and user IDs in the order history (i.e., prior to Distribution A+ version 4.0). • **Entry**: The time the order was entered or the user ID of the person who entered the order. • **Acknowledge**: The time the Acknowledgement was printed or the user ID of the person who printed the Acknowledgement. • **Pick Slip**: The time the Pick Slip was printed or the user ID of the person who printed the Pick Slip. • **Ship**: The time the order was ship confirmed or the user ID of the person who performed the shipping confirmation. • **Invoice Prt**: The time the Invoice was printed or the user ID of the person who printed the Invoice. All times are displayed in 24-hour (or military) time. For example, 8:15 a.m. appears as 8:15:00, while 8:15 p.m. appears as 20:15:00. All times are displayed in the user's default time zone. The code for the time zone in which times are displayed appears at the top of this column. Time zone codes are defined through Time Zone Codes Maintenance (MENU OEFIL3) and assigned to users through Register A+ User IDs (MENU XACFIG).
Items	The value of the items in the order and the total number of items in the order, based on the quantity that was shipped. When International Currency is installed, this field may be toggled with theF14=LOCAL CURR / F14=TRADING CURR key to display in the trading currency used for the invoice or in the company's local currency. The applicable currency symbol will display to the right of the **Items** value and will toggle appropriately.
Spec Chg	The value of and number of special charges that were added to the order. When International Currency is installed, this field will toggle with the F14=LOCAL CURR / F14=TRAD CURR KEY to view values in the company's local currency or the trading currency used for the order.

Invoice Display Screen Fields and Function Keys

Field/Function Key	Description
Tr Disc	The trade discount amount applied to the order. When International Currency is installed, this field will toggle with the F14=LOCAL CURR / F14=TRAD CURR KEY to view values in the company's local currency or the trading currency used for the order.
Subtotal	The net value of the items, special charges, and trade discounts in the order and the total number of item and special charge lines in the order prior to taxes and other charges. NOTE: If messages were added, the actual total number of lines may be greater than the **Count** total shown. When International Currency is installed, this field will toggle with the F14=LOCAL CURR / F14=TRAD CURR KEY to view values in the company's local currency or the trading currency used for the order.
Sales Tax	The sales tax amount based on the tax body. NOTE: This field displays as **Sales Tax** only if the tax body code assigned to the order is set to N for the **Goods/Services Tax** field in Tax Body Maintenance (MENU OEFILE). When International Currency is installed, this field will toggle with the F14=LOCAL CURR / F14=TRAD CURR KEY to view values in the company's local currency or the trading currency used for the order.
GST	The goods and services tax amount applied to the order. NOTE: This field displays in place of the **Sales Tax** field if **Use GST/PST Taxing** is set to Y through System Options Maintenance (MENU XAFILE) and the tax body on the order is for GST or PST by setting the **Goods/Services Tax** field in Tax Body Maintenance (MENU OEFILE) to Y. When International Currency is installed, this field will toggle with the F14=LOCAL CURR / F14=TRAD CURR KEY to view values in the company's local currency or the trading currency used for the order.

Invoice Display Screen Fields and Function Keys

Field/Function Key	Description
Other PST/Other	The **Other** field represents the combination of container charges and federal excise tax. NOTE: **PST/Other** displays in place of the **Other** tax field if **Use GST/ PST Taxing** is set to Y through System Options Maintenance (MENU XAFILE). When the field heading is **PST/Other**, this field represents the combination of Provincial Sales Tax and container charges. When International Currency is installed, this field will toggle with the F14=LOCAL CURR / F14=TRAD CURR KEY to view values in the company's local currency or the trading currency used for the order.
Total	The total monetary value of the order as shipped. This order does not include any value for backorders. When International Currency is installed, this field will toggle with the F14=LOCAL CURR / F14=TRAD CURR KEY to view values in the company's local currency or the trading currency used for the order.
Deposit	The monetary amount offered as a partial payment. When International Currency is installed, this field may be toggled with theF14=LOCAL CURR / F14=TRADING CURR key to display in the trading currency used for the invoice or in the company's local currency.
Tendered	The monetary amount received in payment for cash payment types. When International Currency is installed, this field will toggle with the F14=LOCAL CURR / F14=TRAD CURR KEY to view values in the company's local currency or the trading currency used for the order.
GL Profit / OE Profit	NOTE: This field displays only if a user has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This field displays the GL or OE gross profit margin of the sale for the customer, as toggled with the F8=GL COST / F8=OE COST function key. Both monetary amount and profit percentage display. See F8=GL COST / F8=OE COST for further details. When International Currency is installed, this field only displays in the company's local currency.
Weight	The weight of the order shipped. This value is calculated using the **Weight** field from the Item Master File (ITMST) multiplied by the shipped quantity.

Invoice Display Screen Fields and Function Keys

Field/Function Key	Description
Cubes	The cubic dimension of the order shipped. This value is calculated using the **Size** field from the Item Master File (ITMST) multiplied by the shipped quantity.
Boxes	NOTE: This field displays only if Warehouse Management is installed, **Track Boxes** is set to Y in Warehouse Management Options Maintenance (MENU WMFILE), and Distribution A+ assigned a **Box ID** to the contents of the selected order. The number of boxes shipped, if any, displays in this field.
F2=Line Items	Press F2=LINE ITEMS to view a summary line for each item contained in the order. The Item Summary History Display Screen (p. 16-41) appears.
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.
F5=Reprint	The F5=REPRINT function key appears only if you are authorized to the function to **Reprint Invoices from History**, as determined in Application Authority Maintenance (MENU XASCTY). Press F5=REPRINT to reprint the invoice for this order from history. You will not be able to use your workstation momentarily while the job is processing. When completed, the screen will be refreshed and the reprinted Invoice will be in the designated output queue. NOTE: If FAX is installed, pressing F5=REPRINT will result in the display of the Reprint Invoice Fax/Print/Email Prompt Screen (p. 16-38) which will allow you to reprint the invoice and/or re-fax the invoice. If you have Mail Server installed and there is a Y in the **Eml Inv** field for this order on the End Order Screen (p. 6-248) in Enter, Change & Ship Orders (MENU OEMAIN), pressing F5=REPRINT will e-mail a reprint of the invoice in addition to printing and/or faxing it. The Reprint Invoice Fax/Print/Email Prompt Screen (p. 16-38) will display. NOTE: If you select to perform an invoice reprint on any orders that have printed on a Consolidated Invoice, the entire consolidated invoice will reprint. You will not be allowed to reprint an invoice for an order in history for which a consolidated invoice has not yet printed. Refer to Print Invoices (MENU OEMAIN) for further details regarding Consolidated Invoices.

Invoice Display Screen Fields and Function Keys

Field/Function Key	Description
F7=User/Time	Press F7=USER / F7=TIME to toggle between the times of the activities listed in the middle section of the screen and the user IDs of the persons performing these activities. Press F7=USER to display the user ID for each activity that has been completed. Press F7=TIME to display the time of completion for each activity that has been completed.
F8=OE Cost / F8=GL Cost	Press F8=OE COST / F8=GL COST to toggle between the Order Entry (OE) and General Ledger (GL) cost values for the customer in the **OE Profit** or **GL Profit** field. The display of the field changes accordingly and the Profit and Profit Percentage will reflect either the OE cost or GL cost values. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F12=Return	Press F12=RETURN to return to the previous screen.
F13=Box Inquiry	F13=BOX INQUIRY displays only if Warehouse Management is installed, **Track Boxes** is set to Y in Warehouse Management Options Maintenance (MENU WMFILE), and Distribution A+ assigned a **Box ID** to the contents of the selected order. F13=BOX INQUIRY will also display in a non-warehouse environment if you are using EDI boxing, as determined through the **Track Boxes** option in EDI Options Maintenance (MENU EIMAIN) if EDI is installed. Press F13=BOX INQUIRY to display detailed information about the box associated with this order as well as the contents of the box. The Box List Screen (p. 16-47) will appear.
F14=Lcl Curr/Trd Curr	Press F14=LCL CURR / F14=TRD CURR to view values in the company's local currency or in the trading currency used for the invoice.

Invoice Display Screen Fields and Function Keys

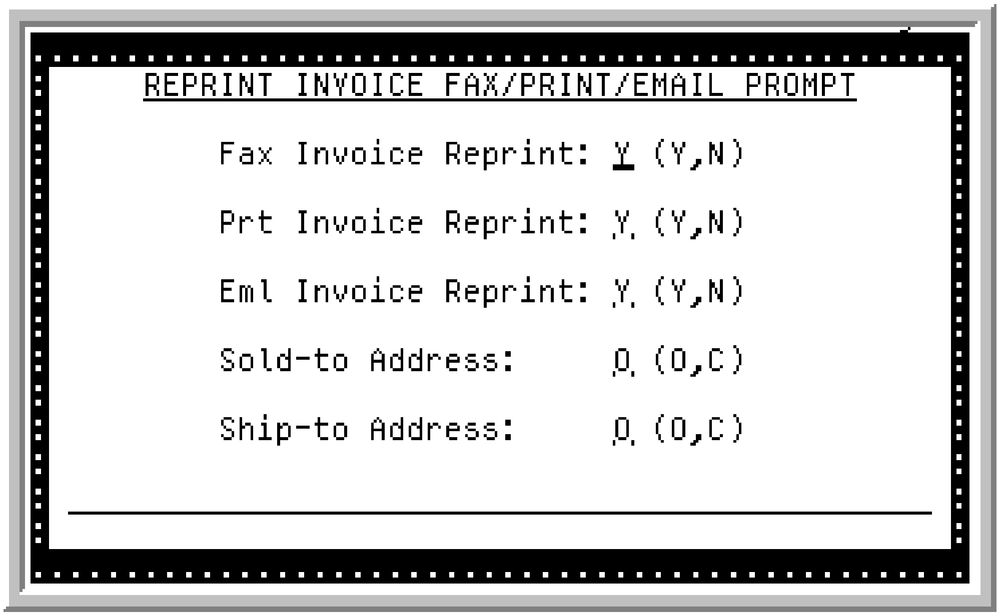
<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>F15=Crd Opt</td><td>The F15=CRD OPT key will not display for warehouse transfer orders.
F15=CRD OPT displays only if all of the following circumstances exist:
• You are authorized to enter returns (as defined through Application Action Authority, MENU XASCTY)
• The order selected on the previous screen is not a return (Ord Typ is not R)
• The order selected on the previous screen is not an open order (Status is History).
Press F15=CRD OPT to:
• create a return from history that will negate this entire invoice or for selected items being returned
• rebill the customer for this order using updated taxing
• create a credit memo and rebill the order.
If the Original Order Info Required field is set to Y through Application Action Authority Maintenance (MENU XASCTY) and a return has already been processed for this order, a warning message will appear. Otherwise, the Credit Options-Select Function Screen (p. 16-53) will appear.
For consolidated invoices, credit memos can be processed for individual order numbers only.

Important
It is suggested that the automatic credit memo process be used to completely return an order that went to Accounts Receivable with split terms. See the Accounts Receivable User Guide for details on split terms processing for returns and credit memos.</td></tr>
<tr><td>F16=Curr Info</td><td>F16=CURR INFO only displays when International Currency is installed.
The Currency Information Screen pop-up appears showing the Trading Currency Code and description for the order with the Exchange Rate, Exchange Rate Date, and the Lock Date used for this order.
Refer to the International Currency User Guide for more information on this screen.</td></tr>
<tr><td>F17=Dup Ord</td><td>The F17=DUP ORD key will not display for warehouse transfer orders.
Press F17=DUP ORD to create a new order for the customer that is a duplicate of this order. The new order will contain the same items and quantities as the order shown on the screen, but will use current pricing and tax values. The Create Duplicate Order Screen (p. 16-62) will appear.</td></tr>
</table>

Invoice Display Screen Fields and Function Keys

Field/Function Key	Description
F18=Activity	F18=ACTIVITY only displays if **Track Order Activity** is set to Y in Order Entry Options Maintenance (MENU XAFILE). Press F18=ACTIVITY to display the Order Activity Screen (p. 15-31). This screen lists the actions performed on an order with the date, time, and user ID of each action.
F19=CC TransInq F19=CC	F19=CC TRANSINQ appears only if: • Electronic Payments has been activated through Activate Credit Card Company Options (MENU EPFILE) • the **Allow Access to Credit Card Inquiry** field is set to Y through Activate Credit Card Company Options • you are part of the user group specified in the **Authorized Users** field through Application Action Authority (MENU XASCTY) Also, if MaxRecall is activated through Activate MaxRecall (MENU XAMFILE), this function key will display as F19=CC instead of F19=CC TRANSINQ. Press F19=CC TRANSINQ / F19=CC to access the credit card transaction inquiry. The Electronic Payments Transaction Inquiry Screen (p. 15-39) will be available only if there is credit card transaction information for this invoice.
F20=Max	F20=MAX appears only if MaxRecall is activated through Activate MaxRecall (MENU XAMFILE). Press F20=MAX to automatically launch MaxRecall (the ORDFLD query will display the Order folder). All documents will be extracted and displayed that were related to the order. Refer to MaxRecall Query Definition (MENU XAMFILE) in the Cross Applications User Guide for further details.
Enter	Press ENTER to display the Order Header History Screen (p. 16-79).

Reprint Invoice Fax/Print/Email Prompt Screen



This pop-up screen appears when you press F5=REPRINT from many of the screens in this option. Use this screen to determine how the selected invoice will be reprinted.

This pop-up window will display whenever F5=REPRINT is pressed, where applicable, if FAX or Mail Server is installed. Use this pop-up window to perform one (or more) of the following functions on the selected invoice should the need arise (as in the case of a misplaced invoice, etc.):

- reprint
- re-fax
- re-email

If FAX is installed, whenever the F5=REPRINT key is displayed, you will have the ability to reprint the invoice and/or re-fax the invoice with the use of this pop-up window. If Mail Server is installed, you can re-email the Invoice in addition to or instead of re-printing it.

The function to reprint an invoice from history (provided with the F5=REPRINT key) is available through the following menu options:

- Cash & Adjustment Entry/Edit (MENU ARMAIN)
- Customer Order/Shipment Inquiry (MENU OEMAIN)
- Shipped Orders by Item Inquiry (MENU OEMAIN)

This screen is also included in the Mail Server User Guide and contains the same information.

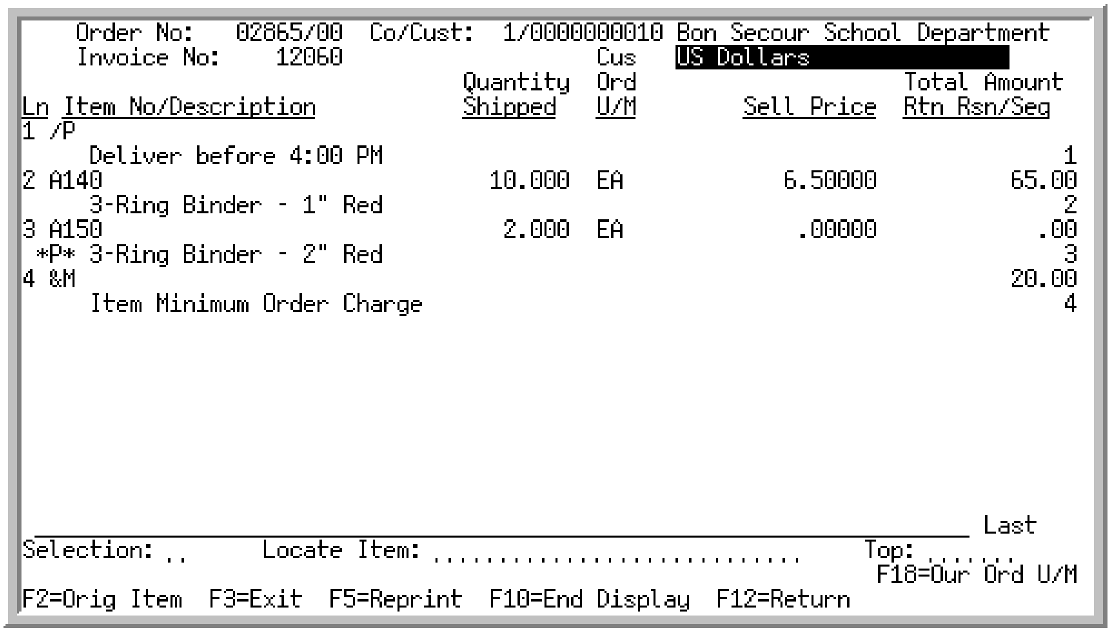
Reprint Invoice Fax/Print/Email Prompt Screen Fields and Function Keys

Field/Function Key	Description
Fax Invoice Reprint	This field will only display when Fax is installed. Use this field to designate whether or not you wish to re-fax the selected invoice. Key Y to re-fax this invoice. The invoice will be sent to the output queue defined through Fax System Options Maintenance (MENU AXMAIN) and will be transmitted according to the time set through QUADRANT's FastFax. You will be notified via your message queue when the fax has been transmitted. Key N f you do not wish to re-fax this invoice. NOTE: If this field is N, the **Prt Invoice Reprint** field or the **Eml Invoice Reprint** field must be Y. *Default Value:* The value in the history file for this order (A 1) Required
Prt Invoice Reprint	Use this field to designate whether or not you wish to generate a printed copy of this invoice. Key Y to re-print this invoice. The invoice will be sent to the designated printer Key N if you do not wish to re-print this invoice. NOTE: If this field is N, the **Fax Invoice Reprint** field or the **Eml Invoice Reprint** field must be Y. *Default Value:* The value in the history file for this order (A 1) Required
Eml Invoice Reprint	This field will only display when Mail Server is installed. Use this field to designate whether or not you wish to re-email the selected invoice. The Email Options Screen will appear when you press ENTER. Refer to the Mail Server User Guide for a description of this screen Key Y to email a duplicate copy of this invoice. Key N to not email a duplicate copy of this invoice. NOTE: If this field is N, the **Fax Invoice Reprint** field or the **Prt Invoice Reprint** field must be Y. *Default Value:* N (A 1) Required

Reprint Invoice Fax/Print/Email Prompt Screen Fields and Function Keys

Field/Function Key	Description
Sold-to Address	This field appears only if the sold-to (bill-to) address on the invoice is different from the customer's current sold-to address. Key O in this field if you want the sold-to address from the original invoice to be used on the re-printed invoice. Key C in this field if you want the customer's current sold-to address to be used on the re-printed invoice. *Default Value:* O (A 1) Required
Ship-to Address	This field appears only if the ship-to address on the invoice is different from the customer's current ship-to address. Key O in this field if you want the ship-to address from the original invoice to be used on the re-printed invoice. Key C in this field if you want the customer's current ship-to address to be used on the re-printed invoice. *Default Value:* C (A 1) Required
Enter	Press ENTER to accept the selections and generate the reprinted versions of this invoice. If the **Fax Invoice Reprint** field is Y, the FAX Cover Sheet Information Screen appears. Refer to the Fax User Guide Appendix A for information on this screen. If the **Eml Invoice Reprint** field is Y, the Email Options Screen appears Refer to the Mail Server User Guide Appendix A for information on this screen. If the **Prt Invoice Reprint** field is Y, the Report Options Screen appears. Refer to the Cross Applications User Guide for information on this screen. When complete, you are returned to the original screen on which the F5=REPRINT was pressed.

Item Summary History Display Screen



This screen appears after pressing F2=LINE ITEMS on the Invoice Display Screen (p. 16-28) or after selecting an order in history and pressing ENTER on the Customer Order/Shipment Inquiry Screen (p. 16-9), if **Skip Order Header for New Orders** is Y in Order Entry Options Maintenance (MENU XAFILE), pressing ENTER on the Second Order Header History Screen (p. 16-84) or the Item Detail History Display Screen (p. 16-89), pressing F4=LINE ITEMS on the Order Header History Screen (p. 16-79).

Use this screen to review a summary line of information for each line item contained in the order. You also may select to view any of the summary lines in detail.

Item Summary History Display Screen Fields and Function Keys

Field/Function Key	Description
Order No	The order number and generation. The generation is either the number of times the order has been backordered or 50 for the initial release of master blanket order. Display
Co/Cust	The company number and customer number associated with this order. The customer name displays to the right of the customer number. Display

Item Summary History Display Screen Fields and Function Keys

Field/Function Key	Description
(Currency Description)	This field only displays when International Currency is installed. The currency description may be toggled with the F14=TRAD CURR / F14=LOCAL CURR key to display the description of the trading currency used for the order or the description of the company's local currency. Display
Invoice No	The invoice number assigned to this order. Display
Ln	The reference number associated with the item. This number is keyed in the **Selection** field on the lower portion of the screen. Display
P	The promotion flag. If an item or special charge discount was added to the order as a result of a promotion, a promotion flag (***P***) will display before the item description. Display
Item No/Description	The item number and corresponding description (displayed below the item number). This field will toggle with the F2=ORIG ITEM / F2=OUR ITEM key to display the original item number and description which could be the customer/item number or the original item requested by the customer before it was "replaced" with the shipping item. Special charges and comments also display in this field. The order charges and comments display beginning with a slash (**/**) and the line charges and comments display beginning with an ampersand (**&**). The special charge description and comment text display on the second line of the display. Display
Quantity Shipped	The quantity of the item shipped in either "our" unit of measure or the customer's unit of measure (if any), as toggled with the F18=OUR ORD U/M / F18=CUS ORD U/M key. Display

Item Summary History Display Screen Fields and Function Keys

Field/Function Key	Description
U/M / Cust Ord U/M	The item's ordering unit of measure: either the stocking unit of measure or the customer's unit of measure (if any), as toggled with the F18=OUR ORD U/M / F18=CUS ORD U/M key. NOTE: If an additional unit of measure was used, when this field displays as "U/M" on this screen, the conversion (relation) will be based on this additional unit of measure as set up in the Item Master File. Also note this key only applies if Order Entry Options Maintenance (MENU XAFILE) **Show Prices in Order Entry** are set to O (ordering); if Order Entry Options **Show Prices in Order Entry** are set to P (pricing), only the pricing unit of measure will be presented; the F18=OUR ORD U/M / F18=CUS ORD U/M key is not applicable. Display
Sell Price	The item's actual selling price in either "our" stocking unit of measure or the customer's unit of measure (if any), as toggled with the F18=OUR ORD U/M / F18=CUST ORD U/M key. The amount of the special charges for this order also display in this column. The sell price will display in high intensity when the item's pricing has been overridden. When International Currency is installed, the sell price may be toggled with the F14=TRAD CURR / F14=LOCAL CURR key to display the item sell prices in the trading currency used for the order or in the company's local currency NOTE: Some prices in this column may be too large for display and will therefore appear as 999999.99999. To view actual values, select the line and press ENTER to access the Item Detail History Display Screen (p. 16-89). Display
Total Amount	The total extended amount for this item in this order in either "our" stocking unit of measure or the customer's unit of measure (if any), as toggled with the F18=OUR ORD U/M / F18=CUST ORD U/M key. The amount of the special charges for this order also display in this column. When International Currency is installed, the total amount may be toggled with the F14=TRAD CURR / F14=LOCAL CURR key to display the item sell prices in the trading currency used for the order or in the company's local currency NOTE: Some prices in this column may be too large for display and will therefore appear as 999999.99999. To view actual values, select the line and press ENTER to access the Item Detail History Display Screen (p. 16-89). Display

Item Summary History Display Screen Fields and Function Keys

Field/Function Key	Description
Rtn Rsn	The return reason code for the returned items in the order. The return reason code is from the Order History Detail File (HSDET). Display
Seq	The sequence in which the items were entered into the order. Display
Selection	This field allows you to select an item that you want to display in detail. Key the reference number (displayed in the **Ln** column) associated with the item and press ENTER. The Item Detail History Display Screen (p. 16-89) will appear. (N 1,0) Optional
Locate Item	Use this optional field to locate an item number within an order. Key all or part of the item number and press ENTER. If the item is found in the order, it will display on the top portion of this screen. (A 27) Optional
Top	This field (used for sequencing) allows you to select the item you want to display on the first line of this screen. Key the sequence number (displayed in the **Seq** column) that you want to display first and press ENTER. If the exact sequence number keyed is not found, the line with the closest sequence number will be positioned to the top of the screen. (N 5,0) Optional
F2=Orig Item / Our Item	Use F2=ORIG ITEM / F2=OUR ITEM as a toggle to display either the original item number or our item number.
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.

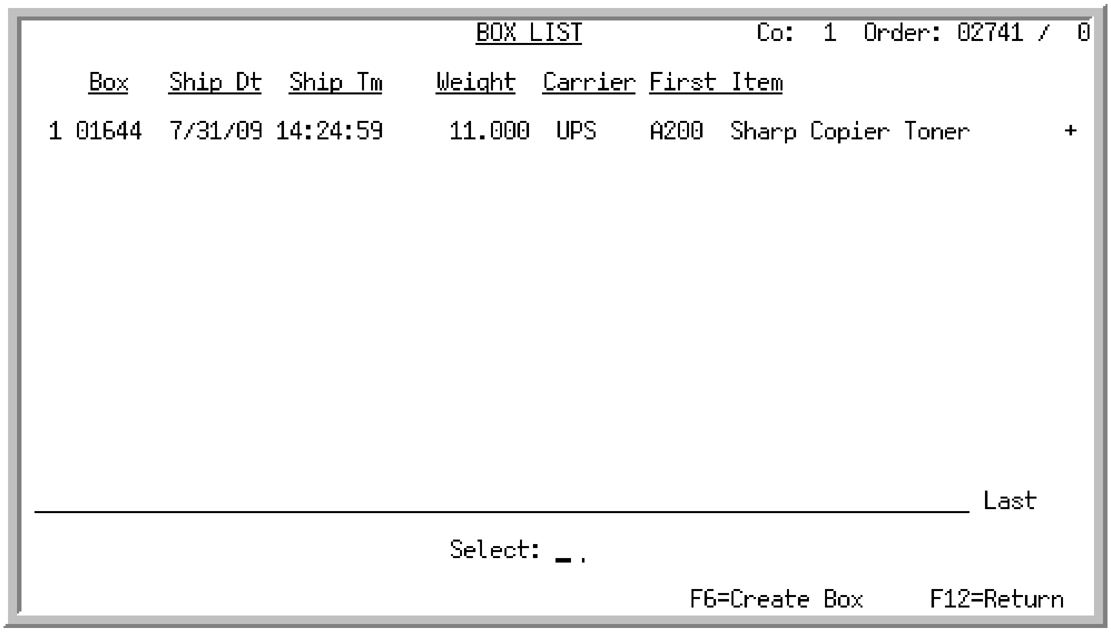
Item Summary History Display Screen Fields and Function Keys

Field/Function Key	Description
F5=Reprint	The F5=REPRINT function key appears only if you are authorized to the function to **Reprint Invoices from History**, as determined in Application Authority Maintenance (MENU XASCTY). Press F5=REPRINT to reprint this Invoice from history. You will not be able to use your workstation momentarily while the job is processing. When completed, the screen will be refreshed and the reprinted Invoice will be in the designated output queue. NOTE: If FAX is installed, pressing F5=REPRINT will display the Reprint Invoice FAX/Print Prompt Screen which allows you to reprint/re-fax the invoice. Refer to the FAX User Guide for details. If you have Mail Server installed and there is a Y in the **Eml Inv** field for this order on the End Order Screen (p. 6-248) in Enter, Change & Ship Orders (MENU OEMAIN), pressing F5=REPRINT will e-mail a reprint of the invoice in addition to printing and/or faxing it. The Reprint Invoice Fax/Print/Email Prompt Screen (p. 16-38) will appear.
F10=End Display	Press F10=END DISPLAY to display the Customer Order/Shipment Inquiry Screen (p. 16-9).
F12=Return	Press F12=RETURN to display the Order Header History Screen (p. 16-79).
F14=Local Curr/Trad Curr	Press F14=LOCAL CURR / F14=TRAD CURR to toggle the Sell Price and Total Amount columns between the company's local currency and the order's trading currency.
F18=Our Ord U/M / Cus Ord U/M	NOTE: On detail screens, this function key only displays if this line item's "ordering" unit of measure is different than one of the stocking units of measure for the item. This function key always displays on roll screens. Also note this key only applies if Order Entry Options Maintenance (MENU XAFILE) **Show Prices in Order Entry** are set to O (ordering); if Order Entry Options **Show Prices in Order Entry** are set to P (pricing), only the pricing unit of measure will be presented; the F18=OUR ORD U/M / F18=CUS ORD U/M key is not applicable. F18=OUR ORD U/M / F18=CUS ORD U/M is used as a toggle to display either "our" stocking unit of measure or the customer's unit of measure (if any) and pricing information. The values in the **Quantity Ordered** and **Quantity Shipped** fields will display in the U/M you choose with this key. A default unit of measure may be defined for a customer and item through Customer/Item Dft U/M Maintenance (MENU ARFIL2).

Item Summary History Display Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER after selecting an item to display in detail. The Item Detail History Display Screen (p. 16-89) will appear.

Box List Screen



This screen appears when Warehouse Management is installed and after you press F13=BOX INQ on the Order Display Screen (p. 15-17) or the Invoice Display Screen (p. 16-28). Use this screen to review all boxes used to ship the order or to inquire into detailed information relating to a specific box (including the contents of a box).

Additionally, you may access this screen after pressing F13=BOXES on the End Order Screen (p. 6-248).

This is the first screen that displays for the box inquiry. It allows you to select a box for which detailed information will display on the Box Information Screen (p. 16-50), or to create a box with the F6=CREATE BOX key.

Boxes are filled for an order if you have:

- Defined boxing options through Warehouse Management Options Maintenance (MENU WMFILE);
- The picking section in which the items are stored is defined to **Calculate Box Sizes** through Picking Sections Maintenance (MENU WMFILE) when the **Select Box by Size** field is L in Warehouse Management Options Maintenance (MENU WMFILE);
- Boxes have been defined for a warehouse through Box Master Maintenance (MENU WMFILE).

Box List Screen Fields and Function Keys

Field/Function Key	Description
Co Order	The company and order/generation number for which boxes are being reviewed, created, or maintained. Display

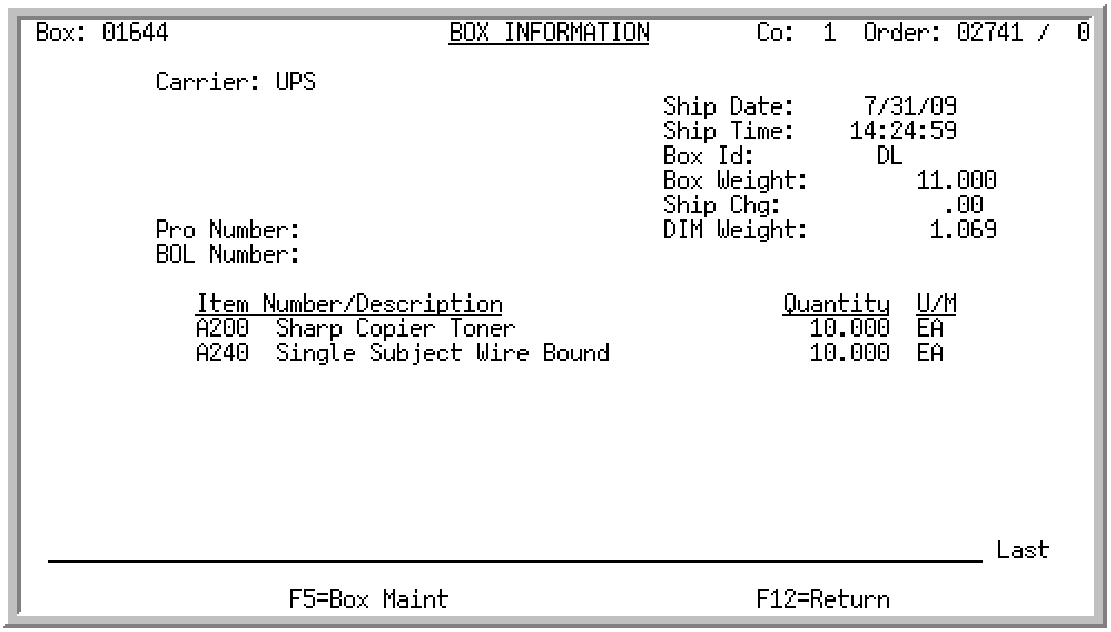
Box List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number which corresponds to the box in which items are assigned/packed for this order. Key this number in the **Select** field on this screen to display detailed information on the Box Information Screen (p. 16-50). Display
Box	This column displays the box numbers assigned to the boxes in which the items on this order were assigned/packed. Based on Warehouse Management Options (MENU WMFILE), box numbers can be automatically assigned by Warehouse Management when boxes and items are printed on the Pick List. Display
Ship Dt	This column displays the date that the box was shipped, as recorded through Confirm Box Shipments (MENU WMMAIN) or Box Maintenance (MENU WMMAIN). The dates display using the **Default Date Format** for the user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). Display
Ship Tm	This is the time that the box was shipped, as recorded through Confirm Box Shipments (MENU WMMAIN) or Box Maintenance (MENU WMMAIN). All times are displayed in the user's default time zone. The code for the time zone in which times are displayed appears at the top of this column. Time zone codes are defined through Time Zone Codes Maintenance (MENU OEFIL3) and assigned to users through Register A+ User IDs (MENU XACFIG). Display
Weight	This is the total weight of the box when it shipped, as recorded through Confirm Box Shipments (MENU WMMAIN) or Box Maintenance (MENU WMMAIN). Display
Carrier	The carrier code of the carrier who shipped the box. Carriers are originally assigned to an entire order on the Order Header Screen (p. 6-18), but may be changed for a particular box through Confirm Box Shipments (MENU WMMAIN) or Box Maintenance (MENU WMMAIN). If this is the case, the carrier for the order is changed to ***MULT**. Display

Box List Screen Fields and Function Keys

Field/Function Key	Description
First Item	The item number and description of the first item assigned to the box. If more than one item is assigned to this box, a plus (+) sign will display to the right of this description. To display the entire contents of the box, key the **Reference Number** for this box in the **Select** field and press ENTER to display the Box Information Screen (p. 16-50).
Select	Use to select one of the boxes for detailed inquiry. The Box Information Screen (p. 16-50) will appear. Key the **Reference Number** of the box for which detailed information, including the box contents, will display on the Box Information Screen (p. 16-50). (N 2,0) Optional
F6=Create Box	F6=CREATE BOX allows you to create a new box and enter box information. For an open order F6=CREATE BOX displays the Box Information Screen (p. 16-50). For an order in history F6=CREATE BOX displays the Print/Reprint Labels Image Screen displays. For a presentation and explanation of this screen, refer to Shipping Labels (MENU WMMAIN).
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER after keying the **Reference Number** of a box to select in the **Select** field. The Box Information Screen (p. 16-50) will appear.

Box Information Screen



This screen appears when Warehouse Management is installed and after you press F13=Box Inq on the Invoice Display Screen (p. 16-28) or the Order Display Screen (p. 15-17) if only one box was used for the order selected. This screen also may be displayed from the Box List Screen (p. 16-47) by selecting a specific box. Use this screen to view detailed information about the box used to ship the selected order as well as the contents of the box.

All fields on this screen are display only.

Box Information Screen Fields and Function Keys

Field/Function Key	Description
Box	The box number for which detailed information is displayed on this screen.
Co	The number of the company for which the order was placed.
Order	The order and generation number of the order for which this box was filled/ shipped.
Carrier	The carrier to whom this box shipment is assigned. In the following rows, the carrier's label message will display. The label message is defined in the five Label Line fields through Carrier Codes Maintenance (MENU OEFIL2). These label lines will print on the Case/Shipping Label printed for this box. Refer to Shipping Labels (MENU WMMAIN) for details.

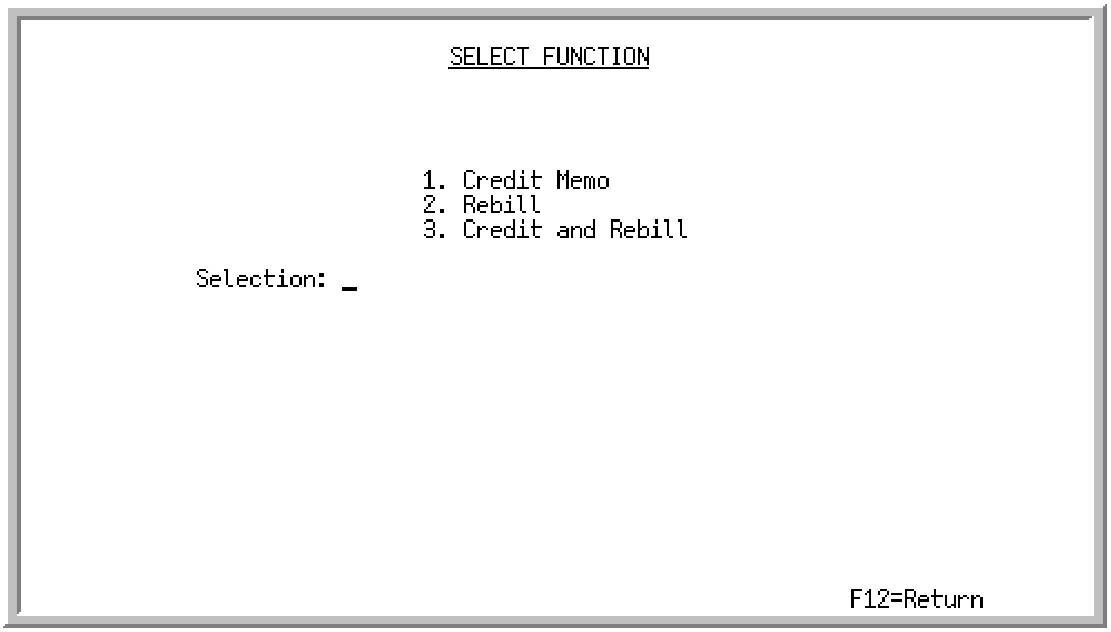
Box Information Screen Fields and Function Keys

Field/Function Key	Description
Ship Date	This column displays the date that the box was shipped, as recorded through Confirm Box Shipments (MENU WMMAIN) or Box Maintenance (MENU WMMAIN). The dates display using the **Default Date Format** for the user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
Ship Time	This is the time that the box was shipped, as recorded through Confirm Box Shipments (MENU WMMAIN) or Box Maintenance (MENU WMMAIN). All times are displayed in the user's default time zone. The code for the time zone in which times are displayed appears at the top of this column. Time zone codes are defined through Time Zone Codes Maintenance (MENU OEFIL3) and assigned to users through Register A+ User IDs (MENU XACFIG).
Weight	This is the total weight of the box when it shipped, as recorded through Confirm Box Shipments (MENU WMMAIN) or Box Maintenance (MENU WMMAIN).
Box ID	The box number assigned to this box either automatically assigned by Warehouse Management when boxes and items are printed on the Pick List or created through Box Maintenance (MENU WMMAIN).
Box Weight	This is the total weight of the box when it shipped, as recorded through Confirm Box Shipments (MENU WMMAIN) or Box Maintenance (MENU WMMAIN).
Ship Chg	The Ship Charge keyed on the Box Maintenance Screen (MENU WMMAIN). This field is for information only and is not updated to the actual order.

Box Information Screen Fields and Function Keys

Field/Function Key	Description
DIM Weight	This field displays the minimum weight to be used in the calculation of shipping charges. The value in this field is the greater of either the weight in the **Box Weight** field or the DIM weight calculated using the **Minimum DIM Weight** defined through Warehouse Management Options Maintenance (MENU WMFILE). The **Minimum DIM Weight** is the minimum shipping weight per cube to be used in Warehouse Management. For example, the Minimum DIM Weight is 10 pounds per cube. The DIM weight for a 2-cube box is calculated as DIM Weight = 2*10 = 20 pounds If the Box Weight of the box is 25 pounds, the value in the DIM Weight field will be 25, because the actual weight of the box is greater than the calculated DIM weight. If the Box Weight of the box is 18 pounds, the value in the DIM Weight field will be 20.
Pro Number	The package tracking (pro) number from the Second Order Header Screen (p. 6-48). If you are using EDI, this pro number may have been changed by any other pro number you may subsequently key on either the The Box Header Maintenance Screen in Box Header Maintenance (MENU WMMAIN) or the The Confirm Box Shipments Screen in Confirm Box Shipments (MENU WMMAIN).
BOL Number	The bill of lading (BOL) number from the Second Order Header Screen (p. 6-48). If you are using EDI, this BOL number will be superseded by any other BOL number you may subsequently key on the Box Header Maintenance Screen in Box Header Maintenance (MENU WMMAIN) or the Confirm Box Shipments Screen in Confirm Box Shipments (MENU WMMAIN).
Item Number/ Description	The item number and description of the item already assigned/packed in this box.
Quantity	The quantity of the corresponding item contained in the box.
U/M	The unit of measure which corresponds to the quantity of items in the box.
F5=Box Maint	Press F5=BOX MAINT to access Box Maintenance (MENU WMMAIN), which you may use to change any box information, including the box contents.
F12=Return	Press F12=RETURN to return to the previous screen.

Credit Options-Select Function Screen



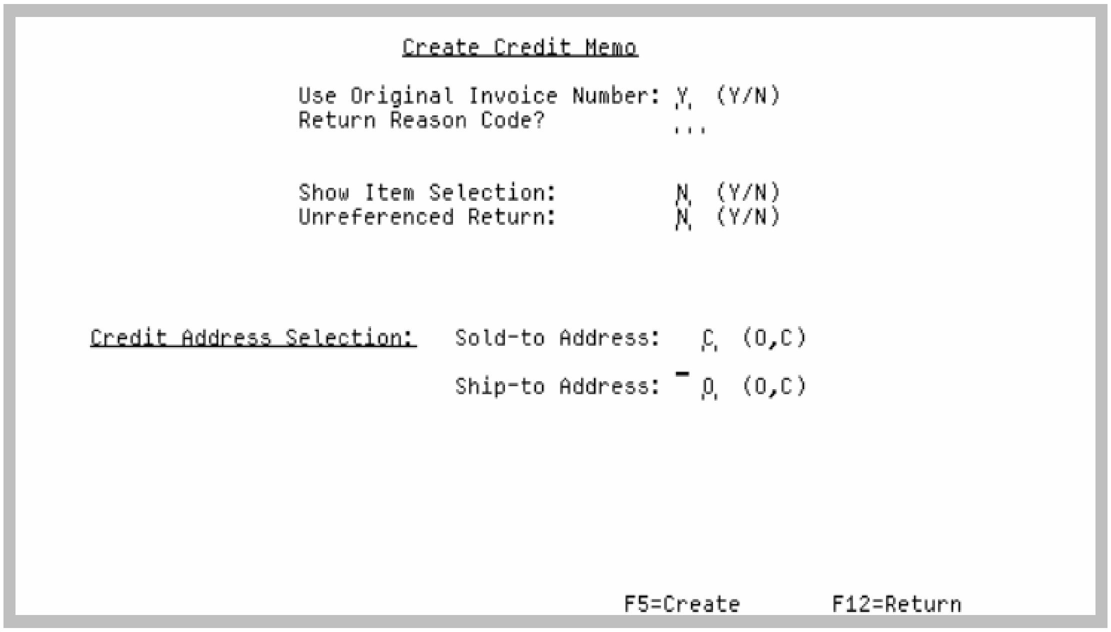
This screen appears after you press F15=CRD OPT on the Invoice Display Screen (p. 16-28), Order Header History Screen (p. 16-79) or Second Order Header History Screen (p. 16-84).

Use this screen to select whether you want to create a Credit Memo (return) for the order, Rebill (invoice only) the order, or both.

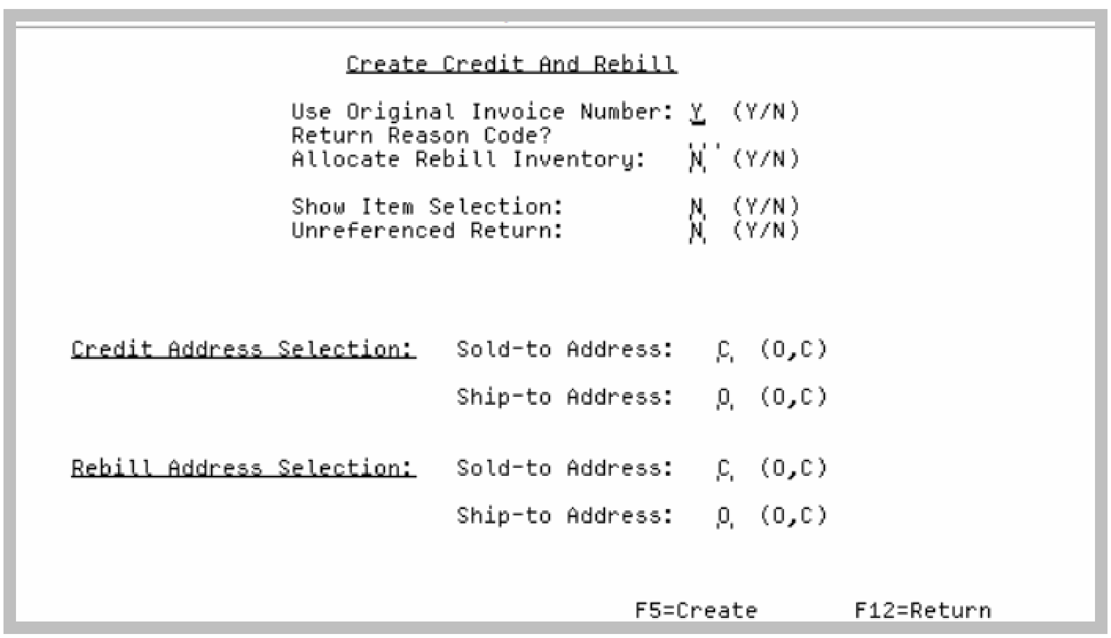
Credit Options-Select Function Screen Fields and Function Keys

Field/Function Key	Description
Selection	Use this field to indicate whether you want to create a Credit Memo, Rebill the order, or create both a Credit Memo and a Rebill. Key 1 to begin the create a credit memo process. Creating a Credit Memo creates a return (type R order) for the line items and quantities shipped on the original order and generates a Credit Memo in Accounts Receivable for the customer. Key a 2 to begin the rebill the order process. This option creates a new invoice-only (type I) order that contains the line items, quantities shipped, and pricing from the original order, but applies current tax values. Normally, a rebill is used in conjunction with a Credit Memo to generate a new, corrected invoice for a customer order. If you have not previously created a credit memo for this customer and order, you will see a warning message on the Create Rebill Screen (p. 16-56). Key a 3 to begin the create a Credit Memo and Rebill the order process. *Valid Values:* 1, 2, or 3 (N 1,0) Required
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to confirm your entry. Depending on your entry in the **Selection** field, you will see one of the following screens on which to continue the process: • Create Credit Memo Screen (p. 16-55), if you keyed a 1 • Create Rebill Screen (p. 16-56) if you keyed a 2 • Create Credit and Rebill Screen (p. 16-55), if you keyed a 3.

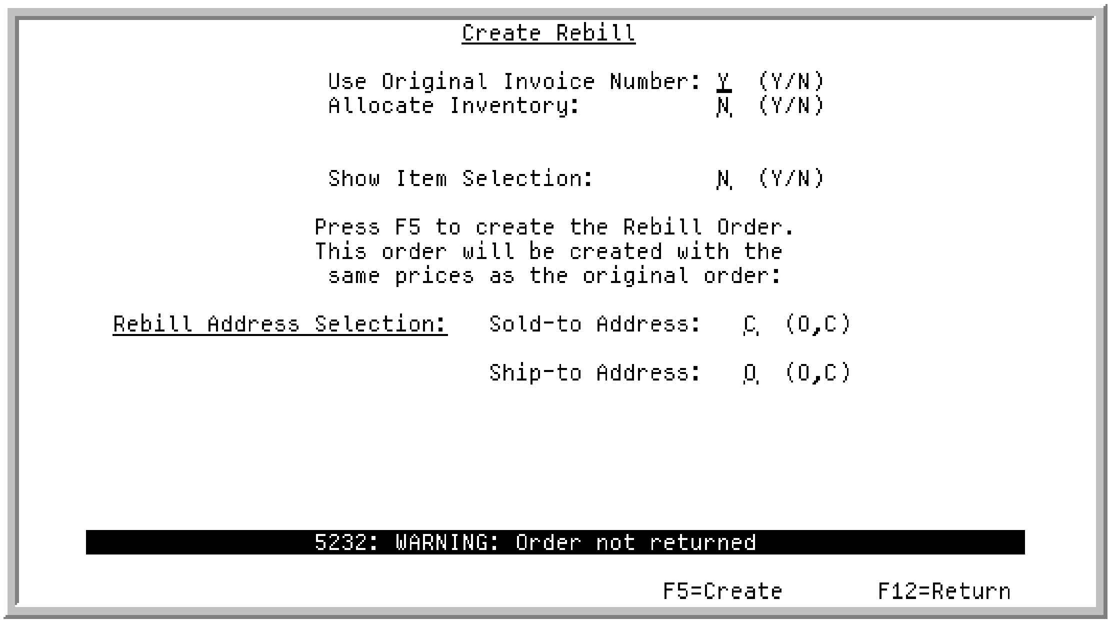
Create Credit Memo Screen



Create Credit and Rebill Screen



Create Rebill Screen



Create Credit Memo

The Create Credit Memo Screen appears after you key a 1 in the **Selection** field and press ENTER on the Credit Options-Select Function Screen (p. 16-53). Use this screen to create a Credit Memo (return) for the invoice displayed on the Invoice Display Screen (p. 16-28)). An Offline Order Entry Report (p. 11-3) will be generated, and if there are any errors, they will print on this report.

The Credit Memo will be created for the quantity shipped that has not already been returned on this order number and generation (unless changed; see the **Show Item Selection** field).

The Credit Memo will not include items that were backordered or on another part of a split order (with a separate order number). Additionally, credit memos can be processed for orders that were invoiced using consolidated invoices, but only the amount of this individual order will be included on the credit memo invoice.

If you have already processed a partial return for this order through Enter, Change & Ship Orders (MENU OEMAIN), the Credit Memo you create here will be for the total of the items and quantities remaining on the order. When you create the credit memo, you will see a message that a partial return has been created.

Create Credit & Rebill

The Create Credit and Rebill Screen appears after you key a 3 in the **Selection** field and press ENTER on the Credit Options-Select Function Screen (p. 16-53). Use this screen to create a Credit Memo (return) and rebill the order. An Offline Order Entry Report (p. 11-3) will be generated, and if there are any errors, they will print on this report.

The credit memo and rebill are created as described in the explanation of the Create Credit Memo Screen (p. 16-55) and the Create Rebill Screen (p. 16-56), with the following exceptions:

- The **Return to Stock** field defaults to N.
- If you see a message that this is a partial return since some items were previously returned, the new invoice for the rebill will include only those items for which you have just created a Credit Memo. If you want to create a Credit Memo for a partial return and rebill the entire order, you must select the Credit Memo and Rebill options separately on the Credit Options-Select Function Screen (p. 16-53).

NOTE: If **Allow Shipment of Unalloc Orders** is N in Order Entry Options Maintenance (MENU XAFILE), you will not be allowed to create a rebill. When you key a 2 or a 3 in the **Selection** field, you will see an error message. You must change the **Allocate Inventory** field on this screen to Y to continue.

Create Rebill Order

The Create Rebill Screen appears after you key a 2 in the **Selection** field and press ENTER on the Credit Options-Select Function Screen (p. 16-53). Use this screen to rebill the order displayed on the Invoice Display Screen (p. 16-28). An Offline Order Entry Report (p. 11-3) will be generated, and if there are any errors, they will print on this report.

Rebilling creates a new invoice-only (type I) order for the quantity shipped on this order number and generation. The new invoice contains the same line items, quantities, and prices as the original order, but uses current tax values. If changes have been made to the tax information in the customer's record since you printed the original invoice, the order total on the new invoice will be different from the original order total.

The new invoice you create will not include items that were backordered or on another part of a split order (with a separate order number). Additionally, you can rebill an order that was created consolidated invoices. However, the new invoice created will include only the amount of this individual order.

Rebilling an order is normally done in conjunction with a Credit Memo (return). If you are creating a rebill for an order and no Credit Memo has been created for that order, you will see a warning message. Since automatically created rebills generated through this process usually uses the same invoice number as the original order being rebilled, creating a rebill for an order that has not been returned can result in 2 invoices for the same order, with 2 different order numbers.

NOTE: If **Allow Shipment of Unalloc Orders** is N in Order Entry Options Maintenance (MENU XAFILE), you will not be allowed to create a rebill. When you key a 2 or a 3 in the **Selection** field, you will see an error message. You must change the **Allocate Inventory** field on this screen to Y to continue.

Offline Order Entry Report

This report prints for the credit/rebill process each time you:

- generate a credit memo from the Create Credit Memo Screen (p. 16-55)

- rebill an order from the Create Rebill Screen (p. 16-56)
- generate a Credit Memo and rebill an order, from the Create Credit and Rebill Screen (p. 16-55)
- create a duplicate order from the Create Duplicate Order Screen (p. 16-62)

This report shows the return order, invoice-only order, and/or duplicate order that was created. If an error exists, it will print on this report. Any errors printed should be corrected using Enter, Change & Ship Orders (MENU OEMAIN). Refer to Offline Order Entry Report (MENU OEMAIN) for more information.

Create Credit Memo, Create Credit & Rebill, or Create Rebill Screen Fields and Function Keys

Field/Function Key	Description
Use Original Invoice Number	Use this field to indicate whether you want the new return and/or invoice you are creating to have the same invoice number as the original invoice for the order. Key Y to use the same invoice number. The new return and/or invoice will have the same invoice number as the original invoice for the order. If you use Enter, Change & Ship Orders (MENU OEMAIN) to review the new invoice, this invoice number will appear in the **Invoice No**. field on the Second Order Header Screen. If this transaction is coded to update A/R, when the invoice is printed and day-end processing is run, this credit transaction will be applied to the original invoice if it is still open, thereby reducing the balance on that invoice. Key N if you do not want the new invoice to have the same invoice number as the original invoice for the order. The new return and/or invoice will be assigned the next available invoice number. *Default Value:* Y (A 1) Required
Return Reason Code	Key the return reason code (indicating the reason of the return) for the Credit Memo being created. The reason code will be copied into each line of the new return that will be created. This field is required if the **Show Item Selection** field on this screen is N. If the **Show Item Selection** field on this screen is Y, this field is optional, and you will have the option to assign a different return reason code for each line item in the order on the Select Items for Credit and Rebill Screen (p. 16-67). If you enter a return reason code in this field and the **Show Item Selection** field on this screen is Y, then all line items will be assigned to the return reason code you entered as a default. *Valid Values:* A return reason code defined through Return Reason Codes Maintenance (MENU OEFIL2). (A 2) Required/Optional

Create Credit Memo, Create Credit & Rebill, or Create Rebill Screen Fields and Function Keys

Field/Function Key	Description
Allocate Inventory	Use this field to specify whether or not you want inventory to be allocated for this rebill. Key Y to allocate inventory. Key N to prevent inventory from being allocated. If you key N in this field and the **Allow Shipment of Unallocated Orders** field is set to N in Order Entry Options Maintenance (MENU XAFILE), you will not be able to create the rebill. *Default Value:* N (A 1) Required
Allocate Rebill Inventory	Use this field to specify whether or not inventory will be allocated for this credit and rebill. Key Y to allocate inventory. Key N to prevent inventory from being allocated. If you key N in this field and the **Allow Shipment of Unallocated Orders** field is set to N in the Order Entry Options Maintenance (MENU XAFILE), you cannot create the credit and rebill. *Default Value:* N (A 1) Required
Show Item Selection	Use this field to indicate whether you want to display the Select Items for Credit and Rebill Screen (p. 16-67) when creating credit memos, when creating rebills, or credits and rebills. Key Y to display the Select Items for Credit and Rebill Screen (p. 16-67). You will be able to select which items to include on the new orders created. You may also be able to change item quantities for the line items on the orders and assign different return reason codes for the line items on the order based on your authorization to **Allow Changes to Qty Ordered - Credit/Rebill/ Dupe** through Application Action Authority Maintenance (MENU XASCTY). Key N if you do not want the Select Items for Credit and Rebill Screen (p. 16-67) to display. *Default Value:* N (A 1) Required

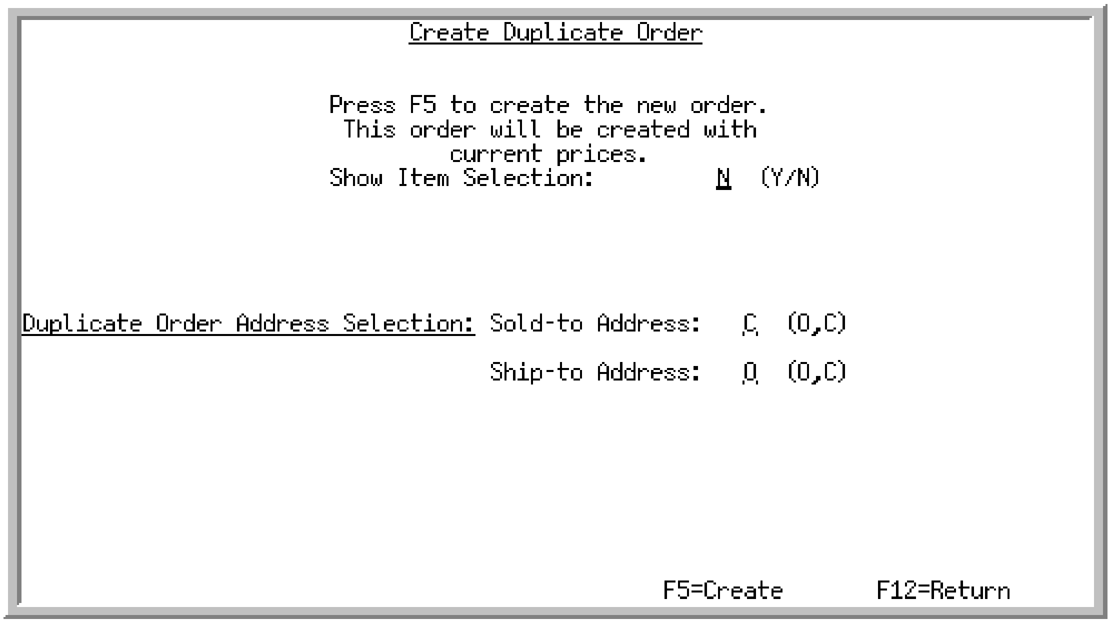
Create Credit Memo, Create Credit & Rebill, or Create Rebill Screen Fields and Function Keys

Field/Function Key	Description
Unreferenced Return	This field appears if the user is authorized to the action **Allow Returns without Original Order Reference**, as defined through Application Action Authority (MENU XASCTY). This field determines whether or not this order will be used as the original order reference for the credit being created. If **Select Items** = Yes, the value entered here becomes the default on the Select Items for Credit and Rebill Change Screen (p. 16-68) to allow individual lines on the credit to be flagged as referenced or not. (A 1) Required
Credit or Rebill Address Selection: Sold-to Address	This field appears only if the sold-to (bill-to) address on the invoice is different from the customer's current sold-to address. Key O in this field if you want the sold-to address from the original invoice to be used on the credit memo and/or rebill invoice. If you are creating a Credit Memo and a Rebill, the original address will be used on both. Key C in this field if you want the customer's current sold-to address to be used on the credit memo and/or rebill invoice. If you are creating a Credit Memo and a Rebill, the current address will be used on both. *Default Value:* C (A 1) Required
Credit or Rebill Address Selection: Ship-to Address	This field appears only if the ship-to address on the invoice is different from the customer's current ship-to address. Key O in this field if you want the ship-to address from the original invoice to be used on the Credit Memo. If you are creating a Credit Memo and a Rebill, the original address will be used on both. Key C in this field if you want the customer's current ship-to address to be used on the credit memo and/or the rebill invoice. If you are creating a Credit Memo and a Rebill, the current address will be used on both. *Default Value:* O (A 1) Required

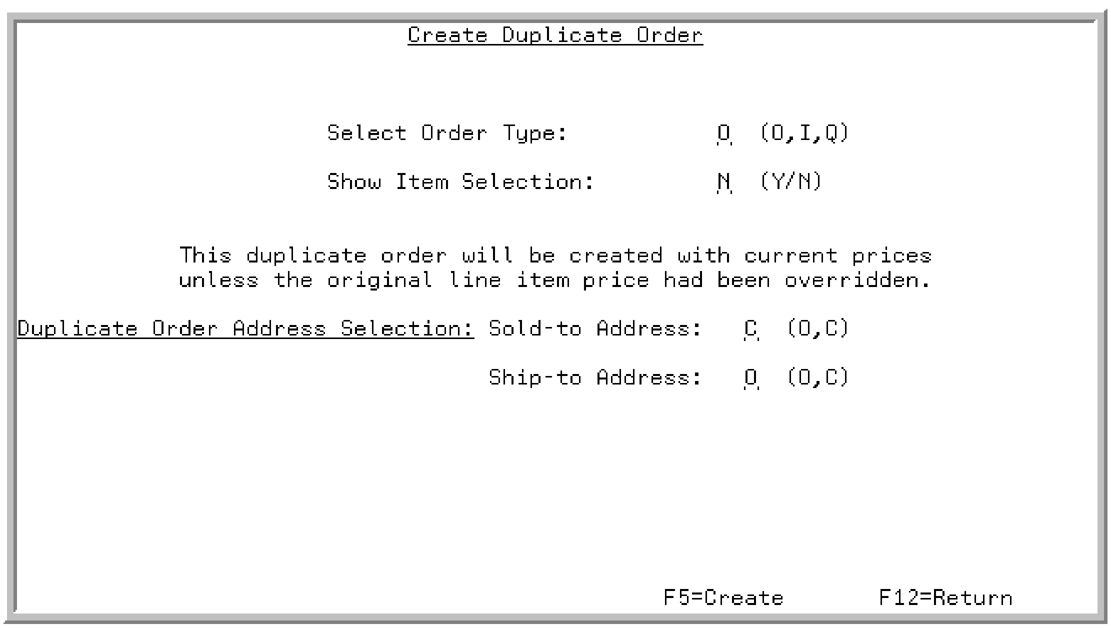
Create Credit Memo, Create Credit & Rebill, or Create Rebill Screen Fields and Function Keys

Field/Function Key	Description
F5=Create	If you keyed Y in the **Show Item Selection** field on this screen, when you press F5=CREATE, the Select Items for Credit and Rebill Screen (p. 16-67) will display. If you keyed N in the **Show Item Selection** field on this screen, when you press F5=CREATE, the new credit memo and/or rebill invoice will be created based on security and quantities that may have already been returned. Your workstation will be held up momentarily while this function executes. When processing is complete, you will see the order number that was assigned to the orders (credit memo and/or rebill) just created. If you created a credit memo and have specified a default hold code for returns in Order Entry Options Maintenance (MENU XAFILE), you will also see the Return Held - Hold Code. If you created a rebill and the invoice-only order for the rebill is put on hold for any reason, you will also see the Rebill Held - Hold Code. Press F10=CONTINUE to continue. The Offline Order Entry Report (p. 11-3) will print and should be reviewed for any warning and error messages that may have been generated.
F12=Return	Press F12=RETURN key to return to the Credit Options-Select Function Screen (p. 16-53) without generating a credit memo or a rebill invoice.

Create Duplicate Order Screen



Create Duplicate Order Screen from Deleted Orders Inquiry



This screen appears after you press F17=DUP ORDER on the Invoice Display Screen (p. 16-28), Order Header History Screen (p. 16-79), or Second Order Header History Screen (p. 16-84). It also appears after pressing F17=DUP ORD on the Deleted Order Display Screen (p. 100-14).

Use this screen to create a new regular order (type O) that is a duplicate of an order (type O) or invoice-only order (type I) in history or the deleted orders file. Creating a duplicate order is a quick way to set up new customer orders that can then be modified through Enter, Change & Ship Orders (MENU OEMAIN). From deleted orders, this is useful if a customer requests to order items after an original order, backorder or quote has been deleted. It applies to deleted order types O (Order), B (Backorder), or Q (Quote) only.

If the **Show Item Selection** field on this screen is N and you press F5=CREATE, the entire order (with all lines) is duplicated into the new order. If the **Show Item Selection** field is Y, the Select Items for Duplicate Order Screen (p. 16-67) is displayed allowing you to “mark” the specific lines that will be copied to the new order.

The new order will use current pricing unless the original line item price had been overridden. In that case, the line will be brought over with the intended overridden price.

The new order will use current pricing and tax values, and the current customer information in the Customer Master File. If you review the new order through Enter, Change, & Ship Orders (MENU OEMAIN), a notation that this is a duplicate order and the original order number will appear in the **PO Number** field on the Order Header Screen.

From the Deleted Orders Inquiry (MENU OEINQY), you will be able to select the order type of O (Order), I (Invoice), or Q (Quote) to be used on the new order being created. The new order type value for the order being created will initially default to O for a deleted order/backorder, or Q for a deleted Quote.

The duplicate order you create may include all of the items and quantities from the original order, including backordered items, except:

- Special order items that are not defined as non-stock items in the Item Master File (ITMST). If you normally stock an item in your warehouse, but entered the item as a special order or drop-ship item for this one order by keying **Special Order** Y on the Item Review Screen (p. 6-115), the special order item will not be included in the duplicate order you create here. If the item is always special ordered however, based on the **Special Ord Cd** field being D or S in the Item Balance FIle (ITBAL), it will be included on the duplicate order.
- Items that were on another part of a split order (with a separate order number). To include these items, after you create the duplicate order, add the items manually through Enter, Change & Ship Orders (MENU OEMAIN).
- Items that have been suspended in the Item Master File (ITMST) or the Item Balance File (ITBAL).

If any items on the original order were added as a result of a promotion for a discounted price, those items will be added to a duplicate order using current pricing. Any promotional discounts on the original order that were added as a result of a promotion will not be included in the duplicate order. Also, if the duplicate order now qualifies for a promotion, then it is possible that new promotional items and/or discounts could be added in the promotions auto-selection process.

When a new Q (Quote) is created:

- The quote review date will initially be added as today’s date for the newly created quote during this duplicate order process. You can review this newly created quote through Enter, Change, & Ship Orders (MENU OEMAIN) in order to assign the appropriate quote review date.

When a new O (Order), I (Invoice), or Q (Quote) is created:

- Stock transfer orders (consignment type = AT) will not be duplicated into this new order/invoice/quote.
- The customer PO number field on the newly created order/invoice/quote will contain the duplicated order number from the original order/quote.
- Any line(s) that contain a promotional discount, and/or automatic order/line charge within the existing deleted order detail that is being duplicated, will carry over to the new order when the **Show Item Selection** field is N. These lines on the deleted order are not specifically marked as such, so the lines are treated no differently than regular line items/charges. Therefore, if you do not want this to occur, be sure to review the item selection (that is, set the **Show Item Selection** field to Y) and mark/unmark the included/copied lines accordingly, prior to pressing the F5=CREATE function key.

NOTE: The automatic order/line charges and promotional pricing may also occur during the offline OE process when the new order is being created. Because of this, it is suggested that you review the lines to be added and verify the duplicate order option fields in Order Entry Options Maintenance (MENU XAFILE) in order to avoid duplicate lines with the new order.

Create Duplicate Order Screen Fields and Function Keys

Field/Function Key	Description
Select Order Type	**Select Order Type** only displays when accessed from the Deleted Orders Inquiry (MENU OEINQY). Use this field to select the order type to be used on the new order being created. Key O if you want the new order type to be an Order. Key I if you want the new order type to be an Invoice. Key Q if you want the new order type to be a Quote. *Default Value:* O for a deleted order/backorder, or Q for a deleted Quote (A 1) Required

Create Duplicate Order Screen Fields and Function Keys

Field/Function Key	Description
Show Item Selection	Use this field to indicate whether you want the Select Items for Credit and Rebill Screen (p. 16-67) or Select Items for Duplicate Order Screen (p. 16-67) to display when creating duplicate orders. Key Y to display the applicable screen, where you will be able to: • Review the line items and the sell price on the original order. • Select which items to include on the new orders created. • Change item quantities for the line items on the order, based on the **Allow Changes to Qty Ordered - Credit/Rebill/Dupe** field setup within Application Action Authority (MENU XASCTY). Key N if you do not want the Select Items for Credit and Rebill Screen (p. 16-67) or Select Items for Duplicate Order Screen (p. 16-67) to display. *Default Value:* N (A 1) Required
Sold-to Address	This field appears only if the sold-to (bill-to) address on the invoice is different from the customer's current sold-to address. Key O in this field if you want the sold-to address from the original invoice to be used on the duplicate order. Key C in this field if you want the customer's current sold-to address to be used on the duplicate order. *Default Value:* O (A 1) Required
Ship-to Address	This field appears only if the ship-to address on the invoice is different from the customer's current ship-to address. Key O in this field if you want the ship-to address from the original invoice to be used on the duplicate order. Key C in this field if you want the customer's current ship-to address to be used on the duplicate order. *Default Value:* C (A 1) Required

Create Duplicate Order Screen Fields and Function Keys

Field/Function Key	Description
F5=Create	If you keyed Y in the **Show Item Selection** field on this screen, when you press F5=CREATE, the Select Items for Credit and Rebill Screen (p. 16-67) or Select Items for Duplicate Order Screen (p. 16-67) will display. If you keyed N in the **Show Item Selection** field on this screen, when you press F5=CREATE, the duplicate order will be created. Your workstation will be held up momentarily while this function executes. When processing is complete, the Duplicate Order Number that has been assigned to the new order just created will display. If a duplicate order was not created, a message will display indicating this. Press F10=CONTINUE to continue. It is suggested that you review the Offline Order Entry Report (p. 11-3) for any warning and error messages that may have been generated.
F12=Return	Press F12=RETURN to return to the calling screen without creating a duplicate order.

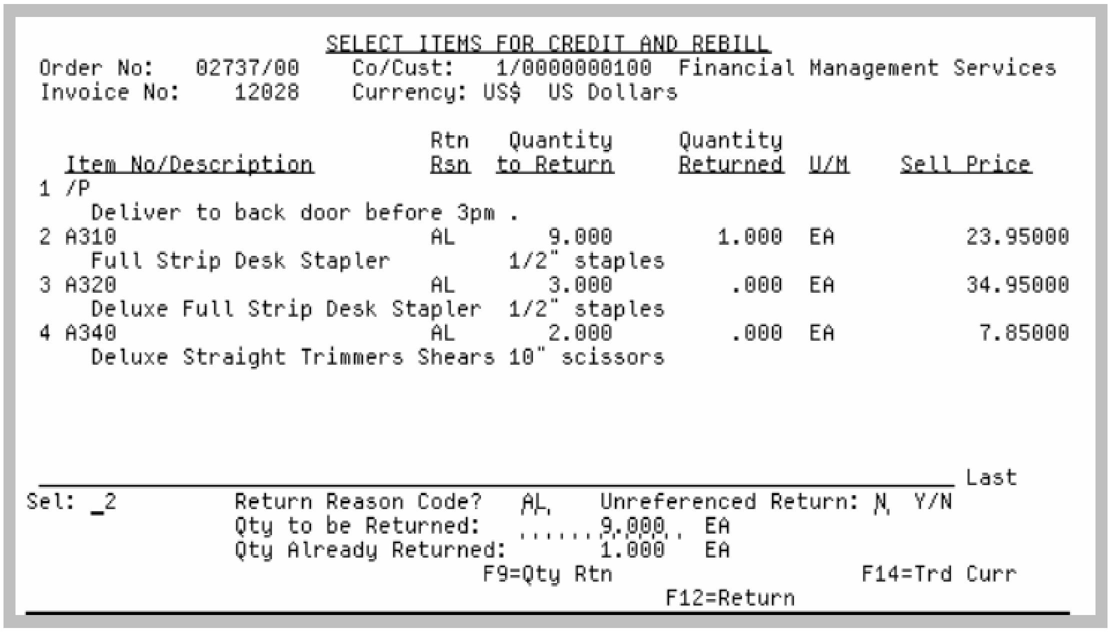
Select Items for Credit and Rebill Screen

```
                          SELECT ITEMS FOR CREDIT AND REBILL
 Order No:   02737/00    Co/Cust:   1/0000000100  Financial Management Services
 Invoice No:    12028    Currency: US$  US Dollars

                                Rtn  Quantity     Quantity
   Item No/Description          Rsn  to Return    Returned  U/M     Sell Price
 1 /P
     Deliver to back door before 3pm .
 2 A310                         AL       9.000       1.000  EA        23.95000
     Full Strip Desk Stapler         1/2" staples
 3 A320                         AL       3.000        .000  EA        34.95000
     Deluxe Full Strip Desk Stapler  1/2" staples
 4 A340                         AL       2.000        .000  EA         7.85000
     Deluxe Straight Trimmers Shears 10" scissors

                                                                      Last
Sel: _ .       Position to Item No: ............................
                           Description: .........................................

               F5=Mark/Unmark      F9=Qty Rtn                    F14=Trd Curr
F4=Ord/Shp     F6=Mark/Unmark All  F10=Continue  F12=Return      F16=Cus Ord U/M
```

Select Items for Duplicate Order Screen

```
                         SELECT ITEMS FOR DUPLICATE ORDER
Order No:   02005/00    Co/Cust:   1/0000000010  Bon Secour School Department
Invoice No:    10866    Currency: US$  US Dollars

                                Rtn  Quantity     Quantity
  Item No/Description           Rsn  Ordered      Shipped    U/M     Sell Price
1 /P
    Deliver before 4:00 PM
2 M002                                  10.000       10.000  EA         1.75000
    One-A-Day Vitamins 50 ea          All Day Energy

                                                                        Last
Sel: ...       Position to Item No: ............................
                           Description: .........................................

               F5=Mark/Unmark                                   F14=Trd Curr
               F6=Mark/Unmark All  F10=Continue  F12=Return     F16=Cus Ord U/M
```

Select Items for Credit and Rebill Change Screen



```
                         SELECT ITEMS FOR CREDIT AND REBILL
 Order No:   02737/00    Co/Cust:   1/0000000100  Financial Management Services
 Invoice No:    12028    Currency: US$  US Dollars

                              Rtn   Quantity     Quantity
   Item No/Description        Rsn  to Return     Returned  U/M    Sell Price
 1 /P
     Deliver to back door before 3pm .
 2 A310                       AL       9.000        1.000  EA        23.95000
     Full Strip Desk Stapler        1/2" staples
 3 A320                       AL       3.000         .000  EA        34.95000
     Deluxe Full Strip Desk Stapler 1/2" staples
 4 A340                       AL       2.000         .000  EA         7.85000
     Deluxe Straight Trimmers Shears 10" scissors



                                                                          Last
Sel: _2         Return Reason Code?   AL    Unreferenced Return: N  Y/N
                Qty to be Returned:   ......9.000   EA
                Qty Already Returned:       1.000   EA
                            F9=Qty Rtn                       F14=Trd Curr
                                          F12=Return
```

Where you access this screen from determines the title and view of this screen:

- For credit memos, the title will be SELECT ITEMS FOR CREDIT MEMO and the F4=ORD/SHP toggle view will default to show quantity return information.
- For credit/rebill, the title will be SELECT ITEMS FOR CREDIT AND REBILL and the F4=ORD/SHP toggle view will default to show quantity return information.
- For rebills, the title will be SELECT ITEMS FOR REBILLS and the view will default to show quantity ordered and quantity shipped information.
- For duplicate orders, the title will be SELECT ITEMS FOR DUPLICATE ORDER and the view will default to show quantity ordered and quantity shipped information.

This screen displays after pressing F5=CREATE from the Create Credit Memo Screen (p. 16-55), Create Rebill Screen (p. 16-56), Create Credit and Rebill Screen (p. 16-55), or Create Duplicate Order Screen (p. 16-62), if the **Show Item Selection** field on those screens is set to Y. This screen will also automatically display when the user presses F5=CREATE if the **Show Item Selection** field is set to N but the item's quantity already returned has exceeded the quantity shipped.

Use this screen to review and select which items and quantities to include on the new orders being created from the history or deleted order. If a return is being created, you may also assign a unique return reason code for each line being processed, and, based on the XASCTY Action Authority security settings for returns, you may be able to set the **Unreferenced Return** field to either Y or N. If processing a credit and rebill, any items selected on this screen or quantities changed will apply to both the credit and rebill orders created.

Any line comment(s) or line charge(s) that are associated with a line item that is not selected (or marked for copy) on this screen will also not be brought into the duplicated order (even if the line comment or line charge was marked).

When a line(s) is marked on this screen and F10=CONTINUE is pressed, the new order(s) are created. The New Order Information Screen (p. 16-77) will then appear, showing the new order number(s) that was created, as well as any hold(s) that may apply. This will mark the completion of the process.

Note that if a credit and rebill is being created, this screen will only display once after pressing the F5=CREATE from the Create Credit and Rebill Screen. It will be assumed that any line items selected or changes made to those line items will apply to both the credit and rebill orders. So, if certain items are selected on this screen or quantities are changed, then both the credit and rebill orders will include only those items and have those quantities.

The order information shown is from the Order History Header File (HSHED), and when International Currency is installed, from the International Currency Order History Header File (ICHSHD). The item information is from the Order History Detail File (HSDET), and when International Currency is installed, from the International Currency Order History File (ICHSDT).

When accessed from the Deleted Orders Inquiry (MENU OEINQY), the order information shown is from the Deleted Orders Header File (DLHED), and when International Currency is installed, from the International Currency Deleted Orders Header File (ICHSHD). The item information is from the Deleted Orders Detail File (DLDET), and when International Currency is installed, from the International Currency Deleted Orders Detail File (ICDLDT).

Selection of a line item with the ENTER key will bring the specific details of that line down for review/change. For example, making a selection from the Select Items for Credit Memo Screen will allow review/entry of return quantities; making a selection from the Select Items for Duplicate Order Screen will allow review/entry of ordered quantities. Refer to the ENTER key for further details.

NOTE: The **Position to Item Number** and **Description** fields will be replaced by the **Return Reason Code** and **Quantity Ordered** input fields for a specific item when the **Reference Number** of the item is keyed in the **Sel** field and you press ENTER.

NOTE: The initial display of this screen defaults into the double line mode. To view this screen in single line mode, press F24=SINGLE / F24=DOUBLE.

Select Items for Credit and Rebill OR Duplicate Order Screen Fields and Function Keys

Field/Function Key	Description
Order No	The order number and order generation number of the history order. Display
Invoice No	The invoice number of the history order. Display
Co/Cust	The company number and customer number of the history order. Display

Select Items for Credit and Rebill OR Duplicate Order Screen Fields and Function Keys

Field/Function Key	Description
Currency	The **Currency** field only displays when International Currency is live. This field display the currency symbol and the currency description of the currency used for the history order. Use the F14=LOC CURR / F14=TRD CURR to toggle the company's local currency with the customer's trading currency. Display
Reference Number	The reference number of the item displayed on this screen. This number is **1** through **6** for the six lines that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item to be marked or unmarked for inclusion/exclusion on the duplicate order with the F5=MARK/UNMARK function keys. Display
Item No/Description	The item number from the history order for the item that was ordered. Additionally, special charges and comments from the order will display in this column. Display
Rtn Rsn	The return reason code, if any, for the line item. This field only displays in the double line display mode. Use the F24=DOUBLE LINE / F24=SINGLE LINE function key to toggle between single and double line mode. Display
Quantity Ordered	The quantity originally ordered from the history order or the deleted order. This field only displays in the double line display mode. Use the F24=DOUBLE LINE / F24=SINGLE LINE function key to toggle between single and double line mode. For the Credit and Credit/Rebill screens, the F4=ORD/SHP toggle key is used to replace this field with the **Quantity to Return** field. Display
Quantity Shipped	This field is available on the Rebill screen, Duplicate screen, and when toggled with the F4=ORD/SHP toggle key. The quantity shipped for the item in the history order or in the deleted order. For the Credit and Credit/Rebill screens, the F4=ORD/SHP toggle key is used to replace this field with the **Quantity Returned** field. Display

Select Items for Credit and Rebill OR Duplicate Order Screen Fields and Function Keys

Field/Function Key	Description
Quantity to Return	This field is the quantity available for return; that is, the quantity not yet returned for this line. This field only displays in the double line display mode. Use the F24=DOUBLE LINE / F24=SINGLE LINE function key to toggle between single and double line mode. For the Credit and Credit/Rebill screens, the F4=ORD/SHP toggle key is used to replace this field with the **Quantity Ordered** field. Display
Quantity Returned	This field is the quantity already returned, or on a pending return. This field only displays in the double line display mode. Use the F24=DOUBLE LINE / F24=SINGLE LINE function key to toggle between single and double line mode. For the Credit and Credit/Rebill screens, the F4=ORD/SHP toggle key is used to replace this field with the **Quantity Shipped** field. Display
U/M / Cus Ord U/M	This column will toggle with F16=CUS ORD U/M / F16=OUR ORD U/M function key between the customer order unit of measure in the history order and the stocking unit of measure. If any of the items in this order has a customer U/M order quantity that is not equal to zero in the order history, the default view of this screen will be shown with the customer order unit of measure (**Cus Ord U/M**) . If none of the items has a customer order quantity, then the screen will default to show the stocking unit of measure (**U/M**) instead. The quantities on this screen and the sell price may change when the unit of measure is toggled based on the conversion factor between the customer order unit of measure and the stocking unit of measure. Display
Sell Price	The actual sell price of the item in the history order. The tailoring option **Show Prices in Order Entry** (ordering U/M or pricing U/M) in Order Entry Options Maintenance (MENU XAFILE) will determine the sell price value when the screen is displaying the stocking **U/M** and not showing the customer unit of measure value. The sell price will display in high intensity when the item's pricing has been overridden. When International Currency is installed, if the order is a trading currency order, then this will be the trading actual sell price and can be toggled with the F14=LOC CURR / F14=TRD CURR function key. Display

Select Items for Credit and Rebill OR Duplicate Order Screen Fields and Function Keys

Field/Function Key	Description
Sel	Key the **Reference Number** of the item you want to select and press F5=MARK/UNMARK to mark the line for inclusion or exclusion in the new order created. Only those lines marked (and showing their reference number highlighted) will be included in the new credit, rebill, or duplicate order. Key the **Reference Number** of the item you want to select and press F9=QTY RTN to view the quantity returned of that item selected. Key the **Reference Number** of the item you want to select and press ENTER to change the item details; based on the function being performed, different fields will be presented, including the **Return Reason Code**, **Unreferenced Return** flag, and/or **Quantity** for the item based on the **Allow Changes to Qty Ordered - Credit/Rebill/Dupe** field setup within Application Action Authority (MENU XASCTY). You cannot select a line that is a comment or a charge because the **Return Reason Code**, **Unreferenced Return** flag, and **Quantity** are not applicable to these types of lines. (N 2,0) Optional
Position to Item No	Key an item number or parts of an item number to position the screen to that item number. (A 27) Optional
Description	Key an item description or parts of an item description to position the screen to the item number with that description. (A 40) Optional
Return Reason Code	After keying a **Reference Number** of an item in the **Sel** field and pressing ENTER, this field displays on the Change screen for credit or credit and rebill functionality. The **Return Reason Code** field will only display and be input capable if a credit order is being created and the quantity shipped in the history order is greater than zero, or if a duplicate order is being created and the quantity shipped for the line item in the history order is less than zero. Use this field to add/change the return reason code for the item you selected. The **Return to Stock** field for each item in the order detail record for the new order will be determined by the return reason code entered for the item. Return reason codes are set up through Return Reason Code Maintenance (MENU OEFIL2) and **Return to Stock** will either be Y or N for each return reason code. *Valid Values:* a return reason code defined through Return Reason Code Maintenance (MENU OEFIL2). (A 2) Optional

Select Items for Credit and Rebill OR Duplicate Order Screen Fields and Function Keys

Field/Function Key	Description
Quantity Ordered	After keying a **Reference Number** of an item in the **Sel** field and pressing ENTER, this field displays on the Change screen for rebill or duplicate functionality. This field displays the quantity ordered when an item is selected for change. This field will default to what was originally ordered from the Order History Detail File (HSDET) or from the Deleted Orders Detail File (DLDET). It will be protected if the user does not have the authority to change the quantity ordered for rebills and duplicate orders, as defined through Application Action Authority on MENU XASCTY. The quantity ordered value that is entered must have the same value (positive or negative) as the quantity shipped for the item. So, if the quantity shipped is a positive quantity, the quantity ordered must also be a positive quantity. If the quantity shipped is a negative quantity, the quantity ordered must also be a negative quantity. (N 10,3) Optional
Qty to be Returned	After keying a **Reference Number** of an item in the **Sel** field and pressing ENTER, this field displays on the Change screen for credit or credit and rebill functionality. This field defaults to the quantity available for return; that is, the quantity not yet returned for this line. If the quantity that is entered for the returned item plus the quantity already returned for the item [in either the Order History Detail File (HSDET) or Open Order Detail File (ORDET)] is greater than the Quantity to Return, then you cannot enter that quantity unless the **Unreferenced Return** flag is set to No (see **Unreferenced Return** flag for further details). (N 10,3) Required
Qty Already Returned	After keying a **Reference Number** of an item in the **Sel** field and pressing ENTER, this field displays on the Change screen for credit or credit and rebill functionality. This field displays the quantity of the item already returned or already included on a pending return against this line item. Display

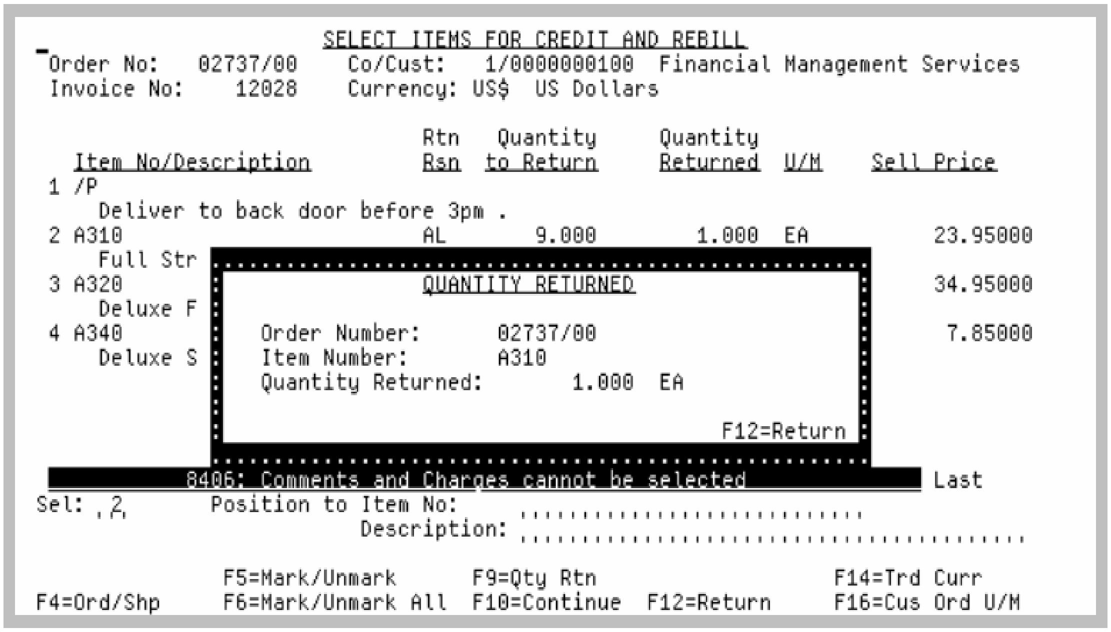
Select Items for Credit and Rebill OR Duplicate Order Screen Fields and Function Keys

Field/Function Key	Description
Unreferenced Return	After keying a **Reference Number** of an item in the **Sel** field and pressing ENTER, this field displays on the Change screen for credit or credit and rebill functionality if the user is authorized to the action **Allow Returns without Original Order Reference**, as determined through Application Action Authority (MENU XASCTY). This field determines whether or not the order selected for return processing will be used as the original order reference for this line on the credit being created. Allowing the **Unreferenced Return** field to be set at the item level allows more discretion for the use of referenced returns. *Default Value:* Y or N as selected on the Create Memo or Create Credit and Rebill screens.
F2=Desc Left / F2=Desc Right / F2=Item & Desc	The F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC function key only displays when the screen is displayed in single line mode based on the F24=DOUBLE LINE / F24=SINGLE LINE mode selected. Press F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC key to toggle between showing the item and description together on one line for the items, the description left justified for the item, or the description right justified for the item.
F4=Ord/Shp	The Select Items for Credit Memo Screen (and Select Items for Credit and Rebill Screen) initially present the **Quantity Available to Return** and the **Quantity Already Returned** for each line, instead of defaulting the display to present the **Quantity Ordered** and **Quantity Shipped** from the original order/ generation selected. The F4=ORD/SHP toggle key is available, however, to present both sets of values. Regardless of which toggled view is presented, an additional F9=QTY RTN function key is available to bring up a simple, quick reference window to show the quantity already returned value for any selected line.
F5=Mark/Unmark	After keying a **Reference Number** in the **Sel** field of the item, comment, or special charge you want to select, press this function key to mark or unmark the record. The line will either be marked for inclusion in the new order created, or if the line is already marked and you press F5=MARK/UNMARK, then the line will be unmarked and not included in the new order. To mark all items, comments, or special charges to include on the new order created, see F6=MARK/UNMARK ALL.
F6=Mark/Unmark All	Press F6=MARK/UNMARK ALL to mark or unmark all items, comments, and special charges for inclusion in the new order created. If records have already been marked and F6=MARK/UNMARK ALL is selected, then all lines will be unmarked and not included in the new order. If any errors exist for the items (e.g. return reason code not entered, quantity error, suspended item, etc.) when F6=MARK/UNMARK ALL is pressed, a message will display indicating that one or more items were not marked due to errors.

Select Items for Credit and Rebill OR Duplicate Order Screen Fields and Function Keys

Field/Function Key	Description
F9=Qty Rtn	F9=QTY RTN displays only if a new credit or credit/rebill is being created. Use F9=QTY RTN to review the quantity of the item that has already been returned against the history order. This function key cannot be selected for comments and charges because quantity returned is not applicable to those types of items. After keying a reference number in the **Sel** field of the item to be selected, press F9=QTY RTN to display the Quantity Returned Screen (p. 16-76).
F10=Continue	Press F10=CONTINUE to create the new orders. The New Order Information Screen (p. 16-77) appears. At least one line must be marked to include on the new order. See F5=MARK/UNMARK and F6=MARK/UNMARK ALL.
F11=Next Match	F11=NEXT MATCH displays if a value in the **Position to Item No** or **Description** field was entered and the screen had already been positioned to the first occurrence of the item or description. Press F11=NEXT MATCH to position the screen to the next item that matches the item or description entered.
F12=Return	Press F12=RETURN to return to the previous screen without selecting or changing any items.
F14=Loc Curr / Trd Curr	F14=LOC CURR / F14=TRD CURR displays only if International Currency is live. Press F14=LOC CURR / F14=TRD CURR to toggle between the local currency and trading currency for the order. The currency symbol and currency description (at the top of the screen) will change to either the local currency symbol and description, or the trading currency symbol and description.
F16=Cus Ord U/M / Our Ord U/M	Press F16=CUS ORD U/M / F16=OUR ORD U/M key to toggle between the unit of measure for the order and the customer order unit of measure for the order.
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.
Enter	Press ENTER to confirm your selections.

Quantity Returned Screen



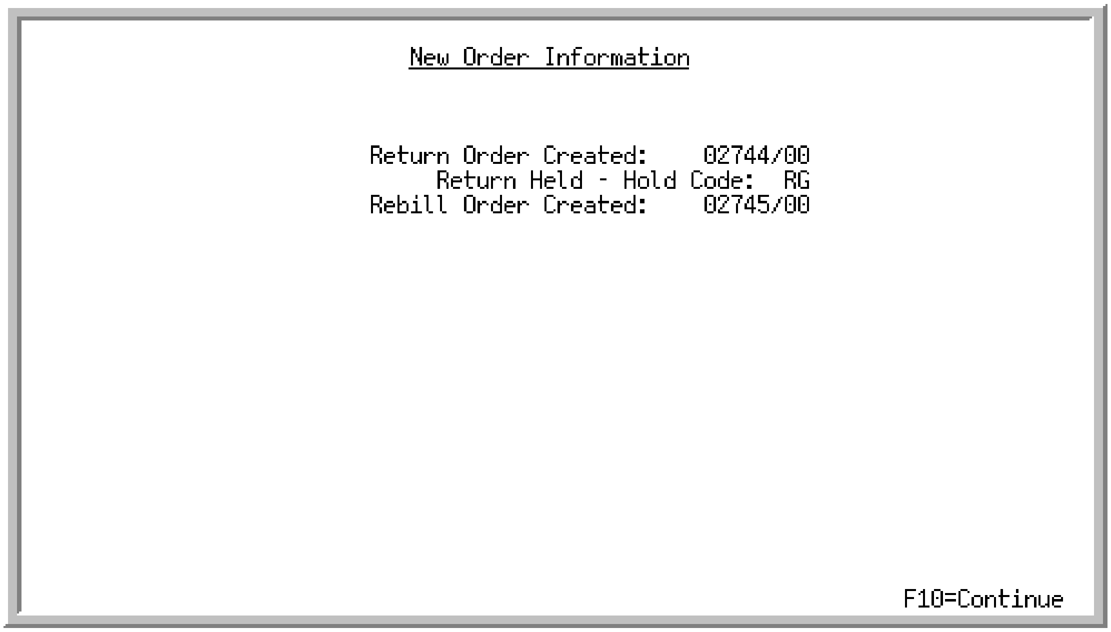
This pop-up screen displays after keying a reference number of an item in the **Sel** field on the Select Items for Credit and Rebill Screen (p. 16-67) and pressing F9=QTY RTN.

This screen displays the quantity that has been returned against the history order for the item you selected. The quantity returned includes any quantities that exist in other open orders and in history ordersthat have referenced this order. All fields on this pop-up window are display only.

Quantity Returned Screen Fields and Function Keys

Field/Function Key	Description
Order Number	The order number and order generation number of the history order from the Order History Header File (HSHED).
Item Number	The item number from the Order History Detail File (HSDET) for the item that was selected.
Quantity Returned	The quantity that has been returned against the history order for the item. The quantity returned includes any quantities that exist in other open orders and in history orders.
Unit of Measure	The unit of measure for the item shown on the screen (either the customer unit of measure or our order unit of measure depending on the F16=CUS ORD U/M / F16=OUR ORD U/M function key toggle).
F12=Return	Press F12=RETURN to return to the previous screen.

New Order Information Screen



This screen displays after creating credits, rebills, credits and rebill, and duplicate orders. The information on this screen changes depending on what type of order was created.

This screen displays after creating the duplicate order, either by pressing F5=CREATE from the Create Duplicate Order Screen (p. 16-62) or the Create Duplicate Order Screen from Deleted Orders Inquiry (p. 16-62) with the **Show Item Selection** field set to N, or F10=CONTINUE from the Select Items for Duplicate Order Screen (p. 16-67).

Use this screen to review the order number/order generation number of the new duplicate order created, and hold code for the new order, if applicable.

New Order Information Screen Fields and Function Keys

Field/Function Key	Description
New Order Information	If you created a Return Order (credit memo), this screen will display the new return order/generation number created, and hold code for the new order if the new order is on hold. If you created a Rebill Order, this screen will display the new rebill order/ generation number created, and hold code for the new order if the new order is on hold. If you created a Return Order (credit memo) and a Rebill Order, then this screen will display the new return and rebill order/generation numbers created, and hold code for the new orders if the new orders are on hold. If you created a Duplicate Order, then the screen will display the new duplicate order/generation number created, and hold code for the new order if the new order is on hold. Display
Order Held - Hold Code	Displays the hold code for the new order, if the new order is on hold. Display
F5=Order Entry	Press the F5=ORDER ENTRY function key to proceed directly to Enter, Change, & Ship Orders (MENU OEMAIN). NOTE: When you press F5=ORDER ENTRY to access Enter, Change, & Ship Orders, you will not be returned within the Deleted Orders Analysis Inquiry after exiting Order Entry. Instead, once processing is completed within Order Entry, you will be returned to MENU OEINQY since that was the last menu used.
F10=Continue	*Customer Order/Shipment Inquiry* Press F10=CONTINUE to display the Invoice Display Screen (p. 16-28). *Deleted Orders Inquiry* Press F10=CONTINUE to continue and display the Deleted Order Display Screen (p. 100-14).

Order Header History Screen

```
Sold To:  1/0000000010 Bon Secour School Department        Order No:   02728/00
         P.O. Box 60                       Phone:          Order Type: Invoice
         123 Main Street                       205-949-7411         Ext.
                                           Contact:
                                           John Peters
         Bon Secour           AL                             36511-0060 USA

Ship To: 1             Bon Secour School Department
         17449 County Road                 Phone:
         Route 49 South                                             Ext.
                                           Contact:

         Bon Secour,          AL                             36511-7449
Carrier: RPS   Rapid Package Service            Upd Demand: YES
PO No:   1345                                   Drp Shp:    NO
Shp Via:                                        Blanket:    NO
Note:                                           Warehouse:  3
S'Rep:       3 Steven Jones                     Allocate:   YES
Terms:   30 NET 30                              Route/Stp:       /   0
Pmt Cd:  AR Accounts Receivable                 Tax Body:   AL         Cd: 1
CC:                          Exp:                                Alabama

F2=Second Header      F4=Line Items                         F15=Credit Options
F3=Exit               F5=Reprint         F12=Return         F17=Dup Order
```

This screen appears after you press:

- F12=RETURN on the Item Summary History Display Screen (p. 16-41)
- F4=HEAD on the Item Detail History Display Screen (p. 16-89)

This screen displays the customer name, customer address information, shipping address information, payment terms, warehouse, and various sales information.

All the fields on this screen are display only.

Order Header History Screen Fields and Function Keys

Field/Function Key	Description
Sold To	The Sold To information for this order consisting of: the company and customer number for this order; the customer name and address, and the PO contact name and area code, telephone number and extension.
Order No	This field displays the order number and generation number. The generation number can be the number of times this order was backordered or if it is a value of 50 or greater it denotes that this order is a release against a master blanket order.
Order Type	This field indicates the type of order displayed: Invoice, Order, or Return.

Order Header History Screen Fields and Function Keys

Field/Function Key	Description
Ship To	The ship-to information for this order consisting of: the Ship-To number, name and address, and the Ship-To contact name and area code, telephone number and extension. If the ship-to information is blank, the order was shipped to the sold to address.
Carrier	The carrier code and description selected to deliver this order to the customer.
Upd Demand	This field appears only if Inventory Management & Planning is installed. This field indicates whether items on this order updated demand. If some line items on the order have a different update demand setting so that not all items on the order have the same setting, the value in this field displays in reverse image. You can check the demand setting for an item on the Item Detail History Display Screen (p. 16-89).
PO No	This is the customer's PO number submitted for this order.
Drp Shp	This field determines if this order was a drop-shipped order by displaying **YES** or **NO**. A drop shipment type of order was shipped directly from your vendor to your customer and was not received into your inventory.
Shp Via	The requested method of shipment for this customer or ship-to address.
Blanket	When this order is a release against a master blanket order, **YES** will display; otherwise **NO** displays.
Note	Any miscellaneous note which was used to print a comment at the top of the pick list and invoice for this order.
Warehouse	The number of the warehouse from which inventory was shipped. This is also the warehouse that was credited for the sale.
S'Rep	The primary sales representative for this order. If more than one sales representative was on the order, you may see their codes on the Second Order Header History Screen (p. 16-84).
Allocate	This field indicates (by **YES** or **NO**) whether or not this order was allocated. For more information on allocation, refer to the End Order Screen (p. 6-248) in Enter, Change & Ship Orders (MENU OEMAIN).
Terms	The payment terms code and description for this order.
Route/Stp	NOTE: This field displays only if the **Route/Stop** field has been defined as Y in Order Entry Options Maintenance (MENU XAFILE). This field identifies the route and stop number for this order. Route numbers can be used to schedule deliveries or planned pick-ups.

Order Header History Screen Fields and Function Keys

Field/Function Key	Description
Pmt Cd	The accepted method of payment and description for this order.
Tax Body	NOTE: This field is not used if you selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE). The tax body code and description used for this order. This code represents the taxing jurisdiction for which the order was placed.
Cd	NOTE: This field is not used if you selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE). The tax exemption code for this order. A value of **0** indicates the order was considered taxable; values **1**, **2**, and **3** indicate non-taxable. A value of **J** indicates Jobber which then also considered an item's **Re-use Code** for taxability.
CC, Exp	NOTE: This field displays only if the **Use Credit Cards** field has been defined as Y in Order Entry Options Maintenance (MENU XAFILE). The encrypted account number (**CC**) and expiration date (**Exp**) of the credit card used to make payment for this order.
Auth	NOTE: This field displays only if the **Use Credit Cards** field has been defined as Y in Order Entry Options Maintenance (MENU XAFILE). This field only displays in an environment that is not using Electronic Payment processing and represents the authorization number which was manually entered on the End Order Screen (p. 6-248) when the credit card was verified. With Electronic Payments, the authorization information can be found in EP Transaction Inquiry (MENU EPMAIN).
F2=Second Header	Press F2=SECOND HEADER to display the Second Order Header History Screen (p. 16-84), which shows billing, pricing, and detailed sales representative information. Access to this screen depends on your response in the **Show Second Header Screen** field in Order Entry Options Maintenance (MENU OEMAIN).
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.
F4=Line Items	Press F4=LINE ITEMS to display the Item Summary History Display Screen (p. 16-41)

Order Header History Screen Fields and Function Keys

Field/Function Key	Description
F5=Reprint	F5=REPRINT will display on this screen only when the order selected has a status of "History," and only if you are authorized to the function to **Reprint Invoices from History**, as determined in Application Authority Maintenance (MENU XASCTY). Press F5=REPRINT to reprint this Invoice from history. You will not be able to use your workstation momentarily while the job is processed. When the job is completed, the screen will be refreshed and the reprinted Invoice will be in the designated output queue. NOTE: If FAX is installed, pressing F5=REPRINT displays the Reprint Invoice FAX/Print Prompt Screen which allows you to reprint the invoice and/or re-fax the invoice. Refer to the FAX User Guide for details. If you have Mail Server installed and there is a Y in the **Eml Inv** field for this order on the End Order Screen (p. 6-248) in Enter, Change, & Ship Orders (MENU OEMAIN), pressing F5=REPRINT will e-mail a reprint of the invoice in addition to printing and/or faxing it. The Email Options Screen will appear. Refer to the Mail Server User Guide for details.
F12=Return	Press F12=RETURN to return to the Invoice Display Screen (p. 16-28), which shows status information about the order selected.
F15=Credit Options	F15=CREDIT OPTIONS appears only if • you are authorized to enter returns (as determined through Application Action Authority, MENU XASCTY) • the order selected is not a return (**Ord Typ** is not R) Press F15=CREDIT OPTIONS to create a return from history that will present options to create a credit memo, rebill an order, or create a credit memo and rebill the order. The Credit Options-Select Function Screen (p. 16-53) appears. For consolidated invoices, credit memos can be processed for individual order numbers only. **Important** It is suggested that the automatic credit memo process be used to completely return an order that went to Accounts Receivable with split terms. Refer to the Accounts Receivable User Guide for details on split terms processing for returns and credit memos.

Order Header History Screen Fields and Function Keys

Field/Function Key	Description
F17=Dup Order	Press F17=DUP ORDER to create a new order for the customer that is a duplicate of this order. The new order will use current pricing, tax values, and customer information. The Create Duplicate Order Screen (p. 16-62) will appear.
Enter	Press ENTER to display the Item Summary History Display Screen (p. 16-41).

Second Order Header History Screen

```
           Bill To:         10                              Order No:   02728/00
Bon Secour School Department                                Order Type: Invoice
P.O. Box 60

                                   Phone:     205-949-7411        Ext: 0000
                                    Contact: John Peters
Bon Secour              AL                             36511-0060  USA
Consolidated Bill Code:
Price List:  1  (1-5)          Contract:                      Tr Dsc Pct:
Price Code:    3               Pr Dsc Pct:                    Fed Excise:
Cust Contract:                 Int Vendor:                    Department:
Pro Number:                               BOL Number:
Compl Ship:                    Inv No:     12026              Ref No:
Tax Exempt Cert #:                  Tax Exempt Cert # Exp Date:
FOB Code:  10     Delivered to Dock
                S'Rep                                  Com %
                    3  Steven Jones                    5.000



 Territory:     SE     South East
 Order Source:

      F3=Exit F5=Reprint  F12=Return
```

NOTE: Access to this screen depends on your response in the **Show Second Header Screen** field in Order Entry Options Maintenance (MENU XAFILE).

This screen appears after you press F2=SECOND HEADER on the Order Header History Screen (p. 16-79). Billing, pricing, and detailed sales representative information is displayed. All the fields on this screen are display only.

Second Order Header History Screen Fields and Function Keys

Field/Function Key	Description
Bill To	The Bill To information for this order consisting of: the company and customer number for this order; the customer name and address, and the PO contact name and area code, telephone number and extension.
Order No	This field displays the order number and generation number. The generation number can be the number of times this order was backordered or if it is a value of 50 or greater it denotes that this order is a release against a master blanket order.
Order Type	This field indicates the type of order displayed: Invoice, Order, or Return.
Consolidated Bill Code	This field specifies the consolidated bill code assigned this order. This order would have been grouped with the appropriate consolidation group to control the printing of consolidated invoices.
Price List	The price list selected from the available up to five list prices and used for this order.

Second Order Header History Screen Fields and Function Keys

Field/Function Key	Description
Contract	The contract used to determine item prices for this order.
Tr Dsc Pct	This field displays only if **Use Trade Discounts** is set to Y in Order Entry Options Maintenance (MENU XAFILE). This trade discount percentage applied to the entire order if the total order value exceeds the amount specified through Trade Discount Maintenance.
Price Cd	The customer price discount code that was used for the Price Matrix to determine discount pricing.
Pr Dsc Pct	The price discount percent that overrides all discount percentages that are calculated for each item on this order.
Fed Excise	This field displays only if **Use Federal Excise Tax** is set to Y in Order Entry Options Maintenance (MENU XAFILE). Also, federal excise taxes are assigned to an item through Item Master Maintenance (MENU IAFILE). Determines if federal excise tax was applicable for this order based on the items purchased.
Cust Contract	The customer contract code assigned to this customer. Customer contact codes are used to classify customers for contract pricing functions.
Int Vendor	The internal vendor number, if any, for the business unit that placed the order (e.g. sector, division, department, individual, etc.); used for EDI purposes. The value will appear on all subsequent EDI-related invoices and acknowledgments.
Department	The department identification code for the department that placed the order.
Pro Number	The package tracking (pro) number in this field.
BOL Number	The bill of lading number keyed on this screen.
Compl Ship	This field determines if the order was shipped complete or backordered. Blank indicates partial shipments were allowed and remaining items would have been on backordered; **H** indicates this order would have been held until it was shipped complete; and **D** indicates any items that could not be shipped would have been deleted from the order.
Inv No	The invoice number assigned to this order. Invoice numbers are assigned by the system during invoice print but may be assigned by a user. Credit and Rebill Invoices may use the original invoice number of the original order based on the Use Original Invoice Number field on the Create Credit Memo Screen (p. 16-55), the Create Rebill Screen (p. 16-56), or the Create Credit and Rebill Screen (p. 16-55).

Second Order Header History Screen Fields and Function Keys

Field/Function Key	Description
Ref No	Any information that identified this order. It may have been used when entering a return (R) to reference the number of the order for which merchandise was returned. For blanket orders that were released through Release Blanket Orders (MENU OEMAIN), the number of the master order from which the blanket order was released displays in this field.
Tax Exempt Cert #	NOTE: This field is not used if you selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE). A tax exemption certificate number if you are entering a non-taxable order.
Tax Exempt Cert # Exp Date	The expiration date for the tax-exemption certificate number in the **Tax Exm Crf#** field.
FOB Code	This field displays the FOB code for the order.
S'Rep, Com %	The sales representatives that were credited for this order. For each sales representative code, a corresponding commission percentage displays in the **Com %** field. The second and third sales representatives are informational only for custom reporting, but only the primary sales representative updated sales analysis.
Territory	The territory code and its description in which this customer is located.
Order Source	The order source code assigned to the order; used to specify which general ledger accounts were updated based on the type of the order.
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.

Second Order Header History Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>F5=Reprint</td><td>F5=REPRINT will display on this screen only when the order selected has a status of “History,” and only if you are authorized to the function to Reprint Invoices from History, as determined in Application Authority Maintenance (MENU XASCTY).

Press F5=REPRINT to reprint this Invoice from history. You will not be able to use your workstation momentarily while the job is processed. When the job is completed, the screen will be refreshed and the reprinted Invoice will be in the designated output queue.

NOTE: If FAX is installed, pressing F5=REPRINT displays the Reprint Invoice FAX/Print Prompt Screen which allows you to reprint the invoice and/or re-fax the invoice. Refer to the FAX User Guide for details.

If you have Mail Server installed and there is a Y in the Eml Inv field for this order on the End Order Screen (p. 6-248) in Enter, Change, & Ship Orders (MENU OEMAIN), pressing F5=REPRINT will e-mail a reprint of the invoice in addition to printing and/or faxing it. The Email Options Screen will appear. Refer to the Mail Server User Guide for details.</td></tr>
<tr><td>F12=Return</td><td>Press F12=RETURN to return to the Order Header History Screen (p. 16-79).</td></tr>
<tr><td>F15=Credit Options</td><td>F15=CREDIT OPTIONS appears only if
• you are authorized to enter returns (as determined through Application Action Authority, MENU XASCTY)
• the order selected is not a return (Ord Typ is not R)

Press F15=CREDIT OPTIONS to create a return from history (credit memo), rebill an order, or create a credit memo and rebill the order. The Credit Options-Select Function Screen (p. 16-53) appears.

For consolidated invoices, credit memos can be processed for individual order numbers only.

Important

It is suggested that the automatic credit memo process be used to completely return an order that went to Accounts Receivable with split terms. Refer to the Accounts Receivable User Guide for details on split terms processing for returns and credit memos.</td></tr>
</table>

Second Order Header History Screen Fields and Function Keys

Field/Function Key	Description
F17=Dup Order	Press F17=DUP ORDER to create a new order for the customer that is a duplicate of this order. The new order will use current pricing, tax values, and customer information. The Create Duplicate Order Screen (p. 16-62) will appear.
Enter	Press ENTER to display the Item Summary History Display Screen (p. 16-41).

Item Detail History Display Screen

```
                              ITEM DETAIL

Cust No:  1/0000000190 Jordans Department Store           Ship-To:
Order:   02972/00             10/31/14                    Invoice No:    12073
Cust PO: 234                                              Invoice Dt: 10/31/14
   Curr: USD US Dollars
Item No: A100
         All-in-One Printer Model V515W        50     Unit Wgt:         8.0000
         Print, Copy, Fax, Scan         Class: 3      Tot Wgt:
Customer Order U/M       Promotion:          Price Source: MX
Ord:       1.000    EA   Base Pr:          799.95000  US$      Dsc1:  10.00 D
Shp:       1.000         Final Pr:         719.95500  EA          2:
B/O:                     Total Pr:            719.96
Req:  10/31/14           GL Cost:          465.93883           List: 1
Exp:  10/31/14 Bill Cls:
               Bill Sb Cls:
BOM Code:                                                      Lot:  NO
Bld Qty:                 WH/WH Location: 5 /*ASSGNED           Tax:  YES
Re-use:   YES            Container Chg:                        Exmt: 0
Drp Sh:   NO             Our PO:
Upd Demand: YES

F2=Head  F5=Reprint              F9=Ser Hist
F3=Exit  F6=EIC     F8=OE Cost   F10=End Display
```

This screen displays when you key a line number in the **Selection** field and press ENTER on the Item Summary History Display Screen (p. 16-41). This screen also appears from:

- Returns Analysis Inquiry (MENU OEINQY)
- Open Order Inquiry by PO or Order (MENU OEMAIN)
- A/R Customer Inquiry (MENU ARMAIN)

Use this screen to view detailed item information. All fields on this screen are display only.

If the item you selected has Safety Data Sheets (SDS) associated with it (the Item Master last revision **SDS Date** is filled) or the item is DOT regulated (the Item Master **DOT Regulated** flag is Y), a text in reverse image in the top left corner of this screen appears and the text content will be as follows:

- **SDS** - if there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is filled), but the item is not DOT regulated (the Item Master **DOT Regulated** flag is not Y)
- **SDS/DOT** - if there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is filled), and the item is DOT regulated (the Item Master **DOT Regulated** flag is Y)
- **DOT** - if there are no Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is not filled), but the item is DOT regulated (the Item Master **DOT Regulated** flag is Y)

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Item Detail History Display Screen Fields and Function Keys

Field/Function Key	Description
Co/Cust	This field displays the company number and customer number associated with this order. The customer's name is displayed to the right of the customer number.
Ship-To	This field displays the ship-to number for this order, if one was used. This number corresponds to one of the customer's shipping addresses.
Order	This field displays the order number and generation number. The generation number can be the number of times this order was backordered or if it is a value of 50 or greater it denotes that this order is a release against a master blanket order.
(Order Date)	The original entry date of the order.
Invoice No	The invoice number assigned to the order. Invoice numbers are automatically assigned when the invoice is printed when an override invoice number has not been manually keyed by a user or filled by the credit memo, rebill order, or off-line order entry creation process.
Cust PO	The customer's purchase order number related to this order.
Invoice Dt	The date the order was invoiced that was entered on the Second Order Header Screen (p. 6-48) and was used to create the **Cash Discount Date** and the **Net Date** fields. If no invoice date was keyed, the date the invoice was printed was used as the default value.
Curr	When International Currency is installed, this field displays the currency code and description.

Item Detail History Display Screen Fields and Function Keys

Field/Function Key	Description
Item No	This field displays the item number associated with this line. The two item description lines are displayed below the item number. Order and line item comments also display in these fields with the comment type and print code shown in the item number field and the comment text in the item description fields as: • **P** - the comment prints on only the pick list for this order. • **K** - the comment prints on only the pack list for this order. • **V** - the comment prints on only the invoice for this order. • **Q** - the comment prints on only the quote acknowledgement for this order. • **A** - the comment prints on only the order acknowledgement for this order. • **I** - the comment prints on the pack list, invoice, RGAs, and acknowledgements (both quote and order) for this order. • **B** - the comment prints on both the quote acknowledgement and order acknowledgement for this order. • **X** - the comment did not print on the pick list, pack list, RGAs, invoice, quote acknowledgement, or order acknowledgement, but will display internally on various inquiries. Order and line item *special charges* also display in these fields with the charge type followed by the charge code shown in the item number field and the special charge description in the item description fields. Order charge types display as a slash (**/**) and line charge types display as an ampersand (**&**).
NS	**NS** will appear if this is a non-stock item. A non-stock item is defined through Item Master Maintenance (MENU IAFILE) with an N keyed in the **Update Inventory** field, indicating that the item is a non-stock item.
Orig	**Orig** will appear if the original item number that was entered was changed to a different item. The item number in this field is the original item number entered for this line. This could occur for items that were entered using the customer's item number, replacement items, alternate items, and upgrade items.
Class	These fields display the class and sub-class [as defined through Item Class/ Sub Class Maintenance (MENU IAFILE)] of the item. Item classes are used primarily for the analysis of sales.
Unit Wgt	The unit weight associated with the item and the unit of measure in the Item Master File (ITMST).

Item Detail History Display Screen Fields and Function Keys

Field/Function Key	Description
Tot Wgt / Est Wgt	The total weight of the shipped quantity for this line item. This field's heading will appear as **Tot Wgt**. If the item is a catch weight item, the value of this field is the total weight of the item's shipment entered by the user and this field's heading will appear as **Tot Wgt**. If the total weight has not been entered, this field's heading will appear as **Est Wgt** to indicate that this is an estimate only and the total weight was not entered at the time of the shipment. The estimated value is calculated as: Calculation: Unit Weight * Quantity Shipped (where Quantity Shipped is in the same stocking unit of measure as the Unit Weight) When the catch weight item appears as **Est Wgt** because the actual weight was not entered, be aware that the invoice amount to the customer may also be incorrect.
Customer Order U/M	The customer order U/M displays if you selected to view the customer's ordering U/M by pressing F18=Our Ord U/M / F18=Cus Ord U/M. The F18=Our Ord U/M / F18=Cus Ord U/M key only applies if Order Entry Options Maintenance (MENU XAFILE) **Show Prices in Order Entry** are set to O (ordering); if Order Entry Options **Show Prices in Order Entry** are set to P (pricing), only the pricing unit of measure will be presented; the F18=Our Ord U/M / F18=Cus Ord U/M function key is not applicable.
Promotion	If the price of this item was changed or the item was added to this order as a result of a promotion, the specific Promotion ID selected is displayed.

Item Detail History Display Screen Fields and Function Keys

Field/Function Key	Description

Price Source	The price source for the ordered item. The price source indicates from where the price originated: contracts, rebates, matrix, quantity breaks, etc.
	One of the following price sources will appear, if the source code was determined at the time the order was entered (otherwise, this field will be blank):
	• **RB** - Rebate Override Price or Discount
	  • This is only applicable for rebates that have an override price and/or a discount specified.
	  • It is possible for a rebate to be found and used for an item’s cost, and for that item’s price source to be something other than **RB**, if there is no price information for the item specified on the rebate.
	  • For Rebate Contracts, the source code will be **RB**.
	• **CNzy** - Contract Price, where ‘z’ is the Contract Type and ‘y’ is the Contract Hierarchical Level
	Contract Types:
	  • $ = Fixed Price
	  • G = Gross Margin
	  • D = Discount
	  • M = Markup
	  • N = Other (None)
	Contract Hierarchical Level:
	Named Contracts
	  • M = Customer/Ship-To/Item
	  • N = Customer/Ship-To/Item Group
	  • A = Customer/Item
	  • B = Customer/Item Group
	  • C = Customer Group/Item
	  • D = Customer Group/Item Group
	  • E = All Customers/Item
	  • F = 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
	  • O = Customer/Ship-To/Item
	  • P = Customer/Ship-To/Item Group
	  • G = Customer/Item
	  • H = Customer/Item Group
	  • I = Customer Group/Item

Item Detail History Display Screen Fields and Function Keys

Field/Function Key	Description
Price Source Continued	• J = Customer Group/Item Group • K = All Customers/Item • L = All Customers/Item Group • **MX** - Matrix Pricing • **MXRED** - Matrix Price Redirect • Matrix used for pricing, but a contract was used to redirect to a different part of matrix. • MXREDRCT will appear in upper right corner of this screen below the warehouse, if the matrix entry had a price list redirect specified. • **LS** - List Price • **LSRED** - List Price Redirect • List price used for pricing, but a Contract was used to redirect to a specific list. • **QB** - Item and Class Quantity Discounts Item Quantity Discount (QB) • This will be concatenated to the price source derived for the list price. For example, if the matrix was used to determine the price, and a quantity discount was also applied, then the source would be **MXQB**. Class Quantity Discount (QB) • Quantity break class already appears on the screen, if applicable. • This will be concatenated to the price source derived for the list price. For example, if the matrix was used to determine the price, and a quantity discount was also applied, then the source would be **MXQB**. • **CM** - Component Override Price • Only applicable for assortment components that have an override price specified. • **PM** - Promotion Override Price • Only applicable for promotional “get” items if it was a free item or if an override price was specified in the promotion. • A ***P** will be notated in the **Price Source** field if a discount percentage or dollar off was taken for promotional “get” items • A **#** will be notated in the **Price Source** field if the price was overridden Display
Ord	The quantity of the item ordered followed by the ordering U/M.

Item Detail History Display Screen Fields and Function Keys

Field/Function Key	Description
Shp	The quantity of the item shipped.
B/O	The quantity of the item backordered.
Base Pr	The price of the item prior to discounts or the cost of the item prior to markups.
Currency Symbol	When International Currency is installed, the currency symbol for the order displays to the right of the base price field.
Final Pr	The item's actual selling price, expressed in the item's ordering/pricing unit of measure. When Order Entry Options **Show Prices in Order Entry** are set to P (pricing), only the pricing unit of measure will be presented; when set to O (ordering), the value will toggle with the F18=OUR ORD U/M / F18=CUS ORD U/M function key as applicable.
Total Pr	The item's extended selling price, based on the quantity shipped, lot, or catch weight.
Dsc1	The first discount percent applied to the base price in the calculation of the final selling price as indicated when the amount is followed by a **D**; an amount followed by an **M** indicates that a markup percent was applied to the base price.
Dsc2	The second discount percent applied to the base price for an additional discount. The discount percent applied from item quantity discounts or quantity break class discounts also displays.
Req	The requested ship date for this item in the order.
Exp	The expected ship date for this item in the order.
GL Cost / OE Cost	The **GL Cost** and **OE Cost** is toggled with the F8=GL COST / F8=OE COST function key) and displays only when a user is authorized to see GL and/or OE Cost. Authority to see GL and/or OE cost is defined in the **Display GL Cost and Profit (OE, SA, AR, some PO)**, **Display OE Cost and Profit (OE, SA, AR, some PO)**, and **Authorized Users** fields in Application Action Authority Maintenance (MENU XASCTY). This field toggles to display the actual GL or OE Cost of the item expressed in the pricing unit of measure. When International Currency is installed, this field only displays in the company's local currency.
List	Displays which of the five list prices for the item was used for this item in this order.

Item Detail History Display Screen Fields and Function Keys

Field/Function Key	Description
Billing Class Billing Sub Class	These fields indicate the Billing Class of the item, and the Billing Sub Class of the item, if any. A Billing Class is a value that you can assign to an individual customer through Order Entry to help classify the line items that they order. A Billing Sub Class is a second level of Billing Class detail. 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 and/or a Billing Sub Class will be required and validated during Order Entry is made at the customer/customer ship to level through Customer/Ship to Master Maintenance (MENU ARFILE).
BOM Code	This field indicates whether or not the item is a bill of material item. **K** displays if the item is a kit; **A** displays if the item is an assortment; **M** displays if the item is manufactured. Otherwise, this field is blank. ***RBT** displays for any item with rebates or for any kit item whose components have rebates on them. Rebates can be valid for items that are part of a kit; the kit item itself cannot have a rebate. When this occurs, the F20=REBATE key will no longer display on this screen and you must press the F23=KIT key to view the rebate from the component level to determine which components of the kits have rebates.
Return Reason	This field displays only when a return reason code exists. This code indicates the reason the item has been returned. This field is used only with negative order quantities.
Orig Ord	This field displays only for items that have been returned that are in history, as long as they were returned against an original order. This field displays the original order number that the item was returned against, if one exists for the item, and the generation number of the order.
Lot	This field displays **YES** if this item was sold by the lot and the final price will be used as the total. Otherwise, **NO** displays.
Bld Qty	This field displays the quantity of kits that were built from components for this item. This field is blank if no kits had to be built and the parent quantity was picked from stock.
WH/WH Location	**WH**: This field displays the warehouse the item shipped from. **WH Location**: For non-Warehouse Management environments, the primary location specified for this item in this warehouse as specified in the Item Balance File (ITBAL). If Warehouse Management is installed, one of the following location assignment statuses will display as ***ASSGNED**.
Tax	This field indicates whether or not the item was taxable.

Item Detail History Display Screen Fields and Function Keys

Field/Function Key	Description
Re-use	This field indicates if the item was re-usable. If **YES**, when the **Exmt** code is **J** (Jobber), this item will be taxed.
Container Chg	This field shows the actual container charge amount applied to this item.
Exmt	This field displays the tax exempt code for the order: 0, 1, 2, 3, or J.
Drp Sh	This field displays **Yes** or **No** to indicate if this item was shipped directly from the vendor to the customer.
Our PO	This field displays our purchase order number associated with this special order item. If the item is a manufactured parent item and is a special order item for a work order vendor, this field will display the work order associated with this item preceded by a **W**.
Upd Demand	This field appears only if Inventory Management & Planning is installed. This field indicates whether this line item updated demand. The update demand value for an item was specified on the Item Review Screen (p. 6-115) when the item was added to the order.
F2=Head	Press F2=HEAD to display the Order Header History Screen (p. 16-79).
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F5=Reprint	F5=REPRINT will display on this screen only if this screen is accessed through Cash & Adjustment Entry/Edit (MENU ARMAIN), Customer Order/ Shipment Inquiry (MENU OEMAIN), or Shipped Orders by Item Inquiry (MENU OEMAIN). The F5=REPRINT function key will also only display if you are authorized to the function to **Reprint Invoices from History**, as determined in Application Authority Maintenance (MENU XASCTY). Press F5=REPRINT to reprint this Invoice. You will not be able to use your workstation momentarily while the job is processed. When the job is completed, the screen will be refreshed and the reprinted Invoice will be in the designated output queue. NOTE: If FAX is installed, pressing F5=REPRINT displays the Reprint Invoice FAX/Print Prompt Screen which allows you to reprint the invoice and/or re-fax the invoice. Refer to the FAX User Guide for details. If you have Mail Server installed and there is a Y in the **Eml Inv** field for this order on the End Order Screen (p. 6-248) in Enter, Change, & Ship Orders (MENU OEMAIN), pressing F5=REPRINT will e-mail a reprint of the invoice in addition to printing and/or faxing it. The Email Options Screen will display. Refer to the Mail Server User Guide for details.

Item Detail History Display Screen Fields and Function Keys

Field/Function Key	Description
F6=EIC	F6=EIC is available only if you selected to use Extended Item Comments (EICs) through System Options Maintenance (MENU XAFILE) and comments exist for the selected warehouse, item, item EIC group, company/customer, and/or customer EIC group. Press F6=EIC to view the EICs associated with the item being reviewed. The Extended Item Comments Inquiry Screen (p. 6-175) will be presented. If the **Show All Qualifying EIC** field is set to N in System Options Maintenance (MENU XAFILE), you will see only the one EIC selected as most applicable for this item and order. If the **Show All Qualifying EIC** field is set to Y, you may see multiple EICs. Note that EICs will show exactly the same for open orders as for orders already moved to history. This is because the EIC is an entity unto itself and is not retained as part of any order. Rather the order's requested ship date is used to select the most appropriate EIC at the time the order is being processed (either during order entry or order review). Therefore, if a comment were to change, the original comment, as selected for applicable orders prior to the change, would be lost. To retain comments that are no longer applicable (for historical purposes), create EICs as date-sensitive and do not modify them. Instead, create new comments for the new information with new effective dates. Refer to Item Master Maintenance (MENU IAFILE) as described in the Inventory Accounting User Guide or Customer/Ship-to Master Maintenance (MENU ARFILE) in the Accounts Receivable User Guide for details about defining EICs.
F8=OE Cost / F8=GL Cost	Press F8=OE COST / F8=GL COST to toggle between the Order Entry (OE) and General Ledger (GL) cost values for the customer in the **OE Cost** or **GL Cost** field. The display of the field changes accordingly and the cost will reflect either the OE Cost or GL Cost values. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F9=Ser Hist / Lot Hist	F9=SER HIST / F9=LOT HIST displays only if Warehouse Management is installed and the item is a serial or lot item. Press F9=SER HIST / F9=LOT HIST to display serial or lot history for the item (serial history displays if this item is a serial item; lot history displays if this item is a lot item). The Shipment History Screen (p. 16-101) will display.

Item Detail History Display Screen Fields and Function Keys

Field/Function Key	Description
F9=COO Hist	This function key displays only if Warehouse Management is installed. F9=COO HIST displays instead of F9=LOT HIST or F9=SER HIST if you accessed this screen through history instead of location receipts and the item is a regular item that is set up to track country of origin. Press F9=COO HIST to review the country of origin history of the line item, if the line item is set up to track country of origin as defined through Item Master Maintenance (MENU IAFILE). The Shipment History Screen (p. 16-101) will display.
F10=End Display	Press F10=END DISPLAY to return to the Customer Order/Shipment Inquiry Screen (p. 16-9).
F14=Lcl Curr / Trd Curr	F14=LCL CURR / F14=TRD CURR displays only if International Currency is live. Press F14=LCL CURR / F14=TRD CURR to toggle between the company's local currency and the order's trading currency. The currency symbol and currency description at the top of the screen will change to either the local currency symbol and description, or the trading currency symbol and description.
F18=Our Ord U/M / Cus Ord U/M	Press F18=OUR ORD U/M / F18=CUS ORD U/M to toggle between showing the quantity and unit of measure in our unit of measure and in the customer's unit of measure (where applicable). The F18=OUR ORD U/M / F18=CUS ORD U/M function key will only display if ordered unit of measure was not one of the item's stocking unit of measures.
F20=Rebate	F20=REBATE appears only if this item qualifies for a rebate. Press F20=REBATE to review the rebate, bypass the rebate, or to select a different rebate. The Rebate Display Screen (p. 101-45) appears. NOTE: F20=REBATE does not appear on this screen for any kit item whose components have rebates on them. Rebates can be valid for items that are part of a kit; the kit item itself cannot have a rebate. When this occurs, this key will no longer display (since it does not apply for kit component rebates) and you must press F23=KIT to view the rebate from the component level to determine which components of the kits have rebates. F20=REBATE only applies for regular item rebates.

Item Detail History Display Screen Fields and Function Keys

Field/Function Key	Description
F23=Kit	F23=KIT appears only if this item is a kit parent item. Press F23=KIT to review the kit component information for the order. The Order Bill of Material Component Information Screen appears. Refer to the Ordering Bill of Material Kits chapter in the Bill of Material User Guide for a description of this screen. NOTE: ***RBT** displays on this screen for any regular item with rebates or any kit item whose components have rebates on them. Rebates can be valid for items that are part of a kit; the kit item itself cannot have a rebate. When this occurs, the F20=REBATE key will no longer display on this screen and you must press this F23=KIT key to view the rebate from the component level to determine which components of the kits have rebates.
Enter	Press ENTER to return to the Item Summary History Display Screen (p. 16-41).

Shipment History Screen

```
    SHIPMENT HISTORY      WH: 1   Item: C250 Seth Thomas Desk Set Gold Plt. S

Serial                          Qty      U/M         Cost              Price      COO
4326                              1.000  EA           75.38383         65.00023   AUS

                                                                             Last

                                                                 F12=Return
```

Shipment History Screen - Country of Origin

```
    SHIPMENT HISTORY      WH: 1   Item: F4001 20 Watt, 12 Volt MR-16 Halogen

Country of Origin               Qty      U/M         Cost              Price
MEXICO                            3.000  EA           18.93837         19.99000

                                                                             Last

                                                                 F12=Return
```

The Shipment History Screen displays after pressing F9=SER HIST / F9=LOT HIST on the Item Detail History Display Screen (p. 16-89) or Shipped Orders By Item - Item Detail Screen (p. 18-12).

Use this screen to review shipment history for the lot/serial.

The Shipment History Screen - Country of Origin can also be accessed after pressing F9=COO HIST on the Item Detail History Display Screen (p. 16-89) or Shipped Orders By Item - Item Detail Screen (p. 18-12), for a regular (non lot/serial) item. For this version of the screen, the first column displays the Country of Origin (instead of the lot/serial item number) and the COO column following the **Price** field does not appear.

All fields on this screen are display only.

Shipment History Screen Fields and Function Keys

Field/Function Key	Description
WH / Item	This field displays the number of the warehouse and the number and description of the item for which shipment information is displayed. If a second description has been entered for the item, it displays below the item's primary description.
Lot, Serial, Country of Origin	For lot/serial items, the lot or serial number of the shipped item will display. For regular (non lot/serial) items, the country of origin of the line item will display, if the line item is set up to track country of origin as defined through Item Master Maintenance (MENU IAFILE).
Qty	The quantity of the item shipped.
U/M	The unit of measure associated with the quantity of the item shipped.
Cost	The cost of the item in the pricing unit of measure. The cost will display based on the **Display WM Cost** action authority defined through Application Action Authority Maintenance (MENU XASCTY).
Price	The item's final price. When International Currency is installed, the value displays in the company's local currency.
COO	This field displays in this column for lot/serial items only and shows the country of origin history of the line item, if the line item is set up to track country of origin as defined through Item Master Maintenance.
F12=Return	Press F12=RETURN to return to the previous screen.

CHAPTER 17

Inquiring on Open Orders by Item

17

The Open Orders By Item Inquiry (MENU OEMAIN) option displays a summary line of open orders for a specific item or a range of items, and for a specific customer or range of customers. Item information includes open orders or backorders. Searches are provided to locate customers by name, and items by description or partial “part” number. In addition, you may use this option to review item detail for a specific order. Open orders may be printed from many of the options on the Order Entry - Reports Menu (MENU OEREPT).

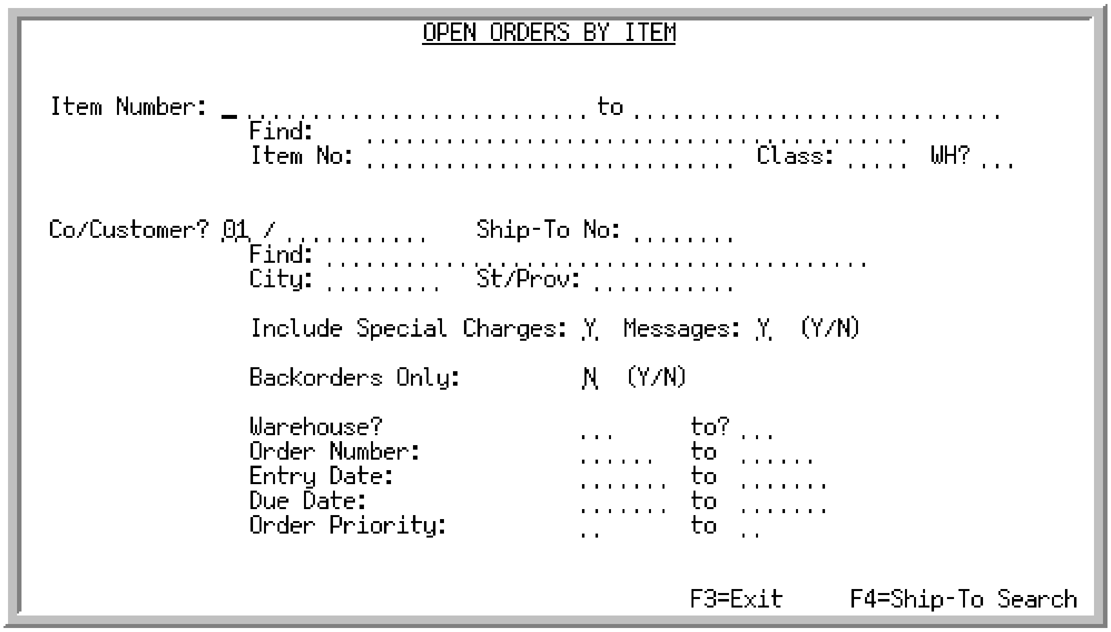
Open Orders By Item Inquiry

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
Open Orders By Item Selection Screen	Use to specify item and other limiting criteria for the inquiry.
Open Sales Orders By Item Screen	Displays a list of open orders that match the limiting criteria.
Open WO by Component Screen	Displays a list of open work orders that match the limiting criteria.
Open Orders By Item - Item Detail Screen	Displays detailed information about a specific item.
Open Kit By Component Item Screen	Displays a list of open kit orders where the item is a component of the kit.

NOTE: The remainder of the screens that are shown are from Open Order Inquiry (MENU OEMAIN) or the Bill of Material Inquiry (MENU OBMAIN). Refer to those chapters for more information on those screens.

Open Orders By Item Selection Screen



This screen appears after selecting option 14 - Open Orders By Item Inquiry (MENU OEMAIN). Use this screen to select the criteria for inquiry. Searches are available to locate a customer by name, and items by description.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

NOTE: All dates will display in the **Default Date Format** for the user that generated the report, 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).

Open Orders By Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Number	This field limits the inquiry to the item number or range of item numbers entered here. NOTE: If you leave this field blank, the entire file will be searched. (2 @ A 27) Optional

Open Orders By Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Find (Item)	If you do not know the item number, this field allows you to search for the desired number. Enter one or more words that might be contained in the item's name. Up to 15 characters per word may be entered and may appear in any order. After entering your search information, press ENTER to display the Item Description Search Screen. For more information on the Item Description Search Screen, refer to the Inventory Accounting User Guide. (A 40) Optional
Item No	This field limits the search to the item number (partial or full item) entered here. (A 27) Optional
Class	This field limits the search to the item class (partial or full) entered here. (N 4,0) Optional
WH	This field limits the search to the warehouse (partial or full) entered here. (A 2) Optional
Co/Customer	This field limits the inquiry to a specific company and 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. *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). (N 2,0/N 10,0) Required
Ship-To No	This field limits the search to the ship-to number (pre-defined shipping address) entered here. (A 7) Optional
Find (Customer)	Use this field 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 (A 40) Optional

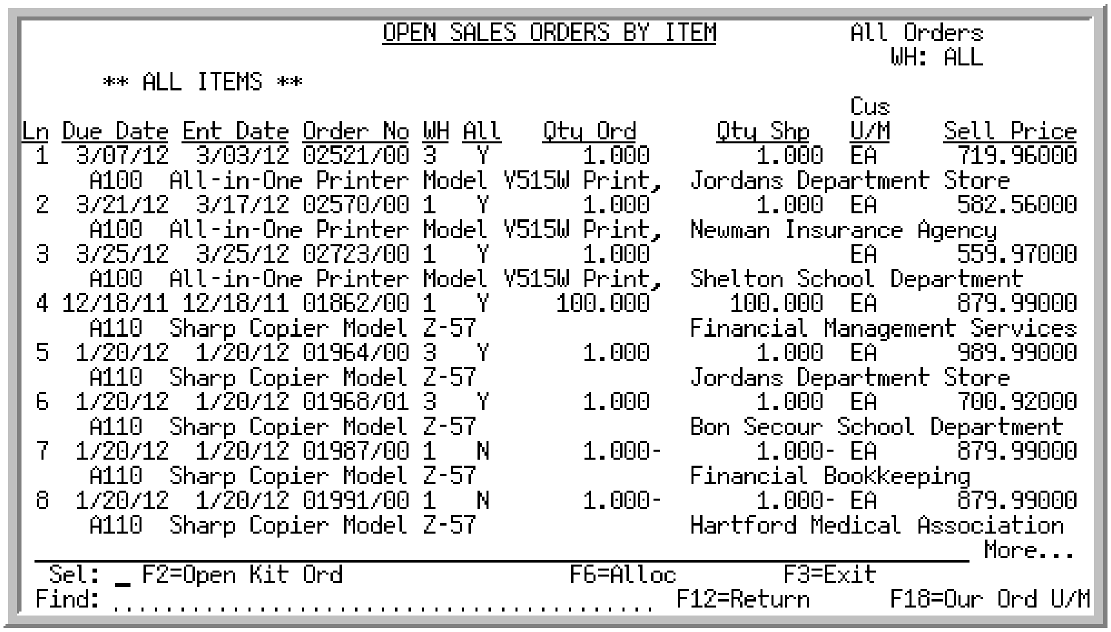
Open Orders By Item Selection Screen Fields and Function Keys

Field/Function Key	Description
City	Use this field either alone or with the **Find** and **St/Prov** fields to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. (A 8) Optional
St/Prov	Use this field 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. (A 10) Optional
Include Special Charges	This field determines if special charges (non-product charges, such as freight and handling) will display for inquiry. Key Y to include special charges. Key N to exclude special charges. (A 1) Optional
Messages	This field determines if messages (comments, advertising notes, etc.) will display for inquiry. Key Y to include messages. Key N to exclude messages. (A 1) Optional
Backorders Only	This field determines if the inquiry will be limited to backorders only, or all types of orders. Key Y to display backorders only. NOTE: If you select Y, a message will display on the Open Sales Orders By Item Screen (p. 17-6) indicating that you selected to view backorders only. Key N to display all orders. (A 1) Optional
Warehouse	This field limits the inquiry to a specific warehouse. If left blank, orders for all warehouses will display. (A 2) Optional
Order Number	This field limits the inquiry to the specific order number or range of order numbers entered in this field. (2 @ A 5) Optional

Open Orders By Item Selection Screen Fields and Function Keys

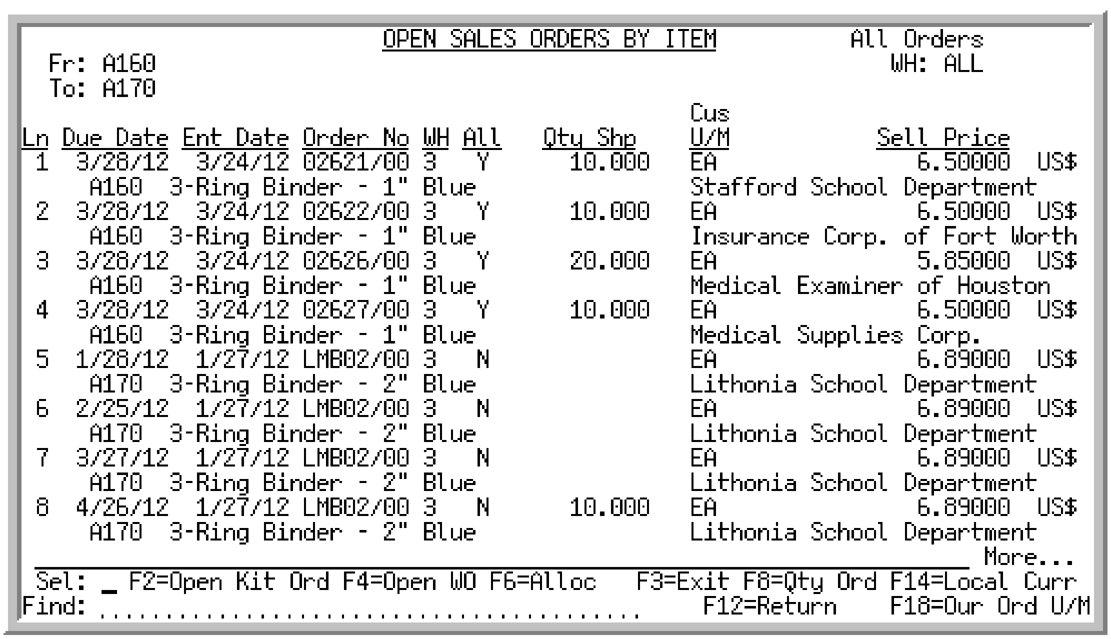
Field/Function Key	Description
Entry Date	The date that the order was entered. *Valid Values:* Key the below dates using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the dates using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Due Date	The date the order is due to be shipped based on the **Requested Ship Date** field. *Valid Values:* Key the below dates using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the dates using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Order Priority	This field limits the inquiry to open orders with the specified order priority (1-7), or range of order priorities entered in this field. An order priority (applicable for backorders only) may be optionally assigned to an order on the Second Order Header Screen (p. 6-48) through Enter, Change & Ship Orders (MENU OEMAIN). For details about order priorities, refer to Order Entry Options Maintenance (MENU XAFILE). *Valid Values:* 1 - 7 (2 @ N 1,0) Optional
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F4=Ship-To Search	Press F4=SHIP-TO SEARCH to search for shipping addresses for the selected customer. If you select a ship-to address from the search screen, this screen is redisplayed with that ship to filled in the **Ship-To Number** field. Refer to the Ship-To Search Screen as described in the Cross Applications User Guide.
Enter	The ENTER key performs two functions: Press ENTER to confirm your selections. The Open Sales Orders By Item Screen (p. 17-6) will appear. Press ENTER to review a list of customers after keying search criteria in the **Find**, **City**, and **St/Prov** fields. The Customer Search Screen will appear. Refer to the Accounts Receivable User Guide for a description of this screen.

Open Sales Orders By Item Screen



```
                                    OPEN SALES ORDERS BY ITEM          All Orders
                                                                          WH: ALL
      ** ALL ITEMS **
                                                                     Cus
Ln Due Date Ent Date Order No WH All    Qty Ord        Qty Shp    U/M     Sell Price
 1  3/07/12  3/03/12 02521/00 3   Y       1.000          1.000   EA      719.96000
     A100  All-in-One Printer Model V515W Print,  Jordans Department Store
 2  3/21/12  3/17/12 02570/00 1   Y       1.000          1.000   EA      582.56000
     A100  All-in-One Printer Model V515W Print,  Newman Insurance Agency
 3  3/25/12  3/25/12 02723/00 1   Y       1.000                  EA      559.97000
     A100  All-in-One Printer Model V515W Print,  Shelton School Department
 4 12/18/11 12/18/11 01862/00 1   Y     100.000        100.000   EA      879.99000
     A110  Sharp Copier Model Z-57                Financial Management Services
 5  1/20/12  1/20/12 01964/00 3   Y       1.000          1.000   EA      989.99000
     A110  Sharp Copier Model Z-57                Jordans Department Store
 6  1/20/12  1/20/12 01968/01 3   Y       1.000          1.000   EA      700.92000
     A110  Sharp Copier Model Z-57                Bon Secour School Department
 7  1/20/12  1/20/12 01987/00 1   N       1.000-         1.000-  EA      879.99000
     A110  Sharp Copier Model Z-57                Financial Bookkeeping
 8  1/20/12  1/20/12 01991/00 1   N       1.000-         1.000-  EA      879.99000
     A110  Sharp Copier Model Z-57                Hartford Medical Association
                                                                         More...
  Sel: _ F2=Open Kit Ord                        F6=Alloc        F3=Exit
 Find: ........................................ F12=Return      F18=Our Ord U/M
```

Open Sales Orders By Item Screen Expanded Fields with International Currency



```
                                    OPEN SALES ORDERS BY ITEM          All Orders
  Fr: A160                                                                WH: ALL
  To: A170
                                                    Cus
Ln Due Date Ent Date Order No WH All    Qty Shp     U/M           Sell Price
 1  3/28/12  3/24/12 02621/00 3   Y      10.000     EA              6.50000  US$
     A160  3-Ring Binder - 1" Blue                  Stafford School Department
 2  3/28/12  3/24/12 02622/00 3   Y      10.000     EA              6.50000  US$
     A160  3-Ring Binder - 1" Blue                  Insurance Corp. of Fort Worth
 3  3/28/12  3/24/12 02626/00 3   Y      20.000     EA              5.85000  US$
     A160  3-Ring Binder - 1" Blue                  Medical Examiner of Houston
 4  3/28/12  3/24/12 02627/00 3   Y      10.000     EA              6.50000  US$
     A160  3-Ring Binder - 1" Blue                  Medical Supplies Corp.
 5  1/28/12  1/27/12 LMB02/00 3   N                 EA              6.89000  US$
     A170  3-Ring Binder - 2" Blue                  Lithonia School Department
 6  2/25/12  1/27/12 LMB02/00 3   N                 EA              6.89000  US$
     A170  3-Ring Binder - 2" Blue                  Lithonia School Department
 7  3/27/12  1/27/12 LMB02/00 3   N                 EA              6.89000  US$
     A170  3-Ring Binder - 2" Blue                  Lithonia School Department
 8  4/26/12  1/27/12 LMB02/00 3   N      10.000     EA              6.89000  US$
     A170  3-Ring Binder - 2" Blue                  Lithonia School Department
                                                                         More...
 Sel: _ F2=Open Kit Ord F4=Open WO F6=Alloc   F3=Exit F8=Qty Ord F14=Local Curr
Find: ........................................     F12=Return    F18=Our Ord U/M
```

Open WO by Component Screen

```
                             OPEN WO BY COMPONENT ITEM          All Orders
  Fr: P001                                                         WH: ALL
  To: P999

Ln Due Date Ent Date Order No WH All   Qty Ord                    Sell Price
 1 11/30/11 11/15/11 W0002/00 1   N    210.000                           US$
    P100  White Bond 36" x 6000 yd roll          Work Order Customer Number
 2 11/28/11 11/15/11 W0003/00 1   Y    105.000                           US$
    P100  White Bond 36" x 6000 yd roll          Work Order Customer Number
 3 11/29/11 11/15/11 W0004/00 1   N    420.000                           US$
    P100  White Bond 36" x 6000 yd roll          Work Order Customer Number
 4 12/02/11 11/15/11 W0005/00 1   N    420.000                           US$
    P100  White Bond 36" x 6000 yd roll          Work Order Customer Number
 5  2/16/12  1/05/12 W0006/00 1   Y 147500.000                           US$
    P100  White Bond 36" x 6000 yd roll          Work Order Customer Number
 6  2/16/12  1/05/12 W0007/00 1   Y   2100.000                           US$
    P100  White Bond 36" x 6000 yd roll          Work Order Customer Number
 7  2/16/12  1/05/12 W0008/00 1   Y   3247.000                           US$
    P100  White Bond 36" x 6000 yd roll          Work Order Customer Number


                                                                        Last
  Sel: _ F2=Open Kit Ord F4=Sls Ord      F6=Alloc        F3=Exit F14=Local Curr
 Find: ........................................ F12=Return      F18=Our Ord U/M
```

The Open Sales Orders By Item Screen appears after you press ENTER on the Open Orders By Item Selection Screen (p. 17-2) or by selecting F21=OPN ORD on the Item File Information Screen or F21=OPEN ORDS on the Inventory Status Screen of the Item Inquiry (MENU IAMAIN) in the Inventory Accounting module. This screen displays a summary of all open orders for the item.

Both the standard and expanded fields view of the Open Sales Orders By Item Screen are shown above. The expanded fields view is activated through Expanded Field Use (MENU XAFIL2).

If there are no open sales orders for the selected item and the item is a BOM component item, the Open WO by Component Screen appears and displays a summary of all open work orders containing the item as a component, if you have Value Added Services installed.

To limit the items listed to only those items/customers that contain certain search words, use the **Find** field.

NOTE: If you have Bill of Material installed, use F2=OPEN KIT ORD to display all open kit orders for the component items. If you have Value Added Services installed, you can use the F4=OPEN WO / F4=SLS ORD function key to toggle between displaying open sales orders or open work orders.

NOTE: All dates will display in the **Default Date Format** for the user that generated the report, 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).

Open Sales Orders By Item Screen Fields and Function Keys

Field/Function Key	Description
Headings (Item and Customer)	The headings on this screen have different formats based on selection criteria. 1. If you keyed a single item number on the Open Orders By Item Selection Screen (p. 17-2), that item number and the two lines of description will be displayed for you. If you also keyed a customer number, the customer name is displayed. 2. If you selected a range of items on Open Orders By Item Selection Screen (p. 17-2), the beginning item number (**Fr**) and ending item number (**To**) will display. If you also keyed a customer number, the customer name is displayed. 3. If you access this screen with F8=SH on the Item Review Screen (p. 6-115) of Enter, Change & Ship Orders (MENU OEMAIN), item number and the two lines of description followed by the customer name shows. Display
Priced Per	The item's pricing unit of measure will display in this field if you selected one item only on the Open Orders By Item Selection Screen (p. 17-2) and the Order Entry Options (MENU XAFILE) **Show Prices in Ordering U/M** field is set to P (pricing); otherwise, if the Order Entry Options to **Show Prices in Order Entry** are set to O (ordering), this field is not displayed. Display
WH	This field displays the Warehouse ID for the orders displayed. **ALL** will display if open orders are shown for all warehouses. Display
Ln	The line number associated with the item. This number is keyed in the **Selection** field on the lower portion of the screen to display details about the open sales order. Display
Due Date	The date the customer requested the order to be shipped. Display
Ent Date	Date the original order was entered. Display
Order No	The order and generation number of the orders created for this customer through Enter, Change & Ship Orders (MENU OEMAIN) or variations of Off Line Order Entry (MENU OEMAIN). Display

Open Sales Orders By Item Screen Fields and Function Keys

Field/Function Key	Description
WH	Warehouse where the inventory has been allocated and from which the item will be picked or shipped. Display
All	Indicates if inventory is allocated (Y) or not allocated (N) for this item in this order. Use F6=ALLOC / F6=UNALLOC / F6=ALL ORD to toggle between the items with allocated inventory (**All** Y), items without allocated inventory (**All** N) and all items regardless of the allocation code. Display
Qty Shp	The quantity of the item that can be shipped in either "our" unit of measure or the customer's unit of measure (if any), as toggled with the F18=OUR ORD U/M / F18=CUS ORD U/M key. The quantity ordered and quantity shipped field displays in the standard format. With the expanded fields format, the quantity shipped toggles with the quantity ordered field. Use F8=QTY ORD / F8=QTY SHP to toggle between the quantity ordered and the quantity shipped in expanded fields mode. Display
Qty Ord	The quantity of the item that was ordered by the customer in either "our" unit of measure or the customer's unit of measure (if any), as toggled with the F18=OUR ORD U/M / F18=CUS ORD U/M key. The quantity ordered and quantity shipped field displays in the standard format.With the expanded fields format, the quantity shipped toggles with the quantity ordered field. Use F8=QTY ORD / F8=QTY SHP to toggle between the quantity ordered and the quantity shipped in expanded fields mode. Display
Cust U/M / U/M	The item's ordering unit of measure: either the stocking unit of measure or the customer's unit of measure (if any), as toggled with the F18=OUR ORD U/M / F18=CUS ORD U/M key. NOTE: If an additional unit of measure (not a stocking U/M) is used when this field displays as "U/M" on this screen, the conversion (relation) will be based on this additional unit of measure as set up in the Item Master File. Display

Open Sales Orders By Item Screen Fields and Function Keys

Field/Function Key	Description
Sell Price	The item's actual selling price. The sell price will display in high intensity when the item's pricing has been overridden. When Order Entry Options Maintenance (MENU XAFILE) **Enter Prices in Ordering U/M** is set to N the sell price is shown in the pricing U/M. When Order Entry Options Maintenance (MENU XAFILE) **Enter Prices in Ordering U/M** is set to Y the sell price is shown in either "our" stocking unit of measure or the customer's unit of measure (if any), as toggled with the F18=OUR ORD U/M / F18=CUST ORD U/M key. When International Currency is installed, the currency symbol displays when viewing the order's trading currency (key shows as F14=LOCAL CURR) and the company's local currency description shows over the **Sell Price** when viewing the company's local currency (key shows as F14=TRAD CURR). When viewing the company's local currency, the **Sell Price** will toggle between "our" stocking unit of measure or the customer's unit of measure (if any), with the F18=OUR ORD U/M / F18=CUST ORD U/M key. Display
(Customer and/or Item Information)	The second line of information has two formats. When you select one item number on the Open Orders By Item Selection Screen (p. 17-2), the customer name and customer purchase order number are displayed. When you select a range of item numbers on the Open Orders By Item Selection Screen (p. 17-2), the item number and item description line 1 display followed by the customer name. Display
P	The promotion flag. If an item or special charge discount was added to the order as a result of a promotion, a promotion flag (***P***) will display below the **Ln** field. Display
Sel	This field allows you to select an order that you want to display in detail. Key the line number associated with the order and press ENTER. The Open Orders By Item - Item Detail Screen (p. 17-13) will appear if you select an item for a sales order. The Work Order Display/History Screen will display if you select a component item for a work order. Refer to the Value Added Services User Guide for a detailed explanation of this screen. (N 2,0) Required

Open Sales Orders By Item Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field to limit the open orders displayed on this screen to only those items/customers that contain certain search characters. The find string can be keyed in partial words. For example, to search for an item description “BIG GREEN APPLE,” you might enter BI GR APP (you may enter up to 15 characters per word and they may appear in any order). If you need to search for a range of customers, you can also use the find string to limit the customers appearing on this screen. (A 40) Optional
F2=Open Kit Ord	F2=OPEN KIT ORD appears only if you have Bill of Material installed. Press F2=OPEN KIT ORD to display a list of open orders that contain the item as a component item in a kit. If you entered a range of items, key a reference number in the *Sel* field before pressing this key. The Open Kit By Component Item Screen (p. 17-26) will appear. If no open kit orders contain the item as a component, a message will appear indicating that the item is not part of an open kit order.
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F4=Open WO / F4=Sls Ord	F4=OPEN WO / F4=SLS ORD appears only if you have Value Added Services installed and you have selected an item used on an open work order, however, this key will not appear if you accessed this window through the Work Order Inquiry (MENU WOMAIN). Press F4=OPEN WO / F4=SLS ORD to toggle between open sales orders or open work orders.
F6=Alloc / F6=Unalloc / F6=All Ord	Press F6=ALLOC / F6=UNALLOC / F6=ALL ORD to redisplay the screen and view the items with allocated inventory (**All** Y), items without allocated inventory (**All** N) and all items regardless of the allocation code. The allocation status display at the top of the screen will also toggle and show **Allocated Orders**, **Unallocated Orders**, or **All Orders**.
F8=Qty Ord / F8=Qty Shp	F8=QTY ORD / F8=QTY SHP only displays in expanded fields mode. Press F8=QTY ORD / F8=QTY SHP to toggle between the quantity ordered and the quantity shipped.
F12=Return	Press F12=RETURN to the Open Orders By Item Selection Screen (p. 17-2).
F14=Trad Curr / F14=Local Curr	F14=TRAD CURR / F14=LOCAL CURR only displays when International Currency is installed. Use F14=TRAD CURR / F14=LOCAL CURR to toggle the **Sell Price** field between the company’s local currency and the order’s trading currency. The currency description is displayed over the **Sell Price** column when local currency prices are being displayed.

Open Sales Orders By Item Screen Fields and Function Keys

Field/Function Key	Description
F18=Our Ord U/M / F18=Cus Ord U/M	This key appears only if the **Show Prices in Order Entry** field is set to O (ordering) in Order Entry Options Maintenance (MENU XAFILE); if the field is set to P (pricing), only the pricing unit of measure will be presented; the F18=OUR ORD U/M / F18=CUS ORD U/M is not applicable. On detail screens, F18=OUR ORD U/M / F18=CUS ORD U/M appears only if this line item has a different “ordering” unit of measure than one of the stocking units of measure for the item. On roll screens, F18=OUR ORD U/M / F18=CUS ORD U/M is available for all order inquiries (i.e., open orders and history). Press F18=OUR ORD U/M / F18=CUS ORD U/M to toggle between displaying the customer’s unit of measure for the item or “our” stocking unit of measure. The values in the **Qty Ord** and **Qty Shp** fields will display in the unit of measure you choose with this key. NOTE: If an additional unit of measure is used when this field displays as “U/M” on this screen, the conversion (relation) will be based on this additional unit of measure as set up in the Item Master File. Also note this key only applies if Order Entry Options Maintenance (MENU XAFILE) **Show Prices in Order Entry** are set to O (ordering); if Order Entry Options **Show Prices in Order Entry** are set to P (pricing), only the pricing unit of measure will be presented; the F18=OUR ORD U/M / F18=CUS ORD U/M key is not applicable. If prices are being shown in the ordering unit of measure in Order Entry, you can use the F18=OUR ORD U/M / F18=CST ORD U/M function key to display the customer’s unit of measure or the item’s stocking unit of measure. Note that if an additional unit of measure is used when this field displays as “U/M” on this screen, the conversion (relation) will be based on this additional unit of measure as set up in the Item Master File.
Enter	After selecting the line number associated with the desired order, press ENTER to confirm your selection. The Open Orders By Item - Item Detail Screen (p. 17-13) will display for sales orders. The Work Order Display Screen (MENU WOMAIN) will appear for component items. Refer to the Value Added Services User Guide for a detailed explanation of this screen.

Open Orders By Item - Item Detail Screen

```
                        OPEN ORDERS BY ITEM - ITEM DETAIL
Co/Cust:  1/0000000100 Financial Management Services      Ship-To:
Order:   AA001/00      11/11/14     Req: 11/11/14         Invoice No:
Cust PO: 87837                      ORDER                 Invoice Dt:
Item: A100
      All-in-One Printer Model V515W    Class: 50     Unit Wgt:        8.0000
      Print, Copy, Fax, Scan            Sub:   3      Tot Wgt:
Billing Class:
Billing Sub Class:
                       Promotion:                Price Source: MXRED
Ord:       1.000  EA   Base Pr:          799.95000  US$    Dsc 1:  30.00 D
Shp:       1.000                                               2:
B/O:                   Final Pr:         559.96500
Req: 11/11/14                                               List: 1
Exp: 11/11/14          Total Pr:            559.97  US$
BOM Code:                                                Lot:     NO
Bld Qty:               GL Cost:          411.61459  EA   Tax:     YES
Re-Use:   YES                                            Exmt:    0

Upd Demand: YES       WH/WH Location: 1 /*MISSING        Our PO:
                      Cont Chg:                     US$  PO Due:
Drp Sh:    NO         Vendor:
F3=Exit      F6=Ext Itm Cmt    F9=Asg        F14=Lcl Curr
F5=Dsp Ord   F8=OE Cost        F12=Return
```

This screen displays detailed information for the item selected on the Open Sales Orders By Item Screen (p. 17-6).

All fields on this screen are display only and cannot be changed.

NOTE: All dates will display in the **Default Date Format** for the user specified through Register A+ User IDs (MENU XACFIG). If that field is blank, the dates will display using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Open Orders By Item - Item Detail Screen Field and Function Keys

Field/Function Key	Description
Co/Cust	This field displays the company number and customer number associated with this order. The customer's name is displayed to the right of the customer number.
Ship-To	This field displays the ship-to number for this order [defined through Customer/Ship to Master Maintenance (MENU ARFILE)], if one was used. This number corresponds to one of the customer's shipping addresses.
Order	This field displays the order number and the generation number. The generation number can be the number of times this order was backordered or the backorder release identifier.
(Order Date)	The original entry date of the order displays beneath the customer's name at the center of the screen.

Open Orders By Item - Item Detail Screen Field and Function Keys

Field/Function Key	Description
Req	This field displays the requested ship date for the item, which may or may not be the same date as specified in the Order Header File (ORHED).
Invoice No	This field displays the invoice number assigned to the order. This field is blank if the order has not yet been invoiced and if an override invoice number was not keyed.
Cust PO	This field displays the customer's purchase order number related to this order.
(Order Type)	This field displays the words representing the type of order, such as • **ORDER** • **RETURN** • **BLANKET** • **MASTER** • **BACKORDER** • **QUOTE** • **INVOICE** • **FUTURE**
Invoice Dt	This field displays the date the order was invoiced. This field is blank if the order has not yet been invoiced and if an override invoice date was not keyed.
Item	This field displays the item number associated with this line. The item description lines are displayed below the item number.
NS	**NS** will appear if this is a non-stock item. A non-stock item is defined through Item Master Maintenance (MENU IAFILE) with an N keyed in the **Update Inventory** field, indicating that the item is a non-stock item. The item is also defined through Item Balance Maintenance (MENU IAFILE) for each warehouse from which it will be shipped.
Class/Sub	These fields display the class and sub-class [as defined through Item Class/Sub Class Maintenance (MENU IAFILE)] of the item.
Unit Wgt	The unit weight associated with the item and the unit of measure in the Item Master File (ITMST).

Open Orders By Item - Item Detail Screen Field and Function Keys

Field/Function Key	Description
Tot Wgt / Est Wgt	The total or estimated weight of an open order line item. • If the open order line item does not have a value in the quantity shipped field, this field's heading will appear as **Est Wgt** and will display an estimated total weight of the item based on the quantity ordered. The value is calculated as: **Calculation:** Unit Weight * Quantity Ordered (where Quantity Ordered is in the same stocking unit of measure as the Unit Weight) • If the open order line item has a value in the quantity shipped field, this field's heading will appear as **Tot Wgt** and will display the total weight of the item based on the quantity shipped. **Calculation:** Unit Weight * Quantity Shipped (where Quantity Shipped is in the same stocking unit of measure as the Unit Weight) If the item is a catch weight item, the value of this field is the total weight of the item's shipment entered by the user, and the field's heading will appear as **Tot Wgt**. If the total weight has not been entered, this field's heading will appear as **Est Wgt** to indicate that this is an estimate only and the total weight must be entered at the time of the shipment. The estimated value calculations are the same as regular items.
Billing Class Billing Sub Class	These fields indicate the Billing Class of the item, if one exists, and the Billing Sub Class of the item, if one exists A Billing Class is a value that you can assign to an individual customer through Order Entry to help classify the line items that they order. A Billing Sub Class is a second level of Billing Class detail. 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 and/or a Billing Sub Class will be required and validated during Order Entry is made at the customer/customer ship to level through Customer/Ship to Master Maintenance (MENU ARFILE).
Promotion	If the price of this item was changed or the item was added to this order as a result of a promotion, the specific Promotion ID selected is displayed.

Open Orders By Item - Item Detail Screen Field and Function Keys

Field/Function Key	Description

Price Source	The price source for the ordered item. The price source indicates from where the price originated: contracts, rebates, matrix, quantity breaks, etc.
	One of the following price sources will appear, if the source code was determined at the time the order was entered (otherwise, this field will be blank):
	• **RB** - Rebate Override Price or Discount
	  • This is only applicable for rebates that have an override price and/or a discount specified.
	  • It is possible for a rebate to be found and used for an item's cost, and for that item's price source to be something other than **RB**, if there is no price information for the item specified on the rebate.
	  • For Rebate Contracts, the source code will be **RB**.
	• **CNzy** - Contract Price, where 'z' is the Contract Type and 'y' is the Contract Hierarchical Level
	Contract Types:
	  • $ = Fixed Price
	  • G = Gross Margin
	  • D = Discount
	  • M = Markup
	  • N = Other (None)
	Contract Hierarchical Level:
	Named Contracts
	  • M = Customer/Ship-To/Item
	  • N = Customer/Ship-To/Item Group
	  • A = Customer/Item
	  • B = Customer/Item Group
	  • C = Customer Group/Item
	  • D = Customer Group/Item Group
	  • E = All Customers/Item
	  • F = 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
	  • O = Customer/Ship-To/Item
	  • P = Customer/Ship-To/Item Group
	  • G = Customer/Item
	  • H = Customer/Item Group
	  • I = Customer Group/Item

Open Orders By Item - Item Detail Screen Field and Function Keys

Field/Function Key	Description

Price Source Continued	• J = Customer Group/Item Group
	• K = All Customers/Item
	• L = All Customers/Item Group
	• **MX** - Matrix Pricing
	• **MXRED** - Matrix Price Redirect
	  • Matrix used for pricing, but a contract was used to redirect to a different part of matrix.
	  • MXREDRCT will appear in upper right corner of this screen below the warehouse, if the matrix entry had a price list redirect specified.
	• **LS** - List Price
	• **LSRED** - List Price Redirect
	  • List price used for pricing, but a Contract was used to redirect to a specific list.
	• **QB** - Item and Class Quantity Discounts
	Item Quantity Discount (QB)
	  • This will be concatenated to the price source derived for the list price. For example, if the matrix was used to determine the price, and a quantity discount was also applied, then the source would be **MXQB**.
	Class Quantity Discount (QB)
	  • Quantity break class already appears on the screen, if applicable.
	  • This will be concatenated to the price source derived for the list price. For example, if the matrix was used to determine the price, and a quantity discount was also applied, then the source would be **MXQB**.
	• **CM** - Component Override Price
	  • Only applicable for assortment components that have an override price specified.
	• **PM** - Promotion Override Price
	  • Only applicable for promotional “get” items if it was a free item or if an override price was specified in the promotion.
	• A ***P** will be notated in the **Price Source** field if a discount percentage or dollar off was taken for promotional “get” items
	• A **#** will be notated in the **Price Source** field if the price was overridden
	Display

Open Orders By Item - Item Detail Screen Field and Function Keys

Field/Function Key	Description
Ord	The quantity of the item ordered followed by the ordering U/M. The **Customer Order U/M** message displays above the order quantity when the item for this customer has a customer's ordering U/M. Press F18=OUR ORD U/M / F18=CUS ORD U/M to toggle between the stocking U/M and the customer's ordering U/M.
Shp	The quantity of the item shipped. The quantity in this field will display in the unit of measure you select by pressing F18=OUR ORD U/M / F18=CUS ORD U/M.
B/O	The quantity of the item backordered. The quantity in this field will display in the unit of measure you select by pressing F18=OUR ORD U/M / F18=CUS ORD U/M.
Req	The requested ship date of the item, which may or may not be the same date as the Order Header File (ORHED).
Exp	The expected ship date of the item, which may or may not be the same date as the Order Header File (ORHED).
Base Pr	The price of the item prior to discounts or the cost of the item prior to markups. When Order Entry Options Maintenance (MENU XAFILE) **Enter Prices in Ordering U/M** is set to N the base price is shown in the pricing U/M and the F18=OUR ORD U/M / F18=CUS ORD U/M key is not applicable. When Order Entry Options Maintenance (MENU XAFILE) **Enter Prices in Ordering U/M** is set to Y the base price is shown in either "our" stocking unit of measure or the customer's unit of measure (if any), as toggled with the F18=OUR ORD U/M / F18=CUST ORD U/M key. When International Currency is installed, the base price field and the currency symbol will toggle with the F14=TRD CURR / F14=LCL CURR to display the company's local currency or and the trading currency of the order. When viewing the company's local currency, the base price will toggle between "our" stocking unit of measure or the customer's unit of measure (if any), with the F18=OUR ORD U/M / F18=CUST ORD U/M key.

Open Orders By Item - Item Detail Screen Field and Function Keys

Field/Function Key	Description
Final Pr	The item's final unit selling price net of all discounts, markups, and margins. When Order Entry Options Maintenance (MENU XAFILE) **Enter Prices in Ordering U/M** is set to N the final price is shown in the pricing U/M and the F18=OUR ORD U/M / F18=CUS ORD U/M key is not applicable. Use F18=OUR ORD U/M / F18=CUS ORD U/M as a toggle to display the final price in either the stocking U/M or the customer's ordering U/M when the Order Entry Options (MENU XAFILE) **Enter Prices in Order Entry** is set to Y. When International Currency is installed, the final price field will toggle with the F14=TRD CURR / F14=LCL CURR to display the company's local currency or and the trading currency of the order. You must be viewing local currency (see F14=TRD CURR) to use the F18=OUR ORD U/M / F18=CUS ORD U/M toggle for pricing.
Total Pr	The item's extended selling price, based on the quantity shipped, lot, or catch weight. When International Currency is installed, the total price field and currency symbol will toggle with the F14=TRD CURR / F14=LCL CURR to display the company's local currency or and the trading currency of the order.
GL Cost / OE Cost	The **GL Cost** and **OE Cost** is toggled with the F8=GL COST / F8=OE COST function key) and displays only when a user is authorized to see GL and/or OE Cost. Authority to see GL and/or OE cost is defined in the **Display GL Cost and Profit (OE, SA, AR, some PO)**, **Display OE Cost and Profit (OE, SA, AR, some PO)**, and **Authorized Users** fields in Application Action Authority Maintenance (MENU XASCTY). This field toggles to display the actual GL or OE Cost of the item expressed in the pricing unit of measure. When International Currency is installed, this field only displays in the company's local currency.
Dsc 1	The first discount percent applied to the base price in the calculation of the final selling price, if the amount is followed by a **D**; an amount followed by an **M** indicates that a markup percent is applied to the base price; **G** indicates gross margin.

Open Orders By Item - Item Detail Screen Field and Function Keys

Field/Function Key	Description
Dsc 2	The second discount percent applied to the base price for an additional discount. The discount percent applied from item quantity discounts or quantity break class discounts also displays on the line below the **Dsc 2** field. When a promotional item is added to an order with a monetary discount amount off (**Type** C) the base price, the value of that monetary amount displays on the line below the **Dsc 2** field. When International Currency is installed, the currency symbol will also display.
List	The price list (1-5) used for this item.
BOM Code	This field indicates whether or not the item is a bill of material item. **K** displays if the item is a kit; **A** displays if the item is an assortment; **M** displays if the item is manufactured. Otherwise, this field is blank. ***RBT** displays for any item with rebates or for any kit item whose components have rebates on them. Rebates can be valid for items that are part of a kit; the kit item itself cannot have a rebate. When this occurs, the F20=REBATE key will no longer display on this screen and you must press the F23=KIT key to view the rebate from the component level to determine which components of the kits have rebates.
Lot	This field indicates if this item is sold as a lot. If this item is sold as a lot, the final price will be used as a lot charge and will be the total amount for whatever quantity of the item is ordered on this line. This is considered “lot pricing.”
Bld Qty	This field displays the quantity of kits that were built from components for this item. This field is blank if no kits had to be built and the quantity could be picked from stock.
Tax	This field indicates whether or not the item is taxable. The value displayed in this field is based upon the tax code entered at the Item Balance level on the Balance File Pricing Maintenance Screen (MENU IAFILE). If no entry was made at the Item Balance level, then the value displayed in this field is based upon the tax code entered at the Item Master level on the Item File Maintenance Screen 1 (MENU IAFILE).

Open Orders By Item - Item Detail Screen Field and Function Keys

Field/Function Key	Description
Re-Use	This field indicates if the item is re-usable. If **YES**, when the **Exmt** code is **J** (Jobber), this item will be taxed. The value displayed in this field is based upon the Re-use Code entered at the Item Balance level on the Balance File Pricing Maintenance Screen (MENU IAFILE). If no entry was made at the Item Balance level, then the value displayed in this field is based upon the Re-use Code entered at the Item Master level on the Item File Maintenance Screen 1 (MENU IAFILE). Override tax exemptions are available at a variety of item/customer levels. Refer to the following options for details: • Customer Tax Classes Maintenance (MENU OEFIL2) • Item Tax Classes Maintenance (MENU OEFIL2) • Tax Overrides Maintenance (MENU OEFIL2)
Exmt	This field displays the tax exempt code for the order: **0**, **1**, **2**, **3**, or **J**. The value displayed in this field is based upon the Tax Code entered at the Item Balance level on the Balance File Pricing Maintenance Screen (MENU IAFILE). If no entry was made at the Item Balance level, then the value displayed in this field is based upon the Tax Code entered at the Item Master level on the Item File Maintenance Screen 1 (MENU IAFILE).
Return Reason	This field displays only when a return reason code exists. This code indicates the reason the item has been returned. This field is used only with negative order quantities.
Upd Demand	This field appears only if Inventory Management & Planning is installed. This field indicates whether this line item updated demand. The update demand value for an item is specified on the Item Review Screen (p. 6-115) when the item is added to the order.
WH/WH Location	**WH**: This field displays the warehouse identifier and the ordered item's warehouse (identifies what warehouse the item will ship from). **WH Location**: For non-Warehouse Management environments, the primary location specified for this item in this warehouse as specified in the Item Balance File (ITBAL). If Warehouse Management is installed, one of the following location assignment statuses will display: • ***ASSGNED** - The location has been assigned • ***MISSING** - The location has NOT been assigned • ***FIRST** - The first location that already stocked this item.

Open Orders By Item - Item Detail Screen Field and Function Keys

Field/Function Key	Description
Our PO	This field displays our purchase order number or, if this item is a special order item, the work order number for this order. If this is a special order item for a work order vendor, this field will display the work order associated with this item.
Sp Ord Cd	If the item is not a special order, this field does not display. This field displays the appropriate special order code. **Y** displays if this item is a special order. **X** displays if the line item has been extracted onto a requisition. **R** displays if this item has been received through Enter or Change Receivers or PO Receipts (MENU POMAIN) and posted through PO Receipts Register (MENU POMAIN).
Cont Chg	This field shows the actual container charge amount applied to this item, with the currency symbol shown to the right.
PO Due	The date that this item is due from the vendor. This field will appear in reverse image if the vendor ensures (“promises”) that the item will be shipped by this date. If this is a special order item, this field will display the due date of the work order associated with this item.
Drp Sh	This field displays **Yes** or **No** to indicate if this item is shipped directly from your vendor to your customer.
Vendor	This field displays either the vendor’s name from the PO or the work order vendor number, if this is a special order item.
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F5=Dsp Ord	Press F5=DSP ORD to view a summary line for each item contained in the order. The Order Activity Detail Screen (p. 15-36) will appear if the **Skip Order Header for New Orders** field is set to N through Order Entry Options Maintenance (MENU XAFILE). If your options are set to skip the header information, the Item Summary Display Screen (p. 15-27) will appear.

Open Orders By Item - Item Detail Screen Field and Function Keys

Field/Function Key	Description
F6=Ext Itm Cmt	F6=EXT ITM CMT appears only if you selected to use Extended Item Comments (EIC) through System Options Maintenance (MENU XAFILE) and comments exist for the selected warehouse, item, item EIC group, company/ customer, and/or customer EIC group. Press F6=EXT ITM CMT to view the EICs associated with the item being reviewed. The Extended Item Comments Inquiry Screen (p. 6-175) will appear. If the **Show All Qualifying EIC** field is set to *N* in System Options Maintenance (MENU XAFILE), you will see only the one EIC selected as most applicable for this item and order. If the **Show All Qualifying EIC** field is set to Y, you may see multiple EICs. EICs will show exactly the same for open orders as for orders already moved to history. This is because the EIC is an entity unto itself and is not retained as part of any order. Rather the order's requested ship date is used to select the most appropriate EIC at the time the order is being processed (either during order entry or order review). Therefore, if a comment were to change, the original comment, as selected for applicable orders prior to the change, would be lost. To retain comments that are no longer applicable (for historical purposes), create date-sensitive EICs and do not modify them. Instead, create new comments for the new information with new effective dates. Refer to Item Master Maintenance (MENU IAFILE) as described in the Inventory Accounting User Guide or Customer/Ship-to Master Maintenance (MENU ARFILE) in the Accounts Receivable User Guide for details about defining EICs.
F8=OE Cost / F8=GL Cost	Press F8=OE COST / F8=GL COST to toggle between the Order Entry (OE) and General Ledger (GL) cost values for the customer in the **OE Cost** or **GL Cost** field. The display of the field changes accordingly and the cost will reflect either the OE Cost or GL Cost values. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F9=Asg	F9=ASG appears only if Warehouse Management is installed and the order is not a backorder. Press F9=ASG to view the locations reserved for the item to be removed from the warehouse. The Location Reservations Screen (p. 15-68) will appear.

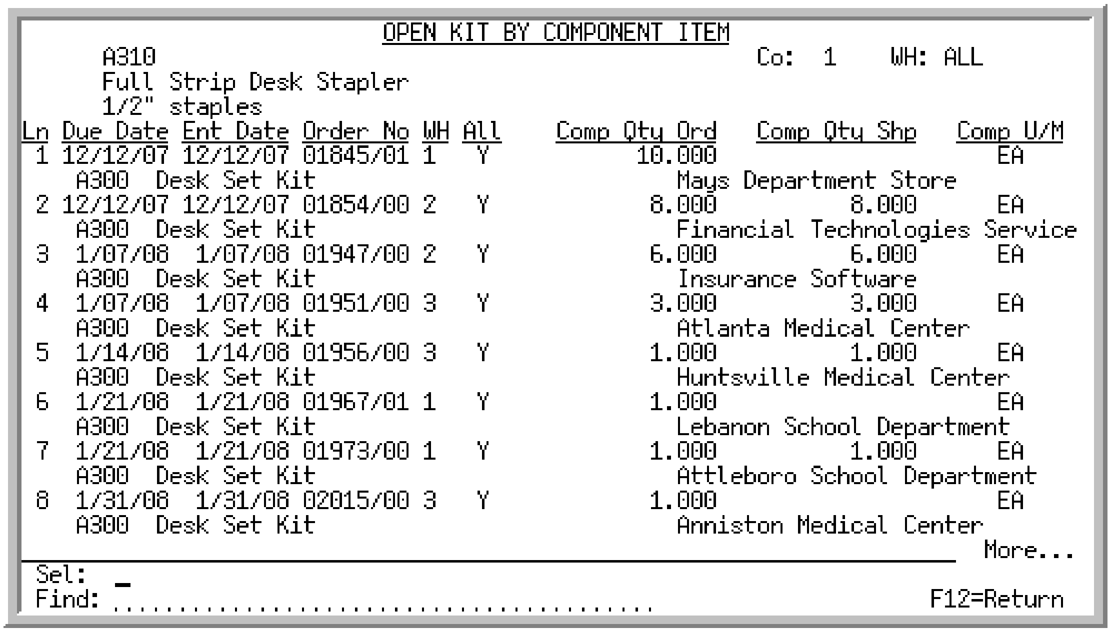
Open Orders By Item - Item Detail Screen Field and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Open Sales Orders By Item Screen (p. 17-6).
F14=Lcl Curr / F14=Trd Curr	F14=LCL CURR / F14=TRD CURR will only display when International Currency is installed. Press F14=LCL CURR / F14=TRD CURR to view item prices, item cost, and container charges in the company's local currency or in the trading currency used for each order. The applicable currency symbol will display to the right of the **Base Pr**, **Total Pr**, and **Cont Chg** fields.
F18=Our Ord U/M / F18=Cus Ord U/M	F18=OUR ORD U/M / F18=CUS ORD U/M appears only if the **Show Prices in Order Entry** field is set to O (ordering) in Order Entry Options Maintenance (MENU XAFILE); if the field is set to P (pricing), only the pricing unit of measure will be presented; the F18=OUR ORD U/M / F18=CUS ORD U/M is not applicable. On detail screens, F18=OUR ORD U/M / F18=CUS ORD U/M appear only if this line item has a different "ordering" unit of measure than one of the stocking units of measure for the item. On roll screens, F18=OUR ORD U/M / F18=CUS ORD U/M is available for all order inquiries (i.e., open orders and history). Press F18=OUR ORD U/M / F18=CUS ORD U/M to toggle between displaying the customer's unit of measure for the item or "our" stocking unit of measure. The values in the **Qty Ord** and **Qty Shp** fields will display in the unit of measure you choose with this key.
F20=Rebate	F20=REBATE appears only if this item qualifies for a rebate. Press F20=REBATE to review the rebate, bypass the rebate, or to select a different rebate. The Rebate Display Screen (p. 101-45) appears. NOTE: F20=REBATE does not appear on this screen for any kit item whose components have rebates on them. Rebates can be valid for items that are part of a kit; the kit item itself cannot have a rebate. When this occurs, this key will no longer display (since it does not apply for kit component rebates) and you must press F23=KIT to view the rebate from the component level to determine which components of the kits have rebates. F20=REBATE only applies for regular item rebates.

Open Orders By Item - Item Detail Screen Field and Function Keys

Field/Function Key	Description
F23=Kit	F23=KIT appears only if this item is a kit parent item. Press F23=KIT to review the kit component information for the order. The Order Bill of Material Component Information Screen appears. Refer to the Ordering Bill of Material Kits chapter in the Bill of Material User Guide for a description of this screen. NOTE: *RBT displays on this screen for any regular item with rebates or any kit item whose components have rebates on them. Rebates can be valid for items that are part of a kit; the kit item itself cannot have a rebate. When this occurs, the F20=REBATE key will no longer display on this screen and you must press this F23=KIT key to view the rebate from the component level to determine which components of the kits have rebates.

Open Kit By Component Item Screen



```
                         OPEN KIT BY COMPONENT ITEM
     A310                                                     Co:  1    WH: ALL
     Full Strip Desk Stapler
     1/2" staples
Ln Due Date Ent Date Order No WH All    Comp Qty Ord   Comp Qty Shp   Comp U/M
 1 12/12/07 12/12/07 01845/01 1   Y          10.000                       EA
   A300  Desk Set Kit                           Mays Department Store
 2 12/12/07 12/12/07 01854/00 2   Y          8.000          8.000         EA
   A300  Desk Set Kit                           Financial Technologies Service
 3  1/07/08  1/07/08 01947/00 2   Y          6.000          6.000         EA
   A300  Desk Set Kit                           Insurance Software
 4  1/07/08  1/07/08 01951/00 3   Y          3.000          3.000         EA
   A300  Desk Set Kit                           Atlanta Medical Center
 5  1/14/08  1/14/08 01956/00 3   Y          1.000          1.000         EA
   A300  Desk Set Kit                           Huntsville Medical Center
 6  1/21/08  1/21/08 01967/01 1   Y          1.000                        EA
   A300  Desk Set Kit                           Lebanon School Department
 7  1/21/08  1/21/08 01973/00 1   Y          1.000          1.000         EA
   A300  Desk Set Kit                           Attleboro School Department
 8  1/31/08  1/31/08 02015/00 3   Y          1.000                        EA
   A300  Desk Set Kit                           Anniston Medical Center
                                                                       More...
 Sel: _
 Find: ........................................                    F12=Return
```

This screen appears after you select a line and press F2=OPEN KIT ORD on the Open Sales Orders By Item Screen (p. 17-6). This screen displays a list of all open orders where the selected item is a component of a kit on the order and the order matches any limiting criteria entered on the Open Orders By Item Selection Screen (p. 17-2).

NOTE: If you accessed this option from the Item Inquiry (MENU IAMAIN) or Enter, Change & Ship Orders (MENU OEMAIN) the data on this screen will also be limited by the criteria used in the option from which you accessed this screen. For example, if you accessed this screen from Enter, Change & Ship Orders for a quote order, the data displayed on this screen will be limited to open quote orders where the selected item is a component of a kit.

NOTE: All dates will display in the **Default Date Format** for the user that generated the report, 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).

Open Kit By Component Item Screen Fields and Function Keys

Field/Function Key	Description
(Item Number/ Description)	The number and description of the component item selected on the Open Sales Orders By Item Screen (p. 17-6). Display
Co	The number of the company for which open kit orders are shown. Display

Open Kit By Component Item Screen Fields and Function Keys

Field/Function Key	Description
WH	The ID of the warehouse for which open kit orders are shown. If the data is not limited by warehouse, **ALL** appears in this field. Display
Ln	The reference line number which you can use to select a line to review in detail. Display
Due Date	The date the order is due to ship to the customer. Display
Ent Date	The date the order was entered. Display
Order No	This field displays the order number and generation (number of times this order was backordered). Display
WH	The warehouse from which the order will be shipped. Display
All	This field indicates the allocation of inventory setting for the item, either **Y** (Yes) or **N** (No). Display
Comp Qty Ord	The component quantity ordered is the parent quantity ordered multiplied by the component quantity per parent. This value may be overridden in Enter, Change & Ship Orders (MENU OEMAIN) on the Order Bill of Material Screen as described in the Bill of Material User Guide. Display
Comp Qty Shp	Based on available inventory, the component quantity of this item shipped Display
Comp U/M	The component unit of measure defined for this item in the bill of material. Display
(Item Number and Description)	The kit parent item number and description. Display
(Customer Name)	The customer’s name for the sales order. Display
Sel	Use this field to select a line to review the bill of material for the item’s kit using the Bill of Material Inquiry (MENU OBMAIN). (N 1,0) Optional

Open Kit By Component Item Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field to limit the open orders displayed on this screen to only those kit parent items/customers that contain certain search characters. The find string can be keyed in partial words. You can enter up to 15 characters per word and the words may appear in any order. For example, to search for an item description “BIG GREEN APPLE,” you would enter BI GR APP. If you need to search for a range of customers, you can also use the find string to limit the customers displayed on this screen. (A 40) Optional
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Enter a reference line number in the **Sel** field and press ENTER to go to the Bill of Material Inquiry Screen in the Bill of Material Inquiry (MENU OBMAIN) for the item. Refer to the Bill of Material User Guide for a description of this inquiry.

CHAPTER 18

Inquiring on Shipped Orders by Item

18

The Shipped Orders By Item Inquiry (MENU OEMAIN) option displays a summary of shipped orders for a specific item or range of items, and for a specific customer or range of customers. A start date for invoice dates may be specified to limit the range of information displayed. Searches are provided to locate customers by name, and items by description or partial "part" number. In addition, a selection may be made to review detailed order information. Shipped orders may be printed by executing Shipped Orders Report (MENU OEREPT).

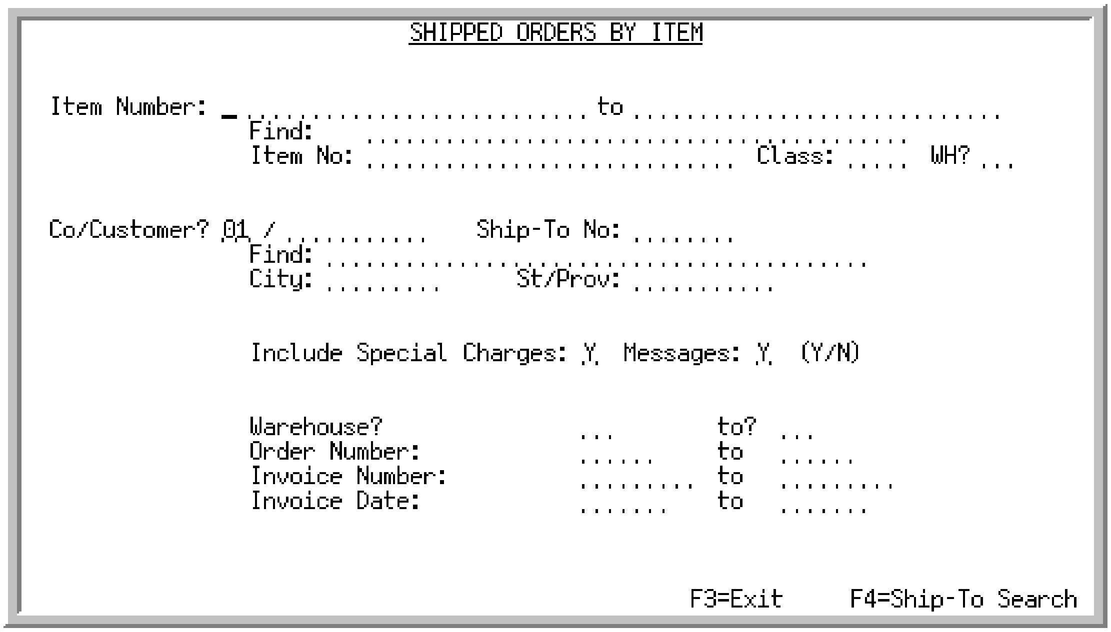
Shipped Orders By Item Inquiry

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
Shipped Orders By Item Selection Screen	Use to specify item and other limiting criteria for the inquiry.
Shipped Orders By Item Inquiry Screen	Displays a list of shipped orders that match the limiting criteria.
Shipped Orders By Item - Item Detail Screen	Displays detailed information about a specific item.

NOTE: The remainder of the screens that are shown are from Customer Order/Shipment Inquiry. Refer to that chapter for more information on those screens.

Shipped Orders By Item Selection Screen



This screen appears after selecting option 15 - Shipped Orders By Item Inquiry (MENU OEMAIN). Use this screen to select the criteria for the shipped orders that you want to display for inquiry. Searches are available to locate item numbers and customers.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

NOTE: All dates will be entered in 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).

Shipped Orders By Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Number	This field limits the inquiry to the item number or range of item numbers entered here. NOTE: If left blank, the entire file will be searched and all items will display. (2 @ A 27) Optional

Shipped Orders By Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Find (Item)	If you do not know the item number, this field allows you to search for the desired number. Enter one or more words that might be contained in the item's description. Up to 15 characters may be entered per word and the words may appear in any order. To search for manufacturer numbers, prefix the criteria you enter with M/. The system will search the Vendor/Item file for a valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. 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. To search for UPC cross references, prefix the search criteria you enter with U/. To search for 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. After entering the appropriate characters, press ENTER to display the Item Description Search Screen. For more information on the Item Description Search Screen, refer to the Inventory Accounting User Guide. (A 40) Optional
Item No	This field limits the search to the item number (partial or full item) entered here. (A 27) Optional
Class	This field limits the search to the item class entered here. (N 4,0) Optional
WH	This field limits the search to the warehouse entered here. (A 2) Optional
Co/Customer	This field limits the inquiry to a specific company and customer number. If only one company number is set up, this field will not be available for change. NOTE: When searching for a shipped order for an item, the company (Co) segment of this field must be the same company that the order (containing the specified item) was created for. *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) (N 2,0/N 10,0) Required

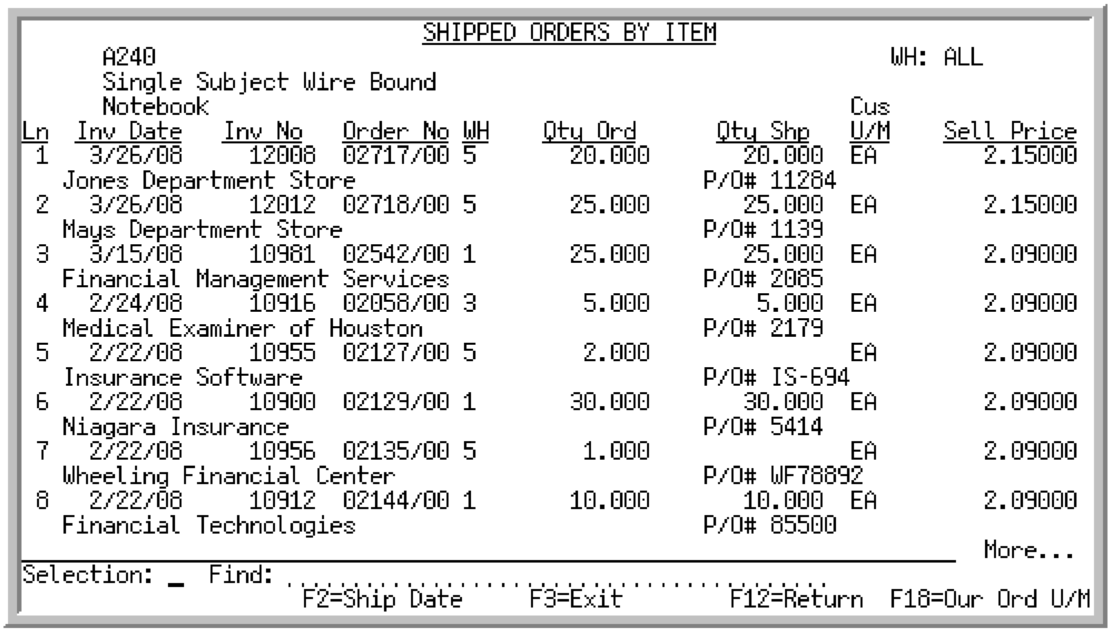
Shipped Orders By Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Ship-To No	This field limits the search to the ship-to number (pre-defined shipping address) entered here. (A 7) Optional
Find (Customer)	If you do not know the customer number, this field allows you to search for the desired customer. Enter one or more characters that might be contained in the customer's name. Up to 15 characters may be entered per word and the words may appear in any order. After entering the appropriate characters, press ENTER to display the Customer Search Screen. Refer to this screen as described in the Accounts Receivable User Guide. (A 40) Optional
City	When searching for a customer (you have entered characters in the **Find** and/or **St/PRov** field), this field may be used to further limit the customers displayed. Key the city or beginning characters of the city in which this customer might reside. (A 8) Optional
St/Prov	If you have entered characters in the **Find** and/or **City** fields, you may also use this field to limit the system's search. Enter the state in which this customer might reside. (A 2) Optional
Include Special Charges	This field determines if special charges will display for inquiry. Key Y to include special charges. Key N to exclude special charges. (A 1) Optional
Messages	This field determines if messages (comments) will display for inquiry. Key Y to include messages. Key N to exclude messages. (A 1) Optional
Warehouse	This field limits the inquiry to a specific warehouse. If left blank, orders for all warehouses will display. (2 @ A 2) Optional
Order Number	This field limits the inquiry to the specific order number or range of order numbers entered in this field. (2 @ A 5) Optional

Shipped Orders By Item Selection Screen Fields and Function Keys

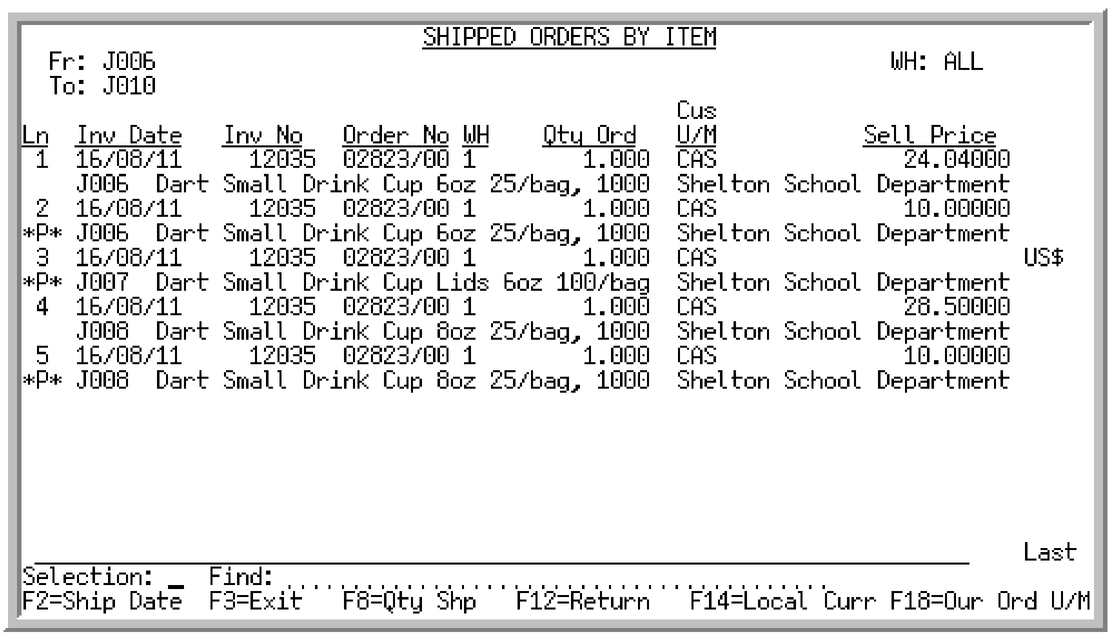
Field/Function Key	Description
Invoice Number	This field limits the inquiry to the specific invoice number or range of order numbers entered in this field. (2 @ N 8,0) Optional
Invoice Date	This field limits the inquiry to the date or range of dates the order was invoiced. The invoice date is the date the invoice was printed if an invoice date was not assigned on the Second Order Header Screen (p. 6-48) in Enter, Change & Ship Orders (MENU OEMAIN) or on the Print Invoices Screen (p. 25-4) in Invoices Print (MENU OEMAIN). *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
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.
F4=Ship-To Search	Press F4=SHIP-TO SEARCH to search for shipping addresses for the selected customer. If you select a ship-to address from the search screen, this screen is redisplayed with that ship to filled in the **Ship-To Number** field. Refer to the Ship-To Search Screen as described in the Cross Applications User Guide.
Enter	Press ENTER to confirm your selections. The Shipped Orders By Item Inquiry Screen (p. 18-6) will appear. NOTE: If a shipping address is assigned to this customer, the Ship-To Search Screen will appear first. Refer to this screen as described in the Cross Applications User Guide.

Shipped Orders By Item Inquiry Screen



```
                                SHIPPED ORDERS BY ITEM
      A240                                                         WH: ALL
      Single Subject Wire Bound
      Notebook                                                  Cus
Ln  Inv Date    Inv No   Order No WH     Qty Ord        Qty Shp  U/M     Sell Price
 1   3/26/08     12008   02717/00 5       20.000         20.000  EA        2.15000
   Jones Department Store                              P/O# 11284
 2   3/26/08     12012   02718/00 5       25.000         25.000  EA        2.15000
   Mays Department Store                               P/O# 1139
 3   3/15/08     10981   02542/00 1       25.000         25.000  EA        2.09000
   Financial Management Services                       P/O# 2085
 4   2/24/08     10916   02058/00 3        5.000          5.000  EA        2.09000
   Medical Examiner of Houston                         P/O# 2179
 5   2/22/08     10955   02127/00 5        2.000                 EA        2.09000
   Insurance Software                                  P/O# IS-694
 6   2/22/08     10900   02129/00 1       30.000         30.000  EA        2.09000
   Niagara Insurance                                   P/O# 5414
 7   2/22/08     10956   02135/00 5        1.000                 EA        2.09000
   Wheeling Financial Center                           P/O# WF78892
 8   2/22/08     10912   02144/00 1       10.000         10.000  EA        2.09000
   Financial Technologies                              P/O# 85500
                                                                          More...
Selection: _  Find: ...................................
                         F2=Ship Date     F3=Exit       F12=Return  F18=Our Ord U/M
```

Shipped Orders By Item Inquiry Screen Expanded Fields with International Currency



```
                                SHIPPED ORDERS BY ITEM
  Fr: J006                                                         WH: ALL
  To: J010
                                                    Cus
Ln  Inv Date    Inv No   Order No WH     Qty Ord    U/M          Sell Price
 1  16/08/11     12035   02823/00 1        1.000    CAS            24.04000
    J006  Dart Small Drink Cup 6oz 25/bag, 1000     Shelton School Department
 2  16/08/11     12035   02823/00 1        1.000    CAS            10.00000
*P* J006  Dart Small Drink Cup 6oz 25/bag, 1000     Shelton School Department
 3  16/08/11     12035   02823/00 1        1.000    CAS                          US$
*P* J007  Dart Small Drink Cup Lids 6oz 100/bag     Shelton School Department
 4  16/08/11     12035   02823/00 1        1.000    CAS            28.50000
    J008  Dart Small Drink Cup 8oz 25/bag, 1000     Shelton School Department
 5  16/08/11     12035   02823/00 1        1.000    CAS            10.00000
*P* J008  Dart Small Drink Cup 8oz 25/bag, 1000     Shelton School Department

                                                                            Last
Selection: _  Find: ...................................
F2=Ship Date  F3=Exit   F8=Qty Shp   F12=Return   F14=Local Curr F18=Our Ord U/M
```

This screen displays a summary of all shipped orders that match the selection criteria entered on the Shipped Orders By Item Selection Screen (p. 18-2).

Both the standard and expanded fields view of the screens are shown above. The expanded fields view is activated through Expanded Field Use (MENU XAFIL2).

This screen also appears after pressing F14=CNSLDT LINE ITEM from the Invoice Inquiry Detail 1 Screen (MENU ARMAIN) or from pressing F8=SH from the Item Review Screen (p. 6-115). You have the option to limit the display by using the *Find* field (located on the lower half of the screen).

Shipped Orders By Item Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Headings (Item and Customer)	The headings on this screen have different formats based on selection criteria. 1. **Item Number**, **Two Lines of Description**, and **Customer Name** If you keyed a single item number on the Shipped Orders By Item Selection Screen (p. 18-2), that item number and the two lines of description will be displayed for you. If you also keyed a customer number, the customer name is displayed. 2. Beginning Item Number (**Fr**), Ending Item Number (**To**) and **Customer Name** If you selected a range of items on Shipped Orders By Item Selection Screen (p. 18-2), the beginning item number (**Fr**) and ending item number (**To**) will display. If you also keyed a customer number, the customer name is displayed. 3. **Item Number**, **Two Lines of Description**, and **Customer Name** If you access this screen with F8=SH on the Item Review Screen (p. 6-115) of Enter, Change & Ship Orders (MENU OEMAIN), item number and the two lines of description followed by the customer name shows. Display
Priced Per	The item's pricing unit of measure displays in this field if you selected one item only on the Shipped Orders By Item Selection Screen (p. 18-2) and the Order Entry Options Maintenance (MENU XAFILE) **Show Prices in Order Entry** are set to P (pricing); otherwise, if the Order Entry Options to **Show Prices in Order Entry** are set to O (ordering), this field is not displayed. Display
WH	The warehouse ID for the orders displayed. ALL will display if open orders are shown for all warehouses. Display
Ln	The line number associated with the item. This number is keyed in the **Selection** field on the lower portion of the screen to display details about the closed sales order. Display

Shipped Orders By Item Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Inv Date / Shp Date	The date the order was invoiced or ship confirmed. The column is blank if the order was an Invoice Only or a Return. Use F2=SHIP DATE / F2=INV DATE to toggle the Inv Date/Ship Date column between the date the order was invoiced and the date the order was ship confirmed. Display
Inv No	Invoice number of the order. This column is blank if the order has not yet been invoiced and an invoice number was not keyed on the Second Order Header Screen during Enter, Change & Ship Orders (MENU OEMAIN). Display
Order No	The order and generation number (the number of times the order has been backordered) of the orders created for this customer through Enter, Change & Ship Orders (MENU OEMAIN) or variations of Off Line Order Entry (MENU OEMAIN). Display
WH	Warehouse where the inventory has been allocated and from which the item will be picked or shipped. Display
Qty Ord	The quantity of the item that was ordered by the customer. Use F8=QTY ORD / F8=QTY SHP to toggle between the quantity ordered and the quantity shipped in expanded fields mode. Display
Qty Shp	The quantity of the item shipped in either “our” unit of measure or the customer’s unit of measure (if any), as toggled with the F18=CUS ORD U/M / F18=OUR ORD U/M key. The quantity shipped field displays in the standard format. With the expanded fields format, the quantity shipped toggles with the quantity ordered field. Use F8=QTY ORD / F8=QTY SHP to toggle between the quantity ordered and the quantity shipped in expanded fields mode. Display
U/M / Cus U/M	The item’s ordering unit of measure: either the stocking unit of measure or the customer’s unit of measure (if any), as toggled with the F18=CUS ORD U/M / F18=OUR ORD U/M key. NOTE: If an additional unit of measure (not a stocking U/M) is used when this field displays as “U/M” on this screen, the conversion (relation) will be based on this additional unit of measure as set up in the Item Master File. Display

Shipped Orders By Item Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Sell Price	The item's actual selling price. The sell price will display in high intensity when the item's pricing has been overridden. When Order Entry Options Maintenance (MENU XAFILE) **Enter Prices in Ordering U/M** is set to N the sell price is shown in the pricing U/M. When Order Entry Options Maintenance (MENU XAFILE) **Enter Prices in Ordering U/M** is set to Y the sell price is shown in either "our" stocking unit of measure or the customer's unit of measure (if any), as toggled with the F18=CUS ORD U/M / F18=OUR ORD U/M key. When International Currency is installed, the currency symbol displays when viewing the order's trading currency (key shows as F14=LOCAL CURR) and the company's local currency description shows over the **Sell Price** when viewing the company's local currency (key shows as F14=TRAD CURR). When viewing the company's local currency, the **Sell Price** will toggle between "our" stocking unit of measure or the customer's unit of measure (if any), with the F18=CUS ORD U/M / F18=OUR ORD U/M key. Display
(Customer and/or Item Information)	The second line of information has three formats. 1. **Customer Name** and **Customer P/O#** When you select one item number on the Shipped Orders By Item Selection Screen (p. 18-2), the customer name and customer purchase order number are displayed. 2. **Item Number**, **Item Description** (line 1), and **Customer Name** When you select a range of item numbers on the Shipped Orders By Item Selection Screen (p. 18-2), the item number and item description line 1 display followed by the customer name. 3. **Customer's P/O#** and **Item's Gross Margin%** When this screen is accessed from the Shipped Orders By Item Selection Screen (p. 18-2) by keying an item number (not item range) and customer number or from the Item Review Screen (p. 6-115) of Enter, Change & Ship Orders (MENU OEMAIN), the customer's purchase order number displays followed by the item's gross **Margin%** and the cost of the item for this order. The margin and cost will only display when the user has authority to **Display OE Cost and Profit (OE, SA, AR, some PO)** in Application Action Authority Maintenance (MENU XASCTY). Display
P	The promotion flag. If an item or special charge discount was added to the order as a result of a promotion, a promotion flag (*P*) will display below the **Ln** field. Display

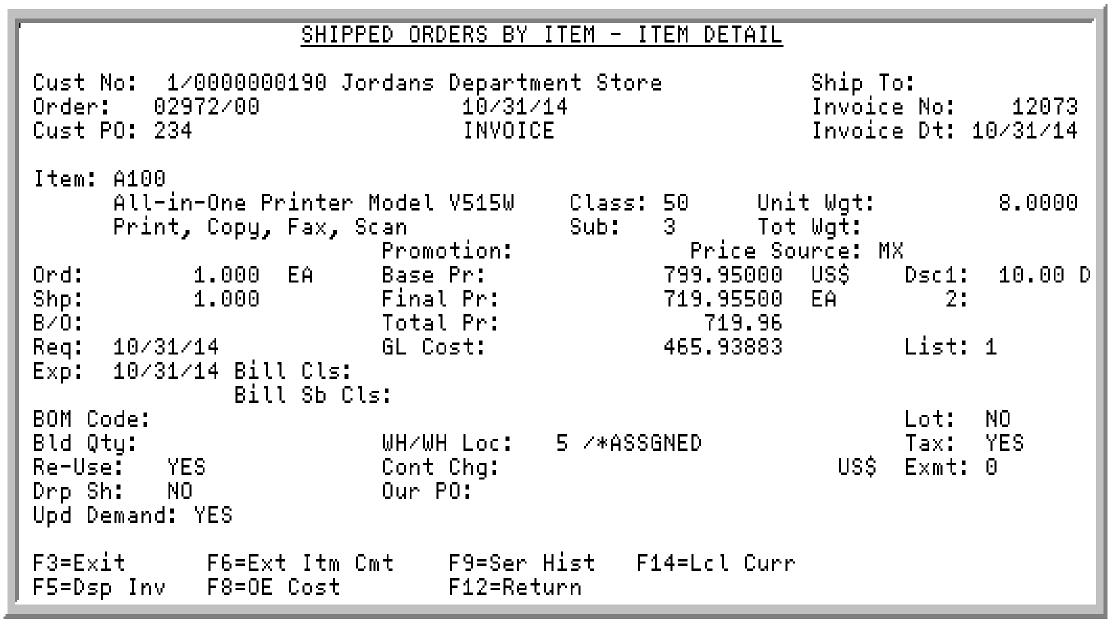
Shipped Orders By Item Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Selection	This field allows you to select an order that you want to display in detail. Key the reference line number associated with the order and press ENTER. The Shipped Orders By Item - Item Detail Screen (p. 18-12) will appear.
Find	This field allows you to limit the shipped orders displayed on this screen to only those items/customers that contain certain search characters. The find string can be keyed in partial words. For example, to search for an item “BIG GREEN APPLE,” you can enter BI GR APP. If you are searching for a range of customers, you can also use the find string to limit the customers appearing on this screen.
F2=Ship Date/F2=Inv Date	Press F2=SHIP DATE / F2=INV DATE to toggle the Inv Date/Ship Date column between the date the order was invoiced and the date the order was shipped.
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.
F7=OE Cost/F7=GL Cost	F7=OE COST / F7=GL COST displays when this screen is accessed from the Shipped Orders By Item Selection Screen (p. 18-2) by keying an item number (not item range) and customer number. Press F7=OE COST / F7=GL COST to toggle between the Order Entry (OE) and General Ledger (GL) cost values for the customer in the **OE Cost** or **GL Cost** field. The display of the field changes accordingly and the cost will reflect either the OE Cost or GL Cost values. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F8=Qty Ord/F8=Qty Shp	F8=QTY ORD / F8=QTY SHP only displays in expanded fields mode. Press F8=QTY ORD / F8=QTY SHP to toggle between the quantity ordered and the quantity shipped.
F12=Return	Press F12=RETURN to return to the previous screen.
F14=Local Curr/ F14=Trad Curr	F14=LOCAL CURR / F14=TRAD CURR will only display when International Currency is installed. Press F14=LOCAL CURR/F14=TRAD CURR to view prices in the company’s local currency or in the trading currency used for each order.

Shipped Orders By Item Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F18=Our Ord U/M / F18=Cus Ord U/M	Press F18=CUS ORD U/M / F18=OUR ORD U/M to toggle between displaying the customer's unit of measure for the item or "our" stocking unit of measure. The values in the **Qty Ord** and **Qty Shp** fields will display in the unit of measure you choose with this key. The sell price will also toggle if the **Show Prices in Order Entry** field is set to O (ordering) in Order Entry Options (MENU XAFILE).
Enter	After selecting the reference line number associated with the desired order (see **Selection**), press ENTER to confirm your selection. The Shipped Orders By Item - Item Detail Screen (p. 18-12) will appear.

Shipped Orders By Item - Item Detail Screen



```
                    SHIPPED ORDERS BY ITEM - ITEM DETAIL

Cust No:  1/0000000190 Jordans Department Store          Ship To:
Order:   02972/00                10/31/14                Invoice No:    12073
Cust PO: 234                     INVOICE                 Invoice Dt: 10/31/14

Item: A100
      All-in-One Printer Model V515W    Class: 50     Unit Wgt:        8.0000
      Print, Copy, Fax, Scan            Sub:   3      Tot Wgt:
                          Promotion:            Price Source: MX
Ord:        1.000  EA     Base Pr:            799.95000  US$    Dsc1:  10.00 D
Shp:        1.000         Final Pr:           719.95500  EA        2:
B/O:                      Total Pr:              719.96
Req:  10/31/14            GL Cost:            465.93883         List: 1
Exp:  10/31/14 Bill Cls:
               Bill Sb Cls:
BOM Code:                                                       Lot:  NO
Bld Qty:                  WH/WH Loc:   5 /*ASSGNED              Tax:  YES
Re-Use:   YES             Cont Chg:                        US$  Exmt: 0
Drp Sh:   NO              Our PO:
Upd Demand: YES

F3=Exit      F6=Ext Itm Cmt    F9=Ser Hist   F14=Lcl Curr
F5=Dsp Inv   F8=OE Cost        F12=Return
```

This screen displays detailed information for the item you selected on the Shipped Orders By Item Inquiry Screen (p. 18-6).

All fields on this screen are display only and cannot be changed.

NOTE: All dates will display in the **Default Date Format** for the user specified through Register A+ User IDs (MENU XACFIG). If that field is blank, the dates will display using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Shipped Orders By Item - Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Cust No	This field displays the company number and customer number associated with this order. The customer's name is displayed to the right of the customer number.
Ship To	This field displays the ship-to number for this order [defined through Customer/Ship to Master Maintenance (MENU ARFILE)], if one was used. This number corresponds to one of the customer's shipping addresses.
Order	This field displays the order number and the generation number. The generation number can be the number of times this order was backordered or the backorder release identifier.
(Order Date)	This field displays the original entry date of the order.

Shipped Orders By Item - Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Invoice No	This field displays the invoice number assigned to the order. This field is blank if the order has not yet been invoiced and if an override invoice number was not keyed.
Cust PO	This field displays the customer's purchase order number related to this order.
(Order Type)	This field displays the words representing the type of order, such as • **ORDER** • **RETURN** • **INVOICE**
Invoice Dt	This field displays the date the order was invoiced.
Item	This field displays the item number associated with this line. The item description is displayed below the item number.
NS	**NS** will appear if this is a non-stock item. A non-stock item is defined through Item Master Maintenance (MENU IAFILE) with an N keyed in the **Update Inventory** field, indicating that the item is a non-stock item. The item is also defined through Item Balance Maintenance (MENU IAFILE) for each warehouse from which it will be shipped.
Orig	**Orig** will appear if the original item number that was entered was changed to a different item. The item number in this field is the original item number entered for this line. This could occur for items that were entered using the customer's item number, replacement items, alternate items, and upgrade items.
Class/Sub	These fields display the class and sub-class [as defined through Item Class/ Sub Class Maintenance (MENU IAFILE)] of the item.
Unit Wgt	The unit weight associated with the item and the unit of measure in the Item Master File (ITMST).

Shipped Orders By Item - Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Tot Wgt / Est Wgt	The total weight of the shipped quantity for this line item. This field's heading will appear as **Tot Wgt**. If the item is a catch weight item, the value of this field is the total weight of the item's shipment entered by the user and this field's heading will appear as **Tot Wgt**. If the total weight has not been entered, this field's heading will appear as **Est Wgt** to indicate that this is an estimate only and the total weight was not entered at the time of the shipment. The estimated value is calculated as: Calculation: Unit Weight * Quantity Shipped (where Quantity Shipped is in the same stocking unit of measure as the Unit Weight) When the catch weight item appears as **Est Wgt** because the actual weight was not entered, be aware that the invoice amount to the customer may also be incorrect.
Promotion	If the price of this item was changed or the item was added to this order as a result of a promotion, the specific Promotion ID selected is displayed.

Shipped Orders By Item - Item Detail Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Price Source</td><td>
The price source for the ordered item. The price source indicates from where the price originated: contracts, rebates, matrix, quantity breaks, etc.
One of the following price sources will appear, if the source code was determined at the time the order was entered (otherwise, this field will be blank):

RB - Rebate Override Price or Discount

This is only applicable for rebates that have an override price and/or a discount specified.
It is possible for a rebate to be found and used for an item’s cost, and for that item’s price source to be something other than RB, if there is no price information for the item specified on the rebate.
For Rebate Contracts, the source code will be RB.

CNzy - Contract Price, where ‘z’ is the Contract Type and ‘y’ is the Contract Hierarchical Level
Contract Types:

$ = Fixed Price
G = Gross Margin
D = Discount
M = Markup
N = Other (None)

Contract Hierarchical Level:
Named Contracts

M = Customer/Ship-To/Item
N = Customer/Ship-To/Item Group
A = Customer/Item
B = Customer/Item Group
C = Customer Group/Item
D = Customer Group/Item Group
E = All Customers/Item
F = 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

O = Customer/Ship-To/Item
P = Customer/Ship-To/Item Group
G = Customer/Item
H = Customer/Item Group
I = Customer Group/Item

</td></tr>
</table>

Shipped Orders By Item - Item Detail Screen Fields and Function Keys

Field/Function Key	Description

Price Source Continued	• J = Customer Group/Item Group
	• K = All Customers/Item
	• L = All Customers/Item Group
	• **MX** - Matrix Pricing
	• **MXRED** - Matrix Price Redirect
	  • Matrix used for pricing, but a contract was used to redirect to a different part of matrix.
	  • MXREDRCT will appear in upper right corner of this screen below the warehouse, if the matrix entry had a price list redirect specified.
	• **LS** - List Price
	• **LSRED** - List Price Redirect
	  • List price used for pricing, but a Contract was used to redirect to a specific list.
	• **QB** - Item and Class Quantity Discounts
	Item Quantity Discount (QB)
	  • This will be concatenated to the price source derived for the list price. For example, if the matrix was used to determine the price, and a quantity discount was also applied, then the source would be **MXQB**.
	Class Quantity Discount (QB)
	  • Quantity break class already appears on the screen, if applicable.
	  • This will be concatenated to the price source derived for the list price. For example, if the matrix was used to determine the price, and a quantity discount was also applied, then the source would be **MXQB**.
	• **CM** - Component Override Price
	  • Only applicable for assortment components that have an override price specified.
	• **PM** - Promotion Override Price
	  • Only applicable for promotional “get” items if it was a free item or if an override price was specified in the promotion.
	• A ***P** will be notated in the **Price Source** field if a discount percentage or dollar off was taken for promotional “get” items
	• A **#** will be notated in the **Price Source** field if the price was overridden
	Display

Shipped Orders By Item - Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Ord	The quantity of the item ordered followed by the ordering U/M. The **Customer Order U/M** message displays above the order quantity when the item for this customer has a customer's ordering U/M. Press F18=CUS ORD U/M / F18=OUR ORD U/M to toggle between the stocking U/M and the customer's ordering U/M.
Shp	The quantity of the item shipped. The quantity in this field will display in the unit of measure you select by pressing F18 on the Shipped Orders By Item Inquiry Screen (p. 18-6) or this screen.
B/O	The quantity of the item backordered. The quantity in this field will display in the unit of measure you select by pressing F18 on the Item Summary Display Screen (p. 15-27) or this screen.
Req	This field displays the requested ship date for the item, which may or may not be the same date as specified in the Order Header File (ORHED).
Exp	This field displays the expected ship date for the item, which may or may not be the same date as specified in the Order Header File (ORHED).
Base Pr	The price of the item prior to discounts or the cost of the item prior to markups. When Order Entry Options Maintenance (MENU XAFILE) **Enter Prices in Ordering U/M** is set to N the base price is shown in the pricing U/M and the F18=CUS ORD U/M / F18=OUR ORD U/M key is not applicable. When Order Entry Options Maintenance (MENU XAFILE) **Enter Prices in Ordering U/M** is set to Y the base price is shown in either "our" stocking unit of measure or the customer's unit of measure (if any), as toggled with the F18=CUS ORD U/M / F18=OUR ORD U/M key. When International Currency is installed, the base price field and the currency symbol will toggle with the F14=TRD CURR / F14=LCL CURR to display the company's local currency or and the trading currency of the order. When viewing the company's local currency, the base price will toggle between "our" stocking unit of measure or the customer's unit of measure (if any), with the F18=CUS ORD U/M / F18=OUR ORD U/M key.

Shipped Orders By Item - Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Final Pr	The item's final unit selling price net of all discounts, markups, and margins. When Order Entry Options Maintenance (MENU XAFILE) **Enter Prices in Ordering U/M** is set to N the final price is shown in the pricing U/M and the F18=CUS ORD U/M / F18=OUR ORD U/M key is not applicable. Use F18=CUS ORD U/M / F18=OUR ORD U/M as a toggle to display the final price in either the stocking U/M or the customer's ordering U/M when the Order Entry Options (MENU XAFILE) **Enter Prices in Order Entry** is set to Y. When International Currency is installed, the final price field will toggle with the F14=TRD CURR / F14=LCL CURR to display the company's local currency or and the trading currency of the order. You must be viewing local currency (see F14=TRD CURR) to use the F18=CUS ORD U/M / F18=OUR ORD U/M toggle for pricing.
Total Pr	The item's extended selling price, based on the quantity shipped, lot, or catch weight. When International Currency is installed, the total price field and currency symbol will toggle with the F14=TRD CURR / F14=LCL CURR to display the company's local currency or and the trading currency of the order.
GL Cost / OE Cost	The **GL Cost** and **OE Cost** is toggled with the F8=GL COST / F8=OE COST function key) and displays only when a user is authorized to see GL and/or OE Cost. Authority to see GL and/or OE cost is defined in the **Display GL Cost and Profit (OE, SA, AR, some PO)**, **Display OE Cost and Profit (OE, SA, AR, some PO)**, and **Authorized Users** fields in Application Action Authority Maintenance (MENU XASCTY). This field toggles to display the actual GL or OE Cost of the item expressed in the pricing unit of measure. When International Currency is installed, this field only displays in the company's local currency.
Dsc1	The first discount percent applied to the base price in the calculation of the final selling price, if the amount is followed by a **D**; an amount followed by an **M** indicates that a markup percent is applied to the base price; **G** indicates gross margin.
Dsc2	The second discount percent applied to the base price for an additional discount. The discount percent applied from item quantity discounts or quantity break class discounts also displays.
List	One of the five list prices for the item.

Shipped Orders By Item - Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Billing Class Billing Sub Class	These fields indicate the Billing Class of the item, if one exists, and the Billing Sub Class of the item, if one exists A Billing Class is a value that you can assign to an individual customer through Order Entry to help classify the line items that they order. A Billing Sub Class is a second level of Billing Class detail. 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 and/or a Billing Sub Class will be required and validated during Order Entry is made at the customer/customer ship to level through Customer/Ship to Master Maintenance (MENU ARFILE).
BOM Code	This field indicates whether or not the item is a bill of material item. **K** displays if the item is a kit; **A** displays if the item is an assortment; **M** displays if the item is manufactured. Otherwise, this field is blank. ***RBT** displays for any item with rebates or for any kit item whose components have rebates on them. Rebates can be valid for items that are part of a kit; the kit item itself cannot have a rebate. When this occurs, the F20=REBATE key will no longer display on this screen and you must press the F23=KIT key to view the rebate from the component level to determine which components of the kits have rebates.
Return Reason	This field displays only when a return reason code exists. This code indicates the reason the item has been returned. This field is used only with negative order quantities.
Lot	This field indicates if this item is sold as a lot. If this item is sold as a lot, the final price will be used as a lot charge and will be the total amount for whatever quantity of the item is ordered on this line. This is considered “lot pricing.”
Bld Qty	This field displays the quantity of kits that were built from components for this item. This field is blank if no kits had to be built and the quantity could be picked from stock.
WH/WH Loc	WH: This field displays the warehouse identifier and the ordered item’s warehouse (identifies what warehouse the item will ship from). WH Location: If Warehouse Management is installed, one of the following location assignment statuses will display: • ***ASSGNED** - The location has been assigned • ***MISSING** - The location has NOT been assigned • ***FIRST** - The first location that already stocked this item

Shipped Orders By Item - Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Tax	This field indicates whether or not the item is taxable. The initial value for this field is based upon the tax code entered at the Item Balance level on the Balance File Pricing Maintenance Screen (MENU IAFILE). If no entry was made at the Item Balance level, then the value displayed in this field is based upon the tax code entered at the Item Master level on the Item File Maintenance Screen 1 (MENU IAFILE). The field can be overridden on the Item Review Screen (p. 6-115) in Enter, Change & Ship Orders (MENU OEMAIN).
Re-use	This field indicates if the item is re-usable. If **YES**, when the **Exmt** code is **J** (Jobber), this item will be taxed. The value displayed in this field is based upon the Re-use Code entered at the Item Balance level on the Balance File Pricing Maintenance Screen (MENU IAFILE). If no entry was made at the Item Balance level, then the value displayed in this field is based upon the Re-use Code entered at the Item Master level on the Item File Maintenance Screen 1 (MENU IAFILE). Override tax exemptions are available at a variety of item/customer levels. Refer to the following options for details: • Customer Tax Classes Maintenance (MENU OEFIL2) • Item Tax Classes Maintenance (MENU OEFIL2) • Tax Overrides Maintenance (MENU OEFIL2)
Cont Chg	This field shows the actual container charge amount applied to this item, and currency code. When International Currency is installed, the currency symbol for the order also displays. Use the F14=TRD CURR / F14=LCL CUR to display the company's local currency or and the trading currency of the order.
Exmt	This field displays the tax exempt code for the order: **0**, **1**, **2**, **3**, or **J**. The value displayed in this field is based upon the Tax Code entered at the Item Balance level on the Balance File Pricing Maintenance Screen (MENU IAFILE). If no entry was made at the Item Balance level, then the value displayed in this field is based upon the Tax Code entered at the Item Master level on the Item File Maintenance Screen 1 (MENU IAFILE).
Drp Sh	This field displays **Yes** or **No** to indicate if this item is shipped directly from your vendor to your customer.
Our PO	This field displays our purchase order number or, if this item is a special order item, the work order number for this order. If this is a special order item for a work order vendor, this field will display the work order associated with this item.

Shipped Orders By Item - Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Upd Demand	This field appears only if Inventory Management & Planning is installed. This field indicates whether this line item updated demand. The update demand value for an item is specified on the Item Review Screen (p. 6-115) when the item is added to the order.
Orig Ord	This field displays only for items that have been returned that are in history, as long as they were returned against an original order. This field displays the original order number that the item was returned against, if one exists for the item, and the generation number of the order.
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.
F5=Dsp Inv	Press F5=DSP INV to view a summary line for each item contained in the order. The Invoice Display Screen (p. 16-28) will appear if you have opted not to Skip Order Header for New Orders, as defined through Order Entry Options Maintenance (MENU XAFILE). If you instead have decided to skip the header information, the Item Summary Display Screen (p. 15-27) will appear. Press F5=DSP INV to display the Invoice Display Screen (p. 16-28).
F6=Ext Itm Cmt	NOTE: F6=EXT ITM CMT is available only if you selected to use Extended Item Comments (EIC) through System Options Maintenance (MENU XAFILE) and comments exist for the selected warehouse, item, item EIC group, company/customer, and/or customer EIC group. Press F6=EXT ITM CMT to view the EICs associated with the item being reviewed. The Extended Item Comments Inquiry Screen (p. 6-175) will appear. If the **Show All Qualifying EIC** field is set to N in System Options Maintenance (MENU XAFILE), you will see only the one EIC selected as most applicable for this item and order. If the **Show All Qualifying EIC** field is set to Y, you may see multiple EICs. Note that EICs will show exactly the same for open orders as for orders already moved to history. This is because the EIC is an entity unto itself and is not retained as part of any order. Rather the order's requested ship date is used to select the most appropriate EIC at the time the order is being processed (either during order entry or order review). Therefore, if a comment were to change, the original comment, as selected for applicable orders prior to the change, would be lost. To retain comments that are no longer applicable (for historical purposes), create EICs as date-sensitive and do not modify them. Instead, create new comments for the new information with new effective dates. Refer to Item Master Maintenance (MENU IAFILE) as described in the Inventory Accounting User Guide or Customer/ Ship-to Master Maintenance (MENU ARFILE) in the Accounts Receivable User Guide for details about defining EICs.

Shipped Orders By Item - Item Detail Screen Fields and Function Keys

Field/Function Key	Description
F8=OE Cost / F8=GL Cost	Press F8=OE COST / F8=GL COST to toggle between the Order Entry (OE) and General Ledger (GL) cost values for the customer in the **OE Cost** or **GL Cost** field. The display of the field changes accordingly and the cost will reflect either the OE Cost or GL Cost values. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F9=Lot Hist / Ser Hist / COO Hist	F9=LOT HIST / F9=SER HIST / F9=COO HIST displays only if Warehouse Management is installed. • Press F9=LOT HIST / F9=SER HIST to display serial or lot history for the item (serial history displays if the item is a serial item; lot history displays if this item is a lot item). The Shipment History Screen (p. 16-101) will display. • Press F9=COO HIST displays if the item is a regular (non lot/serial) item that is set up to track country of origin. Press to review the country of origin history of the line item, if the line item is set up to track country of origin as defined through Item Master Maintenance (MENU IAFILE). The Shipment History Screen - Country of Origin (p. 16-101) will appear.
F12=Return	Press F12=RETURN to return to the Shipped Orders By Item Inquiry Screen (p. 18-6).
F14=Trd Curr / F14=Lcl Curr	F14=TRD CURR / F14=LCL CURR will only appear when International Currency is installed and live. Press F14=TRD CURR / F14=LCL CURR to toggle between the trading and the local currency values for the item prices, item cost, and container charges in the currency used for the order.The applicable currency symbol will display to the right of the values in the **Base Pr**, **Total Pr**, and **Container Charge** fields. A value will only display in the **Cost** field if you have toggled to display values in the company's local currency.

Shipped Orders By Item - Item Detail Screen Fields and Function Keys

Field/Function Key	Description
F18=Our Ord U/M / Cus Ord U/M	F18=Cus Ord U/M / F18=Our Ord U/M displays only if this line item has a different "ordering" unit of measure than one of the stocking units of measure for the item. Use F18=Cus Ord U/M / F18=Our Ord U/M as a toggle to display either "our" stocking unit of measure or the customer's unit of measure (if any). The values in the **Ord**, **Shp**, and **B/O** fields will display in the U/M you select through this key.
F20=Rebate	F20=Rebate appears only if this item qualifies for a rebate. Press F20=Rebate to review the rebate, bypass the rebate, or to select a different rebate. The Rebate Display Screen (p. 101-45) appears. Note: F20=Rebate does not appear on this screen for any kit item whose components have rebates on them. Rebates can be valid for items that are part of a kit; the kit item itself cannot have a rebate. When this occurs, this key will no longer display (since it does not apply for kit component rebates) and you must press F23=Kit to view the rebate from the component level to determine which components of the kits have rebates. F20=Rebate only applies for regular item rebates.
F23=Kit	F23=Kit appears only if this item is a kit parent item. Press F23=Kit to review the kit component information for the order. The Order Bill of Material Component Information Screen appears. Refer to the Ordering Bill of Material Kits chapter in the Bill of Material User Guide for a description of this screen. *RBT displays on this screen for any regular item with rebates or any kit item whose components have rebates on them. Rebates can be valid for items that are part of a kit; the kit item itself cannot have a rebate. When this occurs, the F20=Rebate key will no longer display on this screen and you must press F23=Kit to view the rebate from the component level to determine which components of the kits have rebates.
Enter	Press Enter to display the Shipped Orders By Item Inquiry Screen (p. 18-6).

CHAPTER 19

Using the Order Snapshot

19

The Order Snapshot option is a management tool that helps you evaluate open orders and today's bookings for a specific sales representative or all sales representatives. A profile of open orders is displayed (excluding history). Order values and counts are displayed by order type for orders taken today, prior to today, and in total.

This option also offers an Open Order Recap Inquiry function that displays open order values. You can select order values displayed by:

- warehouse
- customer class
- territory
- sales representative

The total value of all open orders, backorders and returns are shown for:

- stock items
- drop-shipped items
- special order items
- warehouse transfer items

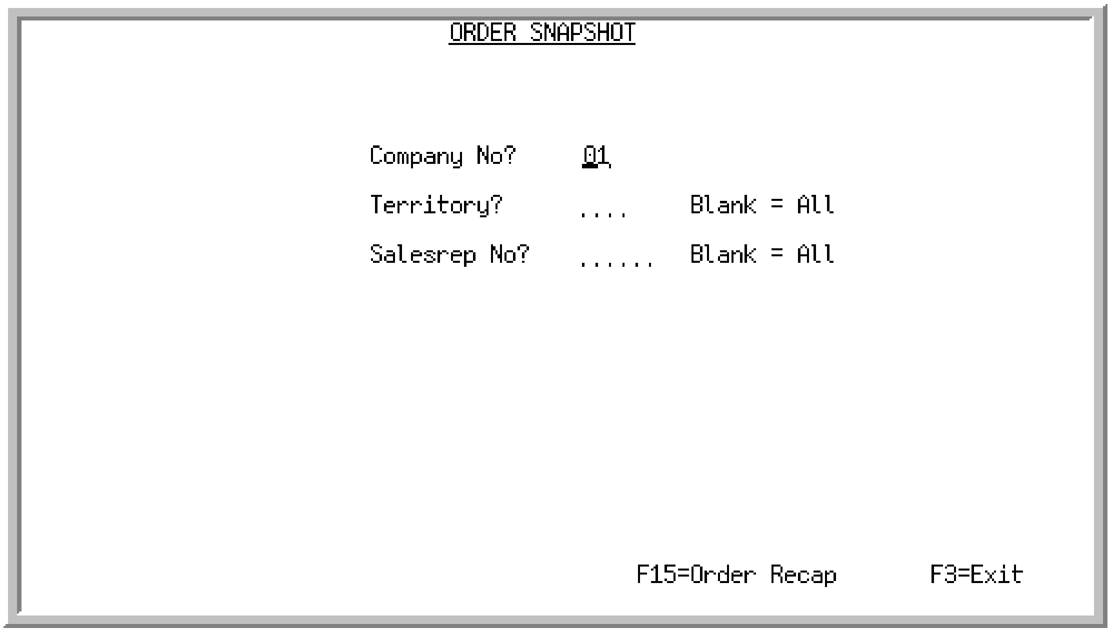
Order Snapshot Inquiry

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
Order Snapshot Selection Screen	Use to specify the territory and salesrep if you want to limit the snapshot by territory or rep.

Title	Purpose
Order Snapshot Inquiry Screen	Displays the activity of various orders types for today orders and previous open orders.
Open Order Recap Inquiry Prompt Screen	Use to limit the display of extracted, date sensitive, open order information.
Open Order Recap Inquiry Select Screen	Use to review open order totals for all warehouses.
Open Order Recap Inquiry Detail Screen	Displays recap information for open order, backorders, and returns for the date on which data extracts were performed.
Open Order Recap Inquiry Date Detail Screen	Displays, by date, total monetary values for open order, backorder, and return items for a selected warehouse.

Order Snapshot Selection Screen



This screen appears after selecting option 16 - Order Snapshot Inquiry from MENU OEMAIN. Keying information in the fields **Company**, **Territory**, and **Salesrep** defines the scope of your inquiry. The information you key in these fields will appear in the fields of subsequent screens.

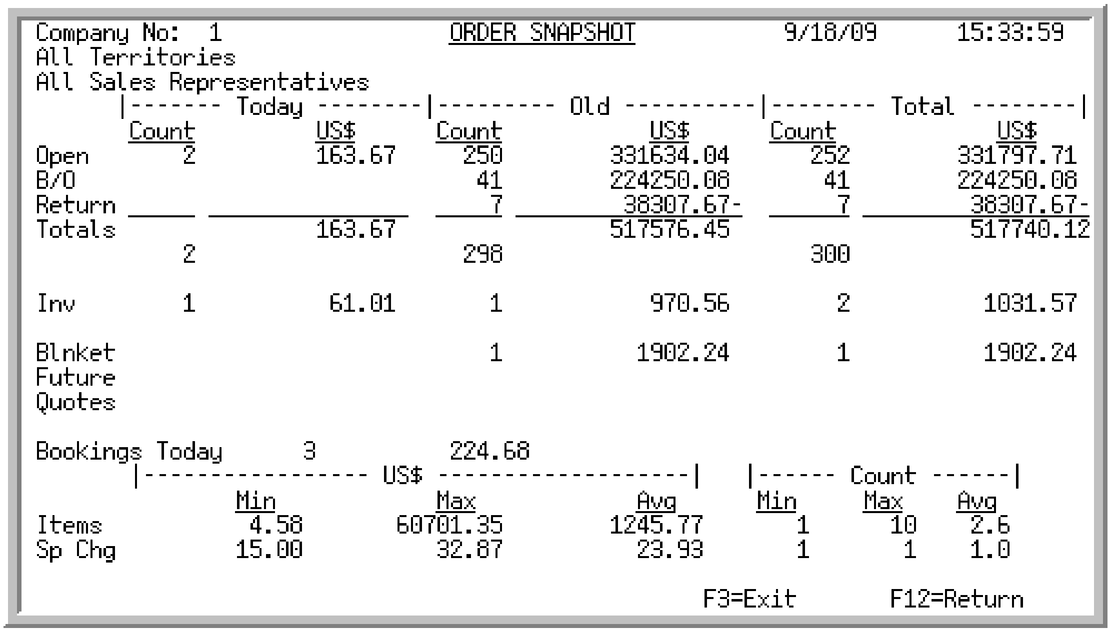
Order Snapshot Selection Screen Fields and Function Keys

Field/Function Key	Description
Company No	This field restricts an open order inquiry to a specific company. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY), if one has been defined; otherwise, it is the default company defined in System Options Maintenance (MENU XAFILE) (N 2,0) Required
Territory	This field limits an inquiry to the territory entered here. Key the territory associated with the desired sales representative. If this field is left blank, the inquiry will extend to all territories represented by the sales representative whose number you keyed in the *Salesrep No* field. (A 3) Optional
Salesrep No	This field limits the inquiry to the sales representative number entered here. If left blank, the inquiry will extend to all sales representative numbers. (A 5) Optional
F3=Exit	Press F3=EXIT to cancel the option and return to MENU OEMAIN.

Order Snapshot Selection Screen Fields and Function Keys

Field/Function Key	Description
F15=Order Recap	Press F15=ORDER RECAP to advance to the Open Order Recap Inquiry Prompt Screen (p. 19-8).
Enter	Press ENTER to confirm your selections and advance to the Order Snapshot Inquiry Screen (p. 19-5).

Order Snapshot Inquiry Screen



```
Company No:  1                ORDER SNAPSHOT          9/18/09      15:33:59
All Territories
All Sales Representatives
      |------- Today --------|--------- Old ----------|-------- Total --------|
       Count        US$       Count            US$      Count            US$
Open       2       163.67      250       331634.04       252       331797.71
B/O                             41       224250.08        41       224250.08
Return                           7        38307.67-        7        38307.67-
Totals             163.67                517576.45                 517740.12
           2                   298                       300

Inv        1        61.01        1          970.56         2         1031.57

Blnket                           1         1902.24         1         1902.24
Future
Quotes

Bookings Today      3          224.68
       |---------------- US$ -------------------|   |------ Count ------|
              Min            Max            Avg      Min     Max    Avg
Items         4.58       60701.35        1245.77       1      10    2.6
Sp Chg       15.00          32.87          23.93       1       1    1.0

                                                  F3=Exit       F12=Return
```

This screen appears after pressing ENTER from the Order Snapshot Selection Screen (p. 19-3). This screen displays the activity of various order types for today, prior to today (old orders), and in total. The information displayed is based on open orders only. Order history is not included.

All the fields on this screen are display only and cannot be changed.

When International Currency is installed, the **Today**, **Old**, and **Total** values as well as the **Bookings Today** statistics display in the local currency of the selected company with the local currency symbol displayed in the column headings.

Order Snapshot Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Company No	The company number as selected on the previous screen.
Territory	The territory name or “All Territories” as selected on the previous screen.
Sales Representative	The name of the sales representative or “All Sales Representatives” as selected on the previous screen.

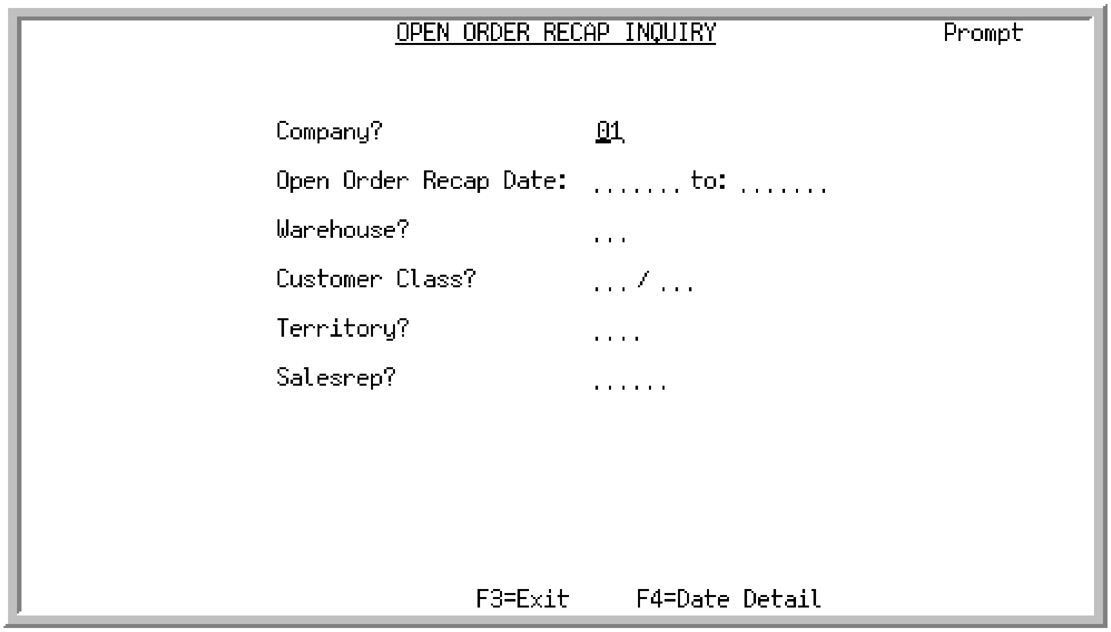
Order Snapshot Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Activity Information	The activity on various open order types is displayed for three time frames: today, previous to today (old), and in total. • **Today**: Includes all open types since the last Day-end processing occurred. • **Old**: Includes all open orders entered prior to the last Day-end. • **Total**: Includes all open order types (today and old).
Count and $$$ Information	The Count and $$$ are displayed for each time frame. Count: Indicates the number of occurrences for the order type in a specific time frame. $$$: Indicates the total monetary value of the occurrences for a particular order type in a specific time frame.
Order Information	For each time frame, you will view the following information: • **Open Orders**: The sum of all open orders (orders and invoices not yet processed through Day-End Processing). • **Backorders**: The sum of all backorders. Backorders include all orders with the order type "B," and the portion of orders invoiced today but not shipped. • **Return Orders**: The sum of all returns (order type R) not yet invoiced. • **Totals**: The sum of open orders, backorders, and returned orders. • **Invoices**: The sum of all invoices printed since the last Day-end occurred. • **Blanket Orders**: The number of orders (master orders only) to be shipped in various stages. • **Future Orders**: The sum of all future orders. • **Quotations**: The sum of all quotes (not yet an order) that took place. • **Bookings Today**: The sum of open orders, backorders, return orders, future orders, and invoices in the "Today" column.
Statistic Information	Statistics will be provided describing the size of open orders. Backorders are not included in these totals. • **Line Items**: The minimum, maximum, and average monetary value of product sales per order. The minimum, maximum, and average number of line items per order (count) are also displayed. • **Special Charges**: Special charges are non-product monetary fees that occurred, such as, handling costs and freight charges. The minimum, maximum, and average monetary value and count per order are displayed.
F3=Exit	Press F3=EXIT to cancel this option and return to MENU OEMAIN.

Order Snapshot Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Order Snapshot Selection Screen (p. 19-3).

Open Order Recap Inquiry Prompt Screen



This screen appears when you press F15=ORDER RECAP on the Order Snapshot Selection Screen (p. 19-3). Use it to limit display of extracted, date sensitive, open order information to what you specify in its fields. Company, Salesrep and Territory codes keyed previously on the Order Snapshot Selection Screen (p. 19-3) carry over to this screen and need not be re-keyed.

NOTE: Distribution A+ displays information for only those dates on which the extract/update program has run. The program runs automatically if you have keyed Y in the **Perform Open Order Recap Extract/Inquiry** field of Day-End Processing Options (MENU XAMAST). Alternatively, you may run the extract/update program at your discretion by selecting Open Order Recap Extract/Update (MENU OEMAST).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Open Order Recap Inquiry Prompt Screen Fields and Function Keys

Field/Function Keys	Description
Company No	This field contains the company number you specified on the Order Snapshot Selection Screen (p. 19-3). You can specify a different company number for which to display order information by keying its number in this field. *Default Value:* The default company defined in Security Maintenance (MENU XASCTY), if one has been defined; otherwise, it is the default company defined in System Options Maintenance (MENU XAFILE) *Valid Values:* A company number defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Required
Open Order Recap Date	This field restricts the inquiry to the date or date range you specify. At least one date, a **FROM** date, is required. Key a **FROM** date. If you want to view date detail information with the F4 key, you may also key a **TO** date; otherwise, leave the **TO** date blank. *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) (2 @ N 6,0) Required
Warehouse	This field is required if you want to view open order, backorder, and returns values associated with a particular warehouse. It is optional if you want to simultaneously view order values associated with two or more warehouses. Key a warehouse value in this field to display total open orders, open orders, backorders, and returns for that warehouse. Leave the field blank to display detailed open order information for all warehouses. *Valid Values:* A warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) (A 2) Required/Optional
Customer Class/ Subclass	Any customer class and subclass (should one be needed) defined through Customer Classes Maintenance (MENU ARFILE) for this company. This field restricts the inquiry to a particular customer class/subclass, when you specify a customer class/subclass number. Leave the field blank to display open order values for all customer classes/ subclasses of a specified company. (A 2 /A 2) Optional

Open Order Recap Inquiry Prompt Screen Fields and Function Keys

Field/Function Keys	Description
Territory	This field restricts the inquiry to a particular sales territory. Specifying the territory number displays all open orders associated with that territory. If you leave this field blank, and you have keyed a sales representative number in the **Salesrep No** field, the inquiry will extend to all territories of the specified sales representative. If you leave this field blank, and you have not keyed a sales representative number in the **Salerep No** field, the inquiry will extend to all territories and all representatives. *Valid Values:* Any territory defined for the specified company in Territories File Maintenance (MENU SAFILE). (A 3) Optional
Salesrep No	This field restricts the inquiry to the open orders associated with a particular sales representative. Specifying the number assigned in Salesreps File Maintenance (MENU SAFILE) to a particular sales representative will display all open orders for that sales representative. Leave this field blank to display open orders for all sales representatives. Leave this field blank and specify a territory number in the **Territory** field to display open orders for all sales representatives for that territory. *Valid Values:* Any sales representative defined for the specified company in Salesreps File Maintenance (MENU SAFILE). (A 5) Optional
F3=Exit	Press F3=EXIT to return to the Order Snapshot Inquiry Screen (p. 19-5).
F4=Date Detail	Specify a date (or date range) and warehouse, then press F4=DATE DETAIL to advance to the Open Order Recap Inquiry Date Detail Screen (p. 19-17).
Enter	Specify a date and, without keying a warehouse, press ENTER to advance to the Open Order Recap Inquiry Select Screen (p. 19-11) which displays information for all warehouses. Specify a date and a warehouse and press ENTER to advance to the Open Order Recap Inquiry Detail Screen (p. 19-15) which displays information for this one warehouse and date.

Open Order Recap Inquiry Select Screen

```
                           OPEN ORDER RECAP INQUIRY                  Select
Company: 01 A & C Office Supply
Open Order Recap Date:  3/29/10 to  3/29/10
Customer Class: *ALL
Territory: *ALL
Salesrep:  *ALL
                                                    Totals L/Transfers
Sl WH Name     Total Open      Open Orders     Back Orders       Returns
 1 CC Co 1 Con
 2 CE Co 1 Con
 3 CW B & B Ce
 4 C2 Co 2 Con
 5 C3 Co 3 Con
 6 1  Hartford     383384.02       386374.05        32110.60        35100.63-
 7 2  Los Ange      10193.77         7787.12         2406.65
 8 3  Dallas,       83793.25        76094.32         7878.78          179.85-
 9 4  Seattle,
10 5  Chicago,      17956.83        17956.83
11 6  Ontario,
                                                                     More...

Selection: _.            Position to Warehouse? ...

                                F4=Date Detail       F6=Total W/T   F12=Return
```

Open Order Recap Inquiry Select Screen Expanded Fields

```
                           OPEN ORDER RECAP INQUIRY                  Select
Company: 01 A & C Office Supply          Currency: USD US Dollars
Open Order Recap Date:  3/29/10 to  3/29/10
Customer Class: *ALL
Territory: *ALL
Salesrep:  *ALL                                     Totals L/Transfers

Sl WH Name          Total Open     Open Orders     Back Orders       Returns
 1 1  Hartford       363359.40                       216023.89
                                    182683.64                      35348.13-
 2 2  Los Ange        27774.22                         5723.17
                                     22051.05
 3 3  Dallas,         91994.27                         4548.98
                                     87829.89                        384.60-
 4 4  Seattle,

 5 5  Chicago,        34087.78                        11737.74
                                     22350.04
 6 6  Ontario,
                                                                     More...
Selection: _.            Position to Warehouse? ...

                                F4=Date Detail       F6=Total W/T   F12=Return
```

This screen appears when you press ENTER on the Open Order Recap Inquiry Prompt Screen and do not specify a particular warehouse. Use this screen to view a list of all warehouses and their open order totals. You can then select from among the warehouses listed a particular warehouse to view total open orders, open orders, backorders, and returns exclusively for it.

When International Currency is installed, the **Currency Code** and **Currency Code Description** of the selected company's local currency will display in the top right corner of the screen indicating that the amounts shown are displayed in that company's local currency.

Open Order Recap Inquiry Select Screen Fields and Function Keys

Field/Function Keys	Description
(Toggle Mode)	This field displays one of six toggle modes for viewing line item totals. The modes, appearing in ordered sequence, when you press F6, are: • **Totals L/Transfers** (Totals, less warehouse transfers) • **Totals W/Transfers** (Totals, including warehouse transfers) • **Stock Item Totals** (Totals for stock items) • **Drop Ship** (Totals for drop-shipped items) • **Special Item Totals** (Totals for special order items) • **WH Transfer Totals** (Total line items, special ordered, that identify a warehouse transfer vendor).
Sl	This field contains numbers that reference warehouses. In the selection field, key a number from this field to select the warehouse that corresponds to it. Display
WH	This field displays the warehouse numbers defined for the specified company in Warehouse Numbers Maintenance (MENU IAFILE). Display
Name	This field displays the first 8 characters of a warehouse name. Warehouse names are defined in Warehouse Numbers Maintenance (MENU IAFILE). Display
Total Open	This field displays, for each warehouse shown, a value that is the sum of line item values for open orders, backorders, and returns. Items included in that sum vary with the toggle mode you view it in. For more information, refer to the toggle key, F6=TOTAL W/T / F6=TOTAL L/T / F6=STOCK / F6=DROP SHIP / F6=SPECIAL / F6=TRANSFERS. Display
Open Orders	This field displays the total monetary value of orders you have not yet shipped, except for back-ordered items, dropped shipped items and special order items. Items included in that total vary with the toggle mode you view it in. For more information, refer to the toggle key, F6=TOTAL W/T / F6=TOTAL L/T / F6=STOCK / F6=DROP SHIP / F6=SPECIAL / F6=TRANSFERS. Display

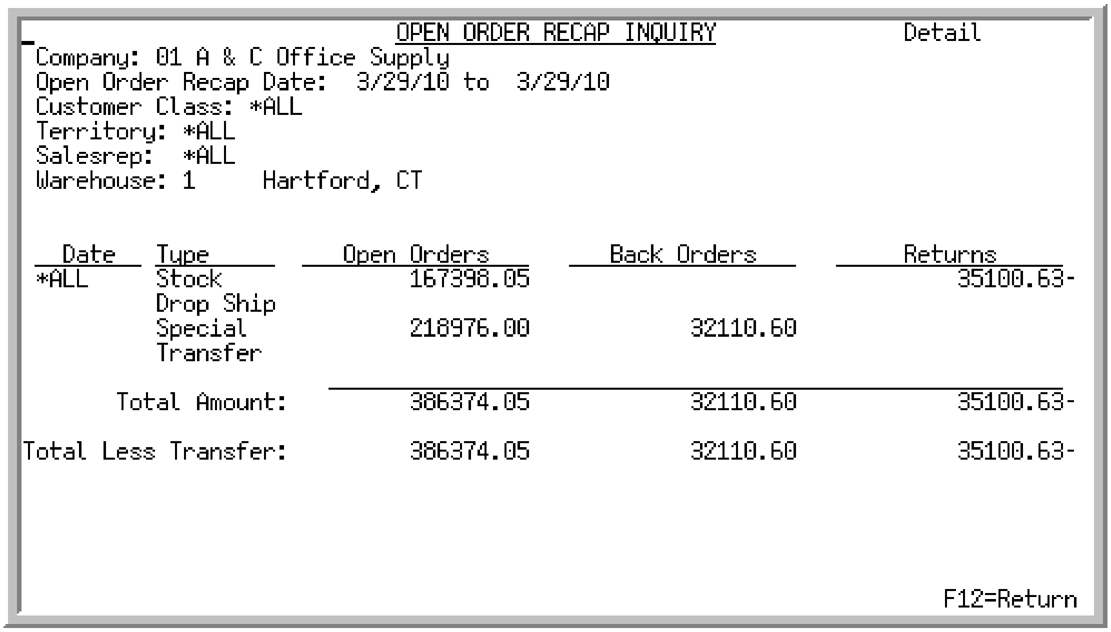
Open Order Recap Inquiry Select Screen Fields and Function Keys

Field/Function Keys	Description
Back Orders	NOTE: Backorder values include drop-shipped and special ordered items. This field displays the total monetary value of backordered items for each warehouse shown. Items included in that total vary with the toggle mode you view it in. For more information, refer to the toggle key, F6=TOTAL W/T / F6=TOTAL L/T / F6=STOCK / F6=DROP SHIP / F6=SPECIAL / F6=TRANSFERS. Display
Returns	This field displays the total monetary value of returned items for each warehouse shown. Items included in that total vary with the toggle mode you view it in. For more information, refer to the toggle key, F6=TOTAL W/T / F6=TOTAL L/T / F6=STOCK / F6=DROP SHIP / F6=SPECIAL / F6=TRANSFERS. Display
Selection	Use this field to select a warehouse whose open orders, backorders and returns you want to view. Key the number from the **SI** column that corresponds to the warehouse name, and press ENTER or F4=DATE DETAIL. When you press ENTER , you advance to the Open Order Recap Inquiry Detail Screen (p. 19-15). When you press F4=DATE DETAIL, you advance to the Open Order Recap Inquiry Date Detail Screen (p. 19-17). (N 2,0) Optional
Position to Warehouse?	Key a warehouse number, then press ENTER to scroll data for that warehouse to the top of the screen. This feature is useful when the list of warehouses is too long to fit on the screen, and the warehouse for which you want detailed information is not visible. *Valid Values:* A warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) (A 2,0) Optional
F4=Date Detail	Key a number in the **Selection** field and press F4=DATE DETAIL to advance to the Open Order Recap Inquiry Date Detail Screen (p. 19-17), which displays open order information for the date on which it was extracted.

Open Order Recap Inquiry Select Screen Fields and Function Keys

Field/Function Keys	Description
F6=Total W/T / F6=Total L/T / F6=Stock / F6=Drop ship / F6=Special / F6=Transfers	Use this toggle key to display line item totals as they apply to **Total Open**, **Open Orders**, **Back Orders** and **Returns**. The mode you select will appear in an untitled, on-screen field. The values of the various order types will change with the mode you select. The six toggle modes are: • F6=TOTAL W/T Press to display order totals that include warehouse transfers. • F6=TOTAL L/T Press to display order totals that do not include warehouse transfers. • F6=STOCK Press to display stock totals. • F6=DROP SHIP Press to display drop-ship totals. • F6=SPECIAL Press to display special item totals. • F6=TRANSFERS Press to display warehouse transfer totals. For purposes of this inquiry, warehouse transfers are special orders, initiated in Order Entry for a specified company, that identify a warehouse transfer vendor. To view the values of the orders actually created in the warehouse transfer company, key the company number when selecting this inquiry, and review the stock values.
F12=Return	Press F12=RETURN to return to the previous screen, either the Open Order Recap Inquiry Prompt Screen (p. 19-8) or the Order Snapshot Selection Screen (p. 19-3).
Enter	In the **Selection** field, key a number from the **Sl** field that corresponds to a particular warehouse, and press ENTER to advance to the Open Order Recap Inquiry Detail Screen (p. 19-15) to view total open orders, open orders, backorders, and returns for the specified warehouse. Key a valid warehouse number in the **Position to Warehouse?** field, and press ENTER to move that warehouse to the top of the screen.

Open Order Recap Inquiry Detail Screen



This screen appears when you specify a date and a warehouse and press ENTER on the Open Order Recap Inquiry Prompt Screen (p. 19-8). It displays recap information for open orders, backorders and returns for the date on which data extracts were performed.

This screen also appears when you select a date from among those listed on the Open Order Recap Inquiry Date Detail Screen (p. 19-17), and press ENTER.

All the fields on this screen are display only and cannot be changed.

When International Currency is installed, the **Currency Code** and **Currency Code Description** of the selected company's local currency will display in the top right corner of the screen indicating that the amounts shown are displayed in that company's local currency.

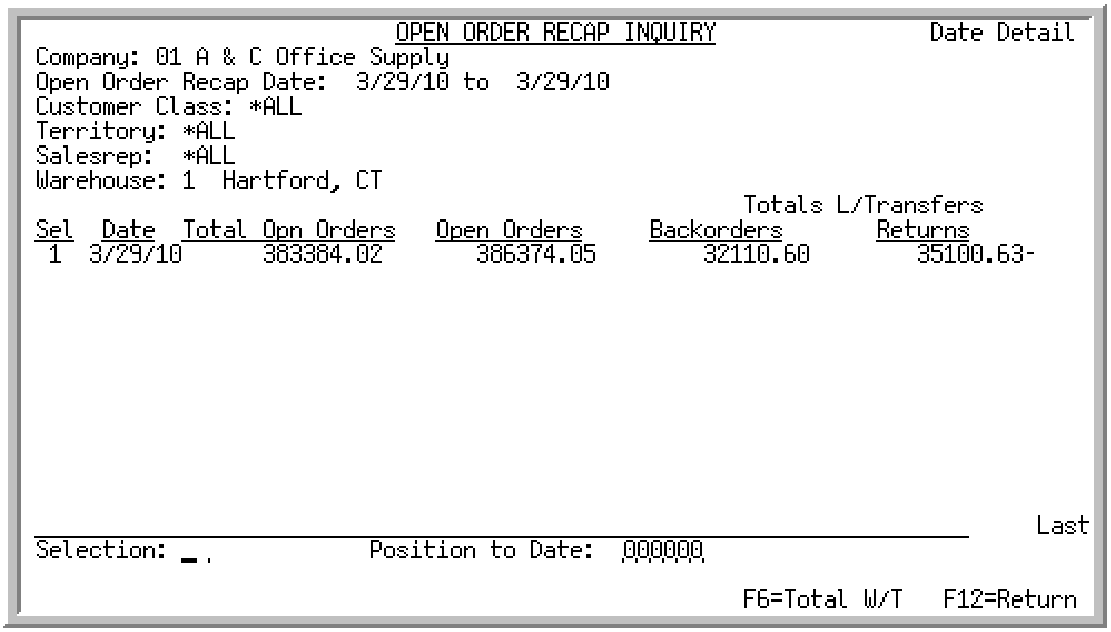
Open Order Recap Inquiry Detail Screen Fields and Function Keys

Field/Function Keys	Description
Date	This field displays ***ALL** when you access this screen directly from the Open Order Recap Inquiry Prompt Screen (p. 19-8). When you access this screen directly from the Open Order Recap Inquiry Date Detail Screen (p. 19-17), this field displays the single date you selected on that screen.

Open Order Recap Inquiry Detail Screen Fields and Function Keys

Field/Function Keys	Description
Type	This field displays the types of items for which values are shown. They are: • stock items • drop-shipped items • special-ordered items • warehouse transfers Total values for open orders, backorders and returns, are shown to the right of the item type.
Open Orders	This field displays the total monetary value for orders you have not yet shipped, except for backordered items, drop-shipped items and special ordered items.
Back Orders	NOTE: Backorder values include drop-shipped and special ordered items. This field displays the total monetary value of backordered items for each warehouse shown.
Returns	This field displays the total monetary value of returned items for each warehouse shown.
Total Amount	This field displays the monetary value of open order, backorder, and returned items.
Total less transfer	This field displays the individual monetary totals for all items described as open orders, backorders and returns, minus the value of warehouse transfers.
F12=Return	Press F12=RETURN to return to the Open Order Recap Inquiry Prompt Screen (p. 19-8), the Open Order Recap Inquiry Select Screen (p. 19-11), or the Open Order Recap Inquiry Date Detail Screen (p. 19-17).

Open Order Recap Inquiry Date Detail Screen



```
                          OPEN ORDER RECAP INQUIRY               Date Detail
Company: 01 A & C Office Supply
Open Order Recap Date:  3/29/10 to  3/29/10
Customer Class: *ALL
Territory: *ALL
Salesrep:  *ALL
Warehouse: 1  Hartford, CT
                                                   Totals L/Transfers
Sel  Date  Total Opn Orders   Open Orders     Backorders        Returns
 1  3/29/10      383384.02       386374.05       32110.60        35100.63-










                                                                          Last
Selection: _ .            Position to Date:  000000

                                                   F6=Total W/T   F12=Return
```

This screen appears after you specify the warehouse and press F4=DATE DETAIL on the Open Order Recap Inquiry Prompt Screen (p. 19-8) or the Open Order Recap Inquiry Select Screen (p. 19-11).

This screen displays, by date, total monetary values for open order, backorder and return items of a particular warehouse.

When International Currency is installed, the **Currency Code** and **Currency Code Description** of the selected company's local currency will display in the top right corner of the screen indicating that the amounts shown are displayed in that company's local currency.

Open Order Recap Inquiry Date Detail Screen Fields and Function Keys

Field/Function Keys	Description
(Toggle Mode)	This field displays one of six toggle modes for viewing line item totals. The modes, appearing in ordered sequence, when you press F6=TOTAL W/T / F6=TOTAL L/T / F6=STOCK / F6=DROP SHIP / F6=SPECIAL / F6=TRANSFER, are: • **Totals L/Transfers** (Totals, less warehouse transfers) • **Totals W/Transfers** (Totals, including warehouse transfers) • **Stock Item Totals** (Totals for stock items) • **Drop Ship** (Totals for drop-shipped items) • **Special Item Totals** (Totals for special order items) • **WH Transfer Totals** (Total line items, special ordered, that identify a warehouse transfer vendor). Display
Sel	This field is used to reference a warehouse. Key a number from this field in the *Selection* field to select a warehouse. Display
Date	NOTE: Distribution A+ displays information for only those dates on which the extract/update program has run. The program runs automatically if you have keyed Y in the **Perform Open Order Recap Extract/Inquiry** field of Day-End Processing Options (MENU XAMAST). Alternatively, you may run the extract/update program at your discretion by selecting Open Order Recap Extract/Update (MENU OEMAST) This field displays the dates on which the extract program was run. This means that, for a given date range, all dates within the range do not necessarily appear. Only those dates on which the extract program ran will appear in this field. Display
Total Open Orders	This field displays the total monetary values of all items that are open orders, backorders and returns as of the date in the *Date* field. Items included in that total vary with the toggle mode you view it in. For more information, refer to the toggle key, F6=TOTAL W/T / F6=TOTAL L/T / F6=STOCK / F6=DROP SHIP / F6=SPECIAL / F6=TRANSFER. Display

Open Order Recap Inquiry Date Detail Screen Fields and Function Keys

Field/Function Keys	Description
Open Orders	This field displays the total monetary value of orders you have not yet shipped, except for backordered items, drop-shipped items and special order items. Items included in that total vary with the toggle mode you view it in. For more information, refer to the toggle key, F6=TOTAL W/T / F6=TOTAL L/T / F6=STOCK / F6=DROP SHIP / F6=SPECIAL / F6=TRANSFER. Display
Back Orders	NOTE: Backorder values include the values of drop-shipped and special ordered items. This field displays the total monetary value of all backordered items for each warehouse shown. Items included in that total vary with the toggle mode you view it in. For more information, refer to the toggle key, F6=TOTAL W/T / F6=TOTAL L/T / F6=STOCK / F6=DROP SHIP / F6=SPECIAL / F6=TRANSFER. Display
Returns	This field displays the total monetary value for all returned items on a specific date or date range. Items included in that total vary with the toggle mode you view it in. For more information, refer to the toggle key, F6=TOTAL W/T / F6=TOTAL L/T / F6=STOCK / F6=DROP SHIP / F6=SPECIAL / F6=TRANSFER. Display
Selection	Use this field to specify a date for the open orders, backorders and returns you want to view. This feature is useful when the list of dates is longer than the on-screen space allowed it, and the date for which you want detailed information is not visible on the screen. Key the number from the **Sel** column that corresponds to the date for which you want to view detailed information, and press ENTER. (N 2,0) Optional
Position to Date	Key a date in this field and press ENTER to scroll the date to the top of the screen. This feature is useful when the list of dates is too long to fit entirely within the **Date** field, and the date for which you want detailed information is not visible. (N 6,0) Optional

Open Order Recap Inquiry Date Detail Screen Fields and Function Keys

Field/Function Keys	Description
F6=Total W/T / F6=Total L/T / F6=Stock / F6=Drop ship / F6=Special / F6=Transfer	Press F6=TOTAL W/T / F6=TOTAL L/T / F6=STOCK / F6=DROP SHIP / F6=SPECIAL / F6=TRANSFER to display order totals that include warehouse transfers. • F6=TOTAL W/T Press to display order totals that do not include warehouse transfers • F6=TOTAL L/T Press to display order totals that do not include warehouse totals. • F6=STOCK Press to display stock totals. • F6=DROP SHIP Press to display drop-ship totals. • F6=SPECIAL Press to display special item totals. • F6=TRANSFER Press to display warehouse transfer totals. For purposes of this inquiry, warehouse transfers are special orders, initiated in Order Entry for a specified company, that identify a warehouse transfer vendor. To view the values of the orders actually created in the warehouse transfer company, key the company number when selecting this inquiry, and review the stock values.
F12=Return	Press F12=RETURN to return to the previous screen, either the Open Order Recap Inquiry Prompt Screen (p. 19-8) or Open Order Recap Inquiry Select Screen (p. 19-11) will appear.

CHAPTER 20 Inquiring on Orders by Carrier

20

Use the Carrier Order Inquiry option to inquire into open orders for a given carrier, allowing you to see what orders are scheduled to be shipped with which carrier. You specify the company, carrier, warehouse, and status for which open orders will display in the inquiry. You can further limit the orders to display by order hold code, backorder status, drop ship status, invoice only, range of order numbers, requested ship dates, order priorities, routes, and commitment code.

You also have the ability to:

- Sequence orders by stops
- Assign orders to carriers
- Assign Shipping Lanes to the orders and to update the Order Priority when assigning Shipping Lanes
- Mark and unmark orders for inquiry
- Change the carrier of an order
- View summary information by pick section
- Print the Pick List
- Print the Carrier Summary
- Print the Pack List [in the sequence of the stops you designated; note also that if FAX is installed and being used for Pack Lists, determined through Fax System Options Maintenance (MENU AXMAIN), you may fax Pack Lists in addition to, or instead of having them printed.
- If Mail Server is installed and the **Email Pack Lists** field is set to Y through Warehouse Numbers Maintenance (MENU IAFILE), you can e-mail Pack Lists in addition to printing them.
- Print the Return Goods Authorization (RGA) Slip
- Print the HAZMAT Shipping Papers [if **Hazardous Materials** is set to Y in System Options Maintenance (MENU XAFILE)]
- Generate DOT compliant Shipping Papers [if **Hazardous Materials** is set to Y in System Options Maintenance (MENU XAFILE)] with the following functionality:
    - Allows for Shipping Papers to include hazardous and non-hazardous materials being shipped, but will have hazardous materials clearly identified
    - Allows for the selection of orders and items being shipped to include on Shipping Papers Document
    - Allows for a preview of Shipping Papers Document before printing

    - Allows authorized users to make modifications of the Shipping Papers Document content, if adjustments are necessary
    - Allows for print and/or reprint, if needed, of the Shipping Papers Document.
- Print the HAZMAT Carrier Weight Summary Report [if **Hazardous Materials** is set to Y in System Options Maintenance (MENU XAFILE)]

Additionally, when assigning orders to carriers, this option allows for the removal of one or more orders from a particular "run" without requiring that the **Carrier ID** assignments be removed. This process of omitting orders from a run is accommodated by simply removing the stop on those orders. This allows for the orders to retain the **Carrier ID**, while being removed from the designated run. To be included on another run, a stop must be assigned when the next run is being created.

NOTE: Open orders are any orders that have been created but have not been moved to history through Day-End Processing (MENU XAMAST).

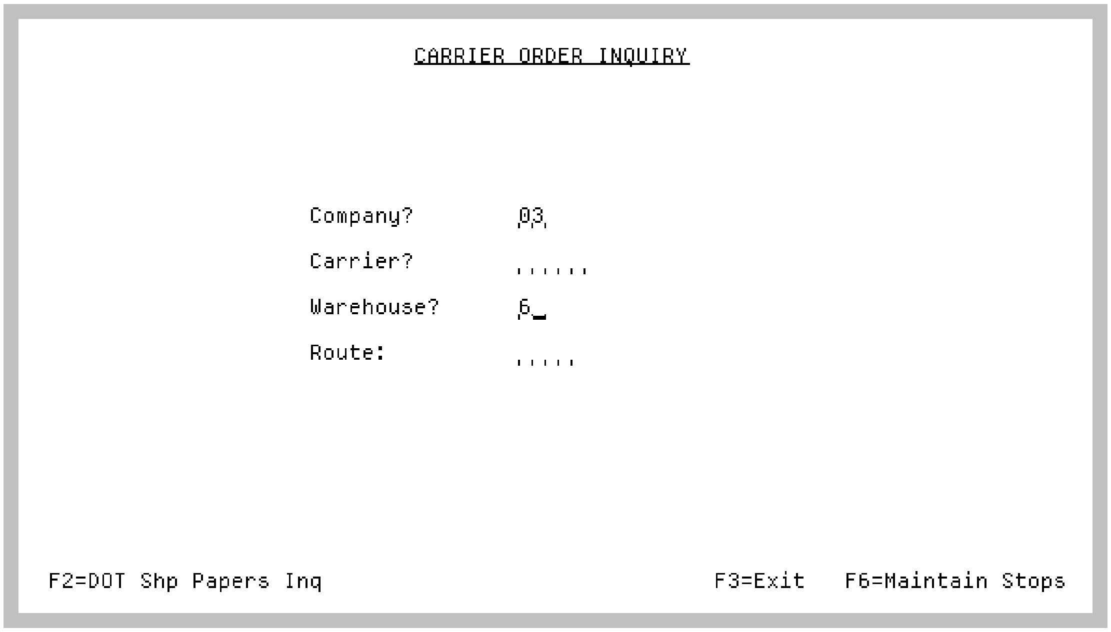
Carrier Order Inquiry

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
Carrier Order Inquiry Selection Screen	Use to specify company, carrier, warehouse, and route for orders that are scheduled to be shipped, and access DOT Shipping Papers Inquiry or to maintain stops.
DOT Shipping Papers Inquiry Screen	Use to inquire on DOT Shipping Papers previously generated via F17=DOT SHP PAPERS from the Carrier Order Inquiry Screen (p. 20-42).
DOT Shipping Papers Item Selection Screen	Use to review all items from orders selected on the Carrier Order Inquiry Screen (p. 20-42), and perform other functions such as print or preview DOT Shipping Papers.
DOT Shipping Papers Headers Preview Screen	Use to review information before printing DOT Shipping Papers.
DOT Shipping Papers Item Preview Screen	Use to review line item information before printing DOT Shipping Papers.
Carrier Stop Assignment Screen	Displays all orders ready to be shipped by the specified carrier. User to sequence stops.

Title	Purpose
Change Carrier Screen	Use to change the order's carrier and/or to print the pack list.
Carrier Summary Print Options Screen	Use to specify the reports to print for all orders with stops assigned.
Carrier Inquiry Limits Screen	Use to provide further limiting criteria for the inquiry by carrier, such as order status.
Carrier Order Inquiry Screen	Displays a summary of each open order that match you selection criteria.
Pick Section Summary Screen	Use to review summarized data by pick section.
Carrier Summary	Prints a summary of the pack list, sequenced by stop for a given carrier.
Pack List	Print a list of all orders sequenced by carrier stop assignment.
HAZMAT Shipping Papers	Prints HAZMAT Shipping Papers: all hazardous material on an order for all items that are defined as hazardous material items and are flagged as DOT regulated.
HAZMAT Carrier Weight Summary Report	Prints the total hazardous material that a carrier will be shipping.
DOT Shipping Papers	Prints DOT Shipping Papers: which are compliant with DOT guidelines; may include hazardous and non-hazardous materials being shipped with hazardous materials clearly identified; allow a preview and modifications before printing; may be reprinted, if needed.

Carrier Order Inquiry Selection Screen



This screen appears after selecting option 17 - Carrier Order Inquiry from MENU OEMAIN.

Use this screen to determine the company, carrier, warehouse, and route for which you wish to inquire into orders that are scheduled to be shipped. You may also use this screen to access the DOT Shipping Papers Inquiry [if **Hazardous Materials** is set to Y in System Options Maintenance (MENU XAFILE)] or to maintain stops.

Carrier Order Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field limits the inquiry to a specific company (allowing you to view orders for that company only.) Key the company number for which open orders for a specific carrier 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

Carrier Order Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Carrier	This field limits the open orders to display in the inquiry to the carrier entered in this field. Key the Carrier ID for which open orders will display. For example, if UPS is defined as a carrier and is entered in this field, all open orders that are due to be shipped by UPS will display in the inquiry. Key *NONE to view all open orders that do not have a carrier assigned. Leave this field blank to see all open orders for all carriers. *Valid Values:* A carrier defined through Carrier Codes Maintenance (MENU OEFIL2), *NONE, or Blank (A 5) Optional
Warehouse	This field limits the inquiry to a specific warehouse. Key the warehouse of the open orders to display in the inquiry. This is the warehouse from where the orders are being shipped. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name 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) Required
Route	Route numbers may be set up for shipping addresses through Customer/Ship to Maintenance (MENU ARFILE) to schedule deliveries or planned pick-ups. Use this field to limit the inquiry to open orders assigned to the route entered in this field. Key the route to display in the inquiry. Leave this field blank to see open orders associated with all routes. (A 4) Optional
F2=DOT Shp Papers Inq	The F2=DOT SHP PAPERS INQ function key displays only if **Hazardous Materials** is set to Y in System Options Maintenance (MENU XAFILE). Press F2=DOT SHP PAPERS INQ to access the runs created to print shipping papers for hazardous material items. The DOT Shipping Papers Inquiry Screen (p. 20-7) displays.
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.

Carrier Order Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
F6=Maintain Stops	Press F6=MAINTAIN STOP to view all orders that are ready to be shipped by the carrier you entered in the **Carrier** field and from the warehouse you entered in the **Warehouse** field. The Carrier Stop Assignment Screen (p. 20-21) will appear. NOTE: If no orders are ready to be shipped for this carrier, "No Orders Found for this Carrier" will display as an error message when you press F6=MAINTAIN STOP.
Enter	Press ENTER to confirm your selections. The Carrier Inquiry Limits Screen (p. 20-37) will appear.

DOT Shipping Papers Inquiry Screen

```
                          DOT SHIPPING PAPERS INQUIRY
Company:   1     WH: 1
Carrier:  *ALL



Sl      SP ID  Customer Name                    Last Date/Time  User ID
 1          1  Roman Holiday Travel Service      2/06/18 15:46  APDEMO
 2          2  Canadian Flag Works               2/02/18  8:41  APDEMO
 3          3  Lebanon School District           2/02/18  9:07  APDEMO
 4          4  American Printer/Office Supply    2/02/18  9:38  APDEMO
 5          5  Stein Distributors                2/02/18 10:34  APDEMO

 6          6  Financial Technologies            2/02/18 12:12  APDEMO
 7          7  Financial Technologies            2/06/18 15:47  APDEMO



                                                                        Last
                          Limits
 Selection:  _ .          Last Date     From: .......    To: .......

F4=Orig Date/Time      F9=Cust Number/Ship-To      F14=Print
F5=Refresh             F12=Return                  F17=Preview      F23=Purge
```

This screen displays by pressing F2=DOT SHP PAPERS INQ from the Carrier Order Inquiry Selection Screen (p. 20-4).

Use this screen to inquire on DOT Shipping Papers previously generated via F17=DOT SHP PAPERS from the Carrier Order Inquiry Screen (p. 20-42). You can preview, edit (if needed), and reprint a DOT Shipping Papers Document.

If a specific carrier is selected on the Carrier Order Inquiry Selection Screen (p. 20-4), this list includes only this carrier's DOT Shipping Papers. Otherwise, ***ALL** appears in the **Carrier** field on this screen.

DOT Shipping Papers Inquiry Screen

Field/Function Key	Description
Company	This field indicates the company number for which runs created to print shipping papers for hazardous material items are displayed on this screen. Display
Carrier	This field displays the designated carrier of the shipment from the Carrier Order Inquiry Selection Screen (p. 20-4). ***ALL** appears if runs are shown for all carriers (that is, no carrier was selected on the Carrier Order Inquiry Selection Screen (p. 20-4)). If a specific carrier was selected on the Carrier Order Inquiry Selection Screen (p. 20-4), that carrier is shown in this field and the list of runs displayed includes only this carrier's Shipping Papers. Display

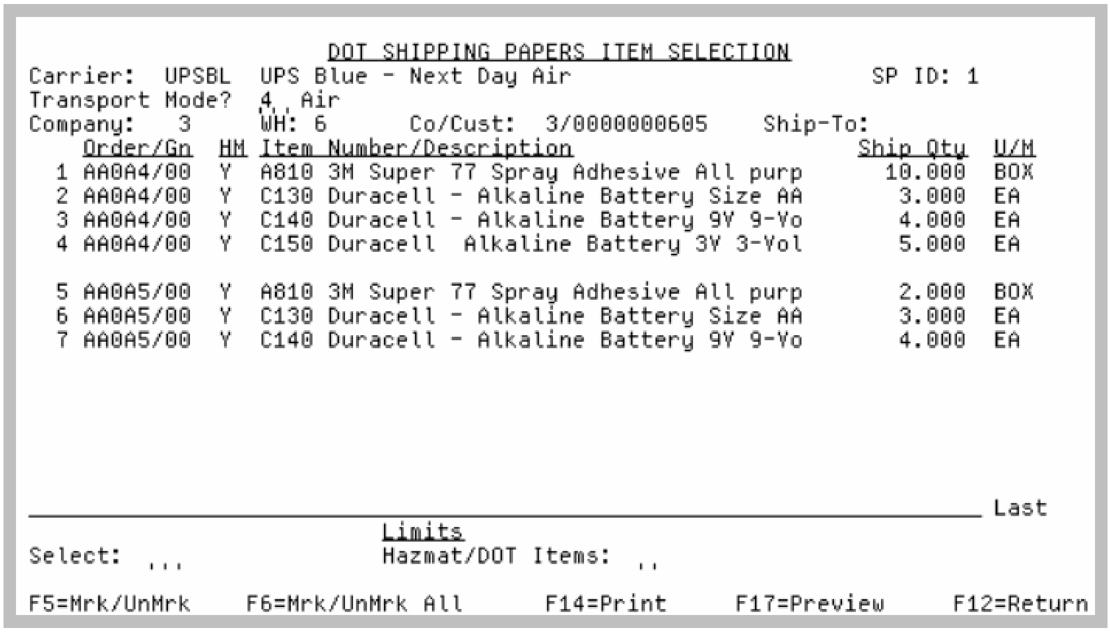
DOT Shipping Papers Inquiry Screen

Field/Function Key	Description
WH	This field displays the warehouse from which the shipment is shipped, as selected from the Carrier Order Inquiry Selection Screen (p. 20-4). Display
Sl	This field displays the reference number corresponding to the DOT Shipping Papers Document. This number is keyed in the **Selection** field to print (F14=PRINT) or preview (F17=PREVIEW) a Shipping Papers Document. Display
SP ID	This field displays the unique ID associated with the DOT Shipping Papers Document. This unique ID will be printed on DOT Shipping Papers. Display
Customer Name	The display of this field is toggled with the F9=CUST NUMBER/SHIP-TO / F9=CUST NAME function key. This field displays the customer name of a DOT Shipping Papers Document that was generated. Display
Customer No	The display of this field is toggled with the F9=CUST NUMBER/SHIP-TO / F9=CUST NAME function key. This field displays the customer number/ship-to of a DOT Shipping Papers Document that was generated. Display
Ship-To	The display of this field is toggled with the F9=CUST NUMBER/SHIP-TO / F9=CUST NAME function key. This field displays the customer ship-to of a DOT Shipping Papers Document that was generated. Display
Last Date/Time / Orig Date/Time	The display of this field is toggled with the F4=ORIG DATE/TIME / F4=LAST DATE/TIME function key. This field displays the original date and time when the DOT Shipping Papers were generated, or the last date and time when the Shipping Papers were generated, printed or modified. Display
User ID	This field displays the ID of the user who last generated a DOT Shipping Papers Document. Display

DOT Shipping Papers Inquiry Screen

Field/Function Key	Description
Selection	Use this field to select a DOT Shipping Papers Document from the list. Key the reference number and press F14=PRINT or F17=PREVIEW to print or preview DOT Shipping Papers Document associated with this reference number. (N2,0) Optional
Limits: Last Date	Use this field to limit this screen to show only DOT Shipping Papers Documents with original or last date within the range you key in this field. If you key values in either the From or To **Last Date** fields, press F5=REFRESH to refresh the screen to reflect these new limits.
F4=Orig Date/Time / F4=Last Date/Time	Press the F4=ORIG DATE/TIME / F4=LAST DATE/TIME function key to toggle between the original date and time when the DOT Shipping Papers were generated, or the last date and time when the DOT Shipping Papers were generated, printed or modified. The column headings will change accordingly.
F5=Refresh	Press this key to refresh the screen and update the information shown. If you key values in either the From or To **Last Date** fields, press F5=REFRESH to refresh the screen to reflect these new limits.
F9=Cust Number/Ship-To	Press the F9=CUST NUMBER/SHIP-TO / F9=CUST NAME function key to toggle between the customer name or customer number/ship-to of a DOT Shipping Papers Document. The column headings will change accordingly.
F12=Return	Press F12=RETURN to return to Carrier Order Inquiry Screen (p. 20-42).
F14=Print	After keying a reference number in the **Selection** field, press F14=PRINT to print the DOT Shipping Papers with **SP ID** associated with this reference number. The message: Hazardous Material Papers have printed for this order will appear.
F17=Preview	After keying a reference number in the **Selection** field, press F17=PREVIEW to preview the DOT Shipping Papers with **SP ID** associated with this reference number. The DOT Shipping Papers Item Selection Screen (p. 20-10) will appear.
F23=Purge	Press this key to purge DOT Shipping Papers files records with original or last date within the range you key in the limits field.

DOT Shipping Papers Item Selection Screen



This screen appears after you press F17=DOT SHP PAPERS on the Carrier Order Inquiry Screen (p. 20-42) after marking one or more orders. It can also be displayed after selecting a previously generated DOT Shipping Papers Document from the DOT Shipping Papers Inquiry Screen (p. 20-6) and pressing F17=PREVIEW.

This screen displays all items from orders selected on the Carrier Order Inquiry Screen (p. 20-42). From this screen, you will be able to:

- Select/deselect items that will be included in DOT Shipping Papers (these are the items that are included in the shipment by the selected carrier you are working with).
- Print DOT Shipping Papers.
- Preview DOT Shipping Papers before printing and, if authorized, make adjustments, if needed.

You can limit this screen to show only hazardous items via the **Hazmat/DOT items** field on the lower portion of the screen.

DOT Shipping Papers Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Carrier	The carrier and its description associated with the orders. Display

DOT Shipping Papers Item Selection Screen Fields and Function Keys

Field/Function Key	Description
SP ID	This field displays the unique ID associated with the DOT Shipping Papers Document. This unique ID will be printed on DOT Shipping Papers (p. 20-66) and display on the DOT Shipping Papers Inquiry Screen (p. 20-7) for reference. Display
Transport Mode	Use this field to enter a valid transport mode of this shipment. If the transport mode is entered, then DOT Shipping Papers Document generation process will check for a hazardous item's Alternative Shipping Name for this transport mode (if defined in Item Master Maintenance (MENU IAFILE)). Key the transport mode code. *Default Value:* The transport mode of the carrier. *Valid Values:* A transport mode code defined through Transport Mode Maintenance (MENU OEFIL3 or MENU POFIL2). (A 2) Optional
Company	The company number associated with the order. Display
WH	The warehouse number associated with the order. Display
Co/Cust	The company and customer number associated with the order. Display
Ship-To	The customer's ship-to associated with the order. Display
(Reference Number)	This field displays the reference number corresponding to the order. This number is keyed in the **Select** field to mark/unmark and order using F5=MARK/UNMRK. Display
Order/Gn	This is the order number that is ready to be shipped. The generation (number of times this order has been backordered) displays after the slash (/). Display
HM	This field indicates if the item is hazardous. Y displays for HAZMAT items (if the **SDS Date** field in the Item Master File contains a value or **DOT Regulated** field is Y) This field is blank if this item is not flagged as hazardous. Display

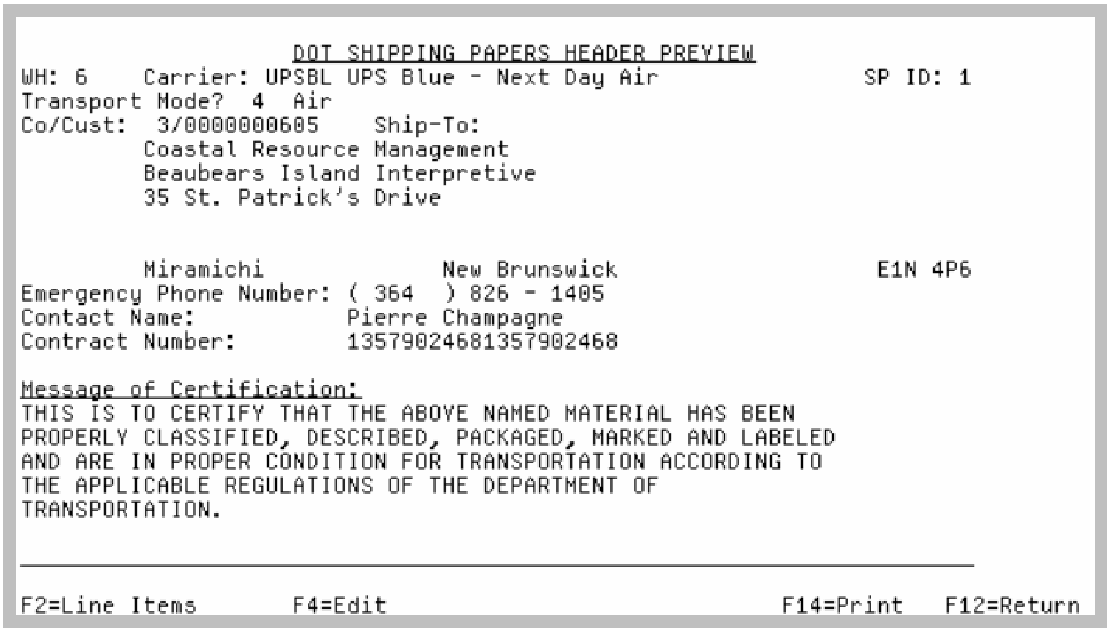
DOT Shipping Papers Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Number/ Description	The item number and its description associated with the order. Display
Ship Qty	The ship quantity of the item. Display
U/M	The unit of measure of the item. Display
Select	Use this field to key a reference number of an order you want to mark and press F5=MRK/UNMRK to mark/unmark the order. (N2,0) Optional
Limits: Hazmat/DOT Items	Use this field to limit this screen to show only hazardous items (if the **SDS Date** field in the Item Master File is filled or the **DOT Regulated** field is Y). Key Y to show only hazardous items with **HM** indicator not equal to Y. Key N to display only items with **HM** indicator not equal to N. Leave blank to show all items. If you key a value in this field, press F4=REFRESH to refresh the screen to reflect these new limits. *Valid Values:* Y, N or Blank (A 1) Optional
F4=Refresh	Press this key to refresh the screen and update the information shown. If you key a value in the **Hazmat/DOT Items** field, press F4=REFRESH to refresh the screen to reflect these new limits.
F5=Mrk/UnMrk	Use the F5=MRK/UNMRK function key to mark individual order line items to be included on DOT Shipping Papers. After keying a reference number in the **Select** field, press F5=MRK/UNMRK to mark the order line item you selected. When marking an order line item, the order line item will display in reverse image. If you want to unmark a previously selected order, select the reference number again and press F5=MRK/UNMRK. The reverse image will be removed from the order line item, indicating that it is no longer marked.
F6=Mrk/UnMrk All	Use the F6=MRK/UNMRK ALL function key to mark all order line items (not just the order line items that you can currently see on the screen). Press F6=MRK/UNMRK ALL to mark all order line items to be include on DOT Shipping Papers. All order line items will display in reverse image. If you want to unmark all previously selected order line items, press F6=MRK/UNMRK ALL again. The reverse image will be removed from all order line items, indicating that the order line items are no longer marked.

DOT Shipping Papers Item Selection Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Carrier Order Inquiry Screen (p. 20-42).
F14=Print	After marking one or more order line items, press F14=PRINT to print DOT Shipping Papers that will contain all marked order line items. These should be items that are included in the shipment by the selected carrier that you are working with. After pressing F14=PRINT, the message: Hazardous Material Papers have printed for this order will appear. NOTE: Once DOT Shipping Papers Document is generated, it can be later be accessed via the DOT Shipping Papers Inquiry Screen (p. 20-7).
F17=Preview	After marking one or more order line items, press F17=PREVIEW to display a preview of a pre-generated DOT Shipping Papers. You can review the content and edit (if authorized) certain information, if needed, before printing DOT Shipping Papers. The DOT Shipping Papers Headers Preview Screen (p. 20-14) will appear. The document is not printed, but the content of this document is saved in the database. NOTE: Once DOT Shipping Papers preview is generated, it can be later be accessed via the DOT Shipping Papers Inquiry Screen (p. 20-7).

DOT Shipping Papers Headers Preview Screen



```
                    DOT SHIPPING PAPERS HEADER PREVIEW
WH: 6    Carrier: UPSBL UPS Blue - Next Day Air              SP ID: 1
Transport Mode?  4  Air
Co/Cust:  3/0000000605    Ship-To:
         Coastal Resource Management
         Beaubears Island Interpretive
         35 St. Patrick's Drive


         Miramichi             New Brunswick                  E1N 4P6
Emergency Phone Number: ( 364  ) 826 - 1405
Contact Name:           Pierre Champagne
Contract Number:        13579024681357902468

Message of Certification:
THIS IS TO CERTIFY THAT THE ABOVE NAMED MATERIAL HAS BEEN
PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED AND LABELED
AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO
THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF
TRANSPORTATION.

F2=Line Items       F4=Edit                          F14=Print   F12=Return
```

This screen displays after marking one or more items on the DOT Shipping Papers Item Selection Screen (p. 20-10) and pressing F17=PREVIEW.

This screen displays header fields of the pre-generated DOT Shipping Papers. Use this screen to review information before printing DOT Shipping Papers.

If you are authorized to the application action: Allow Maintenance of Transport/HazMat Information in Application Action Authority Maintenance (MENU XASCTY), you can edit this information, if needed.

DOT Shipping Papers Header Preview Screen Fields and Function Keys

Field/Function Key	Description
WH	The ship from warehouse of the shipment. Display
Carrier	The designated carrier of the shipment. Display
SP ID	This field displays the unique ID associated with the DOT Shipping Papers Document. This unique ID will be printed on DOT Shipping Papers (p. 20-66) and display on the DOT Shipping Papers Inquiry Screen (p. 20-7) for reference. Display

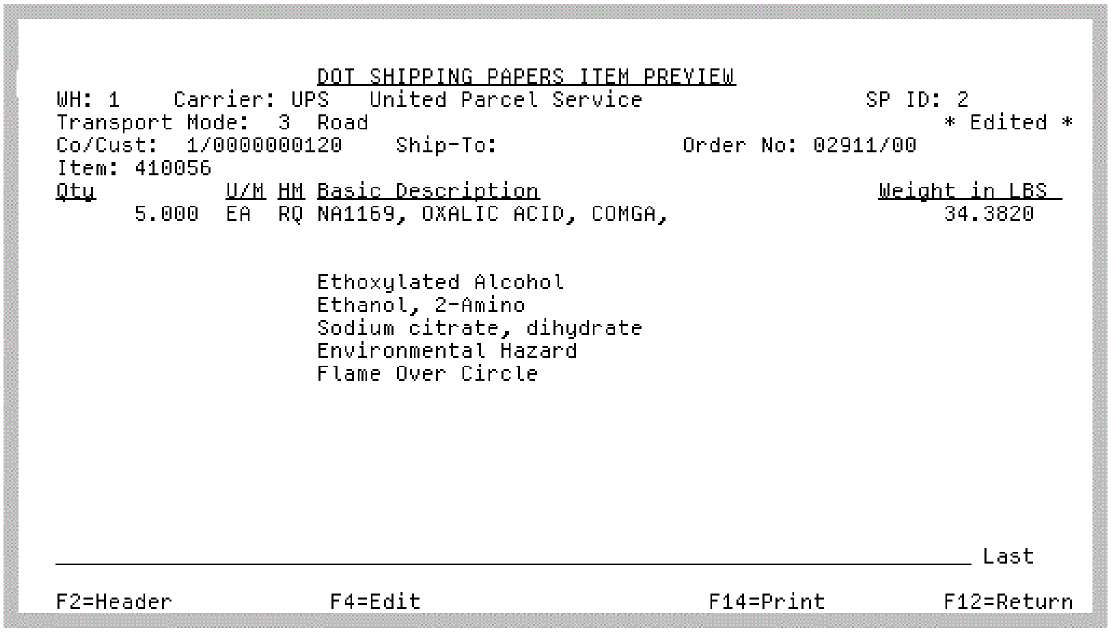
DOT Shipping Papers Header Preview Screen Fields and Function Keys

Field/Function Key	Description
Transport Mode	The transport mode of this shipment. In edit mode, if authorized, use this field to modify the transport mode of this shipment, if needed. If the transport mode is entered, then DOT Shipping Papers Document generation process will check for a hazardous item's Alternative Shipping Name for this transport mode (if defined in Item Master Maintenance (MENU IAFILE)). *Default Value:* The transport mode initially entered. *Valid Values:* A transport mode code defined through Transport Mode Maintenance (MENU OEFIL3 or MENU POFIL2). (A 2) Display/Optional
Shipping Address	The shipping address of the shipment. Display
Co/Cust	The company and customer number of the shipment. Display
Ship To	The customer's ship-to of the shipment. Display
Emergency Phone Number	The emergency telephone number to call in the event of an issue with the products on this document. In edit mode, if authorized, use this field to modify the number, if needed. *Default Value:* The value entered in Warehouse Number Options of the selected warehouse. Display/Optional
Contact Name	The company or person to speak with in an emergency. In edit mode, if authorized, use this field to modify the contact name, if needed. *Default Value:* The value entered in Warehouse Number Options of the selected warehouse. Display/Optional
Contract Number	The contract in effect for cleanup tasks in event of an issue with the products on this document. In edit mode, if authorized, use this field to modify the contract number, if needed. *Default Value:* The value entered in Warehouse Number Options of the selected warehouse. Display/Optional

DOT Shipping Papers Header Preview Screen Fields and Function Keys

Field/Function Key	Description
Message of Certification	This message prints on DOT Shipping Papers to inform you that all requirements have been met for the hazardous items being shipped. A standard text is displayed, and can be modified in edit mode (F4), if needed and you are authorized to make changes. Display/Optional
F2=Line Items	F2=LINE ITEMS is not displayed in Edit mode (F4=EDIT). Press F2=LINE ITEMS to display the DOT Shipping Papers Item Preview Screen (p. 20-17), where you can review pre-generated DOT Shipping Papers Document content related to order line items.
F4=Edit/F4=Save	F4=EDIT is displayed and enabled only if you are authorized to the application action: **Allow Maintenance of Transport/HazMat Information** in Application Action Authority Maintenance (MENU XASCTY). Press F4=EDIT to exit preview mode and modify certain fields on this screen. When you press F4=EDIT, F4=SAVE and F5=UNDO appears. You will be able to modify the Transport Mode, Emergency Phone Number, Emergency Contact Name, Emergency Contract Number, and Message of Certification. After making necessary changes, press F4=SAVE to save the changes, or F5=UNDO to discard the changes.
F5=Undo	F5=UNDO is displayed only in Edit mode (F4=EDIT). Press F5=UNDO after making changes to information on this screen if you want to discard the changes you made and return to the preview mode.
F12=Return	F12=RETURN is not displayed in Edit mode (F4=EDIT). Press this key to return to DOT Shipping Papers Item Selection Screen (p. 20-10).
F14=Print	F14=PRINT is not displayed in Edit mode (F4=EDIT). After marking one or more order line items, press F14=PRINT to print DOT Shipping Papers Document that will contain all marked order line items. These should be items that are included in the shipment by the selected carrier that you are working with. After pressing F14=PRINT, the message: Hazardous Material Papers have printed for this order will appear. NOTE: Once DOT Shipping Papers Document is generated it can be later be accessed via the DOT Shipping Papers Inquiry Screen (p. 20-7).

DOT Shipping Papers Item Preview Screen



```
                        DOT SHIPPING PAPERS ITEM PREVIEW
WH: 1    Carrier: UPS   United Parcel Service                 SP ID: 2
Transport Mode:  3  Road                                            * Edited *
Co/Cust:  1/0000000120    Ship-To:              Order No: 02911/00
Item: 410056
Qty           U/M HM Basic Description                         Weight in LBS
      5.000   EA  RQ NA1169, OXALIC ACID, COMGA,                     34.3820


                     Ethoxylated Alcohol
                     Ethanol, 2-Amino
                     Sodium citrate, dihydrate
                     Environmental Hazard
                     Flame Over Circle







______________________________________________________________________ Last

F2=Header            F4=Edit                      F14=Print         F12=Return
```

This screen displays after pressing F2=LINE ITEMS on the DOT Shipping Papers Headers Preview Screen (p. 20-14).

Use this screen to review pre-generated DOT Shipping Papers Document content related to order line items selected on the DOT Shipping Papers Item Selection Screen (p. 20-10). This allows you to review the document content before printing Shipping Papers Document.

Line items on this screen are sorted to display hazardous material items first (in the same order as they will be printed on Shipping Papers Document).

You can work with order line items by using F10=NEXT ITEM or F9=PREVIOUS ITEM to move to the next or previous item. If pre-generated text related to an item does not fit on one screen, you can also scroll up and down to display more text. While reviewing an item, you can adjust (if authorized) how it will appear on Shipping Papers.

If you are authorized to the application action: **Allow Maintenance of Transport/HazMat Information** in Application Action Authority Maintenance (MENU XASCTY), you can adjust information, if needed.

DOT Shipping Papers Item Preview Screen Fields and Function Keys

Field/Function Key	Description
WH	The ship from warehouse of the shipment. Display

DOT Shipping Papers Item Preview Screen Fields and Function Keys

Field/Function Key	Description
Carrier	The designated carrier of the shipment. Display
SP ID	This field displays the unique ID associated with the DOT Shipping Papers Document. This unique ID will be printed on DOT Shipping Papers (p. 20-66) and display on the DOT Shipping Papers Inquiry Screen (p. 20-7) for reference. Display
Transport Mode	The transport mode of this shipment. If entered, then DOT Shipping Papers Document generation process will check for a hazardous item's Alternative Shipping Name for this transport mode. Display
Co/Cust	The company and customer number of the shipment. Display
Ship To	The customer's ship-to of the shipment. Display
Order No/Gen	This is the order number that is ready to be shipped. The generation (number of times this order has been backordered) displays after the slash (/). Display
Item	The item number being shipped. Display
Alternative Shipping Name warning	This text is displayed to alert you if this item's DOT # has alternative shipping names to be used under conditions described for one of the DOT symbols defined in Hazard DOT # Maintenance (MENU IAFIL2). If above conditions apply to this shipment, using edit mode by pressing F4=EDIT, you can edit (if authorized) the shipping name, if needed. Display
Qty	The quantity of the item that is being shipped. In edit mode, if authorized, use this field to modify the ship quantity, if needed. Display/Optional
U/M	The corresponding unit of measure for the ordered quantity. In edit mode, if authorized, use this field to modify the unit of measure, if needed. Display/Optional

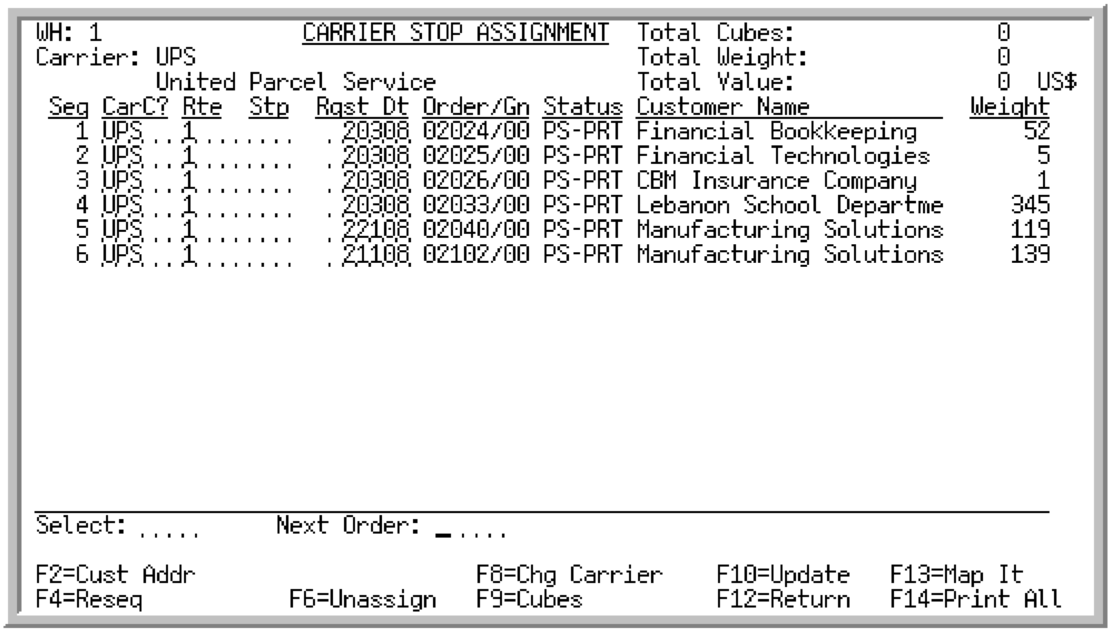
DOT Shipping Papers Item Preview Screen Fields and Function Keys

Field/Function Key	Description
HM	This field is the hazardous item indicator. An X indicates that this item has been flagged for DOT Hazardous Material Tracking. An **RQ** displays for the hazardous item if the chemical abstract service number (CAS#) has a weight greater than or equal to the reportable quantity entered through Hazard CAS# Maintenance (MENU IAFIL2). Note that the calculation of the reportable quantity indicator is based on the Item Master's **Maximum % by Weight** field value. This field is blank for a non-hazardous item. In edit mode, if authorized, use this field to modify the hazardous indicator, if needed. Display/Optional
Basic Description	This field is the basic description of a hazardous material, which includes the DOT #, proper shipping name (based on the DOT #), primary hazard class, and packing group. Other information will include the alternate shipping name (as specified in the DOT #), additional hazard class codes, and CAS #'s. The number of CAS#'s printed is based on the **Maximum Number of CAS #'s** field in Warehouse Numbers Maintenance (MENU IAFILE). Display/Optional
Weight in [weight measure]	This field indicates the total weight of the hazardous item. The heading for this field will be **Weight in [weight measure]**, where [weight measure] defaults to 'LBS' (pounds) unless it is overridden in the **Weight Measure** field in System Options Maintenance (MENU XAFILE). In edit mode, if authorized, use this field to modify the total weight of the hazardous item, if needed. Display/Optional
F2=Header	F2=HEADER is not displayed in Edit mode (F4=EDIT). Press F2=HEADER to display the DOT Shipping Papers Headers Preview Screen (p. 20-14), where you can review header fields of the generated Shipping Papers Document.

DOT Shipping Papers Item Preview Screen Fields and Function Keys

Field/Function Key	Description
F4=Edit/F4=Save	F4=EDIT is displayed and enabled only if you are authorized to the application action: Allow Maintenance of Transport/HazMat Information in Application Action Authority Maintenance (MENU XASCTY). Press F4=EDIT to exit preview mode and make changes to the text that will print on DOT Shipping Papers Document. When you press F4=EDIT, F4=SAVE and F5=UNDO appears. You will be able to modify the quantity, unit of measure, hazardous item indicator, basic description, and total weight. After making necessary changes, press F4=SAVE to save the changes, or F5=UNDO to discard the changes.
F9=Previous Item	F9=PREVIOUS ITEM is not displayed in Edit mode (F4=EDIT). Press this key to advance to the previous item, if any.
F10=Next Item	F10=NEXT ITEM is not displayed in Edit mode (F4=EDIT). Press this key to advance to the next item, if any.
F12=Return	F12=RETURN is not displayed in Edit mode (F4=EDIT). Press this key to return to DOT Shipping Papers Item Selection Screen (p. 20-10).
F13=Item Mnt	F13=ITEM MNT is displayed in Edit mode only (F4=EDIT) and only if you are authorized to Item Master Maintenance (MENU IAFILE). Press F13=ITEM MNT to access Item Master Maintenance (MENU IAFILE), where you can view and/or maintain an item's hazardous material properties.
F14=Print	F14=PRINT is not displayed in Edit mode (F4=EDIT). After marking one or more order line items, press F14=PRINT to print DOT compliant Shipping Papers Document that will contain all marked order line items. These should be items that are included in the shipment by the selected carrier that you are working with. After pressing F14=PRINT, the message: Hazardous Material Papers have printed for this order will appear. NOTE: Once DOT Shipping Papers Document is generated it can be later be accessed via the DOT Shipping Papers Inquiry Screen (p. 20-7).
F15=DOT #	F15=DOT # is displayed in Edit mode only (F4=EDIT) and only if you are authorized to Hazard DOT# Maintenance (MENU IAFIL2). Press this key to access Hazard DOT# Maintenance (MENU IAFIL2).

Carrier Stop Assignment Screen



This screen appears after you press F6=MAINTAIN STOPS from the Carrier Order Inquiry Selection Screen (p. 20-4). All orders that meet the selection criteria specified on the Carrier Order Inquiry Selection Screen (p. 20-4) and the default order status criteria on the Carrier Inquiry Limits Screen (p. 20-37) sequenced by the selected carrier and warehouse are displayed, along with how much space and weight is consumed by these orders. The default order status' that are included are Pick List Printed, Ready for Invoice, and Invoice Printed. To change the selection criteria, press F12=RETURN and the Carrier Inquiry Limits Screen (p. 20-37) will appear.

Use this screen to sequence stops within the carrier (allowing you to designate the order of the stops) for Pack List printing.

For example, assume you have the following orders, in this sequence, awaiting shipment:

Sequence of orders awaiting shipment

Seq	Stp	Order/Gen
1		02249
2		02250
3		02251
4		02252

Now assume you want to sequence the stops in the following order:

02250, 02252, 02249, and 02251

To achieve this sequence, key the following sequence numbers in the Stp field:

Seq	Stp	Order/Gen
1	3	02249
2	1	02250
3	4	02251
4	2	02252

When you press ENTER, the screen will be refreshed and display:

Seq	Stp	Order/Gen
1	1	02250
2	2	02252
3	3	02249
4	4	02251

You can also change the carrier, route, stop and requested ship date.

You may also use this screen to perform any of the following functions:

- Change the carrier information for an order with F8=CHG CARRIER
- Print a Carrier Summary (p. 20-53) with F14=PRINT ALL
- Print, fax, or email a Pack List (p. 20-55) with F14=PRINT ALL
- Print a Return Goods Authorization Slip with F14=PRINT ALL; refer to MENU OEMAIN where RGA Slips are explained and may be printed on demand.
- Print a DOT Shipping Papers (p. 20-66) with F14=PRINT ALL, if **Hazardous Materials** is set to Y in System Options Maintenance (MENU XAFILE)

Carrier Stop Assignment Screen Fields and Function Keys

Field/Function Key	Description
Total Cubes	The total cubes of shipped items on all orders for this carrier. Display
Total Weight	The total weight of shipped items on all orders for this carrier. Display

Carrier Stop Assignment Screen Fields and Function Keys

Field/Function Key	Description
Total Value	The total value of shipped items on all orders for this carrier. Display
Seq	The sequence number associated with the order to be shipped. Key this number in the **Select** field (on the bottom of the screen) to unassign the carrier (F6=UNASSIGN) or change the carrier information for the order (F8=CHG CARRIER). NOTE: To resequence the stop numbers for orders in increments of ten, refer to the F4=RESEQ function key. Display
CarC	This field displays the carrier to be used to ship this order. Key a different Carrier ID for the order, if needed. Key *NONE if an outside carrier will not be used. *Valid Values:* A carrier defined through Carrier Codes Maintenance (MENU OEFIL2) or *NONE (A 5) Optional
Rte	Route numbers may be set up for shipping addresses through Customer/Ship to Maintenance (MENU ARFILE) to schedule deliveries or planned pick-ups. This field displays the route for this order. Key a different route for the order, if needed. (A 4) Optional

Carrier Stop Assignment Screen Fields and Function Keys

Field/Function Key	Description
Stp	This field may be used to sequence stops, allowing you to assign an order to a stop within the selected carrier. In other words, you can list the sequence in which you want the orders to be delivered (assisting the driver with the next “stop” on the list). This will be the sequence that will print on the Pack List (p. 20-55). Key the sequence (**Seq**) number in the **Stp** field corresponding to the order for which the stops will be sequenced. Only orders with a stop number will print on the Pack List (p. 20-55) and/or Carrier Summary (p. 20-53) and be included in the weight and size totals for this carrier. Any order listed without a stop number, will not print on the Pack List and/or Carrier Summary and will not be included in the weight and size totals. To resequence the stop sequence in increments of 10, press F4=RESEQ. NOTE: To be sure that there is enough space on the carrier for all orders, it is suggested that you first resequence (see F4=RESEQ) before assigning stops. If there still is not enough space on the carrier for all orders, blank out the sequence number in this field corresponding to the orders you do not wish to ship at this time. *Default Value:* The **Stop** field from the order if the Route/Stop feature is active (N 3,0) Optional
Rqst Dt	The date requested by the customer for shipment of the order. Key a different requested ship date for the order, if needed. *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
Order/Gn	This is the order number that is ready to be shipped. The generation (number of times this order has been backordered) displays after the slash (/). Only orders that are ready to be shipped (i.e., the Pick List has been printed) will display on this screen. NOTE: The order number is preceded by an “R” if this order is a return. Display

Carrier Stop Assignment Screen Fields and Function Keys

Field/Function Key	Description
Status	The status of the order. The following statuses are available: • **PS-RDY** - Ready for Pick Slip (ready for pick list print; the next step after an order has been entered) • **PS-PRT** - Pick Slip Printed (pick list printed; the order is now ready for shipping confirmation) • **RTN-HLD** - Return order on hold (waiting for completion of RGA processing) • **INV-RDY** - Ready for Invoice (ready for invoice printing; shipping confirmation complete) • **INV-PRT** - Invoice Printed (invoice printed; order complete) • **HELD** - Held Order (the order status when held) • **In U-XX** - This status will also indicate if the order is “IN-USE” by another workstation or program (represented by XX). Proceed cautiously when updating/changing an order that is in-use by another user. Display
Customer Name / Customer Address / Customer City/St/Zip/ Pstl	This field displays the ship-to name, address, or city/state/zip from the order, if one exists, or the sold-to name, address, or city/state/zip. The display of this field toggles with the F2=CUST NAME / F2=CUST ADDR / F2=CITY/ST/PSTL key. Display
Weight / Cubes / Value	This field displays the total weight of all shipped items on the order, the total cubes of shipped items on the order, or the order’s total value. This information is toggled using the F9=CUBES / F9=WEIGHT / F9=VALUE key. Display
Select	Use this field to select an order for which status information will display, remove an order from this carrier, or change the carrier for an order. Key the sequence number and press ENTER to display the Invoice Display Screen (p. 16-28) or Item Summary Display Screen (p. 15-27), depending on tailoring options set up through Order Entry Options Maintenance (MENU XAFILE). Key the sequence number and press F6=UNASSIGN to remove the order from this carrier (carrier code *NONE will be assigned to the order). Key the sequence number and press F8=CHG CARRIER to change the carrier information for this order. The Change Carrier Screen (p. 20-30) will appear. (N 3,0) Optional

Carrier Stop Assignment Screen Fields and Function Keys

Field/Function Key	Description
Next Order	If you want to assign an order on this screen to a stop, use this field. The order can not already be assigned to a stop (the **Stp** field must be blank for this order). Key the desired order number (the order number must be displayed on this screen). After pressing ENTER, the next highest stop number will automatically be assigned to the order and the order numbers will be resequenced. NOTE: If the order keyed is a ready-to-be-shipped order not assigned to the carrier displayed at the top of this screen, a message will display allowing you to "steal" (see F5=STEAL) the order from its current carrier and place it with this carrier. For example, if you have the following orders in this sequence: **Seq / Stp / Order/Gen** 1 --------- 02249 2 / 10 / 02250 3 / 20 / 02251 4 / 30 / 02252 and want to assign order 02249 to the next highest stop number, key 02249 in this field and press ENTER; the data will refresh as: **Seq / Stp / Order/Gen** 1 / 10 / 02250 2 / 20 / 02251 3 / 30 / 02252 4 / 40 / 02249 (N 5,0) Optional
F2=Cust Name / F2=Cust Addr / F2=City/St/Pstl	Press the F2=CUST NAME / F2=CUST ADDR / F2=CITY/ST/PSTL 3 way toggle to show: • F2=CUST NAME - the customer's name (either the ship-to name or the sold-to name) • F2=CUST ADDR - the customer's address (either the ship-to address or the sold-to address) • F2=CITY/ST/PSTL - the city, state and postal of the ship-to address or sold-to address.
F4=Reseq	F4=RESEQ displays only if a specific carrier was selected on the Carrier Inquiry Limits Screen (p. 20-37). Press F4=RESEQ to sequence all stop numbers (displayed in the *Stp* field) in increments of 10.

Carrier Stop Assignment Screen Fields and Function Keys

Field/Function Key	Description
F5=Steal	NOTE: F5=STEAL displays only if the order you keyed in the **Next Order** field was an order that was not assigned to the carrier displayed at the top of this screen. If you selected an order that is not for this carrier, press F5=STEAL to "steal" this order from its current carrier to this carrier, providing that this order's status is ready to be shipped. Otherwise, you will view the message "Order is for a different carrier" and the F5=STEAL will not display. If you enter an invalid order number, the message "Order number entered cannot be assigned now" will display. After pressing F5=STEAL, the order number entered will display at the top of this screen and the next available stop number will be assigned to the "stolen" order.
F6=Unassign	If you want an order from this carrier removed and not assigned to any carrier, use F6=UNASSIGN. Key the sequence number in the **Select** field that you want removed from this carrier. This order cannot have a stop number assigned to it. After keying the sequence number, press F6=UNASSIGN. *NONE will then be assigned to this order, indicating that a carrier has not been assigned. The order will also be removed from this screen. NOTE: If you want to retain the same carrier for an order but do not want the order included in this run, simply blank out the **Stp** field corresponding to the order. As a stop or stops are removed, the total weight and size will be recalculated. To be included on another run, a stop must be assigned when the next run is being created.
F8=Chg Carrier	To change the carrier information for a given order, use F8=CHG CARRIER. Key the sequence number in the **Select** field and press F8=CHG CARRIER to change the carrier information on the order. The Change Carrier Screen (p. 20-30) will appear.
F9=Cubes / Weight / Value	Press the F9=CUBES / F9=WEIGHT / F9=VALUE 3 way toggle to display: • F9=WEIGHT: the total weight of all shipped items on the order • F9=CUBES: the total cubes of shipped items on the order • F9=VALUE: the order's total value.
F10=Update	Press F10=UPDATE to update the Order Header File with the information you entered on this screen. Your session remains on this screen so you may continue to review the orders and make additional adjustments to the stops for the delivery route.

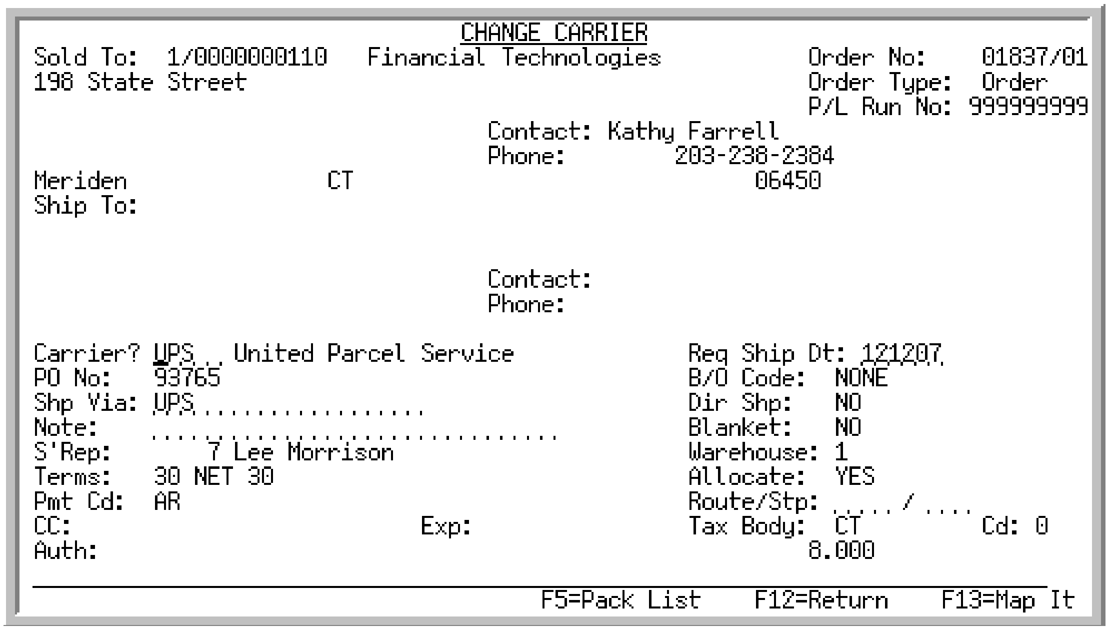
Carrier Stop Assignment Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the previous screen.
F13=Map It	Press F13=MAP IT to access Google Maps for orders assigned to this **Carrier** and **Route**. F13=MAP IT will only display when both a **Carrier** and **Route** are entered on the Carrier Order Inquiry Selection Screen (p. 20-4). If no **Sequence** is entered in the **Select** field, the first 9 orders will be sent to Google Maps. If a **Sequence** is entered, the next 9 orders will be sent beginning with the keyed sequence number. NOTE: Google Maps supports up to 10 destinations.
F14=Print All	Press F14=PRINT ALL to display the Carrier Summary Print Options Screen (p. 20-35) where you may select any of the following reports to print: • Carrier Summary (p. 20-53) • Pack List (p. 20-55) NOTE: If FAX is installed and being used for Pack Lists, determined through Fax System Options Maintenance (MENU AXMAIN), you may fax Pack Lists in addition to, or instead of having them printed. If Mail Server is installed and the **Email Pack Lists** field is set to Y through Warehouse Numbers Maintenance (MENU IAFILE), you can e-mail Pack Lists in addition to printing them. • Return Goods Authorization Slips (p. 22-5) • DOT Shipping Papers (p. 20-66), if **Hazardous Materials** is set to Y in System Options Maintenance (MENU XAFILE) These reports may be printed for ALL orders within this carrier that have a stop assigned. You can also request to print a Pack List or Return Goods Authorization Slip (if the order is a return) from the Change Carrier Screen (p. 20-30). NOTE: These reports should only be printed after all orders that will be shipped with this carrier have been assigned to this carrier by designating stop numbers.

Carrier Stop Assignment Screen Fields and Function Keys

Field/Function Key	Description
Enter	After keying a sequence number in the **Select** field, press ENTER to display status information for the order selected. The Invoice Display Screen (p. 16-28) or Item Summary Display Screen (p. 15-27) will appear, depending on tailoring options set up through Order Entry Options Maintenance (MENU XAFILE). NOTE: Pressing ENTER does not update the information entered on this screen. To update the information, press F10=UPDATE.

Change Carrier Screen



This screen appears after you press F8=CHG CARRIER from the Carrier Stop Assignment Screen (p. 20-21), or F10=CHG CARRIER or F10=CHG/UPD from the Carrier Order Inquiry Screen (p. 20-42).

Use this screen to change the carrier, requested ship date, ship via, note, and route/stop for this order. You may also use this screen to print the Pack List (p. 20-55) or Return Goods Authorization Slip (refer to MENU OEMAIN where RGA Slips are explained and may be printed on demand), if this is a return for this order.

Change Carrier Screen Fields and Function Keys

Field/Function Key	Description
Sold To	This field displays the name of the customer placing the order. This name will print on the RGA slip, acknowledgment, pick list, and invoice. Also, order history is recorded using this name. Display
Contact - Sold To	This field displays the name of the purchasing contact person for the selected customer. Display
Phone - Sold To	This field displays the customer’s telephone number, which includes a 3-character country access code followed by the area code and telephone number. For example: 011 (781) 555-1212. Display

Change Carrier Screen Fields and Function Keys

Field/Function Key	Description
Ship To	This field displays the name of the customer to which the order will be shipped, if it is different than the Sold To. Display
Contact - Ship To	This field displays the name of the purchasing contact person for the selected ship-to address, if the order is being shipped to an address that is different from the **Sold To** address. Display
Phone - Ship To	This field displays the telephone number for the ship-to address, if the order is being shipped to an address that is different from the **Sold To** address. Display
Carrier	Key the carrier to be used to ship this order. Key *NONE if an outside carrier will not be used. Changing the carrier will not automatically change the route information, and route by day of the week will only be considered during order entry and ABR. *Valid Values:* Carriers are defined through Carrier Codes Maintenance (MENU OEFIL2) or *NONE (A 5) Required
Req Ship	Key the date of shipment requested by the customer for shipment of the order. This date is used when printing Pick Lists, releasing blanket orders, and executing automatic backorder release. *Default Value:* Depending on whether or not a carrier-specific schedule is identified for the selected carrier, this value will either reflect the current date or the next carrier scheduled date. *Valid Values:* Key the valid calendar 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
PO No	This field displays the customer's purchase order number, if used. Display
B/O Code	This field indicates whether or not a backorder code is assigned to this order. If a backorder code does not exist, **NONE** displays in this field; if the entire order is backordered, **ALL B/O** displays in this field; if some of the line items have been backordered (one or more), **SOME B/O** displays in this field. Display

Change Carrier Screen Fields and Function Keys

Field/Function Key	Description
Shp Via	The requested method of shipment for this customer or ship-to address. You may accept the default, or key a different shipping method. *Default Value:* The ship via set up for this shipping address through Customer/Ship to Master Maintenance (MENU ARFILE); if a shipping address is not used, the ship via set up for the customer is the default. (A 20) Optional
Dir Shp	This field identifies if this order is a drop-shipped order. This type of order will be shipped directly from your vendor to your customer and will not be received into your inventory. Display
Note	This note may be used to print a comment at the top of the pick list and invoice for this order. You may override or accept the default value. If the order is to be transmitted via EDI, the note created should not include the following characters as they are reserved characters for EDI processes: • : (colon) • ; (semi-colon) • . (period) • * (asterisk) • ((left parenthesis) •) (right parenthesis) *Default Value:* The note set up for this shipping address through Customer/ Ship to Maintenance; if a shipping address is not used, the note set up for the customer, if any, is the default. (A 30) Optional
Blanket	For master orders (type M), this field indicates if this master order is a blanket order. Display
S'Rep	This field displays the primary sales representative for this order. Display
Warehouse	This field displays only if the System Options Maintenance (MENU XAFILE) **Multi Warehouse** field is set to Y. This field displays the number of the warehouse from which inventory is shipped. This is also the warehouse that is credited for the sale. Display
Terms	This field displays the terms code for this order (space is allocated for the description which automatically displays). Display

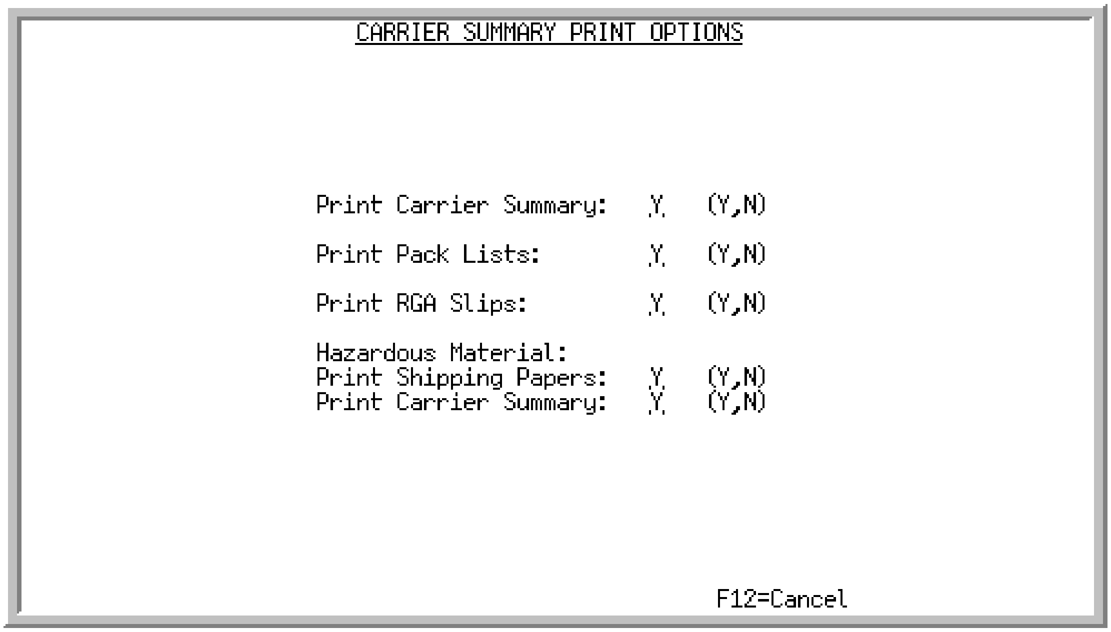
Change Carrier Screen Fields and Function Keys

Field/Function Key	Description
Allocate	This field indicates (by **YES** or **NO**) whether or not this order has been allocated. For more information on allocation, refer to the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN). Display
Pmt Cd	This field displays the accepted method of payment for this order. The payment type code is established for the customer through Customer/Ship to Master Maintenance (MENU ARFILE). Display
Route/Stp	This field displays only if the **Route/Stop** field has been defined as Y in Order Entry Options Maintenance (MENU XAFILE). Key the route and stop number for this order, or accept the default. Route numbers can be used to schedule deliveries or planned pick-ups. You may print pick lists for a specific route. *Default Value:* The route/stop set up for this shipping address through Customer/Ship to Maintenance; if a shipping address is not used, the route/stop set up for the customer is the default. (A 4 / N 3,0) Optional
CC / Exp	This field displays only if the **Use Credit Cards** field has been defined as Y in Order Entry Options Maintenance (MENU XAFILE). This field displays the account number (**CC**) and expiration date (**Exp**) of the credit card used to make payment for this order. Display
Auth	This field displays the authorization number which was entered when the credit card was verified. Display
Tax Body	This field is not used if you selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE). This field displays the tax body code used for this order. This code represents the taxing jurisdiction for which the order is placed. Display
Cd	This field is not used if you selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE). This field displays the tax exemption code for this order. Display

Change Carrier Screen Fields and Function Keys

Field/Function Key	Description
F5=Pack List / Print RGA	This function key displays as F5=PACK LIST for regular orders, or F5=PRINT RGA for returned orders. Use F5=PACK LIST to print a Pack List and/or F5=PRINT RGA to print an RGA Slip. These reports should only be printed after all orders that will be shipped with this carrier have been assigned to this carrier by designating stop numbers. If this order is a return, press F5=PRINT RGA to print a Return Goods Authorization Slip for the returned order. Refer to MENU OEMAIN where RGA Slips are explained and may be printed on demand.
F12=Return	Press F12=RETURN to return to the previous screen.
F13=Map It	Press F13=MAP IT to access Google Maps for this order. It will map this order from the warehouse address keyed in Warehouse Numbers Maintenance (MENU IAFILE) to this customers ship to address. If no ship to address exists, the customers sold to address will be used.

Carrier Summary Print Options Screen



This screen appears after you press F14=PRINT ALL on the Carrier Stop Assignment Screen (p. 20-21). Use this screen to determine the reports you wish to print.

These reports will print for ALL orders with stops assigned. You may print HAZMAT Shipping Papers (p. 20-59) for a specific order through the function key on the Carrier Order Inquiry Screen (p. 20-42), if **Hazardous Materials** is set to Y in System Options Maintenance (MENU XAFILE).

The hazardous material fields on this screen (**Print Shipping Papers** and **Print Carrier Summary**) will not display if **Hazardous Materials** is set to N in System Options Maintenance (MENU XAFILE).

Carrier Summary Print Options Screen Fields and Function Keys

Field/Function Key	Description
Print Options	Use these fields to select the reports you want to print. Key Y next to all or only those reports you wish to print. Key N next to those reports you do not want to print. NOTE: Return Goods Authorization Slips (p. 22-5) will only print for those orders that have been designated as returns. (5 @ A 1) Required
F12=Cancel	Press F12=CANCEL to return to the Carrier Stop Assignment Screen (p. 20-21) without printing any reports.

Carrier Summary Print Options Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. Any or all of the following reports may print: • Carrier Summary (p. 20-53) • Pack List (p. 20-55) NOTE: If FAX is installed and being used for Pack Lists, determined through Fax System Options Maintenance (MENU AXMAIN), you may fax Pack Lists in addition to, or instead of having them printed. If Mail Server is installed and the **Email Pack Lists** field is set to Y through Warehouse Numbers Maintenance (MENU IAFILE), you can e-mail Pack Lists in addition to printing them. • Return Goods Authorization Slips (p. 22-5) • HAZMAT Shipping Papers (p. 20-59), if **Hazardous Materials** is set to Y in System Options Maintenance (MENU XAFILE) • HAZMAT Carrier Weight Summary Report (p. 20-64), if **Hazardous Materials** is set to Y in System Options Maintenance (MENU XAFILE) When completed, you will be returned to the Carrier Order Inquiry Selection Screen (p. 20-4) and the message: "**All orders printed for this carrier**" will be displayed. The selected reports will be sent to the defined output queue; see Output Queue Overrides Maintenance (MENU XAFILE) in the Cross Applications User Guide.

Carrier Inquiry Limits Screen

```
                         CARRIER INQUIRY LIMITS

          Company:   1      WH: 1
          Carrier:  *ALL

          Order Status:     Ready for Pick Slip:  N   (Y,N)
                            Pick Slip Printed:    Y
                            Ready for Invoice:    Y
                            Invoice Printed:      Y
                            Held Order:           N
                            Order Hold Code?      ...
                            Include Backorders:   N   (Y,N)
                            Include Drop Ships:   N   (Y,N)
                            Incl Invoice Only:    N   (Y,N)

          Order Number:     ......     to   ......
          Req Ship Date:    .......    to   .......
          Order Priority:   ..         to   ..          (1-7)
          Route:            .....      to   9999
          Commitment Code?  ....
          Customer No:      ...........         Ship To:  ........

 F3=Exit   F4=Customer Srch   F5=Ship To Srch   F6=Maintain Stops   F12=Return
```

This screen appears after you press ENTER on the Carrier Order Inquiry Selection Screen (p. 20-4) or after pressing F11=LIMITS on the Carrier Order Inquiry Screen (p. 20-42).

Use this screen to select the orders, by order status, that you want to display for a given carrier.

If the **Carrier** field was left blank on the Carrier Order Inquiry Selection Screen (p. 20-4), ***ALL** will display in the **Carrier** field on this screen to indicate that you are working with all carriers.

Carrier Inquiry Limits Screen Fields and Function Keys

Field/Function Key	Description
Order Status	This field limits the inquiry to a single order status or order statuses. The following statuses are available: • **Ready for Pick Slip** (ready for pick list print; the next step after an order has been entered) • **Pick Slip Printed** (pick list printed; the order is now ready for shipping confirmation) • **Ready for Invoice** (ready for invoice printing; shipping confirmation complete) • **Invoice Printed** (invoice printed; order complete) • **Held Order** (the order status when held) Key Y next to those order statuses of the open orders that you want to display in the inquiry. Key N next to those order statuses of the open orders that you do not want to display in the inquiry. (5 @ A 1) Required
Order Hold Code	This field limits the inquiry to only those orders with the hold code entered in this field. Hold codes are defined through Order Hold Codes Maintenance (MENU OEFILE). The hold code entered in this field will only be used in conjunction with held orders when the **Held Orders** field on this screen is Y. It is not used for any of the other Order Status selections. Key the desired order hold code. NOTE: The order cannot be shipped until the hold code is removed. (A 2) Optional
Include Backorders	This field determines if backorders will display in the inquiry. Key Y to include backorders. Key N if you do not want backorders included in the inquiry. *Default Value:* N (A 1) Required

Carrier Inquiry Limits Screen Fields and Function Keys

Field/Function Key	Description
Include Drop Ships	This field determines if drop shipments will display in the inquiry. Key Y to include drop ship orders. Key N if you do not want drop ship orders included in the inquiry. Drop shipments are normally excluded since you will not be picking or shipping these types of orders. *Default Value:* N (A 1) Required
Incl Invoice Only	This field determines if invoice only orders will display in the inquiry. Key Y to include invoice only orders. Key N if you do not want invoice only orders included in the inquiry. Invoice only orders are normally excluded since you will not be picking or shipping these types of orders. *Default Value:* N (A 1) Required
Order Number	This field limits the inquiry to a specific order number or range of order numbers. Key the order number or range of order numbers to display. (2 @ N 5,0) Optional
Req Ship Date	This is the date requested by the customer for shipment of the order. This field limits the inquiry to only those open orders with a requested ship date within the date range entered in this field. Key the requested ship date or range of requested ship dates to display. *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
Order Priority	Order priorities are used in order entry to determine the sequence in which a backorder is released. Use this field to limit the inquiry to open orders with a specified order priority or range of order priorities. For more information on order priorities, refer to the **Order Pty** field on the Second Order Header Screen (p. 6-48). Key the order priority (1-7) or range of order priorities to display in the inquiry. *Valid Values:* 1 - 7 (2 @ N 1,0) Optional

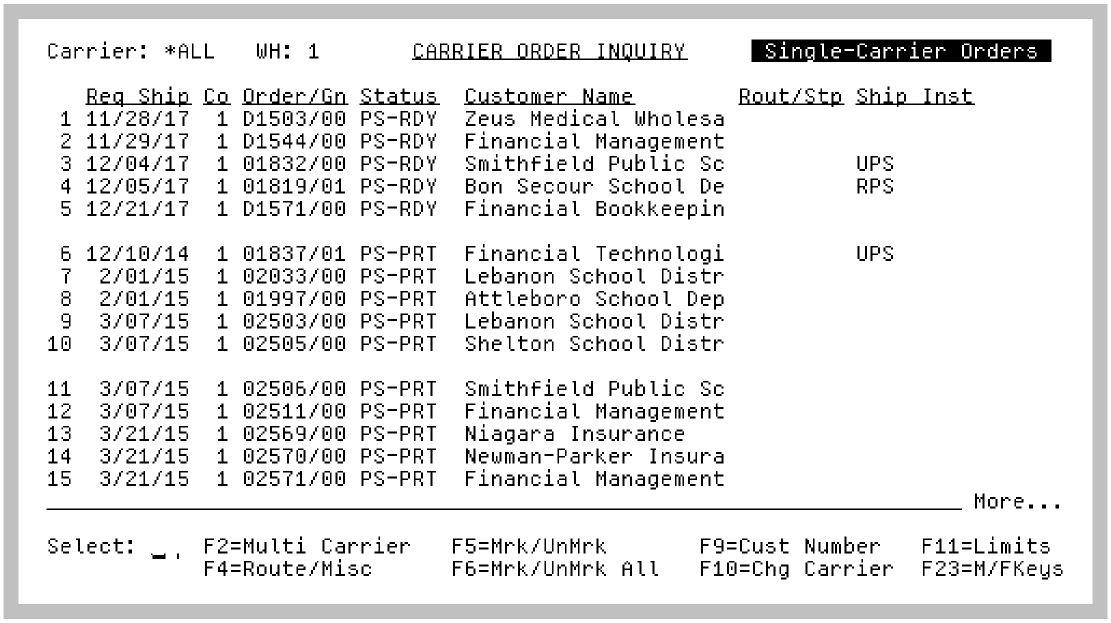
Carrier Inquiry Limits Screen Fields and Function Keys

Field/Function Key	Description
Route	Route numbers may be set up for shipping addresses through Customer/Ship to Maintenance (MENU ARFILE) to schedule deliveries or planned pick-ups. Use this field to limit the inquiry to open orders assigned to the route or range of routes entered in this field. Key the route or range of routes to display in the inquiry. *Default Value:* The route entered on the Carrier Order Inquiry Selection Screen (p. 20-4), if one was entered. (2 @ A 4) Optional
Commitment Code	The inquiry will be limited to only those orders for customers with the customer commitment code you enter in this field. Key the customer commitment code. Only orders for this code will display in the inquiry. *Valid Values:* Any valid customer commitment code that has been defined through Customer Commitment Code Maintenance (MENU ARFIL2). (N 3,0) Optional
Customer No	Use this field to enter a customer number to limit the inquiry to orders for this customer only. If you do not recall the customer number, see F4=CUSTOMER SRCH. *Valid Values:* Any customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE). (N10, 0) Optional
Ship To	Use this field to enter a ship-to number to limit the inquiry to orders for this customer/ship-to only. If you do not recall the ship-to number, see F5=SHIP TO SRCH. *Valid Values:* Any ship-to number for the customer number entered, defined through Customer/Ship to Master Maintenance (MENU ARFILE). (A 7) Optional
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F4=Customer Srch	If you do not recall a customer number, press F4=CUSTOMER SRCH to use the Customer Search feature. The Customer Search Screen will appear with a list of valid customers. Refer to this screen as described in the Accounts Receivable User Guide.
F5=Ship-To Srch	Press F4=SHIP-TO SRCH to use the Ship-To Search for the customer selected in the **Customer No** field. The Ship-to Search Screen will appear with a list of valid ship-tos. Refer to this screen as described in the Accounts Receivable User Guide.

Carrier Inquiry Limits Screen Fields and Function Keys

Field/Function Key	Description
F6=Maintain Stops	Press F6=MAINTAIN STOPS to view all orders that are ready to be shipped by the carrier you entered in the **Carrier** field and from the warehouse you entered in the **Warehouse** field. The Carrier Stop Assignment Screen (p. 20-21) will appear. NOTE: If no orders are ready to be shipped for this carrier, "**No Orders Found for this Carrier**" will display as an error message when you press F6=MAINTAIN STOPS.
F12=Return	Press F12=RETURN to return to the Carrier Order Inquiry Selection Screen (p. 20-4).
Enter	Press ENTER to confirm your selections. The open orders that meet the criteria selected will display on the Carrier Order Inquiry Screen (p. 20-42).

Carrier Order Inquiry Screen



This screen appears after you press ENTER on the Carrier Inquiry Limits Screen (p. 20-37). A summary line for each open order (by carrier, warehouse, and company) that matches the selection criteria entered is displayed.

To access additional function keys available for this screen, press the F23=M/FKEYS function key. You can press this key to go back and forth between the function key panels.

Carrier Order Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Company	This field displays only when Shipping Lanes are being used, as determined by the **Use Shipping Lanes in Carrier Inquiry** field in Warehouse Numbers Maintenance (MENU IAFILE). This field indicates the company number for which open orders for the carrier are displayed on this screen. Display

Carrier Order Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	This field displays the reference number corresponding to the open order. This number is keyed in the **Select** field (on the lower portion of the screen) and it works in conjunction with the following keys: • Enter • F5=Mrk/UnMrk • F10=Chg Carrier or F10=Chg/Upd • F13=Box Inquiry • F14=HAZMAT • F15=Pk Sec Sum • F17=DOT Shp Papers Display
Req Ship	This field displays the customer's requested ship date (the date requested by the customer for shipment of the order). Display
Co	This field displays only if the **Use Shipping Lanes in Carrier Inquiry** field in Warehouse Numbers Maintenance (MENU IAFILE) is N. If Y, the Shipping Lanes (**Ln**) field displays in place of this **Co** field. This field displays the company number (**Co**) associated with the order. Display
Ln	This field displays only if the **Use Shipping Lanes in Carrier Inquiry** field in Warehouse Numbers Maintenance (MENU IAFILE) is Y. If N, the Company Number (**Co**) field displays in place of this **Ln** field. Use this field, in conjunction with the F10=CHG/UPD function key, to assign a Shipping Lane(s) to the order. After keying a value in the applicable **Ln** fields, press F10=CHG/UPD to update the Shipping Lane(s) in the Order Header File (ORHED). Note that you will be required to press F10=CHG/UPD before you can proceed to the next set of records, if you have entered Shipping Lane(s). Otherwise, you will receive a message informing you to use F10=CHG/UPD to update the Shipping Lane changes, or F12=RETURN to cancel. NOTE: When a Shipping Lane is assigned to an order, if the **Update Order Priority when Assigning Lanes** field is Y in Warehouse Numbers Maintenance (MENU IAFILE), the Order Priority in the Order Header File (ORHED) for the order that is changed will be updated. (A 2) Optional

Carrier Order Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Order/Gn	This field displays the order number and generation (the number of times the order has been backordered). Display
Status	The current status of the order is displayed. You will view one of the following statuses: • **PS-RDY** (ready for pick list printing) • **PS-PRT** (pick list printed) • **INV-RDY** (ready for invoice printing) • **INV-PRT** (invoice printed) • **Held** (order is held) • **RDY-CON** (ready for consolidated invoice printing) • **In U-XX** This status will also indicate if the order is "IN-USE" by another workstation or program (represented by XX). Proceed cautiously when updating/changing an order that is in-use by another user. Display
Customer Name / Customer No	This field displays either the **Customer Name** or **Customer No** to whom the order was sold, as toggled with the F9=Cust Number / F9=Cust Name function key. Display
Rout/Stp / Weight / Shipped Value	This field displays either the **Rout/Stp**, **Weight**, or **Shipped Value**, as toggled with the F4=Route/Misc / F4=Weight/Cubes / F4=Value/Line / F4=Route/Inst function key. **Rout/Stp**: The route (**Rout**) number set up for the shipping address through Customer/Ship to Maintenance (MENU ARFILE). Route numbers may be assigned to schedule deliveries or planned pick-ups. The stop (**Stp**) field is also used to sequence orders on the Carrier Stop Assignment Screen (p. 20-21). **Weight**: The weight of the order. **Shipped Value**: The shipped value of the order. Display

Carrier Order Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Ship Inst / Misc Notes / Cubes / Nm Lines	This field displays either the **Ship Inst**, **Misc Notes**, **Cubes**, **or Nm Lines**, as toggled with the F4=ROUTE/MISC / F4=WEIGHT/CUBES / F4=VALUE/LINE / F4=ROUTE/INST function key. **Ship Inst**: The requested method of shipment for this customer or ship-to address. Shipping instructions are set up for this shipping address through Customer/Ship to Maintenance (MENU ARFILE). The defined method of shipping defaults when entering an order and may be accepted or overridden at that time. **Misc Notes**: The miscellaneous notes, if any, associated with the order. **Cubes**: The size of the order in cubes. **Nm Lines**: The number of line items on the order. Note that for Kit or Manufactured item type Bill Of Material items, only the Parent item is included in the value. Display

Carrier Order Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Select	This field may be used to: • select an order that you want to display in detail (ENTER) • select an order that you want to mark (F5=MRK/UNMRK) • change the carrier (F10=CHG CARRIER) or (F10=CHG/UPD) • display the boxes associated with this order (if Warehouse Management is installed) (F13=BOX INQUIRY) • print HAZMAT Shipping Papers (F14=HAZMAT) • display the pick section summary information (F15=PK SEC SUM) • generate compliant Shipping Papers (F17=DOT SHP PAPERS) Key the reference number associated with the order you want to select for detail, and press ENTER. The Order Activity Detail Screen (p. 15-36) will appear. Refer to Open Orders Inquiry (MENU OEMAIN) for an explanation of this screen. Key the reference number associated with the order you want to mark for the inquiry, and press F5=MRK/UNMRK. When marking an order, the order number will display in reverse image. Refer to F5=MRK/UNMRK for further details. Key the reference number associated with the order you want to change the carrier on and press F10=CHG CARRIER or F10=CHG/UPD (whichever F10 is available). The Change Carrier Screen (p. 20-30) will appear. Key the reference number corresponding to the order in which the associated boxes will display, and press F13=BOX INQUIRY. The Box List Screen (p. 16-47) will appear. Refer to Open Orders Inquiry (MENU OEMAIN) for an explanation of this screen. Key the reference number associated with the order you want to print the HAZMAT Shipping Papers for and press F14=HAZMAT. Refer to DOT Shipping Papers (p. 20-66). Key the reference number associated with the order you want to see pick section summary information for and press F15=PK SEC SUM. The Pick Section Summary Screen (p. 20-51) will appear. Key the reference number associated with the order you want to generate compliant Shipping Papers for and press F17=DOT SHP PAPERS. The DOT Shipping Papers Item Selection Screen will appear. (N 2,0) Optional

Carrier Order Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F2=Multi Carrier / F2=Single Carrier	NOTE: This function key only displays if Warehouse Management is installed. Press F2=MULTI CARRIER / F2=SINGLE CARRIER to toggle between displaying orders that are being shipped through a single carrier, or orders that are being shipped through multiple carriers (one of which is the carrier you have selected). The upper right portion of this screen will either show **Single-Carrier Orders** or **Multi-Carrier Orders**. NOTE: Multi carrier codes are generated when boxing confirmation is performed. At that time, you can override the carrier for a box. When this occurs, the carrier code on the Order Header Screen will be changed to ***MULT** (multiple carriers). • F2=MULTI CARRIER: Press to display multiple carrier orders. • F2=SINGLE CARRIER: Press to display orders for a single carrier only.
F4=Route/Misc / F4=Weight/Cubes / F4=Value/Line / F4=Route/Inst	Press F4=ROUTE/MISC / F4=WEIGHT/CUBES / F4=VALUE/LINE / F4=ROUTE/INST to toggle between the miscellaneous notes of each order, the shippable size and weight of each order, the shipped value and number of line items on each order, and the route and shipping instructions on each order. • F4=ROUTE/MISC: Press to display miscellaneous notes, if any, associated with each order. • F4=WEIGHT/CUBES: Press to display the shippable size and weight of each order. The shipped value is the extended shipped value of the line items. • F4=VALUE/LINE: Press to display the shipped value and number of line items on each order. • F4=ROUTE/INST: Press to display the route and shipping instructions on each order.
F5=Mrk/UnMrk	Use the F5=MRK/UNMRK function key to mark individual order number(s) for the inquiry. After keying a reference number in the **Select** field, press F5=MRK/UNMRK to mark the order you selected. When marking an order, the order number will display in reverse image. If you want to unmark a previously selected order, select the reference number again and press F5=MRK/UNMRK. The reverse image will be removed from the order, indicating that it is no longer marked. NOTE: When generating Pick Lists (F21=PRINT PICK), and when optionally displaying the Pick Section Summary Screen (F15=PK SEC), the A+ Orders Marked for Action File (OEMRK) is called upon to determine the orders that are marked for selection.

Carrier Order Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F6=Mrk/UnMrk All	Use the F6=MRK/UNMRK ALL function key to mark all order number(s) for the inquiry (not just the orders that you can currently see on the screen). Press F6=MRK/UNMRK ALL to mark all orders. All order numbers will display in reverse image. If you want to unmark all previously selected orders, press F6=MRK/UNMRK ALL again. The reverse image will be removed from all orders, indicating that the orders are no longer marked. NOTE: When generating Pick Lists (F21=PRINT PICK), and when optionally displaying the Pick Section Summary Screen (F15=PK SEC), the A+ Orders Marked for Action File (OEMRK) is called upon to determine the orders that are marked for selection.
F9=Cust Number / F9=Cust Name	Press the F9=CUST NUMBER / F9=CUST NAME function key to toggle between showing the **Customer Name** or **Customer No** to whom the order was sold.
F10=Chg Carrier / F10=Chg/Upd	This function key displays as F10=CHG CARRIER if you are not using Shipping Lanes, as determined by the **Use Shipping Lanes in Carrier Inquiry** field in Warehouse Numbers Maintenance (MENU IAFILE). If you are using Shipping Lanes, this function key displays as F10=CHG/UPD (the CHG is in reference to changing the carrier, and the UPD is in reference to updating the Shipping Lane(s), if a value is keyed in the **Ln** field). The F10=CHG CARRIER or F10=CHG/UPD function key (whichever F10 is available), when used with the **Select** field, allows you to change the carrier for a given order. Key a reference number in the **Select** field and press F10=CHG CARRIER or F10=CHG/UPD to change the carrier code on the order. The Change Carrier Screen (p. 20-30) will appear. The F10=CHG/UPD function key, when used with the **Ln** field, allows you to assign a Shipping Lane(s) to the order. Key a value(s) in the **Ln** field and press F10=CHG/UPD to update the Shipping Lane numbers in the Order Header File (ORHED). Note that you will be required to press F10=CHG/UPD before you can proceed to the next set of records, if you have entered Shipping Lane(s).
F11=Limits	Press F11=LIMITS to return to the Carrier Inquiry Limits Screen (p. 20-37).
F12=Return	Press F12=RETURN to return to the Carrier Order Inquiry Selection Screen (p. 20-4).

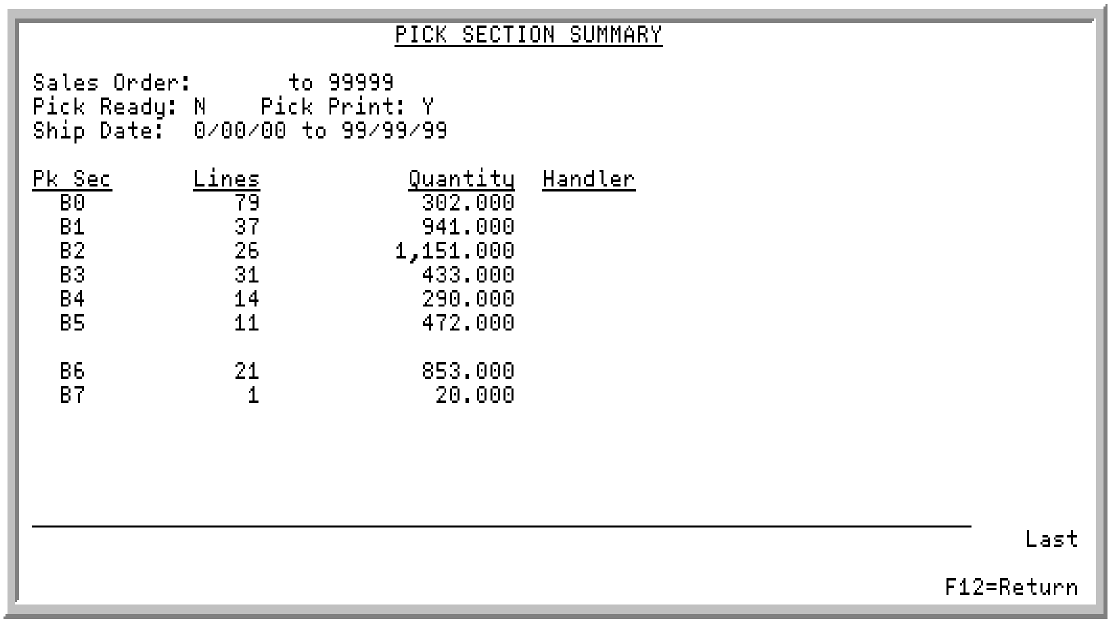
Carrier Order Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F13=Box Inquiry	The F13=BOX INQUIRY function key displays only if Warehouse Management is installed. After keying a reference number in the **Select** field, press F13=BOX INQUIRY to display the boxes associated with the order. If more than one box was used for the order, the Box List Screen (p. 16-47) will appear. If only one box was used for the order, the Box Information Screen (p. 16-50) will appear. Refer to Open Orders Inquiry (MENU OEMAIN) to view the screens, and the Warehouse Management User Guide for an explanation of the screens.
F14=HAZMAT	The F14=HAZMAT function key will only display if **Hazardous Materials** is set to Y in System Options Maintenance (MENU XAFILE). F14=HAZMAT may be used to print DOT Shipping Papers (p. 20-66) for the indicated order. After keying a reference number in the **Select** field, press F14=HAZMAT to process the document. If HAZMAT is applicable for the selected document, a message will be presented indicating the documents printed. If HAZMAT is not applicable for the selected document, a message will be presented indicating no HAZMAT documents were printed. NOTE: You may print the HAZMAT Carrier Weight Summary Report (p. 20-64) from the Carrier Summary Print Options Screen (p. 20-35). DOT Shipping Papers (p. 20-66) may be printed from there as well.
F15=Pk Sec Sum	The F15=PK SEC SUM function key displays only if the Distribution A+ Warehouse Management and Radio Frequency applications are activated. Press F15=PK SEC SUM to display summary information by pick section for all pick sections used by the orders selected via F5=MRK/UNMRK or F6=MRK/UNMRK ALL, or for all orders that match the limits criteria entered on the Carrier Inquiry Limits Screen (p. 20-37). You can also key a reference number in the **Select** field and press F15=PK SEC SUM to display summary information for only the particular order you selected, instead of marked sales orders (F5=MRK/UNMRK) or all marked sales orders (F5=MRK/UNMRK). Once F15=PK SEC SUM is pressed, the Pick Section Summary Screen (p. 20-51) will appear.
F16=Customer Sort / F16=Status Sort	Press the F16=CUSTOMER SORT / F16=STATUS SORT function key to toggle between showing the orders on this screen by either customer sort or order status sort.

Carrier Order Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F17=DOT Shp Papers	The F17=DOT SHP PAPERS function key will only display if **Hazardous Materials** is set to Y in System Options Maintenance (MENU XAFILE). After marking orders for selection, press F17=DOT SHP PAPERS to generate DOT Shipping Papers to accompany a shipment of goods. At least one order must be marked prior to pressing this key. All marked orders should be for the same Carrier, Customer and Ship-to (and all orders marked should have the same ship-to address, if overridden). Otherwise, you will receive a message indicating that marked orders require the same Carrier, Customer, and Ship-to address. The DOT Shipping Papers Item Selection Screen (p. 20-10) will appear.
F21=Print Pick	Orders must be marked via F5=MRK/UNMRK or F6=MRK/UNMRK ALL prior to using F21=PRINT PICK. Press F21=PRINT PICK to print the Pick List for this order, if the order is not on hold. When generating Pick Lists, the A+ Orders Marked for Action File (OEMRK) is called upon to determine the orders that are marked for selection via F5=MRK/UNMRK or F6=MRK/UNMRK ALL. All marked orders will be processed and Pick Lists will print as individual Pick List run(s). If only one order is marked, then only one Pick List will be generated. Whether the Pick List is printed, faxed or emailed, is based on tailoring options defined through Warehouse Numbers Maintenance (MENU IAFILE).
F23=M/Fkeys	Press F23=M/FKEYS to show additional function keys also available on this screen. A new function key panel will display.
Enter	After keying a reference number in the **Select** field, press ENTER to display the order in detail. The Order Activity Detail Screen (p. 15-36) will appear.

Pick Section Summary Screen



This screen appears after you press F15=PK SEC SUM on the Carrier Order Inquiry Screen (p. 20-42).

Use this screen to review summarized data by pick section associated with an individual sales order, marked sales order(s), or all sales orders from the Carrier Order Inquiry Screen (p. 20-42); or, for all sales orders that match the limits criteria entered on the Carrier Inquiry Limits Screen (p. 20-37) if sales orders have not been marked or selected.

NOTE: Only Pick Ready and Pick Printed orders will be summarized for review, regardless of selected orders or selected limits. All other orders will be ignored.

All fields on this screen are display only.

Pick Section Summary Screen Fields and Function Keys

Field/Function Key	Description
Sales Order	The sales order number you selected on the Carrier Order Inquiry Screen (p. 20-42) for which summarized data by pick section is displayed. If you did not select or mark a sales order on the Carrier Order Inquiry Screen (p. 20-42), this field displays blank in the **from** field and 99999 in the **to** field and summary data for all orders that match the limits criteria entered on the Carrier Inquiry Limits Screen (p. 20-37) is displayed. If you marked one or more sales order numbers on the Carrier Order Inquiry Screen (p. 20-42), then this field displays the text, “Marked Orders” and summary data for all orders that are marked is displayed.

Pick Section Summary Screen Fields and Function Keys

Field/Function Key	Description
Pick Ready	Indicates (with a **Y** or **N**) the value entered in the **Ready for Pick Slip** limit field on the Carrier Inquiry Limits Screen (p. 20-37).
Pick Print	Indicates (with a **Y** or **N**) the value entered in the **Pick Slip Printed** limit field on the Carrier Inquiry Limits Screen (p. 20-37).
Ship Date	Indicates the ‘from’ and ‘to’ range of requested ship dates entered in the **Req Ship Date** limit field on the Carrier Inquiry Limits Screen (p. 20-37), if an individual sales order was not selected or marked. If an individual sales order was selected or marked, this field indicates the ‘from’ **Req Ship Date** field on the Carrier Inquiry Limits Screen (p. 20-37).
Pk Sec	The picking section of the sales order(s). If the Pick List has not yet printed, an estimate is made of the pick sections that are used by the override warehouse locations for the items on the order. If the Pick List has been printed, then pick sections from the Reservation File (WMRSV) will be displayed.
Lines	The number of line items on the sales order(s) that are in the pick section.
Quantity	The total quantity remaining to be picked within the pick section indicated.
Handler	The first handler ID, if any, that is currently signed into the pick section.
F12=Return	Press F12=RETURN to return to the Carrier Order Inquiry Screen (p. 20-42).

Carrier Summary

```
Date 09/27/10                          CARRIER SUMMARY                         Page    1
                                       Carrier: UPS   United Parcel Service
 ---------------------------------------------------------------------------------------
 Stop Order     Name                          Items     Total  Pay Typ  Signature
 ---------------------------------------------------------------------------------------
  20 02673/00 Financial Management Services      2     217.40    AR       ____________
              641 Bald Hill Road

                                           Phone: 401-821-6000
  30 02675/00 Coastal Bike Supplies              2     265.36    AR       ____________
              75 Seacoast Road

                                           Phone: 401-855-6754
  40 02676/00 Grey's Plumbing                    1      89.74    AR       ____________
              778 Eliot Street

                                           Phone: 401-758-6658
  50 02677/00 Brown & Son, Inc.                  1      14.57    AR       ____________
              1403 Meriden Waterbury Road
              P.O. Box 57
                                           Phone: 203-621-3564
  60 8002 /00 Goldenrod Books                    1      43.30    AR       ____________
              Building D
              3 Merrimack Street
                                           Phone:  203-589-6669
                 TOTAL SIZE:          2.832         TOTAL WEIGHT:                45
```

This report may be generated from the Carrier Summary Print Options Screen (p. 20-35). It is a summary of the Pack List (all orders included on the shipping vehicle), sequenced by stop, for a given carrier. Only orders that have a stop assigned will be printed on this report.

Carrier Summary

Report/Listing Fields	Description
Headings	The run date and time, report title, and page number print on the first line followed by the Carrier ID and name on the second line.
Stop	The stop sequence number of the sales order in this specific day's delivery route.
Order	The sales order number being delivered to the customer.
Name	The customer name, address, and telephone number where this sales order will be delivered.
Items	The number of items being delivered in this shipment to the customer.
Total	The total invoice amount for this sales order.
Pay Typ	The payment type assigned to the specific sales order for the customer.
Signature	A blank line prints for the delivery driver to get a signature of the person that accepts the delivery at the customer location.

Carrier Summary

Report/Listing Fields	Description
Totals	The last line of this report show the total cubic size of the shipment based on the shipped quantities of the items followed by the total weight of the shipment.

Pack List

```
                              PACK LIST                          Page          1
                                                                 Print   13/02/22
Ship Shelton School Department                                   Order   13/02/22
 To: 2 Enterprise Drive                                          Request 13/02/25
     Shelton              CT 06484-0002
     UNITED STATES OF AMERICA
Co/Cust          P.O. No                 Order No    Ship Via                  WH
01/0000000050    22322                   16506/00                               1
--------------------------------------------------------------------------------
Item No/Description               Order        Ship          B/O  U/M         Seq
--------------------------------------------------------------------------------
Carrier: United Parcel Service
A210                              1.000        1.000        .000  EA            1
  Sharp Copier Toner
  SF-8100
  LOT/QTY:   502-0012                          1.000

                                                                    * COMPLETE *
```

This report may be generated from the Change Carrier Screen (p. 20-30), the Carrier Summary Print Options Screen (p. 20-35), or, if Order Entry Options Maintenance (MENU XAFILE) are set to **Print Pack List after Ship Confirm**, when ship confirming an order. Pack Lists will print using form type 1 or form type 2, depending on your selection in System Options Maintenance (MENU XAFILE).

A Pack List contains all orders in the sequence specified on the Carrier Stop Assignment Screen (p. 20-21). The individual Pack Lists will print the items in entry or warehouse/location sequence. Only orders that have a stop assigned will be printed on this report.

NOTE: The dates will print in the **Date Format** for the customer's country as specified through Country Names Maintenance (MENU ARFIL2/MENU POFIL2), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Note the following:

- If FAX is installed and being used for Pack Lists, determined through Fax System Options Maintenance (MENU AXMAIN), you may fax Pack Lists in addition to, or instead of having them printed. If a Pack List is faxed, a message will be printed on top of the document indicating that FAX was used to send the document.
- If Mail Server is installed and the **Email Pack Lists** field is set to Y through Warehouse Numbers Maintenance (MENU IAFILE), you can e-mail Pack Lists in addition to printing them.

Pack List

Report/Listing Fields	Description
Headings	The page number, invoice print date, order date, and requested ship date print in the top right corner.
Customer Heading Information	The customer heading information includes the shipping name and address, company and customer number, PO number, sales order number, shipping instructions, and shipping warehouse.
Carrier FOB Description BOX ID	Below the item information column headings before the actual item information begins., the shipping carrier and FOB description are shown if they are used. When Warehouse Management is installed and the boxing feature is being used. the Box ID assigned to the order with the description of the box is shown.
Item No/Description/Mfg Item No	The item number prints and the item description lines print on the lines below the item number. The second description line will only print when the **Print 2nd Desc on Pick and Inv** is set to Y in Order Entry Options Maintenance (MENU XAFILE). The manufacturer's item number will print in addition to the item number and item description based on the **Print Mfg Item Number on Pick** tailoring option in Order Entry Options Maintenance (MENU XAFILE). In order for the manufacturer's item number to print, 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 the tailoring option is Y, the manufacturer's item number will print below the item description(s) for each item on the Pack List. If an item number does not have a manufacturer's item number, the blank line will not be generated beneath that item's description line(s) to avoid taking up unnecessary space. The report heading will display as **Item No/Description/Mfg Item No** (note that **Mfg Item No** will not be included in the report heading if the tailoring option is N). Which item number to print on the Pack List for replaced items is also determined through Order Entry Options Maintenance (MENU XAFILE) **Number to print for replaced items** field. • For item replacements, code 1 is the new replacement item, code 2 is the original item ordered by the customer, or code 3 both will print. • For items replaced due to customer/item cross references, code 1 is the item number, code 2 is the customer's item number, or code 3 both will print. • For items replaced due to UPC or GTIN (Global Trade Item Number) cross references, code 1 is the item number, code 2 is the UPC Code or GTIN, or code 3 prints both the item number and the UPC Code or GTIN.

Pack List

Report/Listing Fields	Description
Extended Item Comments	Extended Item Comments (EICs) will print below the second line of item description if a print code of I for invoice or blank for all documents was assigned through EIC maintenance to those lines of text designated to print out on the Pack List. If the **Show All Qualifying EIC** field is set to N in System Options Maintenance (MENU XAFILE), only the one EIC selected as most applicable for an item will print. If the **Show All Qualifying EIC** field is set to Y, the Pack List may contain multiple EICs for an item. If any EICs for the items are set up with **Line Cmt** set to Y in Extended Item Comment Maintenance (MENU IAFILE), the EIC will not print a second time since the comment was already added to the OE order as a line comment and line comments print on the Pack List.
Quantities	There are 3 columns for quantities: **Order**, **Ship**, **B/O**.
U/M	The corresponding unit of measure for the ordered quantity. If using customer/item defaults [as determined through Order Entry Options Maintenance (MENU XAFILE)], the unit of measure printed on the Pack List is either a stocking unit of measure or both the stocking unit of measure and the customer's unit of measure; also determined through Order Entry Options Maintenance (MENU XAFILE). If both the customer's unit of measure and the stocking unit of measure are selected to print, the Pack List will print the stocking unit of measure as it normally does and the customer's default ordering unit of measure description prints below the item description. If only the customer's unit of measure is selected to print, the customer's ordering unit of measure will print in place of the item's unit of measure.
Bill of Material Kit Items	For BOM Kit items, the parent item and the component items are printed on the Pick List. The component item quantities are listed only in the Ship column. The Quantity Per Parent prints as the first line of component detail, flagged by an asterisk (*) in the **Loc** column. When Warehouse Management is installed, the component quantity to be picked is printed with the reserved picking location. After the last component item, the summary line for the picker to complete denoting how many of the kit item will be built based on the available parent inventory found in the warehouse.

Pack List

Report/Listing Fields	Description
Prices	If **Print Prices on Lists** is set to Y, as determined through Order Entry Options Maintenance (MENU XAFILE), the unit and extended sell price will print. For specific customers, an override to the company default value is provided through Customer/Ship-to Master Maintenance (MENU ARFILE) with the **Price Pick/Pack** field. If **Show Prices in Ordering U/M** is set to Y, as determined through Order Entry Options Maintenance (MENU XAFILE), prices will be shown in the “ordering” unit of measure instead of the “pricing” unit of measure. For example, and item is stocked by CAS, BOX, EA but priced by UNT, a customer ordering a CAS will see the calculated price for the CAS. When International Currency s installed, the prices are printed in the customers trading currency followed by the currency symbol.
** SDS **	If using the Safety Data Sheet feature and notifications to send SDS is by the Pack List through Order Entry Options Maintenance (MENU XAFILE), **** SDS **** will print on Pack Lists below any item tracking SDS dates the first time a customer orders the item (to a shipping address) or since a SDS date revision.
Lot/Qty Ser#	Lot or serial numbers will print, depending on your selection in the **Print Lot/Ser** field in Item Master Maintenance (MENU IAFILE).
End of Form	*** Continued *** will print at the end of a page for multi-page Pick Lists. *** Complete *** prints at the end of the last page of each Pick List. Order level comments and special charges that are coded to print on the pick list will print after the last item’s information. **HAZMAT SHIPPING PAPERS** will print on the bottom of the Pick List when hazardous material documents have printed.

HAZMAT Shipping Papers

```
A & C Office Supply                        Emergency Phone #: 214-355-4709
500 Gray Street                          Emer. Contact: Christopher Harrison
                                         Emergency Contract No: contract# 1029384756
Dallas,                 TX    75231-0500
  Phone No:  214-355-4700
                              ** SHIPPING PAPERS **
 02/01/18              Carrier: UPS    - United Parcel Service         PAGE:         1
 ======================= ======================== ==================================
    STOP #  000     Canadian Flags Unlimited
                    364 St. Vincent Street
ORDER NO: D1706/00  L4M 3Z6 Barrie,, Ontario
                    CANADA
 -----------------------------------------------------------------------------------
 HM  Basic Description
 Item Number Description
 -----------------------------------------------------------------------------------
 X   UN1903, Liquefied gas, toxic, corrosive, n.o.s., OXIMA, I
951361                        Clorox Bleach, 121 oz. Concentrated Germicidal
                          Primary  Sub Haz  Sub Haz  Pkg     PKG
         Qty/UOM          Haz Cls  Class 1  Class 2  Type    GRP   Weight in POU
RQ           5.000 UN     OXIMA    (CORMA)  (IRRMA)          I           41.7295
          THIS IS TO CERTIFY THAT THE ABOVE-NAMED MATERIALS ARE
          PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED AND LABELED,
          AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO
          THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION.
```

HAZMAT Shipping Papers may print when the pick list is printed for an order, when the pack slip is printed, or when the invoice is printed based on the select in Order Entry Options Maintenance (MENU XAFILE). HAZMAT Shipping Papers may also print from the Carrier Summary Print Options Screen (p. 20-35) when Y is selected for the **Hazardous Material: Print Shipping Papers** field.

You can specify when shipping papers will print through Warehouse Numbers Maintenance (MENU IAFILE) by entering an option for the **HAZMAT Shipping Papers** field on the Warehouse Information File Maintenance Screen.

This report prints all hazardous material on an order for all items on that order that are defined as hazardous material items and are flagged as DOT (department of transportation) regulated. The item is defined as a hazardous material item and designated as a DOT regulated item through Item Master Maintenance (MENU IAFILE) with the use of the **SDS Date** and **DOT Regulated** fields.

"**RQ**" (Reportable Quantity) will print on this report if the CAS# has a weight greater than or equal to the reportable quantity entered through Hazard CAS# Maintenance (MENU IAFIL2). If the shipping quantity is less than the limited quantity entered at the item level through Item Master Maintenance, then "**Limited Quantity**" will print on this report.

You may identify this document on your system with a printer file name of APPRTHAZ and a forms type of HSxx, where xx equals the Warehouse ID. In addition, HAZMAT shipping papers will print using form type 1 or form type 2, depending on your selection in System Options Maintenance (MENU XAFILE).

You may print this document for one order at a time or by a group of orders that are assigned stops. Only those orders that have been assigned to a stop will print.

HAZMAT Shipping Papers Report

Report/Listing Fields	Description
Company Information	The following information will be printed about the company that represents this warehouse, as defined through Warehouse Numbers Maintenance: • **Company Name**: The name of the company. • **Address 1/2/3**: The address of the company. • **City/St/Zip**: The city, state, and zip code of the company's residence. • **Phone Number**: The telephone number of the company.
Emergency Information	• **Emergency Phone Number**: The emergency telephone number to call in the event of an issue with the products on this document. • **Emer. Contact**: The company or person to speak with in an emergency. • **Emergency Contract No**: Th e contract in effect for cleanup-tasks in event of an issue with the products on this document.
Date	The date the Shipping Papers Document was printed.
Carrier	The designated carrier of the order containing hazardous items.
Stop #	The delivery stop number that has been assigned to the order.
Customer	The name and address of the customer who placed the order that contains hazardous material, as defined during Enter, Change & Ship Orders (MENU OEMAIN). The printed address format is based on the **Address Sequence Code** of the country code, if exits, or from System Options Maintenance (MENU XAFILE).
Order Number	The sales order number which contains hazardous items.
HM	An **X** in the Hazardous Material column indicates that this item has been flagged for DOT Hazardous Material Tracking.

HAZMAT Shipping Papers Report

Report/Listing Fields	Description
Basic Description	The basic description is a series of data fields based on hazardous materials regulations for the item shown on the Shipping Papers document: **DOT #**, **Shipping Name**, **Hazard Class**, **Packaging Group**. These elements are defined through Item Master Maintenance (MENU IAFILE). This is required information about OSHA/DOT regulated items in the following sequence: • Identification Number (Item DOT#) • Proper Shipping Name The logic of determining a correct Proper Shipping Name depends on factors: • Based on this shipment's Mode of Transport. • Based on items' DOT number's symbols that indicate unique hazmat Shipping Description requirements for Shipping papers. • Hazard Class (This is the Primary Hazard Class of the item) • Packaging Group
Item Number Description	The number of the item which has been defined as hazardous and designated as DOT regulated through Item Master Maintenance. The item's description prints to the right of the item number.
Grade	The grade of the item defined through Item Master Maintenance (MENU IAFILE).
RQ	**RQ** indicating reportable quantity will print on this document if the chemical abstract service number (CAS#) has a weight greater than or equal to the reportable quantity entered through Hazard CAS# Maintenance (MENU OEFIL2). The calculation of the reportable quantity (**RQ**) indicator for the chemical ingredient will be based on the **Maximum % by Weight** field value.
Qty/UOM	The quantity of the hazardous item that is being shipping in the designated unit of measure.
Primary Haz Cls	The primary hazardous class code defined through Hazard Class Code Maintenance and assigned to the item through Item Master Maintenance. It is printed if the corresponding **Print** flag for **Shipping Papers** in Item Master Maintenance (MENU IAFILE) is set to Y.

HAZMAT Shipping Papers Report

Report/Listing Fields	Description
Sub Haz Class 1	The subsidiary hazard class code 1 defined through Hazard Class Code Maintenance and assigned to the item through Item Master Maintenance. It is printed if the corresponding **Print** flag for **Shipping Papers** in Item Master Maintenance (MENU IAFILE) is set to Y.
Sub Haz Class 2	The subsidiary hazard class code 2 defined through Hazard Class Code Maintenance and assigned to the item through Item Master Maintenance. It is printed if the corresponding **Print** flag for **Shipping Papers** in Item Master Maintenance (MENU IAFILE) is set to Y.
Pkg Type	The package type used for the item as assigned to the item through Item Master Maintenance.
Pkg Grp	The Packing Group ID of the item assigned by the DOT department and entered for the item through Item Master Maintenance.
Weight	The total weight of the hazardous item calculated from the unit weight of the item for the shipping unit of measure. The **Weight Measure** identifier is defined in System Options Maintenance (MENU XAFILE).
CAS# of Ingredients	The Chemical Abstract Service Numbers (CAS#s) entered for the item through Item Master Maintenance. You may have defined up to twelve CAS#'s in Item Master Maintenance. The maximum number of those numbers that will print on this document is determined through Warehouse Numbers Maintenance. It is printed if the corresponding **Print** flag for **Shipping Papers** in Item Master Maintenance (MENU IAFILE) is set to Y.
Message Codes/ Descriptions	The descriptions of the message codes assigned to the item through Item Master Maintenance. Message codes are defined through Hazardous Material Message Codes Maintenance (MENU IAFIL2). The type of message can also be indicated: H for hazard statements, P for precautionary statements, or blank indicating other message usage. It is printed if the corresponding **Print** flag for **Shipping Papers** in Item Master Maintenance (MENU IAFILE) is set to Y.
Additional Item Hazardous Properties	Other item hazardous properties may be included if the corresponding **Print** flag for Shipping Papers in Item Master Maintenance (MENU IAFILE) is set to Y. Properties include: • Additional Hazard Class Codes • Pictograms Codes • Signal Words • User fields

HAZMAT Shipping Papers Report

Report/Listing Fields	Description
Limited QTY	If the shipping quantity is less than the limited quantity entered at the item level through Item Master Maintenance, then “Limited Quantity” will print on this document.
Message of Certification	This message prints to inform you that all requirements have been met for the hazardous items being shipped.

HAZMAT Carrier Weight Summary Report

```
 02/02/18                     A & C Office Supply          EMERGENCY# 203-658-9875
                              876 Centerville Road

                              Hartford,              CT 06865-8765
                                    Phone No: 203-658-9870
                                 HAZMAT WEIGHT SUMMARY
                                        UPS                          PAGE:         1
======================= ======================= ==================================
                    Hazard Class       Description                       Weight POU
                      Primary          Description
CARRIER SUMMARY       COMLI            Combustible Liquid                   66.6666
                      IRRMA            Irritating Material                   8.5685
                      OXIMA            Oxidizing Material                    8.3459
                      Subsidiary 1     Description
                      CORMA            Corrosive Material
                      OXIMA            Oxidizing Material
                      Subsidiary 2     Description
                      ETIAG            Etiologic Agent
                      IRRMA            Irritating Material
                      ORGPE            Organic Peroxide
AFTER STOP: 012     Hartford Medical Association  510 Tolland Street
                                                  East Hartford, CT 06108-2523
                                                  UNITED STATES OF AMERICA
                      Primary          Description
                      COMLI            Combustible Liquid                     .0000
                      IRRMA            Irritating Material                   8.5685
                      OXIMA            Oxidizing Material                    8.3459
                      Subsidiary 1     Description
                      CORMA            Corrosive Material
                      OXIMA            Oxidizing Material
                      Subsidiary 2     Description
                      ETIAG            Etiologic Agent
                      IRRMA            Irritating Material
                      ORGPE            Organic Peroxide
AFTER STOP: 015     Hartford Medical Association  950 Tolland Street
                                                  East Hartford, CT 06108-2523
                                                  UNITED STATES OF AMERICA
```

The HAZMAT Carrier Weight Summary Report may be generated when the pick list is printed, when the pack slip is printed, or when the invoice is printed based on the **HAZMAT Shipping Papers field** selection in Warehouse Numbers Maintenance (MENU IAFILE) for orders that have been assigned a delivery stop. HAZMAT Carrier Weight Summary Report may also print from the Carrier Summary Print Options Screen (p. 20-35) when Y is selected for the **Hazardous Material: Print Carrier Summary** field. You may print this document for one order at a time or by a group of orders that are assigned stops.

This report prints the total hazardous material that a carrier will be delivering. For each carrier, the selected orders are summarized by the Primary Hazard Class Codes assigned to the items being shipped within each specific delivery stop. An updated summary is shown on the report for the expected contents of the delivery truck after each completed stop assignment. After each stop, the carrier delivers the remaining hazardous material that is printed to the next delivery stops.

You may identify this document on your system with a printer file name of APPRTHCS and a forms type of HCxx, where xx equals the Warehouse ID.

HAZMAT Carrier Weight Summary Report

Report/Listing Fields	Description
Company Information	The following information will be printed about the company that represents this warehouse, as defined through Warehouse Numbers Maintenance: • **Company Name**: The name of the shipping warehouse for the company. • **Address 1/2**, **City**, **State/Province**, **Zip/Postal Code**: The address of the shipping warehouse for the company. • **Phone Number**: The telephone number of the shipping warehouse for the company. • **Emergency Phone Number**: The warehouse's emergency telephone line, if any.
Carrier	The designated carrier of the hazardous orders.
(Hazard Class Information)	The primary hazardous class code, subsidiary hazard class code 1, and subsidiary hazard class code 2 and their descriptions are printed for the carrier.
Weight	The total weight of the hazardous item calculated from the unit weight of the item for the shipping unit of measure. The **Weight Measure** identifier is defined in System Options Maintenance (MENU XAFILE).
After Stop	The stop number that has been assigned to the order within the process of entering the order or on the Carrier Stop Assignment Screen (p. 20-21). After this stop, the carrier will have the total weight of hazardous materials (printed to the right) remaining on the truck.
Customer Name	The customer's name and address who placed the order that contains hazardous material, as defined during Enter, Change & Ship Orders. The printed address format is based on the **Address Sequence Code** of the country code, if exits, or from System Options Maintenance (MENU XAFILE).

DOT Shipping Papers

```
 Date: 03/08/18       ** DOT SHIPPING PAPERS **           PAGE:         1
 Carrier:  UPSBL  UPS Blue - Next Day Air                 SP ID: 1
   Shipper:
     The Office Connection
     4786 Canada Route #67
     Inbrook, Ontario, XX 671CA NM4
     Phone Number: 364-821-3214
   Consignee:
     Coastal Resource Management
     Beaubears Island Interpretive
     35 St. Patrick's Drive
     E1N 4P6 Miramichi, New Brunswick
     CANADA
================================================================================
Emergency Phone Number:  364 826-1405
Emergency Contact Name:  Pierre Champagne
Emergency Contract Number:  13579024681357902468
--------------------------------------------------------------------------------
  Quantity    UOM HM          Description                     Weight in LBS
--------------------------------------------------------------------------------
      10.000  BOX RQ NA1950, Aerosols, flammable and             30.0000
                     non-flammable, OXIMA,
                     (Aerosols, poison, (each less than 1 L))
          THIS IS TO CERTIFY THAT THE ABOVE NAMED MATERIAL HAS BEEN
          PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED AND LABELED
          AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO
          THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF
          TRANSPORTATION.
```

DOT Shipping Papers print from the F14=PRINT from any of the following screens:

- DOT Shipping Papers Item Selection Screen (p. 20-10)
- DOT Shipping Papers Headers Preview Screen (p. 20-14)
- DOT Shipping Papers Item Preview Screen (p. 20-17)
- DOT Shipping Papers Inquiry Screen (p. 20-7)

DOT Shipping Papers process will have the following functionality:

- Shipping papers may include hazardous and non-hazardous materials being shipped, but will have hazardous materials clearly identified.
- Allow selection of orders and items being shipped to include on Shipping Papers Document.
- Allow a Preview of Shipping Papers Document before printing.
- Allow authorized users to make modifications of the Shipping Papers Document content, if adjustments are necessary.
- Print and/or Reprint, if needed, the Shipping Papers Document.

DOT Shipping Papers will be compliant with DOT guidelines to clearly identify and properly describe the hazardous material on shipping papers.

A proper shipping description of hazardous material consists of the following components:

Basic Description (This is required information about OSHA/DOT regulated item in the following sequence):

- Identification Number (Item DOT#)
- Proper Shipping Name

  The logic of determining a correct Proper Shipping name depends on this shipment's Mode of Transport and based on items' DOT number's symbols that indicate unique HAZMAT Shipping Description requirements for Shipping Papers.
- Hazard Class (The Primary Hazard Class of the item)
- Packaging Group

Other information

- Technical name (in parentheses)
- Other hazard classes assigned

Additional Description

- Various characteristics: "Limited Quantity", "RQ" (reportable quantity) etc.

Quantity of hazardous material

Type of packaging used

You may identify this document on your system with a printer file name of APPRTHAZ and a forms type of HSxx, where xx equals the Warehouse ID. In addition, HAZMAT shipping papers will print using form type 1 or form type 2, depending on your selection in System Options Maintenance (MENU XAFILE).

DOT Shipping Papers Report

Report/Listing Fields	Description
Carrier	The designated carrier of the hazardous order.
SP ID	This field displays the unique ID associated with the DOT Shipping Papers Document. This unique ID will be printed on DOT Shipping Papers. Display

DOT Shipping Papers Report

Report/Listing Fields	Description
Shipper	The following information will be printed about the company that represents this warehouse, as defined through Warehouse Numbers Maintenance: • **Company Name***:* The name of the company. • **Address 1***:* The address of the company. • **Address 2***:* A continuation of the address of the company or a different address. • **City/St/Zip***:* The city, state, and zip code of the company's residence. • **Phone Number***:* The telephone number of the company. • **Emergency Phone Number***:* The company's emergency telephone line. • **Reference***:* A place for you to record reference information.
Consignee	The customer shipping address.
Emergency Information	**Emergency Phone Number**: The emergency telephone number to call in the event of an issue with the products on this document. **Emer. Contact**: The company or person to speak with in an emergency. **Emergency Contract No**: The contract in effect for cleanup-tasks in event of an issue with the products on this document.
HM	An X in the Hazardous Material column indicates that this item has been flagged for DOT Hazardous Material Tracking.
Qty/UOM	The quantity of the hazardous item that is being shipping in the designated unit of measure.
Basic Description	The basic description is a series of data fields based on hazardous materials regulations for the item shown on the Shipping Papers Document: DOT #, Shipping Name, Hazard Class, Packaging Group. Above elements are defined through Item Master Maintenance (MENU IAFILE).
Other Information	Other information is included: • Technical name in parentheses (if defined as an Alternative Shipping Name for this item's DOT# through DOT# Maintenance (MENU IAFIL2)) • Other hazard classes assigned to this item, if the corresponding **Print** flag for the Carrier Inquiry is set to Y.

DOT Shipping Papers Report

Report/Listing Fields	Description
RQ	RQ (reportable quantity) will print on this document if the chemical abstract service number (CAS#) has a weight greater than or equal to the reportable quantity entered through Hazard CAS# Maintenance (MENU IAFIL2). The calculation of the reportable quantity (RQ) indicator for the chemical ingredient will be based on the **Maximum % by Weight** field value.
Limited QTY	If the shipping quantity is less than the limited quantity entered at the item level through Item Master Maintenance, then “Limited Quantity” will print on this document.
Additional Item HAZMAT properties	Other item hazardous properties may be included if the corresponding **Print** flag for Shipping Papers for the Carrier Inquiry is set to Y. Properties include: • CAS#s • HAZMAT messages • Pictograms Codes • Signal Words • User fields
Weight	The total weight of the hazardous item. Weight measure defaults to LBS (pounds) unless it is overridden in the **Weight Measure** field in System Options Maintenance (MENU XAFILE).
Message of Certification	This message prints to inform you that all requirements have been met for the hazardous items being shipped.

CHAPTER 21

Inquiring on Orders by PO or Order Number

21

This option allows you to access customer orders contained in the Open Orders File and/or the Shipment History File.

NOTE: The Shipment History File is updated during Day-End Processing (MENU XAMAST), while the Open Orders File is updated immediately upon order entry through Enter, Change & Ship Orders (MENU OEMAIN).

One of the following may be used to access an order for inquiry, change, release, or deletion:

- A complete order number/generation number
- A complete P/O number
- A partial P/O number

You may also use this option to reprint an invoice from history, and/or create a return from history (credit memo). Additionally, if **Track Order Activity** is set to Y in Order Entry Options Maintenance (MENU XAFILE), the date, time, and user ID are recorded for the actions performed on an order. You can view the list of actions for an order through this option.

Once you have selected the orders by either order number or P/O number (or partial P/O number), you will be provided with a cross-reference display of both the order number and P/O number.

Order Inquiry by P/O or Order

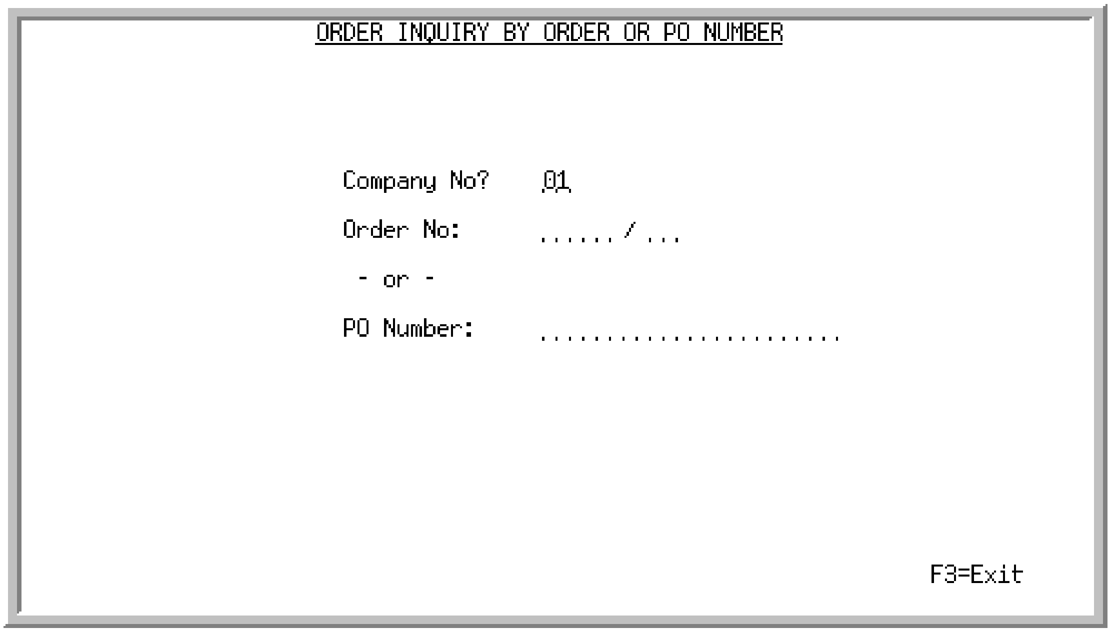
The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Order Inquiry by Order or P/O Number Selection Screen	Use to specify the order number or purchase order number.

Title	Purpose
Order Inquiry by Order or P/O Number List Screen	Displays a list of open orders and shipped orders that match the order number or purchase order number you specified.

NOTE: The remainder of the screens that are shown are from the Open Orders Inquiry or the Customer Order/Shipment History Inquiry. Refer to those chapters for more information on those screens.

Order Inquiry by Order or P/O Number Selection Screen



This screen appears after selecting option 18 - Order Inquiry by P/O or Order from MENU OEMAIN. Use this screen to select the order for inquiry or maintenance.

One of the following criteria may be used for selection:

- A complete order number/generation number
- A complete P/O number
- A partial P/O number

Once you have selected the orders by either order number or P/O number (or partial P/O number), you will be provided with a cross-reference display of both the order number and P/O number.

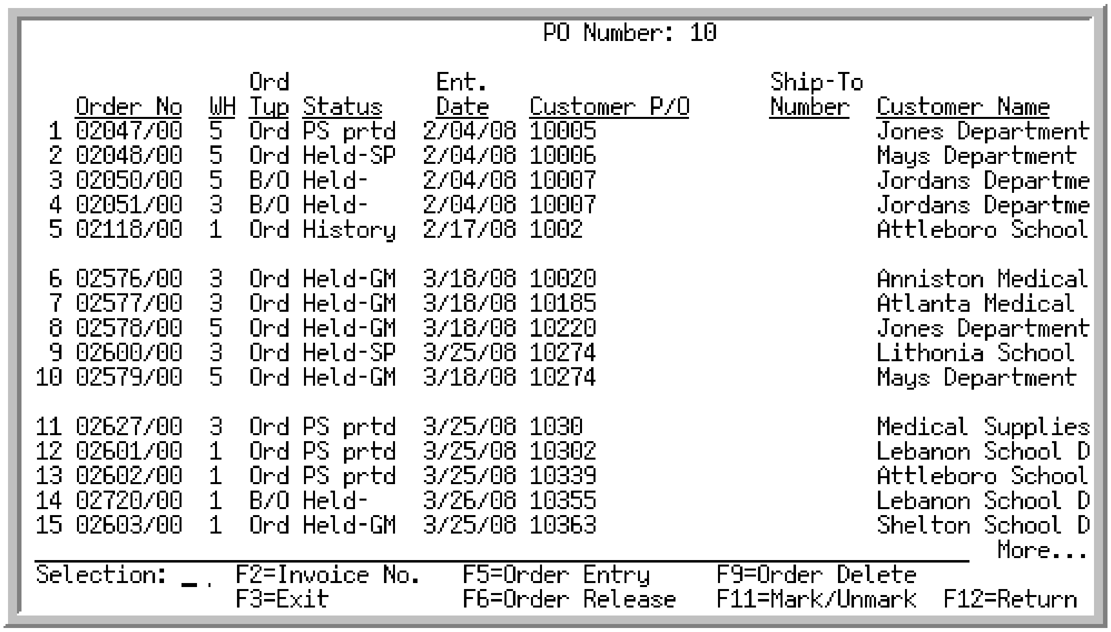
Order Inquiry by Order or P/O Number Selection Screen Fields and Function Keys

Field/Function Keys	Description
Co	Use this field to limit the inquiry of orders to those for a specific company. Key the company number for which customer orders will display. The orders will be extracted from the Open Orders File and/or the Shipment History File. *Default Value:* The default company defined in Security Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) (N 2,0) Required

Order Inquiry by Order or P/O Number Selection Screen Fields and Function Keys

Field/Function Keys	Description
Order No	NOTE: This field or the **PO Number** field may be used, not both. Use this field to display a specific order. The inquiry will find the order whether it is open or shipped. If you have wrapped order numbers, the inquiry will display all orders with this order number. Key the order number. (A 5/N 2,0) Optional
PO Number	NOTE: This field or the **Order No** field may be used, not both. Use this field to display a specific purchase order number. You need not key an exact match. For example, if you know the PO starts with 12345, key 12345. The Order Inquiry by Order or P/O Number List Screen (p. 21-5) will display the closest match first and the next closest matches in descending order. This field determines the starting digits of the POs to display on the Order Inquiry by Order or P/O Number List Screen (p. 21-5). Key all or part of a PO number. (A 20) Optional
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Order Inquiry by Order or P/O Number List Screen (p. 21-5) will appear.

Order Inquiry by Order or P/O Number List Screen



```
                                      PO Number: 10

               Ord           Ent.                          Ship-To
   Order No WH Typ Status    Date   Customer P/O          Number   Customer Name
 1 02047/00 5  Ord PS prtd  2/04/08 10005                         Jones Department
 2 02048/00 5  Ord Held-SP  2/04/08 10006                         Mays Department
 3 02050/00 5  B/O Held-    2/04/08 10007                         Jordans Departme
 4 02051/00 3  B/O Held-    2/04/08 10007                         Jordans Departme
 5 02118/00 1  Ord History  2/17/08 1002                          Attleboro School

 6 02576/00 3  Ord Held-GM  3/18/08 10020                         Anniston Medical
 7 02577/00 3  Ord Held-GM  3/18/08 10185                         Atlanta Medical
 8 02578/00 5  Ord Held-GM  3/18/08 10220                         Jones Department
 9 02600/00 3  Ord Held-SP  3/25/08 10274                         Lithonia School
10 02579/00 5  Ord Held-GM  3/18/08 10274                         Mays Department

11 02627/00 3  Ord PS prtd  3/25/08 1030                          Medical Supplies
12 02601/00 1  Ord PS prtd  3/25/08 10302                         Lebanon School D
13 02602/00 1  Ord PS prtd  3/25/08 10339                         Attleboro School
14 02720/00 1  B/O Held-    3/26/08 10355                         Lebanon School D
15 02603/00 1  Ord Held-GM  3/25/08 10363                         Shelton School D
                                                                           More...
Selection: _   F2=Invoice No.   F5=Order Entry     F9=Order Delete
               F3=Exit          F6=Order Release   F11=Mark/Unmark  F12=Return
```

This screen appears after you press Enter on the Order Inquiry by Order or P/O Number Selection Screen (p. 21-3). A summary line for each open order and shipped order that matches the selection criteria keyed on the Order Inquiry by Order or P/O Number Selection Screen (p. 21-3) is displayed. The selection criteria, either an order number, P/O number, or partial P/O number is displayed at the top of this screen for reference.

Data that matches the selection criteria is displayed based on the user's authorization to the [company -and/or- warehouse -and/or- salesrep] selected data as determined through Authority Profile Maintenance (MENU XASCTY).

This screen may be used to:

- Access Enter, Change & Ship Orders (MENU OEMAIN)
- Access Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN)
- Access Delete Open Orders (MENU OEMAIN)
- Display an order in detail
- Select an order for which you want to create a return from history

Additionally, if **Track Order Activity** is set to Y in Order Entry Options Maintenance (MENU XAFILE), you can display a list of the actions performed on an order.

Order Inquiry by Order or P/O Number List Screen Fields and Function Keys

Field/Function Keys	Description
Reference Number	The line number associated with the order. This number is keyed in the **Selection** field on the lower portion of the screen to select the desired order. Display
Order No	The order number and generation (the number of times the order has been backordered). If an order is indented in the **Order No** field, this means that the order has been split from the above displayed order number. Display
WH	The item is shipped from this warehouse. Display
Ord Typ	The type of order displayed: **Inv** (invoice), **Ord** (order), **B/O** (backorder), **Mst** (master), **Blk** (blanket), **Qot** (quote), or **Ret** (return). Display
Status	The current status of the order: • **Rdy- PS** -ready for pick list printing • **PS Prntd** -pick list printed • **Rdy-Inv** -ready for invoice printing • **Inv Prtd** -invoice printed • **Held** -order is held • **History** -order part of history; you may automatically create returns from history for orders with this status. This field will indicate if the order is “IN-USE” by another workstation or program. Display
Ent. Date	The date the order was originally entered. Display
Customer P/O / Inv No	The customer purchase order number entered for this order and the invoice number of the order. NOTE: This field displays only when the F2=P/O NO / F2=INVOICE NO key has been used to toggle to display customer PO information. Display

Order Inquiry by Order or P/O Number List Screen Fields and Function Keys

Field/Function Keys	Description
Inv. Date	The date the order was invoiced. This column is blank if the order has not yet been invoiced and an invoice number was not keyed on the Second Order Header Screen. NOTE: This field displays only when the F2=P/O NO / F2=INVOICE NO key has been used to toggle to display invoice information. Display
Ship-To Number	The selected ship-to number associated with this customer, indicating a specific shipping address. Display
Customer Name	The name of the customer associated with the order. Display
Selection	This field allows you to select an order that you want to display in detail, maintain, release, delete, or mark/unmark. You may also use this field to select an order for which you want to create a return from history (Credit Memo). Key the **Reference Number** associated with the order you want to display in detail and press ENTER. The Invoice Display Screen (p. 16-28) will appear. Key the **Reference Number** associated with the order you want to maintain and press F5=ORDER ENTRY. Key the **Reference Number** associated with the order you want to release and press F6=ORDER RELEASE. Key the **Reference Number** associated with the order you want to delete and press F9=ORDER DELETE. **Important** You cannot maintain, release, or delete an order if it has a status of “History.” Key the **Reference Number** associated with the order you want to mark or unmark and press F11=MARK/UNMARK. If F18=ACTIVITY displays in the list of function keys, key the **Reference Number** associated with the order for which you want to display a detailed list of activities and press F18=ACTIVITY. (N 2,0) Required
F2=P/O No / Invoice No	Press F2=P/O NO / F2=INVOICE NO to toggle between displaying P/O number or the invoice number and date.

Order Inquiry by Order or P/O Number List Screen Fields and Function Keys

Field/Function Keys	Description
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F5=Order Entry	F5=ORDER ENTRY provides you with the option to maintain an order. After selecting an open order (order's status cannot be "History"), press F5=ORDER ENTRY to access the Start Order Screen (p. 6-6).
F6=Order Release	F6=ORDER RELEASE allows you to select one or more open orders for release without requiring any interaction from you unless an error is detected when the order is being released. This allows for the release of orders in a more timely manner since you can release orders all at once instead of one at a time. The function of this key varies depending on the setting of the **Automatically Release Marked Orders** field in Order Entry Options Maintenance (MENU XAFILE). If this field is set to Y and you select (mark) one or more open orders (status of the orders cannot be "History") for release with F11=MARK/UNMARK, pressing F6=ORDER RELEASE displays the following message: "Press the Order Release function key again to release the orders." Pressing F6=ORDER RELEASE again allows for the release of the selected orders to occur automatically without any prompting. NOTE: If there are any orders that require you to intervene, the release process stops at the order and displays the Order Release Screen (p. 7-5) in Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN), where you are prompted as to the required action. If you press F6=ORDER RELEASE to get the next order, the following message displays: "Press F6 again to auto-release the remainder of the marked orders." After you press F6=ORDER RELEASE again the process continues automatically releasing any orders that follow. If the **Automatically Release Marked Orders** in Order Entry Options Maintenance (MENU XAFILE) is set to N, or left blank, and you select (mark) one or more open orders (status of the order(s) cannot be "History") for release with F11=MARK/UNMARK, pressing C displays the Order Release Screen (p. 7-5) where you can release each order individually. Refer to Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN) for an explanation of this screen.
F9=Order Delete	F9=ORDER DELETE allows you to access the Delete Open Orders Screen (p. 8-4) where you can delete the selected open order. Press F9=ORDER DELETE after marking an open order (order's status cannot be "History") for deletion in the **Selection** field.

Order Inquiry by Order or P/O Number List Screen Fields and Function Keys

Field/Function Keys	Description
F11=Mark/Unmark	F11=MARK/UNMARK provides you with the option to mark or unmark orders for a particular action. Key a **Reference Number in** the **Selection** field and press F11=MARK/UNMARK to mark or unmark orders for a single action. After marking the orders for action, press the function key for the desired action: order entry F5=ORDER ENTRY, release orders F6=ORDER RELEASE, or delete orders F9=ORDER DELETE. All orders marked will have the same action performed on them.
F12=Return	Press F12=RETURN to return to the Order Inquiry by Order or P/O Number Selection Screen (p. 21-3).
F18=Activity	F18=ACTIVITY only displays if **Track Order Activity** is set to Y in Order Entry Options Maintenance (MENU XAFILE). Press F18=ACTIVITY to display the Order Activity Screen (p. 15-31). This screen lists the actions performed on an order with the date, time, and user ID of each action.
Enter	After selecting a line, press ENTER to display the invoice/order inquiry for the indicated line. The Invoice Display Screen (p. 16-28) will appear.

CHAPTER 22

Printing RGA Slips

22

The Print RGA Slips option prints Return Goods Authorization (RGA) Slips for a specific order or range of orders that have been designated as returns in Order Entry. Detail return information is printed for a specific company and optional warehouse.

You may use RGA Slips:

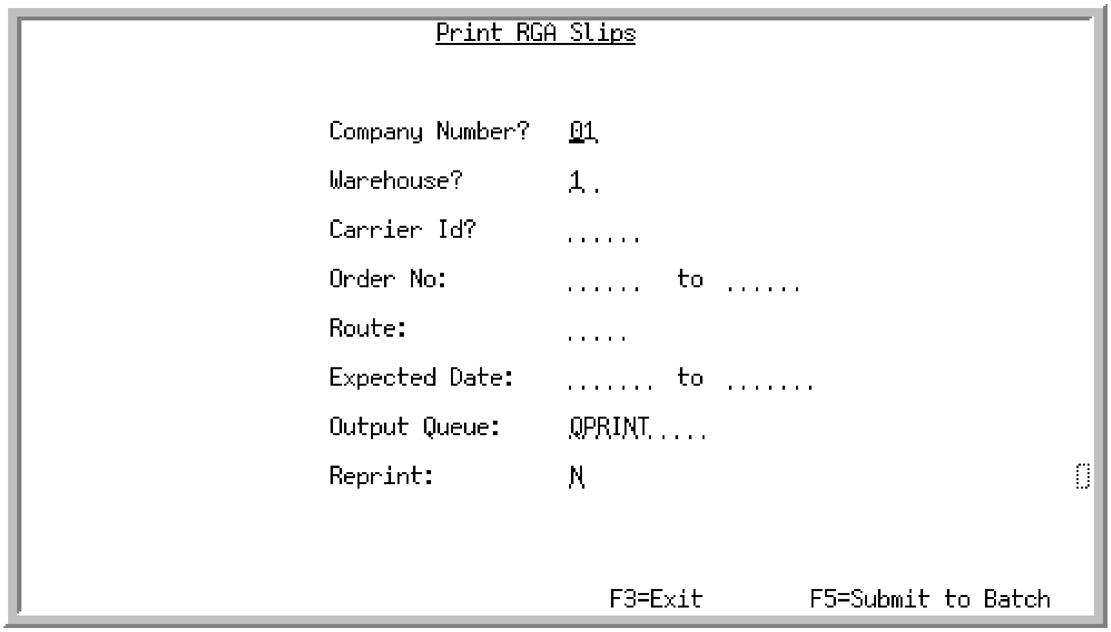
- For authorization purposes if a customer returns goods. It provides authorization for the reason of the return.
- For authorization purposes for warehouse personnel to accept merchandise returned by a customer.
- For pick-up purposes (applicable to delivery truck employees).

RGA Slips

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
Print RGA Slips Screen	Use to specify the limiting criteria for the RGA Slips.
Return Goods Authorization Slips	Prints a returns order information.

Print RGA Slips Screen



This screen appears after selecting option 19 - RGA Slips from MENU OEMAIN. Use this screen to select the criteria for which RGA Slips will print; slips will print for all orders that are an Order Type R.

Print RGA Slips Screen Fields and Function Keys

Field/Function Keys	Description
Company Number	NOTE: This field displays only if you are using the multi-company feature. Key the company number for which RGA Slips will print. *Default Value:* The default company defined in Security Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) (N 2,0) Required
Warehouse	Use this field to limit the printing of RGA Slips to a specific warehouse. Key the warehouse for which RGA Slips will print. Leave this field blank to print RGA Slips for all warehouses. *Default Value:* The default warehouse defined for the default company in Security Maintenance (MENU XASCTY) (A 2) Optional

Print RGA Slips Screen Fields and Function Keys

Field/Function Keys	Description
Carrier ID	This field allows you to print RGA Slips for a given carrier. Key the ID of the carrier for which RGA Slips will print. Leave this field blank if you do not want to print RGA Slips for a given carrier. *Valid Values:* Any Carrier ID defined through Carrier Codes Maintenance (MENU OEFIL2) (A 5) Optional
Order No	This field is used to select the order number or range of order numbers for which RGA Slips will print. Key the desired order number or range of order numbers. (2 @ N 5,0) Optional
Route	NOTE: This field displays only if **Use Route/Stop** is Y in Order Entry Options Maintenance (MENU XAFILE). Route numbers may be set up for shipping addresses through Customer/Ship to Maintenance or Customer Maintenance to schedule deliveries or planned pick-ups. Use this field to limit the printing of RGA Slips to a specific route. Key the route for which RGA Slips will print. (A 4) Optional
Expected Date	This is the requested ship date from order entry (the date that you expect to receive or pick-up the merchandise). Key the range of expected ship dates (in the MMDDYY format) for which RGA Slips will print. *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). (2 @ N 6,0) Optional
Output Queue	This field is used to enter the identification code of the printer to which the indicated RGA Slips will be sent. Key the desired output queue. *Default Value:* The default output queue for the selected warehouse defined through Order Entry Options Maintenance (MENU XAFILE), unless an override output queue has been defined through Output Queue Overrides Maintenance (MENU XAFILE or MENU OEFIL2). *Valid Values:* Any valid AS400 output queue (A 10) Required

Print RGA Slips Screen Fields and Function Keys

Field/Function Keys	Description
Reprint	This field reflects whether or not this is the first time RGA Slips are being printed for the selected orders. Key Y if this is a reprint of RGA Slips that have previously printed (RGA Slips will reprint with a status of "RGA Printed"). Key N if this is the first time RGA Slips are being printed. NOTE: If you have previously printed RGA Slips for the criteria entered on this screen, this field must be Y. If you key N in this field and you have already printed RGA Slips for the criteria selected, you will receive the message: "No orders found that meet selection criteria; this option is canceled." *Default Value:* N (A 1) Required
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.
F5=Submit to Batch	Press F5=SUBMIT TO BATCH to confirm your selections and submit the print request to batch. This option enables you to continue using your workstation. NOTE: If orders are not found that meet the selection criteria entered, a message will display informing you that the option will be canceled.
Enter	Press ENTER to confirm your selections and submit the print request for immediate processing. With this option, you will not be allowed to use your workstation until the job is complete. NOTE: If orders are not found that meet the selection criteria entered, a message will display informing you that the option will be canceled.

Return Goods Authorization Slips

```
                                   RETURN GOODS AUTHORIZATION          Page    1
Sold To:                            Ship To:
Lithonia School Department          Lithonia School Department
P.O. Box 796                        P.O. Box 796
Lithonia             GA 30058-0796  Lithonia             GA 30058-0796  Date
UNITED STATES OF AMERICA            UNITED STATES OF AMERICA            02/14/09
__________         ________    ___    ______  ________        ______  ____
01/0000000020      02977/00    SE     00004
Terms:           NET 30
Warehouse: 3                                 PO#: 63539
--------------------------------------------------------------------------------
Item Number/Description     U/M    Quantity  Rtrn Reason
--------------------------------------------------------------------------------
A350                        EA        3.000-    WI      Expected Date 02/17/09
  Bankers' Shears                12" scissors
    Disposition:  Return To Inventory
    LOC: 77.777.77                3.000
  Restock Charge
    Total Line Item      1                                      * COMPLETE *
```

RGA Slips are produced following your responses on the Print RGA Slips Screen (p. 22-2). They also may be produced through the Carrier Order Inquiry (MENU OEMAIN). Detailed return information is printed for the selected company for orders that have been designated as returns in Order Entry. Only orders that have a stop assigned will print on RGA Slips.

If you are using customer/item defaults [as determined through Order Entry Options Maintenance (MENU XAFILE)], the unit of measure printed on the RGA Slip is either “our” unit of measure or both “our” unit of measure and the customer’s unit of measure; also determined through Order Entry Options Maintenance (MENU XAFILE)]. If both the customer’s unit of measure and the Applications Plus unit of measure are selected to print, the RGA Slip will first print as it normally does and once the description has printed, the customer’s “ordering” unit of measure will print.

RGA headings are printed only if **Print RGA Headings** has been defined as Y through Order Entry Options Maintenance (MENU XAFILE) for this company.

The return disposition is printed only when **Use Return to Vendor Processing** is set to Y in Purchasing Company Options (MENU XAFILE).

The RTV log number is printed only when **Track Return to Vendor Log Numbers** is set to Y in Purchasing Company Options (MENU XAFILE).

Extended Item Comments (EICs) will print below the second line of item description if a print code of I, or none, was assigned through EIC maintenance to those lines of text designated to print out on the RGA Slip. If the **Show All Qualifying EIC** field is set to N in System Options Maintenance (MENU XAFILE), only the one EIC selected as most applicable for an item will print. If the **Show All Qualifying EIC** field is set to Y, the RGA Slip may contain multiple EICs for an item. If any EICs for the items are set with **Line Cmt** as Y in Extended Item Comment Maintenance (MENU IAFILE), the EIC will not print a second time since the comment was already added to the OE order as a line comment and line comments print on the RGA Slip. Refer to Item Master Maintenance (MENU IAFILE) as described in the Inventory Accounting User Guide for details about defining and selecting EICs.

The dates will print using the **Date Format** specified for the customer's country through Country Name Maintenance (MENU ARFIL2), or if that field is blank, the dates will print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

RGA Slips will print using form type 1 or form type 2, depending on your selection in System Options Maintenance (MENU XAFILE).

If Electronic Payments is installed, for orders that are paid by credit card, the credit card number will print on the RGA Slip, however, only the last four digits of the card number will appear, for example: xxxx xxxx xxxx 1234.

CHAPTER 23

Printing Acknowledgements

23

The determination as to whether or not Acknowledgements for a specific company may be printed is made through Order Entry Options Maintenance (MENU XAFILE). If **Print Acknowledgments** is Y in Order Entry Options Maintenance, on the End Order Screen, during Enter, Change & Ship Orders (MENU OEMAIN), a function key will display enabling you to print or fax and e-mail, if available, an order Acknowledgment. You also will be able to print Acknowledgments for the selected company through this option.

An Acknowledgment may be sent to a customer when an order or quote is placed. This option is used to print Acknowledgments for a specific company, and optionally for a specific warehouse, order number or range of order numbers. The orders for which you wish to print Acknowledgments must first have been defined for print on the End Order Screen (p. 6-248) in Enter, Change & Ship Orders (MENU OEMAIN).

Acknowledgments may be printed in hard-copy format, or sent via EDI or FAX, if the corresponding modules are installed. In addition, Acknowledgments can be e-mailed, if the Mail Server module is installed. Defaults for which method is used are established for the customer through Accounts Receivable, but may be overridden at the order level through Enter, Change & Ship Orders (MENU OEMAIN).

NOTE: A quote, even while it is being "held," can still have an Acknowledgment printed. To do this, the **Acknowledge** field on the End Order Screen (p. 6-248) must be Y. When the Acknowledgment is printed, ****QUOTATION**** will print in the header and the quote expiration date will print on the last line of the Acknowledgment.

If an order is not a quote, it also can have an Acknowledgment printed if the order is "held" if in Order Entry Options Maintenance (MENU XAFILE) the **Allow Ack. Print of Held Orders** field is Y. Note, however, if the **Acknowledgment** field for that order is N, an Acknowledgment cannot be printed.

Print Acknowledgements

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.

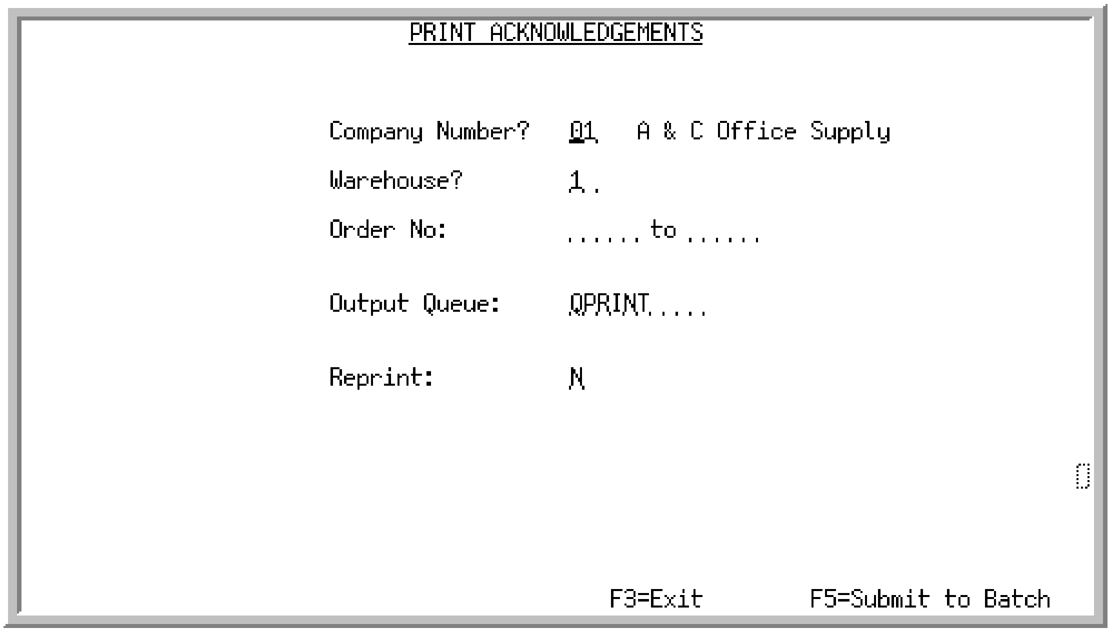
Title	Purpose
Print Acknowledgments Screen	Use to specify the orders for which to print acknowledgments.
Acknowledgements	Prints order acknowledgments for orders that match your selections.

Restart Instructions

In the case of power failure or system interruption, follow the steps below to restart this option:

1. Determine which order's Acknowledgment was interrupted by requesting the Open Orders Inquiry (MENU OEMAIN) and requesting the **Today's Orders** field set to U for all "In-Use" orders. To locate order numbers that are specifically in-use from Print Acknowledgements, review the **Status** column for %% as the "In-Use" code.
2. Re-select this option. Key the same responses, with the following exception:
   - Key the order number to be restarted in the **Order No.**field

Print Acknowledgments Screen



This screen appears after selecting option 20 - Print Acknowledgements from MENU OEMAIN. Use this screen to print Acknowledgments for the indicated company. To further limit the orders selected for Acknowledgment print, you may enter a warehouse and order number or range of order numbers. You also specify the output queue and whether or not this is a reprint.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Print Acknowledgments Screen Fields and Function Keys

Field/Function Keys	Description
Company Number	NOTE: This field displays only if you are using the multi-company feature. Key the number of the company for which Acknowledgments will print, or accept the default displayed. *Default Value:* The default company defined for the user through Security Maintenance (MENU XASCTY) if user security is active; otherwise, the system’s default company is displayed. (N 2,0) Required

Print Acknowledgments Screen Fields and Function Keys

Field/Function Keys	Description
Warehouse	This field is used to limit the Acknowledgments to the Warehouse ID entered in this field. Key the desired warehouse or accept the default displayed. If left blank, all warehouses will be included. *Default Value:* The default warehouse for the user as defined through Security Maintenance (MENU XASCTY) if user security is active; otherwise, the system's default warehouse is displayed. (A 2) Optional
Order No	This field is used to limit the Acknowledgments to the range of order numbers entered in this field. If left blank, Acknowledgments will print for all orders within the selection criteria entered. NOTE: If an order is not a quote, it also can have an Acknowledgment printed if the order is "held" if in Order Entry Options Maintenance (MENU XAFILE) the **Allow Ack. Print of Held Orders** field is Y. Note, however, if the **Acknowledgment** field on the End Order Screen (p. 6-248) in Enter, Change & Ship Orders (MENU OEMAIN) for that order is N, an Acknowledgment cannot be printed. (2 @ N 5,0) Optional
Output Queue	This field is used to enter the output queue of the printer from which the Acknowledgments will print, if being produced in hardcopy format from your printer. Key the desired output queue. *Default Value:* The default output queue defined through Order Entry Options Maintenance (MENU XAFILE), unless an override output queue has been defined for the selected warehouse through Output Queue Overrides Maintenance (MENU OEFIL2 or MENU XAFILE). *Valid Values:* Any valid AS400 output queue (A 10) Required
Reprint	This field indicates whether or not this is the first time printing Acknowledgments for the orders selected. Key Y to reprint acknowledgments previously printed. Key N if this is the first time printing acknowledgments. *Default Value:* N (A 1) Required
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.
F5=Submit to Batch	Press F5=SUBMIT TO BATCH to confirm your selections and submit the print request to batch. This option enables you to continue using your workstation.

Print Acknowledgments Screen Fields and Function Keys

Field/Function Keys	Description
Enter	Press ENTER to confirm your selections and submit the print request for immediate processing. With this option, you will not be allowed to use your workstation until the job is complete.

Acknowledgements

```
                              ACKNOWLEDGEMENT                         Page    1
Sold To:                             Ship To:
Bon Secour School Department         Bon Secour School Department
Swift Consolidated Elementary        Swift Consolidated Elementary
6330 Bon Secour Hwy                  6330 Bon Secour Hwy                 Date
Bon Secour          AL 36511-3217    Bon Secour          AL 36511-3217   04/13/16
UNITED STATES OF AMERICA             UNITED STATES OF AMERICA            Time
                                                                         21:12:49
Vendor No: 111
P.O. No: 123                  Req: 04/15/16 Exp: 04/15/16

01/0000000010     02759/00     SE     00003
Terms:NET 30
--------------------------------------------------------------------------------
Item Number/Description     U/M    Ordered            Price            Total
--------------------------------------------------------------------------------
Carrier: Rapid Package Service
FOB Description:  Delivered to Dock
A100                        EA       10.000       559.97000 EA                  T
  All-in-One Printer Model V515W                                 5,599.70  US$
  Print, Copy, Fax, Scan
                                          Trade Discount          307.98-
                                                Subtotal         5,291.72  US$
                                               Sales Tax          317.50
                                             Order Total         5,609.22
                                                 Deposit
                                                 Amt Due         5,609.22  US$
    Total Line Items     1                                        * COMPLETE *
```

Acknowledgments are produced following your responses on the Print Acknowledgments Screen (p. 23-3). Detailed order information is printed for the company selected, including the date the Acknowledgement was printed, the requested ship date of the order, and the expected ship date of the order (from the Order Header).

NOTE: All dates will display in the **Default Date Format** for the user that generated the report, 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).

NOTE: When International Currency is installed, if **Print Benchmark Totals** is Y in System Options Maintenance (MENU ICFILE) and **Form Type** is 2 in Currency/ Exchange Codes Maintenance (MENU XAFILE), totals are expressed in both the customer's currency and that currency's benchmark currency.

If you are using customer/item defaults [as determined through Order Entry Options Maintenance (MENU XAFILE)], the unit of measure printed on the Acknowledgment is either "our" unit of measure, the customer's unit of measure, or both "our" unit of measure and the customer's unit of measure; also determined through Order Entry Options Maintenance (MENU XAFILE). If both the customer's unit of measure and the Distribution A+ unit of measure are selected to print, the Acknowledgment will first print as it normally does and once the description has printed, the customer's "ordering" unit of measure will print. If only the customer's unit of measure is selected to print, the customer's "ordering" unit of measure will print in place of the Distribution A+ unit of measure.

If prices have been selected to be shown in order entry in the "ordering" unit of measure instead of the "pricing" unit of measure [as determined through Order Entry Options Maintenance (MENU XAFILE)], the Acknowledgment will print the "ordering" unit of measure price.

The item number to print on the Acknowledgment for replaced items is also determined through Order Entry Options Maintenance (MENU XAFILE). For item replacements, either the 1) new item, 2) original item, or 3) both will print. For items replaced due to customer/item cross references, either 1) our (your) item number, 2) the customer's item number, or 3) both will print. For items replaced due to UPC or GTIN (Global Trade Item Number) cross references, either 1) our (your) item number, 2) the UPC Code or GTIN, or 3) both our (your) item number and the UPC Code or GTIN will print.

Headings will print on the Acknowledgment only if **Print Acknowledgment Headings** has been defined as Y through Order Entry Options Maintenance (MENU XAFILE) for this company. If an Acknowledgment is being printed for a quote, **QUOTATION** will print in the header and the quote expiration date will print on the last line of the Acknowledgment. Also, if EDI or FAX is being used, a note will print at the top of the form indicating the method used.

If a customer vendor number exists for the customer in the Customer Master File (CUSMS), the vendor number value will print on the Acknowledgment, regardless if headings print.If headings print, then the label (**Vendor No**) will be included with the value. If a customer vendor number does not exist for the customer in the Customer Master File, then neither the label (**Vendor No**) or value prints, regardless if headings print.

The carrier and FOB description print for orders only; this information is not printed for quotes.

Extended Item Comments (EICs) will print below the second line of item description if a print code of I, or none, was assigned through EIC maintenance to those lines of text designated to print out on the Acknowledgement. If the **Show All Qualifying EIC** field is set to N in System Options Maintenance (MENU XAFILE), only the one EIC selected as most applicable for an item will print. If the **Show All Qualifying EIC** field is set to Y, the Acknowledgement may contain multiple EICs for an item. If any EICs for the items are set up with **Line Cmt** as Y in Extended Item Comment Maintenance (MENU IAFILE), the EIC will not print a second time since the comment was already added to the OE order as a line comment and line comments print on the Acknowledgement. Refer to Item Master Maintenance (MENU XAFILE) as described in the Inventory Accounting User Guide for details about defining and selecting EICs.

If **Use GST/PST Taxing** is set to Y through System Options Maintenance (MENU XAFILE), and the tax body on the order is for GST or PST:

- a **GST** total line and a **PST** total line will print beneath the **Subtotal** field on the *Acknowledgment* and will be added to the **Order Total** and **Amount Due**.
- a **GST Registration #** field will print to the left of the **Subtotal** field representing the GST registration number defined for the warehouse and the "T" code, for taxable item, will be omitted next to the Total field.

NOTE: "T" prints to the right of the line item indicating taxable, if applicable. To determine if "T" prints, the Order Header is first checked to see if the order is taxable. If the exemption code is equal to zeros or a J and the item tax code is Y, then "T" prints. If using GST/PST taxing, then "T" does not print. If using Vertex, "T" prints if the vertex taxable amount is greater than zero.

Various totals print on an Acknowledgment. These include **Other Total** amounts (i.e., container charges and federal excise tax) to ensure an accurate flow of information on the Acknowledgment.

Acknowledgments will print using form type 1 or form type 2, depending on your selection in System Options Maintenance (MENU XAFILE).

To protect customer credit card numbers, only the last four digits of the card number will appear on this document, as, for example: xxxx xxxx xxxx 1234.

CHAPTER 24

Printing Pick Lists

24

Use this option to print Pick Lists for sales orders that are ready for pick list print, or for orders that have been previously printed. Selection criteria may be entered which limits the Pick Lists to print. Only orders with line items will print. Comment or special charge orders will not print a Pick List; however, their status will still change to “PS Printed” to advance the order.

Through Enter, Change & Ship Orders (MENU OEMAIN), once an order has been entered, a Pick List may be also be printed to ship the order as soon as possible. You may print Pick Lists individually for the order using the F5=P/F PCK function key on the End Order Screen (p. 6-248), or as a group through this option. Pick list sequencing cannot be overridden at print time.

Pick Lists are sent to the warehouse where the order will be picked and shipped. If Warehouse Management is installed, the Pick List will show the location of the item(s) ordered.

Tailoring options defined through Order Entry Options Maintenance (MENU XAFILE) determine what will print on the Pick List. You will be able to determine whether or not the following will print:

- the item number (our item number, the replaced item number, or both)
- the manufacturer’s item number
- prices for the indicated company (also determined through Customer/Ship-to Master Maintenance (MENU ARFILE))
- notification to send/resend Safety Data Sheets if the **Notify on Pick List** is set to Y.

HAZMAT Shipping Papers and the HAZMAT Carrier Weight Summary Report will print following the Pick List if in Warehouse Numbers Maintenance (MENU IAFILE) the **HAZMAT Shipping Papers** field is 1, indicating to print with Pick Lists. Note, however, that HAZMAT documents will not print when re-printing Pick Lists. HAZMAT documents may be printed on demand through the Carrier Order Inquiry (MENU OEMAIN).

If FAX is installed and being used for Pick Lists, you may select to fax a Pick List in addition to or instead of printing a hard-copy of it. Whether or not Pick Lists are sent via FAX is determined at the warehouse level through Fax System Options Maintenance (MENU AXMAIN). Refer to the FAX User Guide for details.

If Mail Server is installed and the **Email Pick List** field is set to Y through Warehouse Numbers Maintenance (MENU IAFILE), you can e-mail Pick Lists in addition to printing or faxing them. Refer to the Warehouse Numbers Maintenance option in the Inventory Accounting User Guide for information about e-mailing Pick Lists.

NOTE: In addition to the company level determination as to whether or not prices are to be included on Pick Lists, the Customer Master File, updated through the Accounts Receivable module, allows for the determination to be made at the customer level. Refer to Customer/Ship to Master Maintenance (MENU ARFILE) as described in the Accounts Receivable User Guide.

If Value Added Services is installed on your system, printing and reprinting of Work Order Pick Lists is completed through Release Work Orders (MENU WOMAIN). Refer to the Value Added Services User Guide for details.

If Radio Frequency is installed on your system, pick lists will not print for any item(s) on an order or special order that reside in the Receiving Dock Location (4’s location). In order to print a pick list for an item residing in the Receiving Dock Location, you must use a transaction manager to scan that item for put-away. Once the item is put-away, you may then print a pick list for that item or item(s). Additionally, if one or more items have not yet been put away, a warning message will display.

Print Pick 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
Print Pick Lists Screen	Use to provide limiting criteria for the selection of invoices to print.
Pick List Status Inquiry Screen	Prints detailed order information for all orders that match the selection criteria.
Pick Run Order List Screen	Prints invoice information and split terms for all order that match the selection criteria.
Pick List	Prints invoice information for all orders ready for consolidated invoice that match the selection criteria.
Shipping Manifest Report	Prints order information for all returns that match the selection criteria.
Summary Pick List	Prints a detailed statement of contents for inclusion in a cargo shipment.

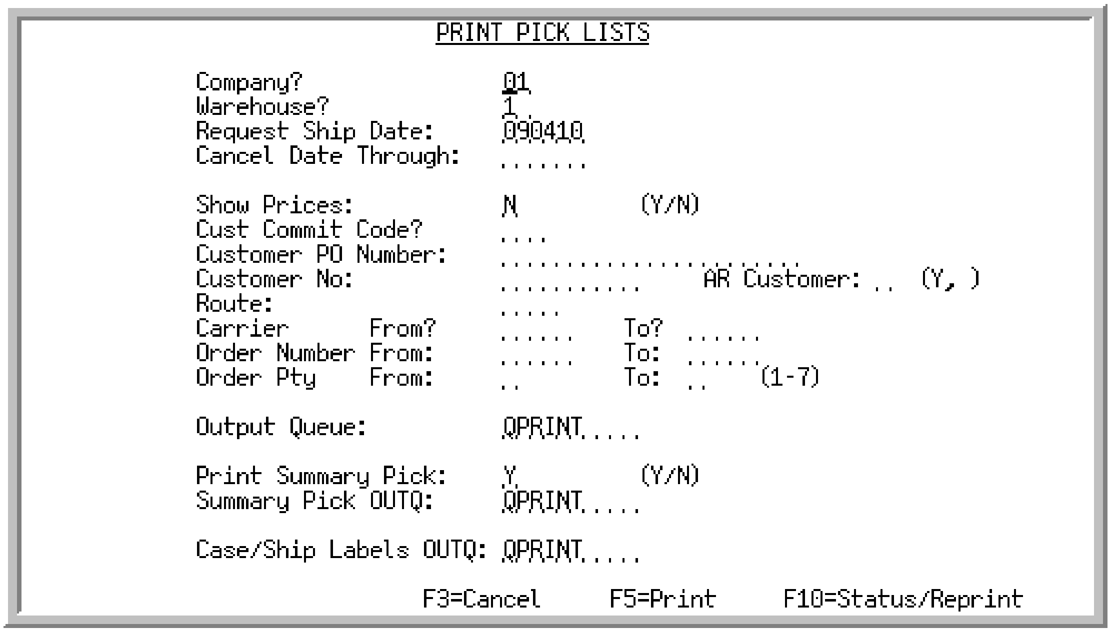
Restart Instructions

In the case of power failure or system interruption, follow the steps below to restart this option:

1. Determine which order's Pick List was interrupted by requesting all "In-Use" orders in the Open Orders Inquiry (MENU OEMAIN). To locate the order number, search using @@ as the "In-Use" code.
2. Re-select this option. Key the same responses, with the following exceptions:

- Key **Reprint** as Y.
- Key the order number to be restarted in the **Order No**. field.

Print Pick Lists Screen



This screen appears after selecting option 21 - Print Pick Lists (MENU OEMAIN). Use this screen to select the criteria for all orders that are ready for pick list print. You may also inquire into the status of a pick list run and optionally reprint the Pick List for an entire run or for an order within a run.

Print Pick Lists Screen Fields and Function Keys

Field/Function Keys	Description
Company	This field displays only if you are using the multi-company feature. Key the number of the company for which Pick Lists will print, or accept the default. *Default Value:* The default company defined in Security Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) (N 2,0) Required
Warehouse	This field is used to limit the Pick Lists to the Warehouse ID entered in this field. Key the desired warehouse or accept the default displayed. *Default Value:* The default warehouse for the default company as defined through Security Maintenance (MENU XASCTY) (A 2) Required

Print Pick Lists Screen Fields and Function Keys

Field/Function Keys	Description
Request Ship Date	Pick Lists will print for only those orders with a requested ship date equal to or prior to the date entered in this field. Key the desired date, or accept the default date displayed. *Default Value:* Current system date *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
Cancel Date Through	Pick Lists will print for only those orders with a cancel date equal to or prior to the date entered in this field. Leave this field blank to remove cancel date as a criterion for printing Pick Lists. *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) Optional
Show Prices	This field indicates whether or not prices will appear on Pick Lists. Key Y to include prices. Key N to exclude prices from printing. The final determination as to whether or not prices will appear on Pick Lists is made at the customer level, through Customer/Ship to Master Maintenance (MENU ARFILE), in the **Price Pick/Pack** field. *Default Value:* The value defined in the **Price Pick Lists** field through Order Entry Options Maintenance (MENU XAFILE). (A 1) Required
Cust Commit Code	Pick Lists will print for only those orders for customers with the customer commitment code entered in this field. *Valid Values:* Any valid customer commitment code that has been defined through Customer Commitment Code Maintenance (MENU ARFIL2) (N 3,0) Optional
Customer PO Number	Pick Lists will print for only those orders with the customer PO number entered in this field. (A 22) Optional

Print Pick Lists Screen Fields and Function Keys

Field/Function Keys	Description
Customer No	Pick Lists will print for only those orders with the customer number entered in this field. *Valid Values:* Any valid customer defined through Customer/Ship to Master Maintenance (MENU ARFILE) or any valid A/R customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE) if you key Y in the **AR Customer** field (N 10,0) Optional
AR Customer	This field allows an A/R customer number to be used in the **Customer No** field if you key Y. Leaving this field blank means only customer numbers can be used in the **Customer** field. Key Y to print Pick Lists for only those orders with the A/R customer number keyed in the **Customer** field. *Default Value:* blank *Valid Values:* blank or Y (A 1) Optional
Route	This field displays only if **Use Route/Stop** is Y in Order Entry Options Maintenance (MENU XAFILE). Pick Lists will print for only those orders assigned to the route entered in this field. Routes may be assigned to customers through Customer Master Maintenance (MENU ARFILE) and optionally overridden through Enter, Change & Ship Orders (MENU OEMAIN). Routes may also be assigned to orders through MENU OEMAIN, designating scheduled deliveries or planned pick-ups. If an order for which you want a Pick List printed has been assigned a route, you must enter that route in this field. Key the desired route. If left blank, Pick Lists will print for only those orders (in the order range indicated) not assigned to a route. If all orders (that you selected in the **Order Number** field) have been assigned to a route and you leave this field blank, you will receive a message informing you that no criteria has been found to print Pick Lists. NOTE: A Shipping Manifest Report (p. 24-22) will be provided for Pick Lists printed by route, and if the Pick Lists are being processed via FAX, so too will the Shipping Manifest. (A 4) Optional
Carrier	This field is used to limit the Pick Lists to the range of carriers entered in this field. If left blank, all orders for all carriers within the selection criteria entered will print. (2 @ A 5) Optional

Print Pick Lists Screen Fields and Function Keys

Field/Function Keys	Description
Order Number	This field is used to limit the Pick Lists to the range of order numbers entered in this field. If left blank, Pick Lists will print for all orders within the selection criteria entered. (2 @ N 5,0) Optional
Order Pty	This field is used to limit the Pick Lists to the range of order priorities entered in this field. If left blank, Pick Lists will print for all orders assigned any order priorities within the selection criteria entered. For an explanation of order priorities, refer to Order Entry Options Maintenance (MENU XAFILE). (2 @ N 1,0) Optional
Output Queue	This field is used to enter the output queue to which Pick Lists will be sent. Key the desired output queue. *Default Value:* The default output queue defined through Order Entry Options Maintenance (MENU XAFILE), unless an override output queue has been defined for the selected warehouse through Output Queue Overrides Maintenance (MENU OEFIL2 or MENU XAFILE). *Valid Values:* Any valid output queue (A 10) Required
Print Summary Pick	This field displays only if Warehouse Management is installed and **Print Summary Pick Lists** is A or L (not N) in System Options Maintenance (MENU WMFILE) and **Allow Bypass when Printing** is Y in Warehouse Management System Options. Use this field to indicate if the Summary Pick List (Figure F-21-7) should print in addition to regular Pick Lists, if applicable. Key Y to print a Summary Pick List for the Pick Lists selected to print on this screen. The Summary Pick List is a separate document that will print bulk storage location items in addition to the Pick Lists. Key N if you do not wish to print the Summary Pick List for the Pick Lists selected to print on this screen. *Default Value:* Y (A 1) Required

Print Pick Lists Screen Fields and Function Keys

Field/Function Keys	Description
Summary Pick OUTQ	This field displays only if Warehouse Management is installed and **Print Summary Pick Lists** is A or L (not N) in System Options Maintenance (MENU WMFILE). Key the output queue to which Summary Pick List (p. 24-24) will be sent. *Default Value:* The default output queue defined through System Options Maintenance (MENU WMFILE), unless an override output queue has been defined for the selected warehouse through Output Queue Overrides Maintenance (MENU OEFIL2 or MENU XAFILE). *Valid Values:* Any valid output queue *Valid Values:* Required only if **Print Summary Pick** is Y (A 10) Required
Case/Ship Labels OUTQ	This field displays only if Warehouse Management is installed and **Print Summary Pick Lists** is A or L (not N) in System Options Maintenance (MENU WMFILE); and is available only if **Case Shipping Labels** is Y in Warehouse Management Options Maintenance (MENU WMFILE). Key the output queue to which Case/Shipping Labels will be sent. Refer to Shipping Labels (MENU WMMAIN) of the Warehouse Management User Guide for a presentation and explanation of Case/Shipping Labels. *Default Value:* The default output queue defined through System Options Maintenance (MENU WMFILE), unless an override output queue has been defined for the selected warehouse through Output Queue Overrides Maintenance (MENU OEFIL2 or MENU XAFILE). *Valid Values:* Any valid output queue (A 10) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU OEMAIN will display.

Print Pick Lists Screen Fields and Function Keys

Field/Function Keys	Description
F5=Print	If you are ready to print Pick Lists, press F5=PRINT. A "pop-up" window will display allowing you to submit the print request to batch or have it run interactively. If you select **Type B** (Batch), you will be able to continue using your workstation. If you select **Type I** (Interactive), you will not be able to use your workstation until processing has completed. When processing is done, MENU OEMAIN will display. If the Pick Lists are being processed via FAX, the FAX Cover Sheet Screen will display, as described in the FAX User Guide. This screen will allow you to key overrides to the default Customer Master File fax data entered through Customer/Ship to Master Maintenance (MENU ARFILE), as described in the Accounts Receivable User Guide. If Mail Server is installed and the **Email Pick List** field is set to Y through Warehouse Numbers Maintenance (MENU IAFILE), you can e-mail Pick Lists in addition to printing or faxing them. Refer to the Warehouse Numbers Maintenance option in the Inventory Accounting User Guide for information about e-mailing Pick Lists. If printing Pick Lists and special order line items are involved, the posting that ensues will also create new, ready-to-pick slip print orders (with new order numbers) and move those special order items to those orders. NOTE: You will receive a message if a Pick List is not available for the selection criteria entered.
F10=Status/Reprint	Press F10=STATUS/REPRINT to inquire into the status of a pick list run and optionally reprint the Pick List for an entire run or for an order within a run. The Pick List Status Inquiry Screen (p. 24-10) will appear.
Enter	Press ENTER to confirm your selections. Select a function key to continue processing.

Pick List Status Inquiry Screen

```
                              PICK LIST STATUS INQUIRY

        Run No  User         -- Submit --  Stat  Co  WH  Pick Outq  1st Ord    Rout
 1         181  QPGMR         3/22  10:03  Done   1  1   QPRINT     02573/00
 2         180  QPGMR         3/22  10:00  Done   1  1   QPRINT     02572/00
 3         179  QPGMR         3/22   9:50  Done   1  1   QPRINT     02571/00
 4         178  QPGMR         3/22   9:42  Done   1  1   QPRINT     02570/00
 5         177  QPGMR         3/22   9:38  Done   1  1   QPRINT     02569/00

 6         176  QPGMR         3/22   9:34  Done   1  1   QPRINT     02568/00
 7         175  QPGMR         3/22   9:29  Done   1  1   QPRINT     02567/00
 8         174  QPGMR         3/22   9:26  Done   1  1   QPRINT     02566/00
 9         173  QPGMR         3/22   9:07  Done   1  1   QPRINT     02564/00
10         161  QPGMR         3/15  14:42  Done   1  1   QPRINT     02545/00

11         160  QPGMR         3/15  14:34  Done   1  1   QPRINT     02544/00
12         159  QPGMR         3/15  14:24  Done   1  1   QPRINT     02543/00
13         157  QPGMR         3/15  14:15  Done   1  1   QPRINT     02541/00
14         156  QPGMR         3/15  14:09  Done   1  1   QPRINT     02540/00
15         154  QPGMR         3/15  13:53  Done   1  1   QPRINT     02537/00
                                                                         More...

Sel: _ . Co: . 1 WH? 1 . User: ..........  Order No: ...... / ...  Type: S  ( ,S,W)
                                                                     F12=Return
```

This screen appears after you press F10=STATUS/REPRINT on the Print Pick Lists Screen (p. 24-4). Use this screen to view the status of pick list runs and/or inquire into the orders that make up a pick list run. You may also optionally restart or reprint a single order or an entire pick list run.

Pick List Status Inquiry Screen Fields and Function Keys

Field/Function Keys	Description
(Reference Number)	The reference number associated with the specific pick list run. This number is keyed in the Select field on the lower portion of the screen when you want to inquire into the orders that make up a pick list run. Display
Run No	The run number associated with a specific pick list print. Display
User	The identification of the user who submitted the pick list print. Display
Submit	The date and time the pick list was submitted for print. Display
Stat	The printing status of the pick list run: **Exec** (currently being executed) or **Done**. Display
Co	The company for which Pick Lists are being or have been printed. Display

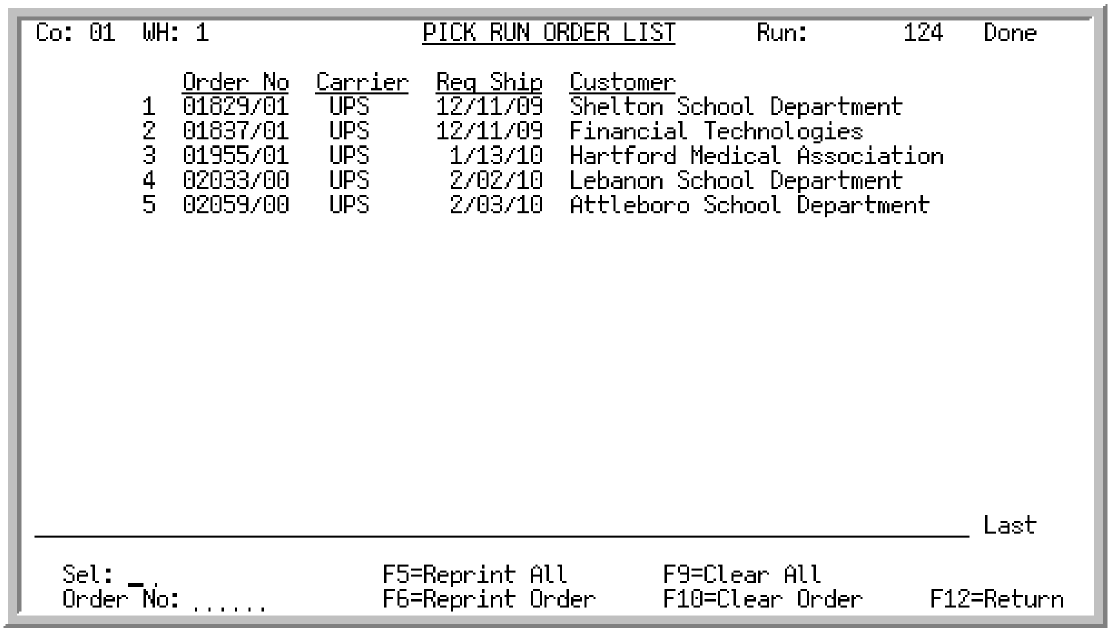
Pick List Status Inquiry Screen Fields and Function Keys

Field/Function Keys	Description
WH	The warehouse for which Pick Lists are being or have been printed. Display
Pick Outq	The output queue to which Pick Lists are being or have been sent. Display
1st Ord	The first order number and generation (number of times the order has been backordered) in the pick list run for which Pick Lists are being printed or have been printed. Display
Rout	The route assigned to the order through Enter, Change & Ship Orders (MENU OEMAIN), if any. A Shipping Manifest Report (p. 24-22) will also be provided for Pick Lists printed by route. Display
Sel	This field allows you to inquire into the orders that make up a specific pick list run. Key the reference number associated with the run for which you want to view detailed information. The Pick Run Order List Screen (p. 24-13) will appear. (N 2,0) Optional
Co	Use this field to limit the inquiry to the company number entered in this field. Key the desired company. Only pick list runs for this company will be displayed on the top portion of this screen. (N 2,0) Optional
WH	Use this field to limit the inquiry to the warehouse entered in this field. Key the desired Warehouse ID. Only pick list runs for this warehouse will be displayed on the top portion of this screen. (A 2) Optional
User	Use this field to limit the inquiry to the user identification entered in this field. Key the desired User ID. Only pick list runs generated by this user will be displayed on the top portion of this screen. (A 10) Optional

Pick List Status Inquiry Screen Fields and Function Keys

Field/Function Keys	Description
Order No	This field allows you to limit the inquiry to only the order number you select in this field. This provides you with an easy way to clear or reprint one order only, if desired. Key the order number (and generation number, if any) of the order to display. When you press ENTER, the screen will be refreshed and only the order number keyed in this field will be shown. (A 5/A 2) Optional
Type	This field displays only if Value Added Services is installed on your system. Use this field to select to print Pick Lists for sales orders, Work Order Pick Lists for work orders, or both. Key S to print Pick Lists for sales orders only. Key W to print Work Order Pick Lists for work orders only. Leave this field blank to print Pick Lists for both sales orders and work orders. *Default Value:* S *Valid Values:* S, W, blank (A 1) Optional
F12=Return	Press F12=RETURN to return to the Print Pick Lists Screen (p. 24-4).
Enter	Press ENTER after selecting a pick list run to inquire into the orders that make up the selected run. The Pick Run Order List Screen (p. 24-13) will appear.

Pick Run Order List Screen



This screen appears after you select a pick list run and press ENTER on the Pick List Status Inquiry Screen (p. 24-10). Use this screen to view the orders that make up the selected run. You may also use this screen to reprint a single or all orders within a specific pick list run, or clear a specific order or all orders within a specific run.

If Value Added Services is installed, there may be multiple pick list runs per work order, as opposed to a sales order which has one pick list per order.

NOTE: If you clear (F9=CLEAR ALL or F10=CLEAR ORDER) sales order pick lists, the sales order reverts to the status "2-Rdy Pick List." If you clear a work order pick list run, if Value Added Services is installed, the components on the routing steps for that pick list run revert to the status "Rls - Pick Ready."

Pick Run Order List Screen Fields and Function Keys

Field/Function Keys	Description
Co	The company for which Pick Lists have been printed. Display
WH	The warehouse for which Pick Lists have been printed. Display
Run	The pick list run selected on the Pick List Status Inquiry Screen (p. 24-10). The status of the run displays to the right of the run number. Display

Pick Run Order List Screen Fields and Function Keys

Field/Function Keys	Description
(Reference Number)	The reference number associated with the order in the selected pick list run. This number is keyed in the Sel field on the lower portion of the screen when you want to select an order for inquiry, reprint, or cancellation. Display
Order No	The order number and generation (number of times the order has been backordered) of the order selected in this pick list run. Display
Carrier	The carrier assigned to the order through option 1 of this menu, if any. Display
Req Ship	The date the customer requested the order to be shipped. Display
Customer	The customer to whom the order is to be shipped. Display
Sel	This field allows you to inquire into, reprint, or clear a specific order. Key the reference number associated with the order you want to further inquire into and press ENTER. The Order Activity Detail Screen (p. 15-36) will appear. Key the **Reference Number** associated with the order you want to reprint and press F6=REPRINT ORDER. Key the **Reference Number** associated with the order you want to clear and press F10=CLEAR ORDER. (N 2,0) Optional
Order No	Use this field to position a single order from within the pick run order list to the top of the screen. Key the desired order number. That order will be displayed on the first line of this screen, followed by the other orders in the list, if any. (A 5) Optional

Pick Run Order List Screen Fields and Function Keys

Field/Function Keys	Description
F5=Reprint All	This function key appears only if you are authorized to reprint pick lists as determined through Application Action Authority (MENU XASCTY). Press the F5=REPRINT ALL function key to reprint ALL orders from within the selected pick list run. This function is valid for sales orders only. If FAX is installed, you may decide, through Fax System Options Maintenance (MENU AXMAIN), that Pick Lists for particular warehouses may be faxed in addition to or instead of printing a hard copy. If FAX is being used for processing a Pick List, the Fax Cover Sheet Screen will display to allow for fax-related overrides to be keyed. (Refer to the FAX User Guide for details.) If Mail Server is installed and the **Email Pick List** field is set to Y through Warehouse Numbers Maintenance (MENU IAFILE), you can e-mail Pick Lists in addition to printing or faxing them. Refer to the Warehouse Numbers Maintenance option in the Inventory Accounting User Guide for information about e-mailing Pick Lists. When Pick List processing has finished, MENU OEMAIN will display.
F6=Reprint Order	The F6=REPRINT ORDER function key appears only if you are authorized to reprint pick lists as determined through Application Action Authority (MENU XASCTY). After selecting an order in the **Sel** field, press this key to reprint the selected order in the pick list run. This function is valid for sales orders only. If FAX is installed, you may decide, through Fax System Options Maintenance (MENU AXMAIN), that Pick Lists for particular warehouses may be faxed in addition to or instead of printing a hardcopy. If FAX is being used for processing a Pick List, the Fax Cover Sheet Screen will display to allow for fax-related overrides to be keyed. (Refer to the FAX User Guide for details.) If Mail Server is installed and the **Email Pick List** field is set to Y through Warehouse Numbers Maintenance (MENU IAFILE), you can e-mail Pick Lists in addition to printing or faxing them. Refer to the Warehouse Numbers Maintenance option in the Inventory Accounting User Guide for information about e-mailing Pick Lists. When Pick List processing has finished, MENU OEMAIN will display. If Work Order Processing is installed, you may reprint work orders for pick list runs through Release Work Orders (MENU WOMAIN).

Pick Run Order List Screen Fields and Function Keys

Field/Function Keys	Description
F9=Clear All or F9=Restart	When F9=CLEAR ALL displays, press F9=CLEAR ALL to clear ALL orders within this pick list run. Upon pressing this key, a pop-up window displays the warning message that indicates pick lists will be canceled for ALL orders in this pick list run. Press F17=CLEAR to clear the entire pick list run, or F12=RETURN to select a different option. When F9=RESTART displays, press F9=RESTART to restart a print that was in process but has been interrupted. NOTE: The F9=RESTART function key will only be displayed for orders that are being executed from your workstation. If a pick list run fails due to a power outage or the like, it must be restarted from your workstation. If you have a "jump" workstation, it must be started from the same Display Station ID.
F10=Clear Order	The F10=CLEAR ORDER function key appears only if you are authorized to reprint Pick Lists as determined through Application Action Authority (MENU XASCTY). After selecting an order in the **Sel** field, press F10=CLEAR ORDER to clear the selected order in the pick list run. An order can be cleared until it has been ship confirmed or invoiced. A pop-up window display with the warning message that the pick list will be canceled for the order. Press F17=CLEAR to clear the pick list run for this order, or F12=RETURN to select a different option.
F12=Return	Press the F12=RETURN function key to return to the Pick List Status Inquiry Screen (p. 24-10).
Enter	Press the ENTER key after keying the **Reference Number** of the order to be inquired upon. For a sales order the Order Display Screen (p. 15-17) appears. For a work order, the Work Order Display Screen of the Work Order Inquiry (MENU OEMAIN) appears.

Pick List

```
                                    PICK LIST                              Page           1
                                                  * REPRINT *              Print   18/01/18
                                                                           Time    12:50:30
Ship Bon Secour School Department                                          Order   18/01/15
 To: 21 Indian Run Trail                                                   Request 18/01/16
     Wilmer,, AL 36587-0021
Co/Cust          P.O. No                 Order No    Ship Instructions           WH
01/0000000010    237429                  D1620/00                                3
-------------------------------------------------------------------------------------
Item No/Description/Mfg Item No    Order        Ship          B/O  U/M   Loc    Seq
-------------------------------------------------------------------------------------
Carrier: Rapid Package Service
FOB Description:  Delivered to Dock
** BOX ID: 017BI   DL-Corrugated Double Wall22x14x12
A110                               1.000        1.000         .000  EA   BELOW
  Sharp Copier
  LZ-57
  PRICE:             835.99240 EA          835.99  US$                            2
  SN:  131                  LOC:   03.003.01
951361                             1.000        1.000         .000  UN   BELOW
  Clorox Bleach, 121 oz.
  CL30966
  PRICE:               1.00000 UN            1.00  US$                            6
     ** SDS **
                                                1.000         LOC: 07.003.04
M005                               1.000        1.000         .000  EA   BELOW
  Pepto-Bismol Liquid 16 oz
  886-83662
  PRICE:               7.11550 EA            7.12  US$                            3
  LOT: 123118                 96/CAS          1.000 EA        LOC: 12.001.03
&P
  Special Charge
  PRICE:                                      .64  US$                            5
  Deliver before 4:00 PM                                                          1
                                                                      * COMPLETE *
```

Pick Lists are produced after pressing F5=PRINT from the Print Pick Lists Screen (p. 24-4), or when ending an order through Enter, Change & Ship Orders (MENU OEMAIN). Pick Lists show detailed order information based on the criteria selected for this order. Pick Lists will print using form type 1 or form type 2, depending on the selection in System Options Maintenance (MENU XAFILE).

The resulting format of the Pick List may vary due to selections made through Order Entry Options Maintenance (MENU XAFILE) and Customer/Ship to Master Maintenance (MENU ARFILE). For example, pick list headings print only if **Print Pick List Headings** has been defined as Y through Order Entry Options Maintenance for this company. Likewise, whether or not prices print on the Pick List for the indicated company is determined through Order Entry Options Maintenance and/or Customer/Ship-to Master Maintenance. Order Entry Options Maintenance also determines if the item number (our item number, the replaced item number, or both) and the manufacturer's item number will print.

If Radio Frequency is installed on your system, pick lists will not print for any items on an order or special order that reside in the Receiving Dock Location (4's location). In order to print a pick list for an item residing in the Receiving Dock Location, you must use a transaction manager to scan that item for put-away. Once the item is put-away, you may then print a pick list for that item or items. Additionally, if one or more items have not yet been put away, a warning message will display.

If FAX is installed, you may decide, through Fax System Options Maintenance (MENU AXMAIN), that Pick Lists for particular warehouses may be faxed in addition to or instead of printing in hard copy. If so, defaults for the output presentation (e.g., fax headers, notes, etc.) are made through that same option. These defaults are separate from any identified, for example, through Order Entry Options Maintenance (MENU XAFILE), because they only apply to Pick Lists (and Pack Lists) being faxed. If a Pick List is not being faxed, any defaults keyed through Fax System Options Maintenance (MENU AXMAIN) are ignored. Refer to the FAX User Guide for details.

If Mail Server is installed and the **Email Pick List** field is set to Y through Warehouse Numbers Maintenance (MENU IAFILE), you can e-mail Pick Lists in addition to printing or faxing them. Refer to the Warehouse Numbers Maintenance option in the Inventory Accounting User Guide for information about e-mailing Pick Lists.

Pick List

Report/Listing Fields	Description
Headings	The page number, print date and time, order date, and requested ship date print in the top right corner. When pick lists are reprinted, * REPRINT * also prints on line 2.
Customer Heading Information	The customer heading information includes the shipping name and address, company and customer number, PO number, sales order number, shipping instructions, and shipping warehouse.
Carrier FOB Description	Below the item information column headings before the actual item information begins., the shipping carrier and FOB description are shown if they are used.
BOX ID	When Warehouse Management is installed and the boxing feature is being used, the Box ID assigned to the order with the description of the box is shown.

Pick List

Report/Listing Fields	Description
Item No/Description/Mfg Item No	The item number prints and the item description lines print on the lines below the item number. The second description line will only print when the **Print 2nd Desc on Pick and Inv** is set to Y in Order Entry Options Maintenance (MENU XAFILE). The manufacturer's item number will print in addition to the item number and item description based on the **Print Mfg Item Number on Pick** tailoring option in Order Entry Options Maintenance (MENU XAFILE). In order for the manufacturer's item number to print, 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 the tailoring option is Y, the manufacturer's item number will print below the item description(s) for each item on the Pick List. If an item number does not have a manufacturer's item number, the blank line will not be generated beneath that item's description line(s) to avoid taking up unnecessary space. The report heading will display as **Item No/Description/Mfg Item No** (note that **Mfg Item No** will not be included in the report heading if the tailoring option is N). Which item number to print on the Pick List for replaced items is also determined through Order Entry Options Maintenance (MENU XAFILE) **Number to print for replaced items** field. • For item replacements, code 1 is the new replacement item, code 2 is the original item ordered by the customer, or code 3 both will print. • For items replaced due to customer/item cross references, code 1 is the item number, code 2 is the customer's item number, or code 3 both will print. • For items replaced due to UPC or GTIN (Global Trade Item Number) cross references, code 1 is the item number, code 2 is the UPC Code or GTIN, or code 3 prints both the item number and the UPC Code or GTIN.
Extended Item Comments	Extended Item Comments (EICs) will print below the second line of item description if a print code of P for pick list or blank for all documents was assigned through EIC maintenance to those lines of text designated to print out on the Pick List. If the **Show All Qualifying EIC** field is set to N in System Options Maintenance (MENU XAFILE), only the one EIC selected as most applicable for an item will print. If the **Show All Qualifying EIC** field is set to Y, the Pick List may contain multiple EICs for an item. If any EICs for the items are set up with **Line Cmt** set to Y in Extended Item Comment Maintenance (MENU IAFILE), the EIC will not print a second time since the comment was already added to the OE order as a line comment and line comments print on the Pick List.
Quantities	There are 3 columns for quantities: **Order**, **Ship**, **B/O**.

Pick List

Report/Listing Fields	Description
U/M	The corresponding unit of measure to pick of the ordered quantity. If using customer/item defaults [as determined through Order Entry Options Maintenance (MENU XAFILE)], the unit of measure printed on the Pick List is either a stocking unit of measure or both the stocking unit of measure and the customer's unit of measure; also determined through Order Entry Options Maintenance (MENU XAFILE). If both the customer's unit of measure and the stocking unit of measure are selected to print, the Pick List will print the stocking unit of measure to be picked as it normally does and the customer's default ordering unit of measure description prints below the item description.
Bill of Material Kit Items	For BOM Kit items, the parent item and the component items are printed on the Pick List. The component item quantities are listed only in the Ship column. The Quantity Per Parent prints as the first line of component detail, flagged by an asterisk (*) in the **Loc** column. When Warehouse Management is installed, the component quantity to be picked is printed with the reserved picking location. After the last component item, the summary line for the picker to complete denoting how many of the kit item will be built based on the available parent inventory found in the warehouse.
Prices	If **Print Prices on Lists** is set to Y, as determined through Order Entry Options Maintenance (MENU XAFILE), the unit and extended sell price will print. For specific customers, an override to the company default value is provided through Customer/Ship-to Master Maintenance (MENU ARFILE) with the **Price Pick/Pack** field. If **Show Prices in Ordering U/M** is set to Y, as determined through Order Entry Options Maintenance (MENU XAFILE), prices will be shown in the "ordering" unit of measure instead of the "pricing" unit of measure. For example, and item is stocked by CAS, BOX, EA but priced by UNT, a customer ordering a CAS will see the calculated price for the CAS. When International Currency s installed, the prices are printed in the customers trading currency followed by the currency symbol.
SN	When Warehouse Management is installed and an item is flagged as a serialized item, the serial numbers reserved to be picked from this location for this order will print for the picker to select appropriately.
COO	For items tracking country origin, the specific country of origin for this order will print for the picker to select appropriately. The country of origin of the reservation will print from the WM Locations Reservations File (WMRSV), if the reservation is already made. If the locations that print are suggested locations only from the WM Locations Balance File (WMBAL), then the country of origin will not print since there may be more than one country of origin that exists in the location.

Pick List

Report/Listing Fields	Description
** SDS **	If using the Safety Data Sheet feature and notifications to send SDS is by the Pick List through Order Entry Options Maintenance (MENU XAFILE), **** SDS **** will print on Pick Lists below any item tracking SDS dates the first time a customer orders the item (to a shipping address) or since a SDS date revision. Additionally, the **Send SDS** field may establish overrides at the customer level and at the ship-to level through Customer /Ship-To Master Maintenance (MENU ARFILE).
Loc	Inventory Accounting location data from the Item Balance File is printed in the **Loc** column. When Warehouse Management is installed, the **Loc** column displays the text **BELOW** as an instruction to look at another row for each items pick information. The quantity, unit of measure and pick location are printed for the picker. Items being picked from multiple locations will have one line printed for each pick location. For lot control items, the lot number and/or case quantity information reserved to be picked from the location is printed. For non-stock items, instead of an actual location, the text *** NON-STOCK ITEM** is printed.
End of Form	*** Continued *** will print at the end of a page for multi-page Pick Lists. *** Complete *** prints at the end of the last page of each Pick List. Order level comments and special charges that are coded to print on the pick list will print after the last item's information. **HAZMAT SHIPPING PAPERS** will print on the bottom of the Pick List when hazardous material documents have printed.

Shipping Manifest Report

```
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 if Pick Lists were selected to be printed by route [**Use Route/Stop** must be Y in Order Entry Options Maintenance (MENU XAFILE)], or if you printed the Pick List from the End Order Screen (p. 6-248) for an order with a value in the **Route/Stop** field.

A Shipping Manifest is a detailed statement of the contents of the order as expected to be 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.

At Invoice print time, an Invoice Manifest will print indicating the contents of the order at that time. Refer to Print Invoices (MENU OEMAIN) for details about Invoice Manifest.

Shipping Manifest Report

Report/Listing Fields	Description
Headings	Print date, report title, and page number complete the first heading line. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Stop	The stop number associated with the route, if any.
Order	The order number and generation (number of times the order was backordered).
Name	The name of the customer to whom the order is being shipped.
Items	The number of items in the order.
Total	The total dollar value of the order.

Shipping Manifest Report

Report/Listing Fields	Description
Pay Typ	The payment type code established for the customer through Customer/ Ship-to Maintenance.
Signature	The allotted space for a signature.

Summary Pick List

```
                              SUMMARY PICK LIST
Run:      379            CO: 01 A & C Office Supply                18/01/15
User: DCF013                  WH: 3 Dallas, TX                     13:25:39
                         PS: B1 Rows 3 & 4 Pick Section
===============================================================================
        Rw.Bin.Sh                Qty     U/M Order/Gen  Lot/Ser     Page:     1
===============================================================================
A110  Sharp Copier  Model Z-57
        03.003.01              1.000  EA   D1620/00  131
*TOTAL  03.003.01              1.000  EA

951361  Clorox Bleach, 121 oz.  Concentrated Germicidal
        07.003.04              1.000  UN   D1620/00
                                             ** SDS **
*TOTAL  07.003.04              1.000  UN
                                                                   Last
```

If Warehouse Management is installed and certain Order Entry and Warehouse Management Options are selected, Summary Pick Lists will print for a run of Pick Lists.

A Summary Pick List is a document indicating for a specific pick section, all of the items and warehouse locations from which items for a group of orders should be picked. Summary Pick Lists will print using form type 1 or form type 2, depending on the selection in System Options Maintenance (MENU XAFILE).

When Summary Pick Lists are printed, Case/Shipping Labels may be optionally printed for any case quantity item that is also printed on the Summary Pick List. These labels may be used to pick the correct items for wave picking, and as shipping labels. For additional information, refer to Shipping Labels (MENU WMMAIN) and the Warehouse Management User Guide.

Summary Pick List

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.
(Item Information)	The item number and description to be picked.
(Warehouse Location)	The stop number associated with the route, if any.
Qty U/M	The quantity and unit of measure to be picked in the specified location.

Summary Pick List

Report/Listing Fields	Description
Order/Gen	The sales order number for the item being picked.
Lot/Ser	The lot number or serial number that has been reserved for this sales order.
** SDS **	**** SDS **** will print on Summary Pick Lists for any item tracking Safety Data Sheets the first time a customer orders an item (to a shipping address) or since a Safety Data Sheet revision, if using the Safety Data Sheet feature and if the alert notification was to be on the Pick List through Order Entry Options Maintenance (MENU XAFILE). Additionally, the **Send SDS** field may establish overrides at the customer level and at the ship-to level through Customer /Ship-To Master Maintenance (MENU ARFILE). If ****SDS**** is not specified to be printed on the pick list, pack list, invoice, a pending SDS request will be retained. Notifications may be issued on the pick list, pack list, invoice, or conversely through a separate Print Pick Lists (MENU OEREPT) or automatically during Day-end Processing, if indicated through Order Entry Options Maintenance). Refer to Safety Data Sheet Items (p. 4-31) and Order Entry Options Maintenance (MENU XAFILE) for additional information on Safety Data Sheets.

CHAPTER 25

Printing Invoices

25

After inventory is ship confirmed through Enter, Change & Ship Orders (MENU OEMAIN), an invoice may be printed for the order. You may print an invoice for an order using the F6=PRT INV function key on the End Order Screen (p. 6-248), or from this option. This option also allows you to print a credit memo, reprint an invoice for today's orders, or reprint a customer invoice from history. Additionally, you may print an invoice with split terms and also consolidated invoices from this option.

Use this option to print an invoice for those orders that are ready for invoice print, or reprint invoices for today's orders (**Order Status** is 4) that have been previously printed. Invoices and credit memos may be printed individually (for forms control) or together (**Order Status** is 3) and are limited by certain selection criteria. Once printed and Day-end Processing (MENU XAMAST) has been run, invoice information is copied to Accounts Receivable and the orders become open receivables; they can then be viewed and invoices for them reprinted through Customers Inquiry (MENU OEMAIN).

NOTE: If you are using the Vertex interface, as determined through System Options Maintenance (MENU XAFILE), printing an invoice through this option updates the Vertex Tax Register File (VTSREG).

For orders, invoices, and returns for customers that are assigned a consolidated bill code, the normal invoice print process will change the order status to "Ready for Consolidated Invoice Printing" (**Order Status** is 4 and **Consolidated Invoice Print Flag** is N). The order will move to order history during day end. No invoice will print. A second invoice print process with the consolidated bill code will generate the invoices with a matching consolidated bill code and next print date.

Additionally, when running consolidated invoices, any orders that are assigned a consolidated bill code but have been assigned an invoice number prior to printing the invoice will not go through the consolidation process. The invoice will print for that order like a regular invoice. The only exception to this rule would be if the order had been assigned the same invoice number as the consolidated invoice number.

If Electronic Payments has been activated through Activate Credit Card Company Options (MENU EPFILE), invoices printed for a credit card order with a current (not expired) authorization will also be marked for settlement on the shipped amount during the next Day-End Processing (MENU XAMAST). If there is a communication error with your third party payment service provider, the order will be placed on Processing Error hold and the invoice will not be printed.

If the authorization amount on an order is less than the invoice amount, Distribution A+ will generate a new authorization for the difference when you run this option.

When using the Safety Data Sheet feature, if the safety data sheet notification is set to by Invoice through Order Entry Options Maintenance (MENU XAFILE), ** **SDS** ** will print on Invoices for any item tracking safety data sheets the first time a customer orders an item (to a shipping address) or since a SDS revision. If ** **SDS** ** is not specified to be printed, a pending SDS request will be retained.

If safety data sheet notifications are not being printed on the pick list, the pack list, or the invoice, the pending request will later be used to print the SDS Picking Instructions (MENU OEREPT) on demand or automatically during Day-end Processing, as indicated through Order Entry Options Maintenance.

HAZMAT Shipping Papers and the HAZMAT Weight Summary will print following the Invoice if in Warehouse Numbers Maintenance (MENU IAFILE) the **HAZMAT Shipping Papers** field is 3, indicating to print with Invoices. Note, however, that HAZMAT documents will not print when re-printing Invoices. HAZMAT documents may be printed on demand through the Carrier Order Inquiry (MENU OEMAIN).

Print Invoices

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
Print Invoices Screen	Use to provide limiting criteria for the selection of invoices to print.
Print Invoices - Route List Screen	Use to limit the Invoices or Credit Memos to the list of routes entered.
Print Invoices - Carrier List Screen	Use to limit the Invoices or Credit Memos to the list of carriers entered.
Reprint Invoices from History Screen	Use to select orders that you want to reprint from history.
Next Invoice Date Screen	Use to identify the next invoice date for consolidated invoice printing for the selected consolidated bill code.
Invoice Print G/L Posting Date Screen	Use to identify the G/L Posting Date for the invoices to be printed.
Invoice/Credit Memo	Prints detailed order information for all orders, returns, and consolidated invoices that match the selection criteria.

Title	Purpose
Invoice Manifest	Prints a detailed statement of contents for inclusion in a cargo shipment.
Multi-Warehouse Consolidation Exception Report	Prints multi-warehouse split orders that could not be consolidated for invoicing due to a currency discrepancy.

Restart Instructions

In case of power failure/system interruption, follow the steps below to restart the invoice print routine:

1. Determine which order are being printed using Open Orders Inquiry (MENU OEMAIN). To locate the order number, search using && as the “In-Use” code.
2. Review all open orders to locate any with a status of “Print In.” For each of these orders, print invoices using the original prompt entries, with the following exceptions: key Y in the **Reprint** field and key the order numbers to be restarted in the **Order No.** field.

Print Invoices Screen

```
                                PRINT INVOICES

        Company Number?         01   A & C Office Supply
        Warehouse?              1

        Order Type:                I = Invoice Only  R = Returns  B = Both
        Cust Commit Code?
        Customer PO Number:
        Customer No:                         AR Customer:      (Y, )
        Reprint:                N    (Y/N)
        Output Queue:           APLUSOUTQ
        Invoice Date:
        Cancel Date Through:
        Route:
        Carrier         From?               To?
        Order No/Gen    From:         /     To:
        Customer Class?            /        To?       /
        Terms Code?                         To?

        Consolidation Bill Code?
        Invoice No.     From:               To:

F2=Route List  F3=Exit  F4=Carrier List F5=Submit to Batch  F10=History Reprint
```

This screen appears after selecting option 22 - Print Invoices (MENU OEMAIN). Note that this screen is bypassed if you only have authority to reprint mass history invoices, and do not have authority to print invoices.

Use this screen to select orders that are ready for invoice print. You may limit the orders to be selected based on the selection criteria keyed on this screen. However, if multi-warehouse split orders are being consolidated, split orders outside the ranges and limits you specify may be included so that if a split order matches the limits, associated split orders outside the limits can also be included if they are ready for consolidation. For more information about consolidating multi-warehouse split orders, refer to “Multi-Warehouse Split Order Invoice Consolidation” on page 4-49.

You can also use this screen to press F10=HISTORY REPRINT, if available, to access the Reprint Invoices from History Screen (p. 25-14), where you can reprint customer invoices from history.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

NOTE: To restart the invoice print procedure after a system failure, see “Restart Instructions” on page 25-3.

Print Invoices Screen Fields and Function Keys

Field/Function Keys	Description
Company Number	The **Company Number** only displays if you are using the multi-company feature. Key the number of the company for which invoices will print, or accept the default displayed. If you key a warehouse transfer company, you will be presented with the G/L Posting Date Selection Screen - Invoice Print (p. 6-288) after pressing ENTER on this screen. *Default Value:* The default company defined in Security Maintenance MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE). (N 2,0) Required
Warehouse	Use this field to limit the printing of invoices to the invoices associated with the warehouse ID entered in this field. Leave this field blank to include all warehouses. If you are printing consolidated invoices, you must leave this field blank. Customers using consolidated invoices are likely to have invoices for multiple warehouses. Specifying a warehouse in this field would exclude invoices for other invoice/warehouses grouped together in the consolidation. If you are consolidating multi-warehouse split orders, you can specify a warehouse, but split orders for other warehouses will be considered for consolidation, regardless of the warehouse. *Default Value:* The default warehouse for the default company as defined through Security Maintenance (MENU XASCTY) (A 2) Optional
Order Type	Invoices and/or Credit Memos will print for only those types of orders with the same order type as selected in this field. Key I to print invoices for orders only. A form titled Invoice will print. Key R to print invoices for returns only. A form titled Credit Memo will print. Key B to print invoices for both orders and returns. NOTE: Key B to include multi-warehouse split orders with a split code assigned. This type of order will be consolidated when the company, currency, customer, and payment type are the same and the order status is ready for invoice. Orders that cannot be consolidated because of currency or A/R terms code discrepancies are invoiced individually and listed on the Multi-Warehouse Consolidation Exception Report (p. 25-28). (A 1) Required

Print Invoices Screen Fields and Function Keys

Field/Function Keys	Description
Cust Commit Code	Invoices will print for only those orders for customers with the customer commitment code entered in this field. *Valid Values:* Any valid customer commitment code that has been defined through Customer Commitment Code Maintenance (MENU ARFIL2) (N 3,0) Optional
Customer PO Number	Invoices will print for only those orders with the customer PO number entered in this field. (A 22) Optional
Customer No	Invoices will print for only those orders with the customer number entered in this field. *Valid Values:* Any valid customer defined through Customer/Ship to Master Maintenance (MENU ARFILE) or any valid A/R customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE) if you key Y in the **AR Customer** field (N 10,0) Optional
AR Customer	This field allows an A/R customer number to be used in the **Customer No** field if you key Y. Leaving this field blank means only customer numbers can be used in the *Customer* field. Key Y to print invoices for only those orders with the A/R customer number keyed in the **Customer** field. *Default Value:* blank *Valid Values:* blank or Y (A 1) Optional

Print Invoices Screen Fields and Function Keys

<table>
<tr><th>Field/Function Keys</th><th>Description</th></tr>
<tr><td>Reprint</td><td>This field reflects whether or not this is the first time you are printing Invoices, Consolidated Invoices, or Credit Memos for the selected orders.

Key Y if this is a reprint of Invoices, Consolidated Invoices, or Credit Memos that have been previously printed (orders with a status of invoice printed will be reprinted) but for which Day-End Processing (MENU XAMAST) has not been run. To reprint Invoices and Credit Memos from history (for which day-end has been run), use the Order Inquiry by P/O or Order (MENU OEMAIN). To reprint Consolidated Invoices from history, specify a range in the Invoice No. field.

Key N if this is the first time Invoices, Consolidated Invoices, or Credit Memos are being printed.

NOTE: If you select to perform an invoice reprint on any orders that have printed on a consolidated invoice, the entire consolidated invoice will reprint. You will not be allowed to reprint an invoice for an order in history for which a consolidated invoice has not yet printed.

NOTE: This field is not related to the reprint functionality for orders from history (i.e., F10=HISTORY REPRINT). This field is used to reprint invoices, if needed, that have not yet been processed by Day-End (for example, in cases where they were originally sent to the wrong printer or they are no longer accessible). If you have authority to print invoices, then you will also have the ability to change this field to Y to reprint those invoices. If you only have authority to reprint invoices from history, you will not be allowed to use this field to reprint invoices.

Default Value: N

(A 1) Required</td></tr>
<tr><td>Output Queue</td><td>This field is used to enter the output queue of the printer from which the Invoices or Credit Memos will print.

Key the desired output queue.

Default Value: The default output queue defined through Order Entry Options Maintenance (MENU XAFILE), unless an override output queue has been defined for the selected warehouse through Output Queue Overrides Maintenance (MENU OEFIL2 or MENU XAFILE).

Valid Values: Any valid IBM i output queue

(A 10) Required</td></tr>
</table>

Print Invoices Screen Fields and Function Keys

Field/Function Keys	Description
Invoice Date	This field may be used to enter the invoice date assigned to all Invoices that you want printed in this batch (unless the order/invoice already has an Invoice date). Key the desired valid invoice date. If left blank, the system date will default as the invoice date for this batch. All invoices printed in this batch will have the invoice date entered in this field. *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) Optional
Cancel Date Through	Invoices will print for only those orders with a cancel date equal to or prior to the date entered in this field. Leave this field blank to remove cancel date as a criterion for printing Invoices. *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) Optional
Route	This field displays only if **Use Route/Stop** is Y in Order Entry Options Maintenance (MENU XAFILE). Invoices or Credit Memos will print for only those orders assigned to the route entered in this field or for the routes selected via F2=ROUTE LIST. If a list of routes is specified via F2=ROUTE LIST, the first route keyed in the list on the Print Invoices - Route List Screen (p. 25-12) will appear in this field. Routes may be assigned to an order through Enter, Change & Ship Orders (MENU OEMAIN), designating schedule deliveries or planned pick-ups. Key the desired route. If left blank, Invoices or Credit Memos will print for all route numbers. This field must be left blank if a value is keyed in the **Consolidation Bill Code** field. An Invoice Manifest (p. 25-26) will be provided for Invoices or Credit Memos printed by route. (A 4) Optional

Print Invoices Screen Fields and Function Keys

Field/Function Keys	Description
Carrier	This field is used to limit the Invoices or Credit Memos to the range of carriers entered in this field. If left blank, all orders (with a status of “invoice ready to print”) for all carriers within the selection criteria entered will be included in this batch. This field must be left blank if a value is keyed in the **Consolidation Bill Code** field. You cannot use both the Carrier from and to range and F4=CARRIER LIST. (2 @ A 5) Optional
Order No/Gen - Order	This field is used to limit the Invoices or Credit Memos to the range of order numbers entered in this field. If left blank, all order numbers (with an “invoice ready” status) will be included in this batch. If Invoices are being reprinted, the generation (number of times the order has been back ordered) can be entered. Leave the generation blank to include all generations of the orders, or enter a value between 00-99 to include only a specific generation of the orders. For example, if order number 10000/01 to 10010 was keyed, only generation 01 for the orders within this range would print. (N 5,0/N 2,0 -N 5,0) Optional
Customer Class	This field is used to limit the Invoices or Credit Memos to the range of customer classes/subclasses entered in this field (note that the “from” customer classes/subclasses cannot be greater than the “to” customer classes/subclasses). This field must be left blank if a value is keyed in the **Consolidation Bill Code** field. *Valid Values:* A valid customer class defined through Customer Classes Maintenance (MENU ARFILE). (2 @ A 2 /A 2) Optional/Blank
Terms Code	This field is used to limit the Invoices or Credit Memos to the range of terms codes entered in this field (note that the “from” terms code cannot be greater than the “to” terms code). This field must be left blank if a value is keyed in the **Consolidation Bill Code** field. *Valid Values:* Any terms code defined through A/R Terms Codes Maintenance (MENU ARFILE). (2 @ A 2 /A 2) Optional/Blank

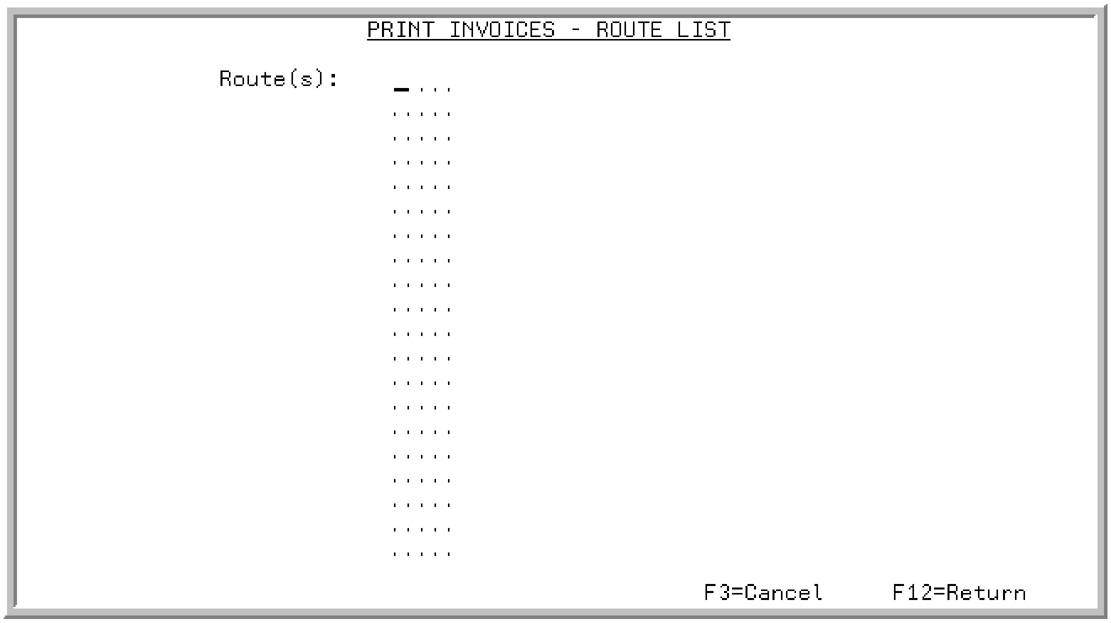
Print Invoices Screen Fields and Function Keys

Field/Function Keys	Description
Consolidation Bill Code	Use this field to specify which consolidated invoices to print. Only orders that have a status “Ready for Consolidated Invoice” will be included on a consolidated invoice. Any open orders that have a status “Ready to Invoice” will not be included on this consolidated invoice run. All orders to be consolidated will have the same due, net, and invoice dates. All orders that print on a consolidated invoice will post to Accounts Receivable with the same invoice number. Key the consolidated bill code to print the corresponding consolidated invoices. When a consolidated bill code is entered in this field and you press ENTER, the Next Invoice Date Screen (p. 25-19) will appear. Leave this field blank to print regular invoices or to print consolidated invoices for multi-warehouse split orders. *Valid Values:* A consolidated bill code defined through Consolidated Bill Code Maintenance (MENU ARFIL2). Do not specify the multi-warehouse split order code defined through Order Entry Options Maintenance (MENU XAFILE). (A 2) Optional
Invoice No.	If an invoice range is entered in this field, then **Reprint** must be Y, and a valid value must be entered in the **Consolidation Bill Code** field. This field is used to limit the Consolidated Invoices to be reprinted to the range of invoice numbers entered in this field. If this field is left blank and a valid value is entered in the **Consolidation Bill Code** field, all Consolidated Invoices that have been generated since the last time Day End was run will be reprinted. (2 @ N 8) Optional
F2=Route List	The F2=ROUTE LIST function key displays only if **Use Route/Stop** is Y in Order Entry Options Maintenance (MENU XAFILE). Press F2=ROUTE LIST to select more than one route for the selection criteria of the invoice print process. The Print Invoices - Route List Screen (p. 25-12) will appear.
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAIN will display.
F4=Carrier List	Press F4=CARRIER LIST to select more than one carrier for the selection criteria of the invoice print process. The Print Invoices - Carrier List Screen (p. 25-13) will appear. You cannot use both the Carrier from and to range and F4=CARRIER LIST.

Print Invoices Screen Fields and Function Keys

Field/Function Keys	Description
F5=Submit to Batch	Press F5=SUBMIT TO BATCH to confirm your selections and submit the print request to batch. This option enables you to continue using your workstation. If you are printing Invoices for a warehouse transfer company and any warehouse defined for the company has selected the “auto receive” process (regardless if you keyed a warehouse on this screen that does not use the auto receive process), before the job is submitted to batch, you will be prompted to select a G/L posting date on the G/L Posting Date Selection Screen - Invoice Print (p. 6-288). If a bill code is entered in the **Consolidated Bill Code** field and you press ENTER, the Next Invoice Date Screen (p. 25-19) will appear.
F10=History Reprint	The F10=HISTORY REPRINT function key appears only if you are authorized to reprint mass history invoices, as determined by the **Allow Mass Reprint of Invoices** application action in Application Action Authority (MENU XASCTY). To access this function key, you will also need authority to **Reprint Invoices from History**, as determined by the function in Application Authority Maintenance (MENU XASCTY). Press F10=HISTORY REPRINT to reprint customer invoices from history. The Reprint Invoices from History Screen (p. 25-14) will appear. NOTE: Consolidated invoices are not included when you reprint customer invoices from history.
Enter	Press ENTER to confirm your selections and submit the print request for immediate processing. With this option, you will not be allowed to use your workstation until the job is complete. If a bill code is entered in the **Consolidated Bill Code** field and you press ENTER, the Next Invoice Date Screen (p. 25-19) will appear. If you are printing Invoices for a warehouse transfer company and any warehouse defined for the company has selected the “auto receive” process, as determined through Purchasing Options Maintenance (MENU XAFILE), (regardless if you keyed a warehouse on this screen that does not use the auto receive process), before the job is submitted for immediate processing, you will be prompted to select a G/L posting date on the G/L Posting Date Selection Screen - Invoice Print (p. 6-288). Transfer PO’s will be automatically received in the “to” warehouse when the Invoice is printed for the warehouse the inventory is transferred from. Therefore, with the use of the **Auto Receive Incoming WH Transfers at Invoice Print** setup option you may indicate, at the warehouse level, to automatically have receipts of PO’s posted in the “to” warehouse when the Invoice prints for the sending “from” warehouse. Refer to this setup option in Purchasing Options Maintenance (MENU XAFILE) for more details.

Print Invoices - Route List Screen



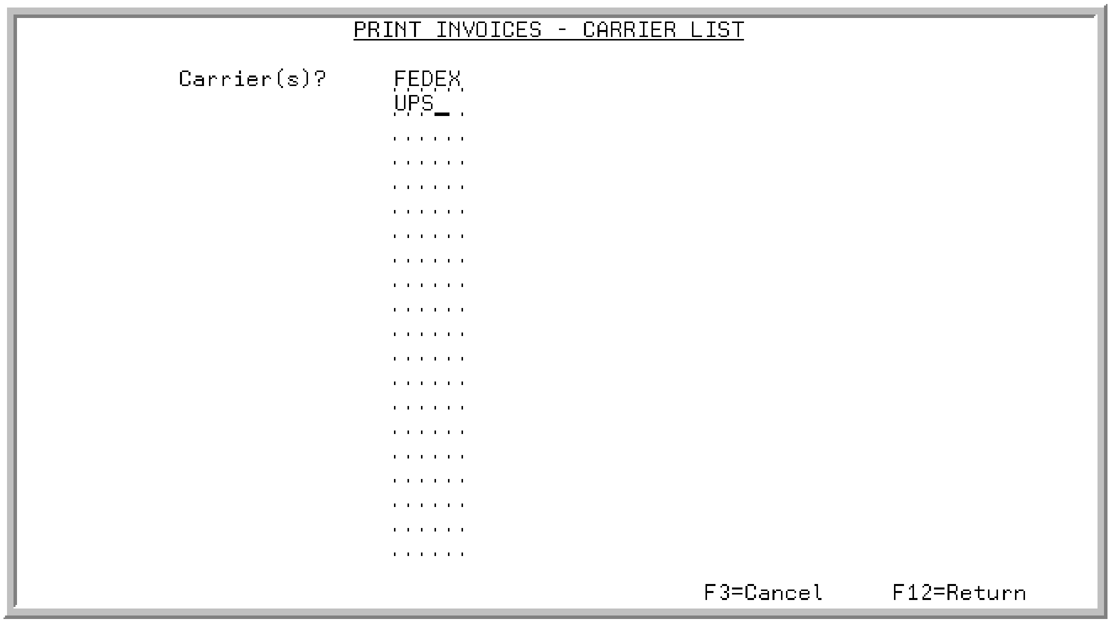
This screen appears after you press F2=ROUTE LIST on the Print Invoices Screen (p. 25-4).

Use this screen to limit the Invoices or Credit Memos to the list of routes entered. You can specify up to 20 routes.

Print Invoices - Route List Screen Fields and Function Keys

Field/Function Keys	Description
Route(s)	Key a list of routes to be used to limit the Invoices or Credit Memos that are selected to print. You can specify up to 20 routes. *Valid Values:* A route number set up for the customer or shipping address through Customer / Ship to Master Maintenance (MENU ARFILE). (20 @ A 4) Optional
F3=Cancel	Press F3=CANCEL to cancel this option and return to MENU OEMAIN.
F12=Return	Press F12=RETURN to return to the Print Invoices Screen (p. 25-4) and save the list of routes.

Print Invoices - Carrier List Screen



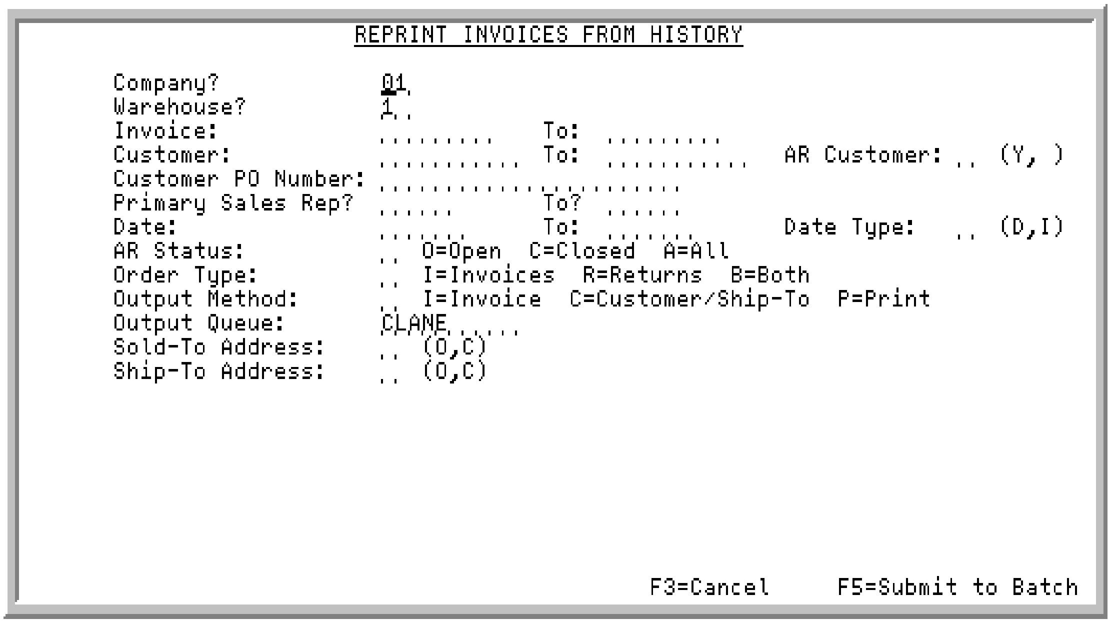
This screen appears after you press F4=CARRIER LIST on the Print Invoices Screen (p. 25-4).

Use this screen to limit the Invoices or Credit Memos to the list of carrier codes entered. You can specify up to 20 carrier codes.

Print Invoices - Carrier List Screen Fields and Function Keys

Field/Function Keys	Description
Carrier(s)	Key a list of shipping carriers (UPS, FedEx, etc.) to be used to limit the Invoices or Credit Memos that are selected to print. You can specify up to 20 carriers. *Valid Values:* A carrier code defined through Carrier Code Maintenance (MENU OEFIL2). (20 @ A 5) Optional
F3=Cancel	Press F3=CANCEL to cancel this option and return to MENU OEMAIN.
F12=Return	Press F12=RETURN to return to the Print Invoices Screen (p. 25-4) and save the list of carriers.
Enter	Press ENTER to confirm the carrier(s) entered. The description of each carrier entered will display to the right of the field.

Reprint Invoices from History Screen



This screen appears after you press F10=HISTORY REPRINT on the Print Invoices Screen (p. 25-4). Note that if you only have authority to reprint mass history invoices, and do not have authority to print invoices, this screen displays after you select the Print Invoices option from MENU OEMAIN. To access this screen, you will also need authority to **Reprint Invoices from History**, as determined by the function in Application Authority Maintenance (MENU XASCTY).

Use this screen to reprint customer invoices from history. You can limit the orders for which you want to reprint customer invoices from history based on selection criteria keyed on this screen. Note that, consolidated invoices are not included when you reprint customer invoices from history.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Reprint Invoices From History Screen Fields and Function Keys

Field/Function Keys	Description
Company	The **Company** field only displays if you are using the multi-company feature. Key the number of the company for which customer invoices will reprint, or accept the default displayed. *Default Value:* The default company defined in Security Maintenance MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE). (N 2,0) Required

Reprint Invoices From History Screen Fields and Function Keys

Field/Function Keys	Description
Warehouse	Use this field to limit the reprinting of customer invoices to the invoices associated with the warehouse ID entered in this field. Leave this field blank to include all warehouses. *Default Value:* The default warehouse for the default company as defined through Security Maintenance (MENU XASCTY). (A 2) Optional
Invoice	Use this field to limit the customer invoices to be reprinted from history to the range of invoice numbers entered in this field. Key the range of invoice numbers. (2 @ N 8,0) Optional
Customer	Customer invoices will be reprinted from history for only those orders with the customer number entered in this field. NOTE: If a value is not keyed in the **To** field, the **From** value will default into the **To** value field to limit the errors and processing of more invoices than needed, since this option is normally run a for a single customer. *Valid Values:* Any valid customer defined through Customer/Ship to Master Maintenance (MENU ARFILE) or any valid A/R customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE) if you key Y in the **AR Customer** field (2 @ N 10,0) Optional
AR Customer	This field allows an A/R customer number to be used in the **Customer No** field if you key Y. Leaving this field blank means only customer numbers can be used in the **Customer** field. Key Y to reprint customer invoices for only those orders with the A/R customer number keyed in the **Customer** field. *Default Value:* blank *Valid Values:* blank or Y (A 1) Optional
Customer PO Number	Customer invoices will be reprinted from history for only those orders with the customer PO number entered in this field. (A 22) Optional

Reprint Invoices From History Screen Fields and Function Keys

Field/Function Keys	Description
Primary Sales Rep	This field allows you to reprint all of or a range of your primary sales representatives invoices. Key the range of primary sales representative numbers to limit the customer invoices to be reprinted from history for only those sales reps that match this range. NOTE: If a value is not keyed in the **To** field, the **From** value will default into the **To** value field to limit the errors and processing of more invoices than needed. (2 @ N 5,0) Optional
Date	Key the range of dates for which customer invoices will be reprinted from history. NOTE: If a value is not keyed in the **To** field, the **From** value will default into the **To** value field to limit the errors and processing of more invoices than needed. *Valid Values:* From date must be entered and date range cannot be greater than 6 months. (2 @ N 6,0) Required
Date Type	This field identifies the type of date you want to use for range of dates you entered in the DATE field. Key D if the dates are Day End Processing dates. Key I if the dates are Invoice Print dates. (A 1) Required
AR Status	This field identifies the Accounts Receivable status, which determines which customer invoices will be reprinted. Key O to reprint only those invoices that are open (that is, that have a balance). Key C to reprint only those invoices that are closed (that is, that have no balance). Key A to reprint invoices that are both open and closed invoices. (A 1) Required

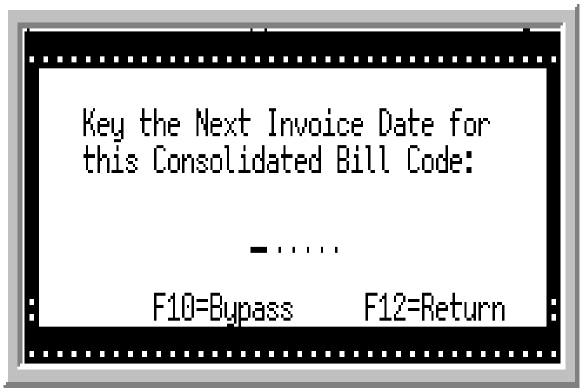
Reprint Invoices From History Screen Fields and Function Keys

Field/Function Keys	Description
Order Type	Customer invoices will be reprinted from history for only those types of orders with the same order type as selected in this field. Key I to reprint customer invoices for orders only. A form titled Invoice will print. Key R to reprint customer invoices for returns only. A form titled Credit Memo will print. Key B to reprint customer invoices for both orders and returns. (A 1) Required
Output Method	This field is used to select the method for delivering the invoice to the customer. Key I to use the Print/Email/EDI/Fax values from the invoice to determine the invoice output method. Key C to use the Print/Email/EDI/Fax values from Customer/Ship-To Maintenance (MENU ARFILE) to determine the invoice output method. Key P to print all invoices. (A 1) Required
Output Queue	This field is used to enter the output queue of the printer from which the customer invoices will reprint. Key the desired output queue. *Default Value:* The default output queue defined through Order Entry Options Maintenance (MENU XAFILE), unless an override output queue has been defined for the selected warehouse through Output Queue Overrides Maintenance (MENU OEFIL2 or MENU XAFILE). *Valid Values:* Any valid AS400 output queue (A 10) Required
Sold-To Address	This field identifies the sold-to address to use when reprinting invoices. Key O to print the sold-to address from the original invoice. Key C to print the customer's current sold-to address. (A 1) Required
Ship-To Address	This field identifies the ship-to address to use when reprinting invoices. Key O to print the ship-to address from the original invoice. Key C to print the customer's current ship-to address. (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option. The Print Invoices Screen (p. 25-4) will appear, or you will be exited to MENU OEMAIN if you only have authority to reprint mass history invoices.

Reprint Invoices From History Screen Fields and Function Keys

Field/Function Keys	Description
F5=Submit to Batch	Press F5=SUBMIT TO BATCH to confirm your selections and submit the reprint request to batch. This option enables you to continue using your workstation.
Enter	Press ENTER to confirm your selections and submit the reprint request for immediate processing. With this option, you will not be allowed to use your workstation until the job is complete.

Next Invoice Date Screen

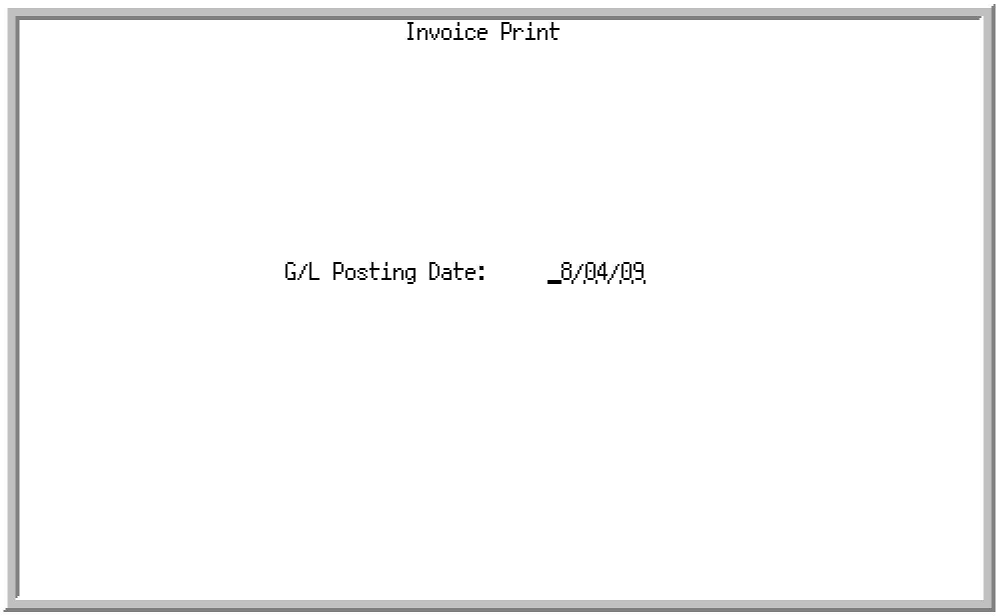


This pop-up window displays when a consolidated bill code is entered in the Consolidated Bill Code field on the Print Invoices Screen (p. 25-4).

Next Invoice Date Screen Fields and Function Keys

Field/Function Key	Description
(Invoice Date)	Use to enter a next invoice date in this pop-up window. This date will be the invoice date for all orders with this bill code until the next batch is printed. The invoices will be placed in the future bucket in Accounts Receivable until either their future invoice date, net date or their due date is met. (N 6,0) Required
F10=Bypass	Use the F10=BYPASS key to bypass and zero out the **Next Invoice Date** field; causing the next series of invoices for this bill code to be place on consolidated invoice hold. You would then need to maintain the next invoice date in Consolidated Bill Code Maintenance (MENU ARFIL2).
F12=Return	Press F12=RETURN key to return to the Print Invoices Screen (p. 25-4).
Enter	Press ENTER to edit the date field keyed.

Invoice Print G/L Posting Date Screen



This screen appears after you press ENTER on the Print Invoices Screen (p. 25-4). Use this screen to select a G/L Posting Date to be associated with the creation of the G/L Transaction Post Journal for the returns and automatic receiving of warehouse transfer invoices being printed.

Invoice Print G/L Posting Date Screen Fields and Function Keys

Field/Function Keys	Description
G/L Posting Date	Use this field to specify the date on which the invoices will be posted to General Ledger. Key the date under which the invoices will be posted. This date will be used instead of the current system date. *Default Value:* today's 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
Enter	Press ENTER to confirm your selections and submit the print request for immediate processing. With this option, you will not be allowed to use your workstation until the job is complete.

Invoice/Credit Memo

```
                                                    INVOICE                 Page:    1
Bill To:                                    Ship To:                           Invoice
       Bon Secour School Department                Bon Secour School Department       12158
       P.O. Box 60                                 P.O. Box 60
       Bon Secour               AL 36511-0060      Bon Secour              AL 36511-0060Date/Time
                                                                                    02/14/09
       UNITED STATES OF AMERICA                    UNITED STATES OF AMERICA         12:13:18

 1/0000000010 02978/00 33736                        SE     3
Ship Via                            Terms            NET 30                Ref#
Pay Type   Accounts Receivable
-------------------------------------------------------------------------------------
Item Number/Description      U/M    Ordered     Shipped       Sell Price         Total
-------------------------------------------------------------------------------------
FOB Description:  Delivered to Dock
C100                         EA        1.000       1.000         95.00000 EA         T
  Seth Thomas Desk Clock                                                      95.00 US$




Freight Out                                                                    8.95
                                    INVOICE DUE: 03/16/09
                                                 SUBTOTAL:            103.95
                                                SALES TAX:              7.19
                                                    TOTAL:            111.14 US$
                                                  DEPOSIT:
                                                  AMT DUE:            111.14 US$
```

The Invoice is produced following your responses on the Print Invoices Screen (p. 25-4). The Credit Memo is produced following your responses on the Print Invoices Screen (p. 25-4) for all returns that met the selection criteria. Detailed order information (for all orders that matched the selection criteria entered) is printed.

The dates will print in the **Date Format** for customer's country as specified through Country Name Maintenance (MENU ARFIL2), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Invoices will print using form type 1 or form type 2, depending on your selection in System Options Maintenance (MENU XAFILE).

Report/Listing Fields	Description
Headings	The page number, invoice print date and time, order date, and requested ship date print in the top right corner. When invoices are reprinted, ***REPRINT*** prints below the print date and time. Invoice headings print only if **Print Invoice Headings** has been defined as Y through Order Entry Options Maintenance (MENU XAFILE) for the company. Also, if EDI or FAX is being used, a note will print at the top of the form indicating the method used.

Report/Listing Fields	Description
Customer Heading Information	The customer heading information includes the Bill To and Ship To name and address, company and customer number, sales order number, PO number, territory, sales rep, and miscellaneous note. If a customer vendor number exists for the customer, the vendor number value prints on the next line followed by the shipping instructions, payment type, payment terms, and reference number. For orders that are paid by credit card, the masked credit card number prints the last four digits of the card number (e.g. xxxx xxxx xxxx 1234).
FOB Description BOX ID	Below the item information column headings and before the actual item information begins, the FOB description is shown if being used. When International Currency is installed, the company's **Tax Description** and **Tax ID Number** from Company Name Maintenance (MENU XAFILE) are the next detail line.
Consolidated Invoice Heading Information	A Consolidated Invoice displays invoice information in a different format than a regular Invoice/Credit Memo. The **Order No**, **PO Number #**, **Territory**, **Sales Rep**, and **Miscellaneous note**, **Ship Via**, and **Ref #** display below the item information column headings (as opposed to printing beneath the **Bill To** and **Ship To** heading information on a regular Invoice/Credit Memo). They will be followed by the **FOB Description**, **Tax Description** and **Tax ID Number** for each order that is being consolidated.
Item No/Description/Mfg Item No	The item number prints and the item description lines print on the lines below the item number. The second description line will only print when the **Print 2nd Desc on Pick and Inv** is set to Y in Order Entry Options Maintenance (MENU XAFILE). Which item number to print on the Pick List for replaced items is also determined through Order Entry Options Maintenance (MENU XAFILE) **Number to print for replaced items** field. • For item replacements, code 1 is the new replacement item, code 2 is the original item ordered by the customer, or code 3 both will print. • For items replaced due to customer/item cross references, code 1 is the item number, code 2 is the customer's item number, or code 3 both will print. • For items replaced due to UPC or GTIN (Global Trade Item Number) cross references, code 1 is the item number, code 2 is the UPC Code or GTIN, or code 3 prints both the item number and the UPC Code or GTIN.

Report/Listing Fields	Description
Extended Item Comments	Extended Item Comments (EICs) will print below the second line of item description if a print code of I for invoice or blank for all documents was assigned through EIC maintenance to those lines of text designated to print out on the Invoice. If the **Show All Qualifying EIC** field is set to N in System Options Maintenance (MENU XAFILE), only the one EIC selected as most applicable for an item will print. If the **Show All Qualifying EIC** field is set to Y, the Invoice may contain multiple EICs for an item. If any EICs for the items are set up with **Line Cmt** set to Y in Extended Item Comment Maintenance (MENU IAFILE), the EIC will not print a second time since the comment was already added to the OE order as a line comment and line comments print on the Invoice.
U/M	The corresponding unit of measure to pick of the ordered quantity. If using customer/item defaults [as determined through Order Entry Options Maintenance (MENU XAFILE)], the unit of measure printed on the Invoice is either a stocking unit of measure, the customer's unit of measure or both the stocking unit of measure and the customer's unit of measure; also determined through Order Entry Options Maintenance (MENU XAFILE). If both the customer's unit of measure and the stocking unit of measure are selected to print, the Invoice will print the stocking unit of measure to be picked as it normally does and the customer's default ordering unit of measure description prints below the item description. If only the customer's unit of measure is selected to print, the customer's unit of measure will print in place of the stocking unit of measure.
Quantities	There are 2 columns for quantities: **Ordered** and **Shipped**.
Sell Price	The sell price is the unit sell price with the pricing unit of measure. When International Currency s installed, the prices are printed in the customers trading currency followed by the currency symbol. If **Show Prices in Ordering U/M** is set to Y, as determined through Order Entry Options Maintenance (MENU XAFILE), prices will be shown in the ordering unit of measure instead of the pricing unit of measure. For example, and item is stocked by CAS, BOX, EA but priced by UNT, a customer ordering a CAS will see the calculated price for the CAS. For taxable items, the letter **T** prints in the last position of the row.
Total	The extended final price based on the quantity being shipped. When International Currency s installed, the prices are printed in the customers trading currency followed by the currency symbol. If **Show Prices in Ordering U/M** is set to Y, as determined through Order Entry Options Maintenance (MENU XAFILE), prices will be shown in the ordering unit of measure instead of the pricing unit of measure. For example, and item is stocked by CAS, BOX, EA but priced by UNT, a customer ordering a CAS will see the calculated price for the CAS.

Report/Listing Fields	Description
Lot Number / Serial Number	For serial number items, the serial numbers that were shipped are printed. For lot control items, the lot number and/or case quantity information that were shipped are printed.
** SDS **	If using the Safety Data Sheet feature and notifications to send SDS is by the Invoice through Order Entry Options Maintenance (MENU XAFILE), **** SDS **** will print on Invoices below any item tracking SDS dates the first time a customer orders the item (to a shipping address) or since a SDS date revision.
End of Form	*** Continued *** will print at the end of a page for multi-page Invoices. Order level comments and special charges that are coded to print on the invoice will print after the last item's information. When Warehouse Management is installed and the boxing feature is being used, the Box ID assigned to the order with the description of the box is shown. **HAZMAT SHIPPING PAPERS** will print on the bottom of the Invoice when hazardous material documents have printed. When the payment terms includes a cash discount, a message line prints the amount of the available cash discount and the cash discount date.
Split Payment Terms	Split payment terms information appears at the bottom of the Invoice in an **Invoice Payment Information** box. This box contains the invoice numbers, due dates, and invoice payment amounts for each split invoice as specified through A/R Terms Code Maintenance (MENU ARFILE). Cash discount dates and cash discount amounts will also appear if applicable. Split terms processing generates multiple invoices automatically based on the A/R split terms code entered to prevent duplicate invoices from being generated during A/R updates. Although multiple invoices are generated, only one invoice is actually printed; when you print the first Invoice, invoice numbers for the other invoices are shown in the invoice payment information box.

Report/Listing Fields	Description
Totals	The calculated invoice due date based on the payment terms prints followed by the invoice subtotal, sales tax amount, and the order total. Deposit received is next and then the total amount due for the invoice. When International Currency s installed, the prices are printed in the customers trading currency followed by the currency symbol. When International Currency is installed, if **Print Benchmark Totals** is Y in System Options Maintenance (MENU ICFILE) and **Form Type** is 2 in Currency/Exchange Codes Maintenance (MENU XAFILE), totals are expressed in both the customer's currency and that currency's benchmark currency. If **Use GST/PST Taxing** is set to Y through System Options Maintenance (MENU XAFILE) and the tax body on the order is for GST or PST: • a **GST** total line and a **PST** total line will print beneath the **Subtotal** field on the Invoice and will be added to the **Invoice Total** and **Amt Due** • a **GST Registration #** field will print to the left of the Subtotal field representing the GST registration number defined for the warehouse and the "T" code, for taxable item, will be omitted next to the **Total** field • **Tax Invoice** prints, along with the federal tax description and ID number specified through Company Name Maintenance (MENU XAFILE) for the company associated with the order

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.

The manifest will not print if a route is not keyed on the Print Invoices Screen (p. 25-4) and orders that match the criteria have a route in the order header (even if this field is Y). If multiple warehouses have the same route specified and invoices are run for all warehouses, the manifest will not include those orders whose warehouse is set up to not print the Invoice Manifest [i.e., N in the **Print Invoice Manifest** field in Warehouse Numbers Maintenance (MENU IAFILE)].

NOTE: An Invoice Manifest may also print, if applicable, after running Day End Processing (MENU XAMAST).

Invoice Manifest

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.
Stop	The stop number associated with the route, if any.
Order	The order number and generation (number of times the order was backordered).
Name	The name of the customer to whom the order is being shipped.
items	The number of items in the order.
Total	The total dollar value of the order.

Invoice Manifest

Report/Listing Fields	Description
Pay Typ	The payment type code established for the customer through Customer/Ship-to Maintenance.
Signature	The allotted space for a signature.

Multi-Warehouse Consolidation Exception Report

```
OE535   06/05/18  11:12:47            MULTI-WAREHOUSE CONSOLIDATION EXCEPTION REPORT        AO/MBROWN         PAGE:    1
 Company      WH       Order/Gn         Customer     Customer Name                   Reason

 ----------------------------------------------------------------------------------------------- ---------------------
   01      1     10786/00         602    Nishimoto Trading       Currencies not the same.
   01      2     10787/00         602    Nishimoto Trading       Currencies not the same.
```

This report prints when invoices are printed for multi-warehouse split orders that cannot be consolidated because of currency or A/R terms code discrepancies. Orders with the same company, customer, and payment type, but different currencies or AR terms codes, print on this report. The multi-warehouse split orders code is cleared from the orders listed on this report and the orders are invoiced individually, rather than consolidated.

NOTE: If you specified a warehouse on the Print Invoices Screen (p. 25-4) and one of the split orders that could not be consolidated because of its currency is for a warehouse other than the warehouse specified for the print invoice run, the order will be listed on the exception report; however, the invoice for the order will not be printed in that run of invoices because it does not match the warehouse specified for the run. You will need to run the option for the split order or its warehouse to print the invoice.

CHAPTER 26 **Open Order Summary Report** 26

Use the Open Order Summary Report option to print a summary of all or a portion of the open orders on file.

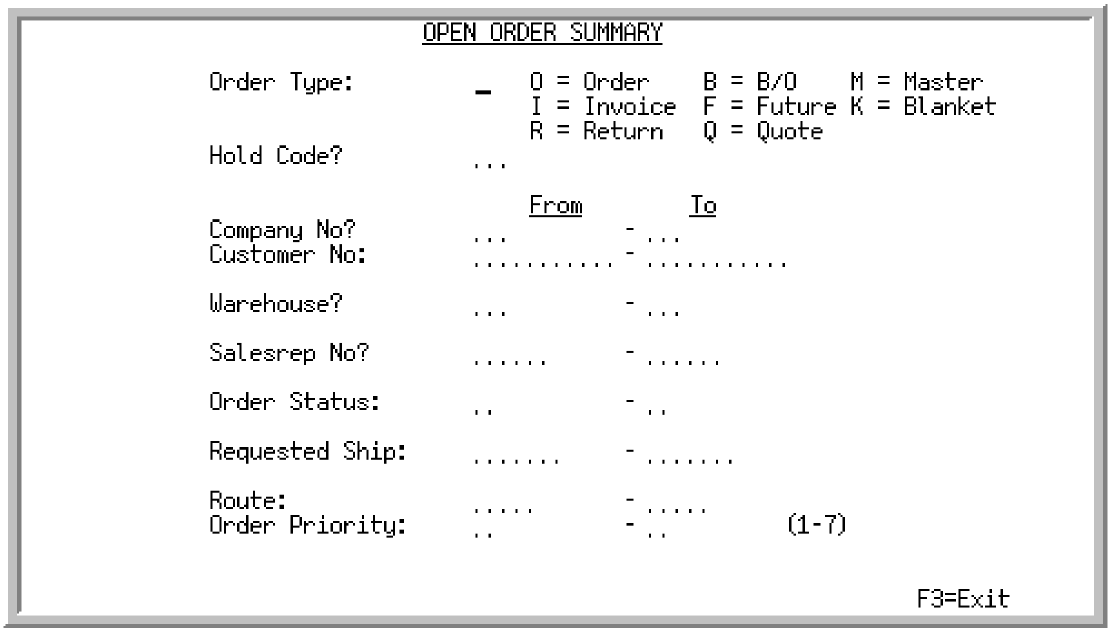
NOTE: The Open Order Summary Report can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to Y. Refer to the Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the export.

Open Order Summary 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
Open Order Summary Screen	Use to specify the limiting criteria for the report.
Open Order Summary Report	Prints a list of the open orders that match the selection criteria.

Open Order Summary Screen



This screen appears after selecting option 1 - Open Order Summary Report (MENU OEREPT). Use this screen to select the order type, hold code, and selection criteria for the report.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Open Order Summary Screen Fields and Function Keys

Field/Function Key	Description
Order Type	Used to limit the report to an order type (or leave blank to not use any order type limits). (A 1) Optional
Hold Code	This field allows you to specify the hold code (if applicable) that is assigned to an invoice. A hold code [defined through Order Hold Codes Maintenance (MENU OEFILE)] indicates that this open payable cannot be paid until the hold code is removed. NOTE: If the hold code printed on the Open Order Summary Report (p. 26-5) is different than the hold code you key in this field, an asterisk will print to the right of the **Hld Cd** field on the report. This will eliminate the confusion of the hold codes not matching, due to the order being on more than one hold code, if applicable. (A 2) Optional

Open Order Summary Screen Fields and Function Keys

Field/Function Key	Description
Company No	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the range of company numbers to limit the report to orders assigned to companies in the range. (2 @ N 2,0) Optional
Customer No	Key the range of customer numbers to limit the report to orders assigned to customers in the range. (2 @ N 10,0) Optional
Warehouse ID	Key the range of warehouse numbers to limit the report to orders assigned to warehouses in the range. (2 @ A 2) Optional
Sales Representative No	Key the range of sales representative numbers to limit the report to orders assigned to sales representative in the range. (2 @ N 5,0) Optional
Order Status	The following status numbers are available to indicate the order's status: 1 - Ready for Pick Slip Print (after an order has been entered) 2 - Pick Slip Printed (order is now ready for shipping confirmation) 3 - Ready To Print Invoice (shipping confirmation complete) 4 - Invoice (order complete, invoice printed, ready for consolidated invoice) 9 - Held (order held) Key the order status to limit the orders to only those that match or leave blank to select all orders. (2 @ A 1) Optional
Requested Ship	Limits the report to open orders with a specific ship date or date range. *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
Route	Key the specific route or the range of route numbers to print. A route assigns orders to a specific delivery schedule. (2 @ N 5,0) Optional

Open Order Summary Screen Fields and Function Keys

Field/Function Key	Description
Order Priority	Key the order priority code or range of order priority codes to limit the report to open orders with a specified order priority (1-7) or range of order priorities. *Valid Values:* 1 - 7 (2 @ A 1) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU OEREPT will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

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 following your selections on the Open Order Summary Screen (p. 26-2) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

The open order types that you selected are printed. The report is sequenced by order type and order number within company.

When International Currency is installed, the order value is presented in the local currency of the company. Trading currency values are not provided.

NOTE: All dates will display in the Default Date Format for this user that generated the report, 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).

NOTE: This report may also print, if applicable, after running Day End Processing (MENU XAMAST).

Open Order Summary 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 company number and name are also printed just above the first detail line on each page for the company and the **Company Number** field will be exported to Excel .tsv reports.
Order No	The order number and generation number assigned to the order. The generation reflects the number of times this order was backordered. The **Order No** field will be exported to Excel .tsv reports.
WH	The warehouse in which the item is located. The **WH** field will be exported to Excel .tsv reports.
Req Ship	The customer's requested ship date. The **Requested Ship Date** field will be exported to Excel .tsv reports.
Pty	The order priority (1-7) assigned to this order; the default order priority is defined through Order Entry Options Maintenance (MENU XAFILE). The **Order Priority** field will be exported to Excel .tsv reports.
Customer No/Name	The customer number and name associated with the order. These fields will be exported to Excel .tsv reports: **Customer Number, Customer Name**.
Sales Representative No/ Name	The sales representative number and name associated with the order. These fields will be exported to Excel .tsv reports: **Sales Representative Number, Sales Representative Name**.

Open Order Summary Report

Report/Listing Fields	Description
Hld Cd	The hold code (if any) assigned to the order. An order may automatically be put on hold by Distribution A+ with any of the following hold codes: • CR=Credit Limit Exceeded • SP=Slow Pay • GM=Below Minimum Gross Margin • NC=New Customer Hold The order cannot be shipped until the hold code is removed. The **Hold Code** field will be exported to Excel .tsv reports. NOTE: If the hold code printed on the Open Order Summary Report (p. 26-5) is different than the hold code you key in this field, an asterisk will print to the right of the **Hld Cd** field on the report. This will eliminate the confusion of the hold codes not matching, due to the order being on more than one hold code, if applicable.
Order Value	The dollar amount (or monetary worth) of the order shown, including taxes and charges. The **Order Value** field will be exported to Excel .tsv reports.
Tax Body	The tax body code (or tax jurisdiction) as defined for this order through Tax Body Maintenance (MENU OEFILE). The **Tax Body** field will be exported to Excel .tsv reports.
Route	The route assigned to this order indicating a specific delivery schedule; the default route for a customer is assigned through Customer/Ship to Master Maintenance (MENU ARFILE). These fields will be exported to Excel .tsv reports: **Route, Stop Number**.
(Totals)	At the end of each type of order, the total number of orders and the total open order value is printed. The total order value is the amount of the order value, including taxes, special charges, etc. (This is the full order value, even if the whole order is not shipping.) At the end of each company, the total number of orders and the total open order value is printed.

CHAPTER 27

Open Line Items Report

27

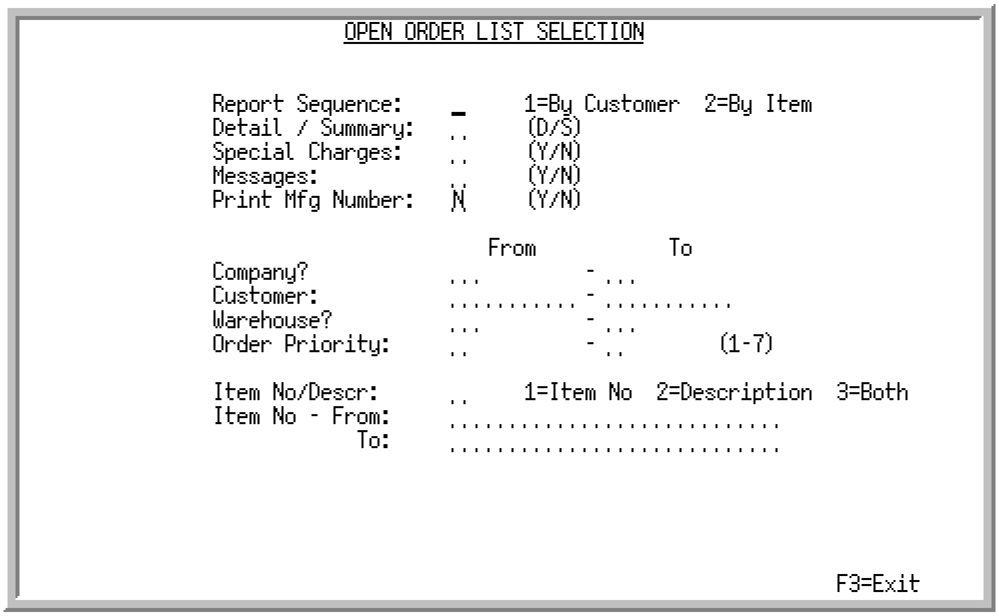
Use the Open Line Items option to print the Open Order Detail Report - By Customer, the Open Order Summary Report - By Customer, Open Order Detail Report - By Item or the Open Order Summary Report - By Item. You may produce a variety of reports that show item information from the Open Order File.

Open Line Items 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
Open Order List Selection Screen	Use to specify the limiting criteria for the report.
Open Order Detail Report - By Customer	Prints a detail report by customer showing the related order information including quantities, and unit/ extended pricing, depending on your selection.
Open Order Summary Report - By Customer	Prints a summary by customer for each order showing the number if items charges, and messages with the order total.
Open Order Detail Report - By Item	Prints a detail report for each item showing the related order information, depending on your selection.
Open Order Summary Report - By Item	Prints a summary for each item with information for order quantities, depending on your selection.

Open Order List Selection Screen



This screen appears after selecting option 2 - Open Line Items Report (MENU OEREPT). This screen is used to select the report sequence, format (detail/summary), special charges, messages, and selection criteria that you want for the report.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Open Order List Selection Screen Fields and Function Keys

Field/Function Key	Description
Report Sequence	This field reflects the sequence in which you want the report to print. Key 1 to print the report in customer sequence. Key 2 to print the report in item number sequence. (N 1,0) Required
Detail/Summary	This field is used to determine the format of the report: detail or summary. Key D to print a detailed report (displaying actual line items, quantities, and prices for each order.) Key S to print the report in summary (displaying only a summary line for each order.) (A 1) Required

Open Order List Selection Screen Fields and Function Keys

Field/Function Key	Description
Special Charges	Special charges [defined through Special Charge Definitions Maintenance (MENU OEFILE)] are those relating to non-product charges, such as freight and handling charges. Key Y to display special charges that exist for an order. Key N if you do not want special charges printed. NOTE: Special charges will print only when the **Report Sequence** is 1=By Customer. (A 1) Required
Messages	Messages [defined through Order Messages Maintenance (MENU OEFILE)] are user defined comments, or notes, that pertain to an order. Key Y to display messages that exist as part of the order. Key N if you do not want messages printed. NOTE: Messages will print only when the **Report Sequence** is 1=By Customer. (A 1) Required
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Open Order Detail/Summary Report. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturers' item numbers to print on the report. *Default Value:* N (A 1) Required
Company No	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the range of company numbers to limit the report to orders assigned to companies in the range. (2 @ N 2,0) Optional
Customer No	Key the range of customer numbers to limit the report to orders assigned to customers in the range. (2 @ N 10,0) Optional
Warehouse ID	Key the range of warehouse numbers to limit the report to orders assigned to warehouses in the range. (2 @ A 2) Optional

Open Order List Selection Screen Fields and Function Keys

Field/Function Key	Description
Order Priority	Limits the report to open orders with a specified order priority (1-7) or range of order priorities to print. Order Priorities are defined through Order Entry Options Maintenance (MENU XAFILE). (2 @ N 1,0) Optional
Item No/Descr	This field is used to specify if the item number, item description or both will print on the report. Key 1 to print item numbers. Key 2 to print item descriptions. Key 3 to print both item numbers and descriptions. NOTE: If the **Report Sequence** field is 2=By Item and the **Detail/Summary** field is D, the item number will always print on the report. The item description will only print if 2 or 3 is keyed in this field. (N 1,0) Required
Item No	This field reflects the item number or range of item numbers to print on the report. (2 @ N 27,0) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU OEREPT will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Open Order Detail Report - By Customer

```
OE320   08/15/11  18:46:09                          OPEN ORDER DETAIL REPORT                          AK/APDEMO           PAGE:   70
                                                          BY CUSTOMER
           Ord Order                                   Req          |----- Quantities -----|
  Order No Typ Status      Item Number/Description  U/M   Ship Dt       Ordered        Shipped          Sell Price       Line Amount
-------------------------------------------------------------------------------------------------------------------------------------
Company:          03 The Office Connection
Customer:        604 Mexicali Taco Products
  10033/00 Ord Rdy for PS  A150 3-Ring Binder - 2" Red
                                                EA   07/13/11        2.000          2.000             9.70297             19.41
                                                                                                 Order Total:               19.41
                                                                                               Customer Total               68.14
Customer:        603 Village Free Press
  10032/00 Ord PS Printed  A120 Sharp Super Sensitive Fax Paper
                                                BOX  07/13/11        3.000          3.000            59.29950            177.90
                                                                                                 Order Total:              177.90
                                                                                               Customer Total              177.90
Customer:        607 Wisconsin
  10007/01 Ord PS Printed  A280 #10 Security Tint Envelopes
                                                BOX  02/03/10       10.000         10.000            29.23750            292.38
                                                                                                 Order Total:              292.38
  10014/01 B/O Held        A380 Stacking Desk Trays
                                                EA   02/10/10        2.000           .000            17.00000               .00
                                                                                                 Order Total:                 .00
  10021/01 Ord PS Printed  A160 3-Ring Binder - 1" Blue
                                                EA   02/16/10       15.000         15.000             7.31000            109.65
                           A280 #10 Security Tint Envelopes
                                                BOX  02/16/10        7.000          7.000            32.48750            227.41
                                                                                                 Order Total:              337.06
                                                                                               Customer Total              629.44
                                                                                             Company 03 Total          16,157.23
```

This report prints when you select 1 for **Report Sequence**. and D for **Detail/Summary** on the Open Order List Selection Screen (p. 27-2)] and complete selections on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen). The item and customer information selected is displayed.

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Open Order Detail Report - By Customer

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 first heading line indicates the selection of **Detail** or **Summary** formats. The second heading line indicates the **Report Sequence** selection of 1 for By Customer or 2 for By Item.
Company	The company number and name for the orders listed below.
Customer	The number and name customer who placed the order.
Order No	The order and generation number.

Open Order Detail Report - By Customer

Report/Listing Fields	Description
Typ	The order type selected: O-Order, I-Invoice, R-Return, B-Backorder, F-Future order, Q-Quote, M-Master, K-Blanket, or all types.
Status	The current status of the order: Ord Rdy for PS (indicating, “ready for pick slip printing”), Ord PS Printed (indicating, “pick slip printed”), RDY-Invoic (indicating, “ready for invoice printing”), Held (indicating, “order is held”), or Rdy-Consdt (ready for consolidated invoice). The status will indicate if the order is “IN-USE” by another workstation or program.
Item Number/Description	The item number (“our” item number) and/or description associated with the order, as determined by your selection in the **Item No/Descr** field on the Open Order List Selection Screen (p. 27-2).
Mfg No	The manufacturer’s item number defined for the item through Item Master Maintenance (MENU IAFILE) prints in this column. NOTE: Manufacturers’ item numbers print on this report only if you keyed Y in the **Print Mfg Number** field on the Open Order List Selection Screen (p. 27-2).
UOM	The ordering UOM for this customer’s order.
Req Ship Dt	The date the order has been requested to be shipped.
Quantities Ordered	For each item, the field may be either the individual order’s item quantity for a detail report or the total quantity ordered for the company.
Quantities Shipped	For each item, the field may be either the individual order’s item ship quantity for a detail report or the total quantity shipped values for the company.
Sell Price	The item’s actual selling price. The final price is expressed in the item’s pricing unit of measure.
Line Amount	The total monetary line amount of the item.
Order Total	The total monetary amount of the order including items and special charge.
Customer Total	The total monetary value of all the orders for a specific customer.
Company Total	The total monetary value for all the orders for the company.

Open Order Summary Report - By Customer

```
OE321   20/08/11  17:06:59              OPEN ORDER SUMMARY REPORT                AJ/APDEMO        PAGE:    1
                                              BY CUSTOMER
    Co Fr: ALL     Customer Fr: ALL     Item No Fr: ALL                 Special Charges: NO     W/H Fr: ALL
                                                                             Messages: NO
            Req     Ord  Order          |------ C O U N T ------|
  Order No  Ship Dt  Typ  Status         Items   Charges  Messages          Order Total
--------------------------------------------------------------------------------------------------------
Company:          01 A & C Office Supply
Customer:        150 Anniston Medical Center
  01892/00 24/08/10  Ord  Rdy for PS          5                                  72.10
  01950/00 06/01/10  Ord  PS Printed          7                               1,946.70
  02015/00 30/01/10  Ord  PS Printed          3                                   3.69
  02035/00 02/02/10  Ord  PS Printed          6                                 486.55
  02037/00 20/02/10  Ord  PS Printed          7                               1,526.10
  02070/00 03/02/10  Ord  Held                1                                  86.87
  02100/00 10/02/10  Ord  PS Printed          1                                  99.28
  02129/00 16/02/10  Ord  PS Printed          1                                  74.46
  02158/00 21/02/10  Ord  Rdy for In          1                                  49.64
  02515/00 08/03/10  Ord  Held                2                                 228.70
  02546/00 15/03/10  Ord  Held                3                               1,862.00
  02576/00 22/03/10  Ord  Held                3                               1,914.00
  02613/00 29/03/10  Ord  Held                3                               1,914.00
                              Customer Totals  43                             10,264.09  *
```

This report prints when you select 1 for **Report Sequence**. and S for **Detail/Summary** on the Open Order List Selection Screen (p. 27-2)] and complete selections on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen). The item and customer information selected is displayed.

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Open Order Summary Report - By Customer

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 first heading line indicates the selection of **Detail** or **Summary** formats. The second heading line indicates the **Report Sequence** selection of 1 for By Customer or 2 for By Item.
Company	The company number and name for the orders listed below.
Customer	The customer who placed the order.
Order No	The order and generation number.

Open Order Summary Report - By Customer

Report/Listing Fields	Description
Req Ship Dt	The date the order has been requested to be shipped.
Ord Typ	The order type selected: O-Order, I-Invoice, R-Return, B-Backorder, F-Future order, Q-Quote, M-Master, K-Blanket, or all types.
Order Status	The current status of the order: Ord Rdy for PS (indicating, “ready for pick slip printing”), Ord PS Printed (indicating, “pick slip printed”), RDY-Invoic (indicating, “ready for invoice printing”), Held (indicating, “order is held”), or Rdy-Consdt (ready for consolidated invoice). The status will indicate if the order is “IN-USE” by another workstation or program.
Count: # Items, # Charges, # Messages	For an order, the number of item lines, the number of special charges, and the number of messages. These values will be summarized and printed with the Customer Totals line.
Order Total	The total monetary amount of the order including items and special charge.
Customer Totals	The monetary total of all the orders for a specific customer.

Open Order Detail Report - By Item

```
OE310   20/08/11  17:09:45                    OPEN ORDER DETAIL REPORT                    AJ/APDEMO          PAGE:   46
                                                      BY ITEM
     Co Fr: ALL     Customer Fr: ALL           Item No Fr: ALL                    Order Pty Fr: ALL     Warehouse Fr: ALL
Item No/Description
Mfg No      Req                   Order      |----------- Q U A N T I T I E S -----------|
 Order No Ship Dt Pty  Customer  Typ  Status          Ordered  U/M      Shipped          B/O         Sell Price      Line Amount
-------------------------------------------------------------------------------------------------------------------------------
 Company:01 A & C Office Supply                              * - Not Allocated
J009 Dart Small Drink Cup Lids 8oz
  8J8-L
02819/00 15/08/11  3   Shelton School Department
                           Ord  Held     SP         1.000  CAS        1.000         .000          3.45000             3.45
                                         Tot        1.000             1.000         .000                              3.45
M002 One-A-Day Vitamins
  KLRTS874-3
02003/00 27/01/10  3   Hartford Medical Association
                           Qte  Held                5.000 *CAS         .000        5.000          1.23000              .00
                                         Tot        5.000              .000        5.000                               .00
                             Allocated Tot           .000              .000         .000                               .00
M005 Mylanta Antacid Liquid
  886-83662
02004/00 27/01/10  3   Huntsville Medical Center
                           Qte  Held               10.000 *CAS       10.000         .000         15.75000           157.50
                                         Tot       10.000            10.000         .000                            157.50
                             Allocated Tot           .000              .000         .000                               .00
NIC10 Non-Stock Office Accessories
02566/00 22/03/10  3   Shelton School Department
                           Ord  Rdy for In          2.000 *EA          .000        2.000           .00000              .00
                                         Tot        2.000              .000        2.000                               .00
                             Allocated Tot           .000              .000         .000                               .00
NIC80 Non-Stock Paper Products
02504/00 08/03/10  3   Attleboro School Department
                           Ord  Held     SP         3.000 *EA          .000        3.000         50.00000              .00
02565/00 22/03/10  3   Attleboro School Department
                           Ord  Held     GM         3.000 *EA          .000        3.000           .00000              .00
02603/00 29/03/10  3   Shelton School Department
                           Ord  Held     GM         5.000 *EA          .000        5.000           .00000              .00
                                         Tot       11.000              .000       11.000                               .00
                             Allocated Tot           .000              .000         .000                               .00
                            Company 01 Tot                                                                      271,770.91
```

This report prints when you select 2 for **Report Sequence**. and D for **Detail/Summary** on the Open Order List Selection Screen (p. 27-2)] and complete selections on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen). The item and customer information selected is displayed.

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Open Order Detail Report - By Item

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 first heading line indicates the selection of D for **Detail** or S for **Summary** formats. The second heading line indicates the **Report Sequence** selection of 1 for By Customer or 2 for By Item.
Company	The company number and name for the orders listed below.
Item No/Description	The item number ("our" item number) and/or description associated with the order, as determined by your selection in the **Item No/Descr** field on the Open Order List Selection Screen (p. 27-2).

Open Order Detail Report - By Item

Report/Listing Fields	Description
Mfg No	The manufacturer's item number defined for the item through Item Master Maintenance (MENU IAFILE) prints in this column. NOTE: Manufacturers' item numbers print on this report only if you keyed Y in the **Print Mfg Number** field on the Open Order List Selection Screen (p. 27-2).
Order No	The order and generation number.
Req Ship Dt	The date the order has been requested to be shipped.
Pty	The order priority (1-7) assigned to this order [defined through Order Entry Options Maintenance (MENU XAFILE)].
Customer	The name of the customer who placed the order.
Typ	The order type selected: O-Order, I-Invoice, R-Return, B-Backorder, F-Future order, Q-Quote, M-Master, K-Blanket, or all types.
Order Status	The current status of the order: Ord Rdy for PS (indicating, "ready for pick slip printing"), Ord PS Printed (indicating, "pick slip printed"), RDY-Invoic (indicating, "ready for invoice printing"), Held (indicating, "order is held"), or Rdy-Consdt (ready for consolidated invoice). The status will indicate if the order is "IN-USE" by another workstation or program.
Quantities Ordered	For each item, the field may be either the individual order's item quantity for a detail report or the total quantity ordered for the company.
U?M	The ordering UOM for this customer's order.
Quantities Shipped	For each item, the field may be either the individual order's item ship quantity for a detail report or the total quantity shipped values for the company.
Quantities B/O	For each item, the field may be either the individual order's item backorder quantity for a detail report or the total quantity backorder values for the company.
Sell Price	The item's actual selling price. The final price is expressed in the item's pricing unit of measure.
Line Amount	The total monetary amount of the item.
Tot, Alloc Tot Company Tot	The monetary total of all the orders for a specific customer and company.

Open Order Summary Report - By Item

```
OE311    08/15/11   18:46:35                    OPEN ORDER SUMMARY REPORT                    AK/APDEMO           PAGE:    1
                                                         BY ITEM
     Co Fr: ALL      Customer Fr: ALL          Item No Fr: ALL                                         Warehouse Fr:
                                                                                                                To: 99
Item Number/Description                                    Qty Ordered   Qty Shipped        Qty B/O            Item Totals
-----------------------------------------------------------------------------------------------------------------------
 Company:01 A & C Office Supply
A100 Sharp Fax Machine                                         136.000        14.000        122.000               8,319.53
A110 Sharp Copier                                              129.000        29.000        100.000              22,934.71
A120 Sharp Super Sensitive Fax Paper                           883.000       777.000        106.000              29,029.91
A130 Sharp Extra Sensitive Fax Paper                           337.000       291.000         46.000              22,078.59
A140 3-Ring Binder - 1" Red                                  2,034.000     1,800.000        234.000               9,316.97
A150 3-Ring Binder - 2" Red                                  1,344.000       581.000        763.000               4,094.14
A160 3-Ring Binder - 1" Blue                                 2,248.000     1,320.000        928.000               6,987.87
A170 3-Ring Binder - 2" Blue                                 1,112.000       312.000        800.000               2,466.57
A180 3-Ring Binder - 1" Black                                  388.000       314.000         74.000               1,784.72
A190 3-Ring Binder - 2" Black                                  327.000       307.000         20.000               2,128.45
A200 Sharp Copier Toner                                      3,140.000     2,615.000        525.000              18,230.35
A210 Sharp Copier Toner                                      1,748.000     1,204.000        544.000              28,933.64
A220 Pocket Planner Weekly Organizer                         2,366.000     2,306.000         60.000              80,710.00
A240 Single Subject Wire Bound                               1,387.000     1,264.000        123.000               2,129.55
A250 Fax Stand - Walnut                                         10.000          .000         10.000                    .00
A260 #6 3/4 White Envelopes                                  1,385.000        37.000-     1,422.000                 511.31-
A270 #10 White Envelopes                                       277.000       202.000         75.000               2,816.42
A280 #10 Security Tint Envelopes                               180.000       180.000           .000               3,516.32
A290 #10 Recycled Paper Envelope                             2,271.000     1,222.000      1,049.000              19,647.40
A300 Desk Set Kit                                               88.000        45.000         43.000               2,272.25
A310 Full Strip Desk Stapler                                    15.000        14.000          1.000                 335.30
A320 Deluxe Full Strip Desk Stapler                            580.000        15.000        565.000                 524.25
A330 Straight Trimmers Shears                                   76.000        56.000         20.000                 271.60
A340 Deluxe Straight Trimmers Shears                            55.000        24.000         31.000                 188.40
```

This report prints when you select 2 for **Report Sequence**. and S for **Detail/Summary** on the Open Order List Selection Screen (p. 27-2)] and complete selections on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen). The item information selected is displayed.

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Open Order Summary Report - By Item

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 first heading line indicates the selection of D for **Detail** or S for **Summary** formats. The second heading line indicates the **Report Sequence** selection of 1 for By Customer or 2 for By Item.
Company	The company number and name for the orders listed below.
Item Number/Description	The item number ("our" item number) and/or description associated with the order, as determined by your selection in the **Item No/Descr** field on the Open Order List Selection Screen (p. 27-2).

Open Order Summary Report - By Item

Report/Listing Fields	Description
Qty Ordered	For each item, the field may be either the individual order’s item quantity for a detail report or the total quantity ordered for the company.
Qty Shipped	For each item, the field may be either the individual order’s item ship quantity for a detail report or the total quantity shipped values for the company.
Qty B/O	For each item, the field may be either the individual order’s item backorder quantity for a detail report or the total quantity backorder values for the company.
Item Totals	The total monetary amount of the items order value for the specific company.

CHAPTER 28

Shipped Orders Report

28

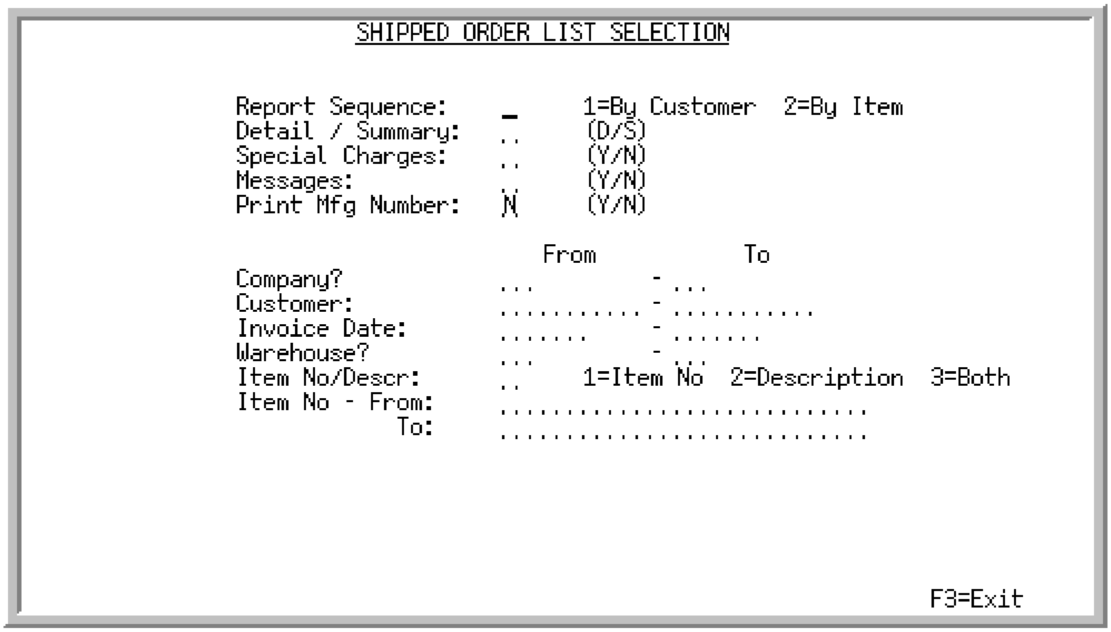
Use the option to print the Shipped Order Detail Report - By Item, Shipped Order Summary Report - By Item, Shipped Order Detail Report - By Customer, or Shipped Order Summary Report - By Customer. You may produce various reports that show item information from the Order History File.

Shipped Orders 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
Shipped Order List Selection Screen	Use to specify the limiting criteria for the report.
Shipped Order Detail Report - By Item	Prints a shipped order detail report for each item showing the related order information, depending on your selection.
Shipped Order Summary Report - By Item	Prints a shipped order summary for each item with information for order quantities, depending on your selection.
Shipped Order Detail Report - By Customer	Prints a shipped order detail report by customer showing the related order information including quantities, and unit/extended pricing, depending on your selection.
Shipped Order Summary Report - By Customer	Prints a shipped order summary by customer for each order showing the number if items charges, and messages with the order total.

Shipped Order List Selection Screen



This screen appears after select option 3 - Shipped Orders Report (MENU OEREPT). This screen is used to select the report sequence, format (detail/summary), special charges (viewable only when selected report sequence is by customer), messages, and selection criteria for the Shipped Orders Report.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Shipped Order List Selection Screen Fields and Function Keys

Field/Function Key	Description
Report Sequence	This field reflects the sequence in which you want the report to print. Key 1 to print the report in customer sequence. Key 2 to print the report in item number sequence. (N 1,0) Required
Detail/Summary	This field is used to determine the format of the report: detail or summary. Key D to print a detailed report (displaying actual line items, quantities, and prices for each order.) Key S to print the report in summary (displaying only a summary line for each order.) (A 1) Required

Shipped Order List Selection Screen Fields and Function Keys

Field/Function Key	Description
Special Charges	Special charges [defined through Special Charge Definitions Maintenance (MENU OEFILE)] are those relating to non-product charges, such as freight and handling charges. Key Y to display special charges that exist for an order. Key N if you do not want special charges printed. NOTE: Special charges will print only when the **Report Sequence** is 1. (A 1) Required
Messages	Messages [defined through Order Messages Maintenance (MENU OEFILE)] are user defined comments, or notes, that pertain to an order. Key Y to display messages that exist as part of the order. Key N if you do not want messages printed. NOTE: You must have selected to sequence the report by customer (as opposed to item) in order for messages to print. (A 1) Required
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Open Order Detail/Summary Report. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturers' item numbers to print on the report. *Default Value:* N (A 1) Required
Company No	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the range of company numbers to limit the report to orders assigned to companies in the range. (2 @ N 2,0) Optional
Customer No	Key the range of customer numbers to limit the report to orders assigned to customers in the range. (2 @ N 10,0) Optional

Shipped Order List Selection Screen Fields and Function Keys

Field/Function Key	Description
Invoice Date	Use this field to limit the report to the invoice date or date range to print. The invoice date is the date the invoice was printed if an invoice date was not assigned on the Second Order Header Screen (p. 6-48) in Enter, Change & Ship Orders (MENU OEMAIN) or on the Print Invoices Screen (p. 25-4) in Invoices Print (MENU OEMAIN). *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
Warehouse	Key the range of warehouse numbers to limit the report to orders assigned to warehouses in the range. (2 @ A 2) Optional
Item No/Descr	This field is used to specify if the item number, item description or both will print on the report. Key 1 to print item numbers. Key 2 to print item descriptions. Key 3 to print both item numbers and descriptions. NOTE: If the **Report Sequence** field is 2 (by item) and the **Detail/ Summary** field is D (detail format), the item number will always print on the report. The item description will only print if 2 or 3 is keyed in this field. (N 1,0) Required
Item No	This field reflects the item number or range of item numbers to print on the report. (2 @ A 27) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU OEREPT will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Shipped Order Detail Report - By Item

```
OE330   08/15/11  19:40:11                      SHIPPED ORDER DETAIL REPORT                    AK/APDEMO          PAGE:  109
                                                           BY ITEM
Item/Description
Mfg Number                                                                                                              Lead
   Order No     Date    Customer                     Typ   Shipped Qty  U/M          Sell Price          Line Amount   GP%   Time
--------------------------------------------------------------------------------------------------------------------------------
Company: 01 A & C Office Supply
A900 4 Drawer Steel File Cabinet
  045723021765
   01878/00  01/27/10 Bon Secour School Department  Ord          .000  EA          175.49000                              47
                                                                                  175.49000                              47.0
C130 Duracell - Alkaline Battery
  MN1500
   02713/00  03/26/10 Financial Bookkeeping         Ord        50.000  EA             .65000
                                                               50.000                 .65000
C140 Duracell - Alkaline Battery 9V
  MN1705
   02714/00  03/26/10 Hartford Medical Association  Ord        20.000  EA            2.50000
                                                               20.000                2.50000
M001 Alka Seltzer tablets
  ASZT456-3
   01999/00  02/01/10 Financial Management Services Ord        24.000  EA            2.87000               68.88   88.5    5
   02728/00  06/26/11 Bon Secour School Department  Inv         2.000  CAS           3.87000
                                                                                     3.37000               68.88   30.7    2.5
M002 One-A-Day Vitamins
  KLRTS874-3
   02005/00  02/03/10 Bon Secour School Department  Ord        10.000  EA            1.75000               17.50   42.9    5
   02728/00  06/26/11 Bon Secour School Department  Inv         2.000  CAS           2.75000
                                                                                     2.25000               17.50  629.1-   2.5
```

This report prints when you select 2 for **Report Sequence**. and D for **Detail/Summary** on the Shipped Order List Selection Screen (p. 28-2) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

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Shipped Order Detail Report - By Item

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 first heading line indicates the selection of D for **Detail** or S for **Summary** formats. The second heading line indicates the **Report Sequence** selection of 1 for By Customer or 2 for By Item.
Company	The company number and name for the orders listed below.
Item/Description	The number ("our" item number) and description of the item received.

Shipped Order Detail Report - By Item

Report/Listing Fields	Description
Mfg Number	The manufacturer's item number defined for the item through Item Master Maintenance (MENU IAFILE) prints in this column. NOTE: Manufacturers' item numbers print on this report only if you keyed Y in the **Print Mfg Number** field on the Shipped Order List Selection Screen (p. 28-2).
Order No	The order and generation number.
Date	The invoice date of the shipped order.
Customer	The customer who placed the order.
Typ	The order type selected: O-Order, I-Invoice, R-Return, B-Backorder, F-Future order, Q-Quote, M-Master, K-Blanket, or all types.
Shipped Qty	For each item, the field may be either the individual order's item ship quantity for a detail report or the total quantity shipped values for the company.
U/M	The ordering UOM for this customer's order.
Sell Price	The item's actual selling price.
Line Amount	The total monetary amount of the item.
GP%	The item's gross margin percentage (determined by subtracting the item's costs from the item's prices).
Lead Time	The **Lead Time** is calculated from the Order History Header File (HSHED) as: The number of days between the Entry Date and Ship Confirm Date or Invoice Date if Ship Confirm Date is zero
Company Totals Report Totals	The Line Amount column provides a total at the company level and then a final report totals.

Shipped Order Summary Report - By Item

```
OE331   20/08/11  17:52:31                     SHIPPED ORDER SUMMARY REPORT                      AJ/APDEMO          PAGE:    1
*U/M* - Denotes Different Unit Of Measures Sold          BY ITEM
     Co Fr: ALL      Customer Fr: ALL          Item No Fr: ALL                            Invoice Date Fr: ALL      WH Fr: ALL
Item Number/Description
Mfg Item Number                                              Qty Ordered      Qty Shipped        Qty B/O          Item Totals
------------------------------------------------------------------------------------------------------------------------------
Company: 01 A & C Office Supply
A100 Sharp Fax Machine                                           119.000          117.000         19.000            64,116.55
  UX-103
A110 Sharp Copier                                                131.000          128.000          7.000           105,323.72
  LZ-57
A120 Sharp Super Sensitive Fax Paper                          10,087.000       10,017.000        165.000           351,470.82
  YZ-103
A130 Sharp Extra Sensitive Fax Paper                           2,599.000        2,589.000         65.000           189,022.91
  YZ-171
A140 3-Ring Binder - 1" Red                                   24,373.000       23,989.000        789.000           116,332.95
  77771
A150 3-Ring Binder - 2" Red                                    7,983.000        7,896.000        243.000            49,983.24
  77772
A160 3-Ring Binder - 1" Blue                                  25,714.000       25,249.000        811.000           121,159.30
  77775
A170 3-Ring Binder - 2" Blue                                   7,890.000        7,890.000        155.000            47,829.54
  77776
A180 3-Ring Binder - 1" Black                                  5,549.000        5,545.000        107.000            26,371.81
  77773
```

This report prints when you select 2 for **Report Sequence**. and S for **Detail/Summary** on the Shipped Order List Selection Screen (p. 28-2) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

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Shipped Order Summary Report - By Item

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 first heading line indicates the selection of D for **Detail** or S for **Summary** formats. The second heading line indicates the **Report Sequence** selection of 1 for By Customer or 2 for By Item.
Company	The company number and name for the orders listed below.
Item Number/Description	The number ("our" item number) and description of the item received.

Shipped Order Summary Report - By Item

Report/Listing Fields	Description
Mfg Item Number	The manufacturer's item number defined for the item through Item Master Maintenance (MENU IAFILE) prints in this column. NOTE: Manufacturers' item numbers print on this report only if you keyed Y in the **Print Mfg Number** field on the Shipped Order List Selection Screen (p. 28-2).
Qty Ordered	For each item, the field may be either the individual order's item quantity for a detail report or the total quantity ordered for the company.
Qty Shipped	For each item, the field may be either the individual order's item ship quantity for a detail report or the total quantity shipped values for the company.
Qty B/O	For each item, the field may be either the individual order's item backorder quantity for a detail report or the total quantity backorder values for the company.
Item Totals	The total monetary amount of the items order value for the specific company.
Company Totals Report Totals	The Item Totals column provides a total at the company level and then a final report totals.

Shipped Order Detail Report - By Customer

```
OE340   20/08/11  17:50:36                      SHIPPED ORDER DETAIL REPORT                     AJ/APDEMO        PAGE:    1
                                                        BY CUSTOMER
  Co Fr: ALL  Customer Fr: ALL        Item No Fr: ALL                     Invoice Date Fr:  ALL      Sp Chgs:  YES WH Fr: ALL
                                                                                                     Messages: YES
           Ord   Item Number/Description    Inv     |-------- Q U A N T I T I E S --------|
  Order No Typ Mfg Item Number              Date       Ordered       Shipped          B/O  U/M        Sell Price      Line Amount
------------------------------------------------------------------------------------------------------------------------------------
Company:           01 A & C Office Supply
Customer:         150 Anniston Medical Center
  01842/00        A140 3-Ring Binder - 1" Red
                77771                    27/01/10     100.000       100.000          .000  EA           4.55000           455.00
                  A200 Sharp Copier Toner
                FG-7200                  27/01/10   1,000.000     1,000.000          .000  EA          11.99000        11,990.00
                  A280 #10 Security Tint Envelopes
                66792                    27/01/10     120.000       120.000          .000  BOX         20.79000         2,494.80
                                                                                           Order Total:              14,939.80
  01028/00        A210 Sharp Copier Toner
                FG-8100                  31/12/07      64.000        64.000          .000  EA          21.56000         1,379.84
                  A240 Single Subject Wire Bound
                PC5981                   31/12/07     260.000       260.000          .000  EA           1.78000           462.80
                  A270 #10 White Envelopes
                66791                    31/12/07     100.000       100.000          .000  BOX         17.22000         1,722.00
                  A320 Deluxe Full Strip Desk Stap
                FK-3755                  31/12/07       3.000         3.000          .000  EA          34.95000           104.85
                  A400 Office Tool Set
                                         31/12/07       1.000         1.000          .000  EA          21.95000            21.95
                                                                                           Order Total:               3,691.44
```

This report prints when you select 1 for **Report Sequence**. and D for **Detail/Summary** on the Shipped Order List Selection Screen (p. 28-2) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

.

Shipped Order Detail Report - By Customer

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 first heading line indicates the selection of D for **Detail** or S for **Summary** formats. The second heading line indicates the **Report Sequence** selection of 1 for By Customer or 2 for By Item.
Company	The company number and name for the orders listed below.
Customer	The number and name of the customer who placed the order.
Order No	The order and generation number.

Shipped Order Detail Report - By Customer

Report/Listing Fields	Description
Order Typ	The order type selected: O-Order, I-Invoice, R-Return, B-Backorder, F-Future order, Q-Quote, M-Master, K-Blanket, or all types.
Item/Description	The number ("our" item number) and description of the item received.
Mfg Item Number	The manufacturer's item number defined for the item through Item Master Maintenance (MENU IAFILE) prints in this column. NOTE: Manufacturers' item numbers print on this report only if you keyed Y in the **Print Mfg Number** field on the Shipped Order List Selection Screen (p. 28-2).
Inv Date	The invoice date of the shipped order.
Quantities Ordered	For each item, the field may be either the individual order's item quantity for a detail report or the total quantity ordered for the company.
Quantities Shipped	For each item, the field may be either the individual order's item ship quantity for a detail report or the total quantity shipped values for the company.
Quantities B/O	For each item, the field may be either the individual order's item backorder quantity for a detail report or the total quantity backorder values for the company.
U/M	The ordering UOM for this customer's order.
Sell Price	The item's actual selling price.
Line Amount	The total monetary amount of the item.
Order Total	The total monetary amount of the order including items and special charge.

Shipped Order Summary Report - By Customer

```
OE341   08/15/11  19:39:55                       SHIPPED ORDER SUMMARY REPORT                     AK/APDEMO           PAGE:    8
                                                       BY CUSTOMER
                         Ord                     |------ C O U N T ------|
     Order No  Inv Date  Typ                     Items  Charges  Messages            Order Total
-----------------------------------------------------------------------------------------------------------------------------
Customer:        120 Financial Bookkeeping
     01838/00  12/30/09  Ord                        3                                    2,261.50
     01940/00  01/27/10  Ord                        8                                    3,890.27
     01987/00  01/20/10  Ret                        8                                   10,758.46-
     01990/00  01/20/10  Ret                        4                                    3,853.34-
     02067/00  02/03/10  Ord                        5                                    1,849.69
     02097/00  02/11/10  Ord                        5                                    1,816.43
     02126/00  02/19/10  Ord                        5                                    1,792.48
     02155/00  02/21/10  Ord                        5                                    1,449.08
     02706/00  06/10/10  Ord                        1                                       13.49
     02713/00  03/26/10  Ord                        2
                             Customer Totals       46                                    1,538.86- *
```

This report prints when you select 1 for **Report Sequence**. and S for **Detail/Summary** on the Shipped Order List Selection Screen (p. 28-2) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Shipped Order Summary Report - By Customer

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 first heading line indicates the selection of D for **Detail** or S for **Summary** formats. The second heading line indicates the **Report Sequence** selection of 1 for By Customer or 2 for By Item.
Customer	The number and name of the customer who placed the order.
Order No	The order and generation number.
Inv Date	The invoice date of the shipped order.

Shipped Order Summary Report - By Customer

Report/Listing Fields	Description
Ord Typ	The order type selected: O-Order, I-Invoice, R-Return, B-Backorder, F-Future order, Q-Quote, M-Master, K-Blanket, or all types.
Count: Items, Charges, Messages	For an order, the number of item lines, the number of special charges, and the number of messages. These values will be summarized and printed with the Customer Total line of the Open Order Summary Report by Customer.
Customer Totals	The total monetary amount of the order including items and special charge.

CHAPTER 29

Backorders Report

29

Use the Back Orders option to print the Back Order Summary Report - By Item, Back Order Detail Report - By Item, Back Order Summary Report - By Customer, or the Back Order Detail Report - By Customer which shows item information based on backorders from the Open Orders File. Non-stock items and drop-ship items are excluded from this report.

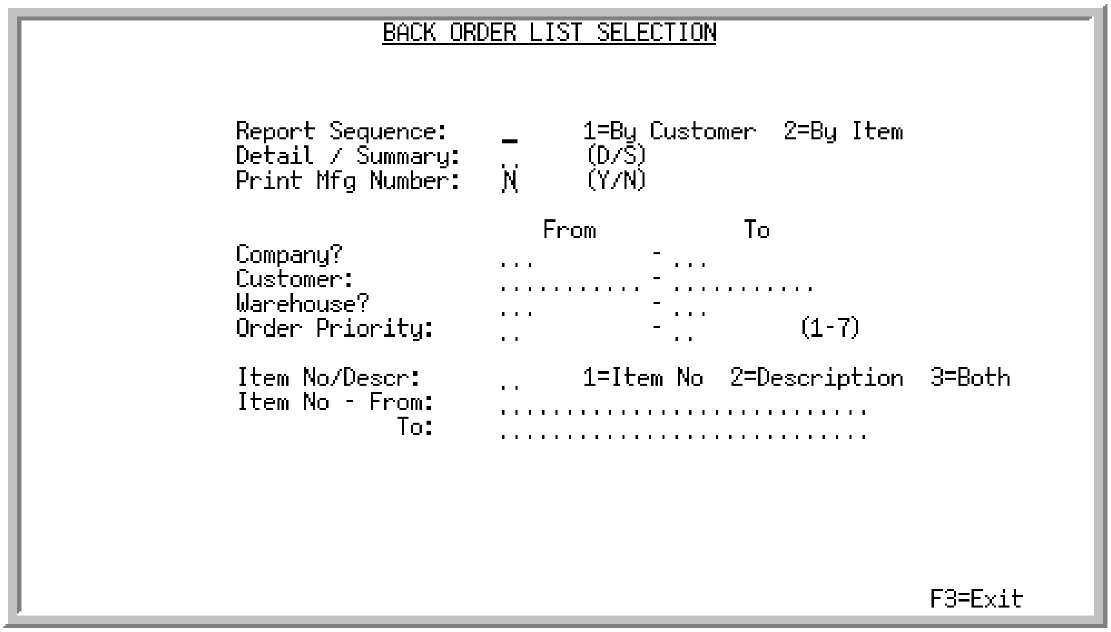
NOTE: This report prints orders that are already backordered and orders that will be backordered (based on a partial quantity shipped), unlike the Open Orders Inquiry (MENU OEMAIN), which shows only orders already backordered.

Backorders 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**
Back Order List Selection Screen	Use to specify the limiting criteria for the report.
Back Order Summary Report - By Item	Use to review item summary information about customer backorders.
Back Order Detail Report - By Item	Use to review item order detail information about customer backorders.
Back Order Summary Report - By Customer	Use to review customer backorder summary information for items that cannot ship or cannot ship complete.
Back Order Detail Report - By Customer	Use to review customer backorder item detail information for items that cannot ship or cannot ship complete.

Back Order List Selection Screen



This screen appears when selecting option 4 - Backorders Report (MENU OEREPT). This screen is used to select the report sequence, format (detail/summary), and selection criteria for the report.

Back Order List Selection Screen Fields and Function Keys

Field/Function Key	Description
Report Sequence	This field reflects how the report will be created and the sequence in which you want the report to print. Key 1 to print the report by customer showing the items on backorder for the customer. Key 2 to print the report by item number showing the customer backorders for the item. (N 1,0) Required
Detail/Summary	This field is used to determine the format of the report: detail or summary. Key D to print a detailed report (displaying actual line items, quantities, and prices for each order). Key S to print the report in summary (displaying only a summary line for each item or order). (A 1) Required

Back Order List Selection Screen Fields and Function Keys

Field/Function Key	Description
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Open Order Detail/Summary Report. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturers' item numbers to print on the report. *Default Value:* N (A 1) Required
Company No	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the range of company numbers to limit the report to orders assigned to companies in the range. (2 @ N 2,0) Optional
Customer No	Key the range of customer numbers to limit the report to orders assigned to customers in the range. (2 @ N 10,0) Optional
Warehouse	Key the range of warehouse numbers to limit the report to orders assigned to warehouses in the range. (2 @ A 2) Optional
Order Priority	Limits the report to open orders with a specified order priority (1-7) or range of order priorities to print. Order Priorities are defined through Order Entry Options Maintenance (MENU XAFILE). NOTE: To enter a range in this field, you must first sequence this report by item (2) and select detail (D) for the format. (2 @ N 1,0) Optional
Item No/Descr	This field is used to specify if the item number, item description or both will print on the report. Key 1 to print only item numbers. Key 2 to print only item descriptions. Key 3 to print both item numbers and descriptions. (N 1,0) Required
Item No	This field reflects the item number or range of item numbers to print on the report. (2 @ A 27) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU OEREPT will display.

Back Order List Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Back Order Summary Report - By Item

```
OE361   09/08/09  16:42:07                 BACK ORDER SUMMARY REPORT                    AH/APDEMO         PAGE:    1
                                                    BY ITEM
                             * Data may have been omitted due to security considerations *
    Co Fr: ALL         Customer Fr: ALL                   Item No Fr: ALL                     Warehouse Fr: ALL
Item Number/Description                 Qty           Qty          Qty         Qty
  Mfg Item Number          U/M       On Hand         Alloc        Avail     On Order       Qty B/O           Amount
--------------------------------------------------------------------------------------------------------------------
Company:   01 A & C Office Supply
Warehouse: 1  Hartford, CT
A100 Sharp Fax Machine
  UX-103                   EA         18.000        15.000        3.000      326.000          .000        64,555.97
A110 Sharp Copier
  LZ-57                    EA        535.000         6.000      529.000      619.000          .000        87,999.00
A150 3-Ring Binder - 2" Red
  77772                    EA      3,978.000       376.000    3,602.000    1,000.000         4.000         2,867.40
A170 3-Ring Binder - 2" Blue
  77776                    EA      1,242.000       259.000      983.000         .000          .000         4,536.00
A200 Sharp Copier Toner
  FG-7200                  EA     12,623.000     3,970.000    8,663.000    8,004.000          .000            12.28
A220 Pocket Planner Weekly Organizer
  XBC3000                  EA     42,040.000     3,697.000   38,343.000       50.000          .000         2,042.25
A260 #6 3/4 White Envelopes
  66790                    BOX     5,167.000       519.000    4,648.000      700.000        21.000         7,296.84
A290 #10 Recycled Paper Envelope
  66793                    BOX    12,315.000     2,134.000   10,181.000    2,000.000        90.000         8,354.30
A300 Desk Set Kit
                           EA           .000         1.000        1.000-        .000         4.000           199.80
A320 Deluxe Full Strip Desk Stapler
  FK-3755                  EA      1,990.000         9.000    1,981.000         .000          .000        19,746.75
A330 Straight Trimmers Shears
  KP-1176                  EA        145.000        89.000       56.000         .000         5.000             4.85
A340 Deluxe Straight Trimmers Shears
  KP-1177                  EA        241.000        30.000      211.000       32.000          .000           157.00
A350 Bankers' Shears
  KP-1887                  EA        210.000        31.000      179.000       39.000         1.000            14.75
A370 Tape Dispenser - Gray
  DT-1996                  EA        408.000        72.000      336.000       45.000        31.000           392.00
M002 One-A-Day Vitamins
  KLRTS874-3               CAS          .000         5.000        5.000-      20.000         5.000           369.00
                                                                        Total For Warehouse 1 :          198,548.19
```

This item summary report prints when you select S for **Detail/Summary** and 2 for **Report Sequence** criteria on the Back Order List Selection Screen (p. 29-2) and the Report Options Screen. The item information you select appears in the report. For each item, you can view the following information.

Back Order Summary Report - By Item

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 first heading line indicates the selection of **Detail** or **Summary** formats. The second heading line indicates the **Report Sequence** selection of 1 for By Customer or 2 for By Item.
Company	The company number and name for the orders listed below.
Warehouse	The warehouse where the item is stocked.
Item Number/Description	The item number and item description of the item that has been ordered. The **Item Number** prints on the report only if you keyed 1 or 3 in the Item No/Descr field on the Back Order List Selection Screen (p. 29-2). The **Item Description** prints on the report only if you keyed 2 or 3 in the Item No/Descr field on the Back Order List Selection Screen (p. 29-2).

Back Order Summary Report - By Item

Report/Listing Fields	Description
Mfg Item Number	The manufacturer's item number defined for the item through Item Master Maintenance (MENU IAFILE) prints in this column. NOTE: Manufacturers' item numbers print on this report only if you keyed Y in the **Print Mfg Number** field on the Back Order List Selection Screen (p. 29-2).
U/M	The stocking U/M of the item.
Qty On Hand	The current quantity on hand in the warehouse.
Qty Alloc	The current quantity allocated to open orders.
Qty Avail	The current available quantity that can be allocated to open orders.
Qty On Order	The total quantity on purchase order for this U/M in this warehouse.
Qty B/O	The total quantity on backorder for this U/M in this warehouse.
Amount	The extended total amount of the item. When International Currency is installed, this amount is expressed in the local currency of the company.
Total for Warehouse	The sub-total of the extended total amount of the item for a warehouse. When International Currency is installed, this amount is expressed in the local currency of the company.

Back Order Detail Report - By Item

```
OE360   09/08/09  16:12:00                   BACK ORDER DETAIL REPORT                    AH/APDEMO           PAGE:    8
                                                     BY ITEM
Item No/Description                           Qty            Qty          Qty        Qty
  Mfg Item Number           U/M    WH       On Hand         Alloc        Avail     On Order        Qty B/O
----------------------------------------------------------------------------------------------------------------------------
Company No: 01 A & C Office Supply
A260 #6 3/4 White Envelopes
  66790                     BOX    5           .000         80.000       80.000-     100.000        80.000
                 Order No  Seq   Req Ship Pty Customer Name        Alloc    Qty B/O        Sell Price       Line Amount  PO No.
         Held-GM 02520/00 00003 03/08/08  3  Jordans Department Store  Y     20.000           9.98000            199.60
         Held-GM 02579/00 00004 03/22/08  3  Mays Department Store     Y     10.000          10.32000            103.20
         Held-GM 02617/00 00004 03/29/08  3  Mays Department Store     Y     20.000           9.98000            199.60
                 02618/00 00002 03/29/08  3  Jordans Department Store  Y     30.000           9.41000            282.30
                                                          Totals:           80.000                              784.70

A310 Full Strip Desk Stapler
  FK-3754                   EA     5           .000         10.000       10.000-        .000        10.000
                 Order No  Seq   Req Ship Pty Customer Name        Alloc    Qty B/O        Sell Price       Line Amount  PO No.
                 01963/00 00005 01/21/08  3  Jordans Department Store  Y      1.000          23.95000             23.95
                                                          Totals:            1.000                               23.95
A350 Bankers' Shears
  KP-1887                   EA     5           .000          3.000        3.000-        .000         3.000
                 Order No  Seq   Req Ship Pty Customer Name        Alloc    Qty B/O        Sell Price       Line Amount  PO No.
                 01963/00 00006 01/21/08  3  Jordans Department Store  Y      2.000          14.75000             29.50
                 02042/00 00003 02/17/08  3  Mays Department Store     Y      1.000          14.75000             14.75
                                                          Totals:            3.000                               44.25
                          Company 01 Total of Back Orders Listed:        5,455.000                          241,434.32
```

This item detail report prints when you select D for **Detail/Summary** and 2 for **Report Sequence** criteria on the Back Order List Selection Screen (p. 29-2) and the Report Options Screen. The item and order information you select appears in the report. For each item, you can view the following information.

Back Order Detail Report - By Item

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 first heading line indicates the selection of **Detail** or **Summary** formats. The second heading line indicates the **Report Sequence** selection of 1 for By Customer or 2 for By Item.
Company	The company number and name for the orders listed below.
Item No/Description	The item number and item description of the item that has been ordered. The **Item No** prints on the report only if you keyed 1 or 3 in the Item No/ Descr field on the Back Order List Selection Screen (p. 29-2). The **Item Description** prints on the report only if you keyed 2 or 3 in the Item No/Descr field on the Back Order List Selection Screen (p. 29-2).

Back Order Detail Report - By Item

Report/Listing Fields	Description
Mfg Item Number	The manufacturer's item number defined for the item through Item Master Maintenance (MENU IAFILE) prints in this column. NOTE: Manufacturers' item numbers print on this report only if you keyed Y in the **Print Mfg Number** field on the Back Order List Selection Screen (p. 29-2).
U/M	The stocking U/M of the item
WH	The warehouse where the item is stocked.
Qty On Hand	The current quantity on hand in the warehouse.
Qty Alloc	The current quantity allocated to open orders.
Qty Avail	The current available quantity that can be allocated to open orders.
Qty On Order	The total quantity on purchase order for this U/M in this warehouse.
Qty B/O	The total quantity on backorder for this U/M in this warehouse.
(Order Status)	If the order is on hold, the hold code will be printed.
Order No	The order number and generation (number of times this order was backordered).
Seq	The line number of the item in this specific order.
Req Ship	The date the order is due to be shipped.
Pty	The order priority code assigned to this order.
Customer Name	The customer number and name.
Alloc	A Y indicates that inventory has been allocated to this order; N indicates that inventory has not been allocated to this order.
Qty B/O	The quantity that is currently on backorder; usually the difference between the quantity ordered and quantity shipped.
Sell Price	The item's actual unit selling price for this item in this order. When International Currency is installed, this amount is expressed in the local currency of the company.
Line Amount	The extended total amount of the item. When International Currency is installed, this amount is expressed in the local currency of the company.
PO No.	The purchase order number to the vendor for special order items.

Back Order Detail Report - By Item

Report/Listing Fields	Description
Totals	By item, the sub-total of the quantity on backorder and the extended line amount columns.
Company Total of Back Orders Listed	By company, the final total of the quantity on backorder and the extended line amount columns.

Back Order Summary Report - By Customer

```
OE351   09/08/09  15:42:09                     BACK ORDER SUMMARY REPORT                         AH/APDEMO           PAGE:    7
                                                      BY CUSTOMER

     Order No    Req Ship           Line Amount
-------------------------------------------------------------------------------------------------------------------------------

Company:          01 A & C Office Supply

Customer:         60 Smithfield School Department

     02722/00    03/26/08                 78.50

          Customer Total:                 78.50

Customer:        250 Wheeling Financial Center

     02075/00    02/04/08                343.14

     02105/00    02/11/08                381.30

     02134/00    02/18/08                286.80

     02163/00    02/22/08                398.22

     02527/00    03/08/08                166.95

     02556/00    03/15/08                953.80

     02586/00    03/22/08                117.00

     02624/00    03/29/08              1,816.00

          Customer Total:              4,463.21

        Company 01 Total:            241,434.32
```

This customer summary report prints when you select S for **Detail/Summary** and 1 for **Report Sequence** criteria on the Back Order List Selection Screen (p. 29-2) and the Report Options Screen. The order information you select appears in the report. For each order, you can view the following information.

Back Order Summary Report - By Customer

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 first heading line indicates the selection of **Detail** or **Summary** formats. The second heading line indicates the **Report Sequence** selection of 1 for By Customer or 2 for By Item.
Company	The company number and name for the orders listed below.
Customer	The customer number and name for the list of backorders.
Order No	The order and generation number for the order.
Req Shp	The date the order is due to be shipped.
Line Amount	The extended total amount of the item. When International Currency is installed, this amount is expressed in the local currency of the company.

Back Order Summary Report - By Customer

Report/Listing Fields	Description
Customer Total	The total amount of all the backorders for a specific customer. When International Currency is installed, this amount is expressed in the local currency of the company.
Company Total	The total amount of all the backorders for the company. When International Currency is installed, this amount is expressed in the local currency of the company.

Back Order Detail Report - By Customer

```
OE350   09/08/09  15:22:23                     BACK ORDER DETAIL REPORT                       AH/APDEMO           PAGE:    1
                                                     BY CUSTOMER

                                    * Data may have been omitted due to security considerations *
     Co Fr: 01            Customer Fr:        100          Item No Fr: ALL                               Warehouse Fr: ALL
        To: 01                  To:           100

                     Lin Item Number/Description |-------- Q U A N T I T I E S ---------|                  Sell           Line
 Order No   Req Shp  Seq Mfg Item Number           Ordered       Shipped          B/O  U/M Alc            Price         Amount
--------------------------------------------------------------------------------------------------------------------------------

Company:           01 A & C Office Supply

Customer:         100 Financial Management Services

 02766/0008/19/09 00002 A200 Sharp Copier Toner
                        FG-7200                      1.000          .000        1.000  EA   Y          12.28000          12.28
                                                                                            Order Total:                 12.28

 01864/0012/19/07 00001 A100 Sharp Fax Machine
                        UX-103                     100.000          .000      100.000  EA   Y         639.96000      63,996.00
          12/19/07 00002 A110 Sharp Copier
                        LZ-57                      100.000          .000      100.000  EA   Y         879.99000      87,999.00
          12/19/07 00003 A150 3-Ring Binder - 2" Red
                        77772                      500.000          .000      500.000  EA   Y           5.67000       2,835.00
                                                                                            Order Total:             154,830.00

                      Financial Management Services                                      Customer Total:             154,842.28

                                                                                       Company 01 Total:             154,842.28
```

This customer detail report prints when you select D for **Detail/Summary** and 2 for **Report Sequence criteria** on the Back Order List Selection Screen (p. 29-2) and the Report Options Screen. The order information you select appears in the report. For each order, you can view the following information.

Back Order Detail Report - By Customer

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 first heading line indicates the selection of **Detail** or **Summary** formats. The second heading line indicates the **Report Sequence** selection of 1 for By Customer or 2 for By Item
Company	The company number and name for the orders listed below.
Customer	The customer number and name for the list of backorders.
Order No	The order number and generation (number of times this order was backordered).
Req Shp	The date the order is due to be shipped.
Lin Seq	The line number of the item in this specific order.

Back Order Detail Report - By Customer

Report/Listing Fields	Description
Item Number/Description	The item number and item description of the item that has been ordered. The **Item Number** prints on the report only if you keyed 1 or 3 in the Item No/Descr field on the Back Order List Selection Screen (p. 29-2). The **Item Description** prints on the report only if you keyed 2 or 3 in the Item No/Descr field on the Back Order List Selection Screen (p. 29-2).
Mfg Item Number	The manufacturer's item number defined for the item through Item Master Maintenance (MENU IAFILE). NOTE: Manufacturers' item numbers print on this report only if you keyed Y in the **Print Mfg Number** field on the Back Order List Selection Screen (p. 29-2).
Quantities Ordered	The quantity ordered is the total order quantity requested by the customer.
Quantities Shipped	The quantity available for shipping when the order was places or the last time the item was changed.
Quantities B/O	The quantity that is currently on backorder; usually the difference between the quantity ordered and quantity shipped.
U/M	The stocking U/M of the item
Alc	A Y indicates that inventory has been allocated to this order; N indicates that inventory has not been allocated to this order.
Sell Price	The item's actual unit selling price for this item in this order. When International Currency is installed, this amount is expressed in the local currency of the company.
Line Amount	The extended total amount of the item. When International Currency is installed, this amount is expressed in the local currency of the company.
Order Total	The sub-total of the extended total amount of the items for an order. When International Currency is installed, this amount is expressed in the local currency of the company.
Customer Total	The sub-total of the extended total amount of the items for all the orders for the customer. When International Currency is installed, this amount is expressed in the local currency of the company.
Company Total	The final total of the extended total amount of all the items on backorder for this company. When International Currency is installed, this amount is expressed in the local currency of the company.

CHAPTER 30

Item Price List

30

Use the Item Price List option to produce a detailed report of all items contained in the Item Master File, or, if desired by pricing warehouse, all items contained in the Item Balance File for that warehouse. The list prices and customer price classes for the indicated customer or all customers will be included.

NOTE: Before a warehouse can be defined as one which will have warehouse level (balance level) pricing, you must activate such pricing, via System Options Maintenance (MENU XAFILE).

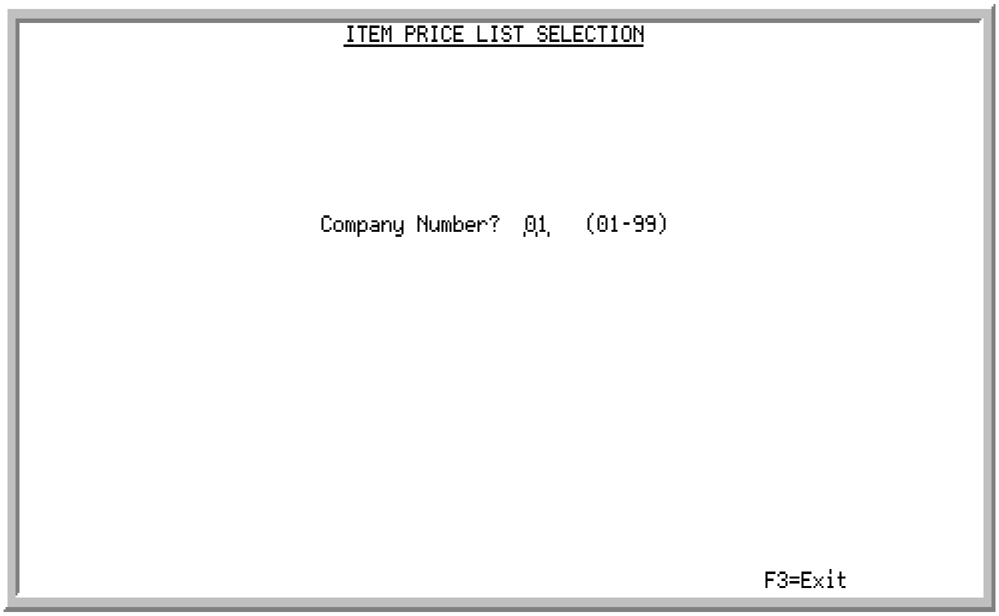
NOTE: The Item Price List can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to Y. Refer to the Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the export.

Item Price List 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
Item Price List Company Selection Screen	Use to specify the company for the list.
Item Price List Selection Screen	Use to specify limiting criteria for the list.
Item Price List Report	Prints a list of item price information that matches your selection criteria.

Item Price List Company Selection Screen

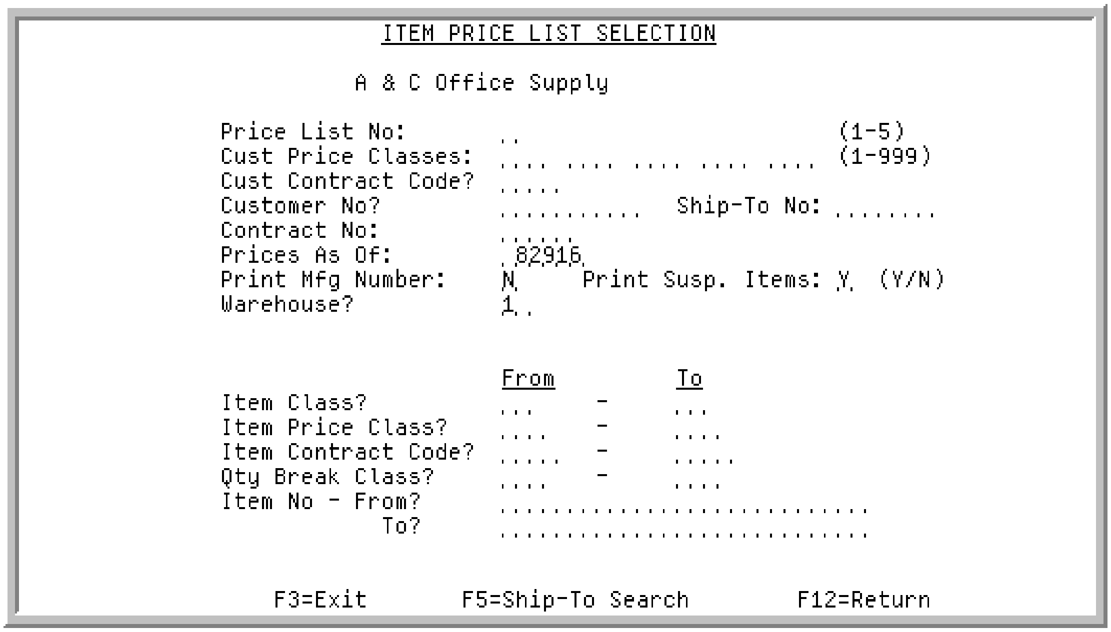


This screen appears after selecting option 5 - Item Price List Report (MENU OEREPT) if System Options Maintenance (MENU XAFILE) has the **Multi Company** field is set to Y. Otherwise, this screen is bypassed and the Item Price List Selection Screen (p. 30-3) appears instead. Use this screen to select the company number for which the report will print.

Item Price List Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	Key the company number associated with the items that you want to print on the report. *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. MENU OEREPT will display.
Enter	Press ENTER to confirm your selections. The Item Price List Selection Screen (p. 30-3) will appear.

Item Price List Selection Screen



This screen appears after you press ENTER on the Item Price List Company Selection Screen (p. 30-2), or after selecting the Item Price List Report (MENU OEREPT) if **Multi Company** is N in System Options (MENU XAFILE).

Use this screen to enter selection criteria that limit the amount of data printed on the report. Selecting a customer or customer/ship-to will generate the Item Price List Report By Customer; else the Item Price List Report By Item will print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Item Price List Selection Screen Fields and Function Keys

Field/Function Key	Description
Price List No	This field is required if **Customer No** is left blank. This field must be blank if a customer number or a pricing warehouse is specified. The **Price List No** allows you to limit the report to the price list in which items are assigned. Key a value from 1 to 5. Items are assigned up to five list prices at the item level through Item Master Maintenance (MENU IAFILE) and, if using warehouse pricing, at the warehouse level (balance level) through Item Balance Maintenance (MENU IAFILE). (N 1,0) Required/Optional

Item Price List Selection Screen Fields and Function Keys

Field/Function Key	Description
Cust Price Classes	This field or the **Cust Contract Code** is required if the **Customer No** field is left blank. This field must be left blank if a **Customer No** is specified. The **Cust Price Classes** fields allows you to limit the report to up to five customer price discount code classes. Customer price discount code classes are maintained through Price Matrix Maintenance (MENU OEPRCE) and assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE). (5 @ N 3,0) Required/Blank
Cust Contract Code	This field or the **Cust Price Classes** is required if the **Customer No** field is left blank. This field must be left blank if a **Customer No** is specified. The **Cust Contract Code** is used to limit the report to the customer contract code entered here. Customer groups are represented by the customer contract code that is maintained through Customer Contract Code Maintenance (MENU OEPRCE), and assigned to individual customers through Customer/Ship to Master Maintenance (MENU ARFILE). (A 4) Optional
Customer No	This field is required if **Price List No, Cust Price Classes, Cust Contract Code** are blank. The **Customer No** is used to limit the report to the customer number entered here. The report will print items for this customer only. The price class set up for this customer through Customer Classes Maintenance (MENU ARFILE) will be included. (N 10,0) Required/Optional
Ship-To No	If you key a ship-to number, then the contract price using that specific ship-to number will be retrieved, if one exists for the customer, ship-to, and item. Otherwise, generic contracts for the customer and item will be retrieved. If you do not know the ship-to number, press F5=SHIP-TO SEARCH after entering the customer number to perform a ship-to search. *Valid Values:* A ship-to number defined through Customer/Ship to Master Maintenance (MENU ARFILE). (A 7) Optional
Contract No	This field is used to limit the report to the contract number entered here. The contract number is used to identify a contract number established for special pricing. If you key a contract number, then the price using that specific contract number will be retrieved, if one exists for the customer and item. Otherwise, generic contracts for the customer and item will be retrieved. (A 5) Optional

Item Price List Selection Screen Fields and Function Keys

Field/Function Key	Description
Prices As Of	Key the date in which the prices become effective. *Default Value:* 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
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Item Price List Report. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturers' item numbers to print on the report. *Default Value:* N (A 1) Required
Print Susp. Items	This field determines whether or not in-active (suspended) items will print on the Item Price List Report. Key Y to print suspended items. Key N to exclude suspended items. *Default Value:* The default value defined through Suspended Defaults Maintenance (MENU XAFIL2) for the Suspended Items **Item Price List (OEREPT)** field, if one was defined; otherwise, this field defaults to N. (A 1) Required
Warehouse	Key the warehouse ID that contains the items to print. If warehouse pricing is active, then if the warehouse keyed here is a pricing warehouse, the warehouse level (balance level) prices from the Item Balance File will print. Otherwise, item level prices from the Item Master File will print. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name 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
Item Class	Key the range of item classes to limit the report to the items assigned to those item classes. Item classes [defined through Item Class/Sub Class Maintenance (MENU IAFILE)] are used to categorize items. (2 @ A 2) Optional

Item Price List Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Price Class	Key the range of item price classes to limit the report to the items assigned to those item price classes. Item price classes are defined through Price Class Maintenance (MENU OEPRCE), and are used to classify a group of items for matrix pricing at the item level through Item Master Maintenance (MENU IAFILE) and, if applicable, at the warehouse level through Item Balance Maintenance (MENU IAFILE). (2 @ N 3,0) Optional
Item Contract Code	Key the range of item contract codes to limit the report to the items assigned to with those item contract codes. Item contract codes are defined through Item Contract Code Maintenance (MENU OEPRCE), and are used to classify a group of items for contract pricing at the item level through Item Master Maintenance (MENU IAFILE) and, if using warehouse level (balance) pricing, through Item Balance Maintenance (MENU IAFILE). (2 @ A 5) Optional
Qty Break Class	Key the range of quantity break classes to limits the report to the items assigned those quantity break class codes. The quantity break class [defined through Quantity Break Class Maintenance (MENU IAFILE)] is used in Order Entry in the calculation of the item price. Quantity break classes are assigned at the item level through Item Master Maintenance (MENU IAFILE) and, if applicable at the warehouse level through Item Balance Maintenance (MENU IAFILE). (2 @ A 3) Optional
Item No	Key the range of item numbers to limits the report. The item number is used to identify individual items. (2 @ A 27) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU OEREPT will display.
F5=Ship-To Search	If you entered a customer number, and do not know the ship-to number of the shipping address to use (when more than one shipping address exists), press F5=SHIP-TO SEARCH to display the Ship-To Search Screen. Refer to this screen as described in the Accounts Receivable User Guide.
F12=Return	Press F12=RETURN to return to the Item Price List Company Selection Screen (p. 30-2) without saving any changes made on this screen.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Item Price List Report

This report has two basic formats:

- Selecting a customer or customer/ship-to will generate the Item Price List Report By Customer which is an 80 character narrow format.
- For all other selection criteria, the Item Price List Report By Item will print which is a 132 character wide format.

Item Price List Report By Customer

```
OE380    08/29/16   15:28:03      ITEM PRICE LIST               AU/APDEMO     PAGE:    1
                             01 A & C Office Supply
  Customer:          10   Bon Secour School Department
  Ship-To:   SHIP1        Bon Secour School Admin Bldg
    Contr#:         Contr Cde:       Prices as of: 08/29/16
  Warehouse: 1
  Item Class: ALL              Item No: ALL
  Item Price Class: ALL        Qty Break Class: ALL     Contract Code : ALL
Item No      |--- Q U A N T I T Y ---| Prc               List              Price
Mfg Item No |   From             To  | U/M               Price 1           Class   3
--------------------------------------------------------------------------------
A-ASSORTMENT                   EA
  battery assortment for weekly
                  .001 +             EA
A100                           EA
  All-in-One Printer Model V515W
  UX-103
                  .001 +            EA             799.95000             559.97000
A110                           EA
  Sharp Copier
  LZ-57
                  .001 +             EA          1,099.99000              769.99000
A120                           BOX
  Color Copy / Photo Paper 28#
  YZ-103
                  .001 +            BOX             49.50000              49.50000
A130                           BOX
  Photo Paper Premium 10.5 ml
  YZ-171
                  .001 +            BOX             98.45000              98.45000
A140                           EA
  3-Ring Binder - 1" Red
  77771
                  .001 -      99.999 EA              6.50000               6.50000
               100.000 -     199.999                                       6.18000
               200.000 -     299.999                                       5.85000
               300.000 -     399.999                                       5.53000
               400.000 -     499.999                                       5.20000
               500.000 +                                                   4.88000
A150                           EA
  3-Ring Binder - 2" Red
  77772
                  .001 +             EA               8.10000               8.10000
A160                           EA
  3-Ring Binder - 1" Blue
  77775
```

Item Price List Report By Item

```
OE380   08/29/16  15:38:14                          ITEM PRICE LIST                            AU/APDEMO          PAG   E:    1
                                                 01 A & C Office Supply
      Price List No: 5              Customer:  ALL                 Item Class: ALL         Item No: ALL
   Cust Price Class:   1            Contr#:       Contr Cde:
          Warehouse: 1          Prices as of: 08/29/16      Item Price Class: ALL  Qty Break Class: ALL    Itm Contr Cde: A   LL
Item No     |--- Q U A N T I T Y ---| Prc            List    |---C U S T O M E R  P R I C E  C L A S S/C O N T R A C T  C O D E-   --|
Mfg Item No |   From            To  | U/M           Price 5  |            1/            /            /           /            /    |
-------------------------------------------------------------------------------------------------------------------------------   -------
A-ASSORTMENT                EA
  battery assortment for weekly
                 .001 +               EA
A100                        EA
  All-in-One Printer Model V515W
  UX-103
                 .001 +               EA          651.56427          586.41000
A110                        EA
  Sharp Copier
  LZ-57
                 .001 +               EA           895.94872          806.35000
A120                        BOX
  Color Copy / Photo Paper 28#
  YZ-103
                 .001 +               BOX          40.31805           40.32000
A130                        BOX
  Photo Paper Premium 10.5 ml
  YZ-171
                 .001 +               BOX          80.18814           80.19000
A140                        EA
  3-Ring Binder - 1" Red
  77771
                 .001 -       99.999 EA             5.29429            5.29000
              1 00.000 -     199.999                                    5.03000
              200.000 -     299.999                                    4.76000
              300.000 -     399.999                                    4.50000
              400.000 -      499.999                                    4.24000
              500.000 +                                                3.97000
```

Both report formats will print following the selections on the Item Price List Company Selection Screen (p. 30-2), Item Price List Selection Screen (p. 30-3), and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

The item price information that was selected is printed. Depending on the selection criteria used to generate the report, the actual report may differ in appearance from the reports shown here. The detail provided below will include all the fields that print on both reports. Based on the report you are viewing, the fields may not be in the exact sequence that they are printed on your report; and there will be fields in this list that may not be on your report.

NOTE: All dates will display in the **Default Date Format** for this user that generated the report, 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).

Item Price List 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 **Ship-To** only prints on the Item Price List Report By Customer if it was entered on the Item Price List Selection Screen (p. 30-3) screen. The company number and name are also printed just above the first detail line on each page for the company.
Item Number	The item number and description of the item selected to print on this report. The default stocking U/M print to the right of the item number. The two additional stocking U/M print in parenthesis after the default stocking U/M. These fields will be exported to Excel .tsv reports: • **Item Number** • **Item Description 1** • **Default Stocking U/M** • **Additional Stocking U/M** • **Additional Stocking U/M**
Mfg Item Number	The manufacturer's item number defined for the item through Item Master Maintenance (MENU IAFILE) prints in this column. The manufacturers' item numbers print on this report only if you keyed Y in the **Print Mfg Number** field on the Item Price List Selection Screen (p. 30-3). The **Mfg Item Number** field will be exported to Excel .tsv reports.
Quantity From/To	For both report formats, items with item quantity discounts will show additional lines detailing the from/to quantity range; the from and to quantity break amount, or quantity, for the selected item. Items without quantity discounts will display **.001 +** to indicate that the list price and discounts/margins/markups begin with the smallest quantity available. These fields will be exported to Excel .tsv reports: • **Quantity From** • **Quantity To**
Prc U/M	The prices printed on this report are based on this unit of measure. The **Pricing U/M** field will be exported to Excel .tsv reports.

Item Price List Report

Report/Listing Fields	Description
List Price	For the Item Price List Report By Customer the value in this column is based on the list price code assigned to the customer or the customer/ship-to. For the Item Price List Report By Item, the value in this column is based on the **Price List No** field selected on the Item Price List Selection Screen (p. 30-3). The list price amount is assigned to this item through Item Master Maintenance (MENU IAFILE), or if using warehouse level pricing, through Item Balance Maintenance (MENU IAFILE). Items may be assigned up to five list prices; the list price shown is one of five assigned for an item. If the list price field has been overridden in the contract through Contract Prices Maintenance (MENU OEPRCE) or the price matrix Price Matrix Maintenance (MENU OEPRCE), that value will print in this column and be used as the basis for other calculations. The overridden list price code does not display. The **List Price** field will be exported to Excel .tsv reports.
Price Class 1	On the Item Price List Report By Customer this column is labeled **Price Class 1**. On the Item Price List Report By Item these columns are labeled **Customer Price Class/Contract Code**. For the Item Price List Report By Customer, this value is the calculated final price based on the customer or customer/ship-to's price list number and the discount/markup/gross margin value of the item's item price class discount code 001 field when a price matrix discount/markup/gross margin has been assigned through Price Matrix Maintenance (MENU OEPRCE).

Item Price List Report

Report/Listing Fields	Description
Customer Price Class/ Contract Code	On the Item Price List Report By Customer this column is labeled **Price Class 1**. On the Item Price List Report By Item these columns are labeled **Customer Price Class/Contract Code**. For the Item Price List Report By Item, there are 5 columns of data available. The calculated price of the item for up to five customer price discount code classes. This is the price of the item after a price matrix discount/ markup/gross margin has been assigned through Price Matrix Maintenance (MENU OEPRCE) or a contract discount/markup/gross margin or new base price has been assigned through Contract Prices Maintenance (MENU OEPRCE). For both report formats, items with item quantity discounts will show additional lines detailing the quantity breaks and the first price class column displays the calculated final price based on the quantity discount. These fields will be exported to Excel .tsv reports: • **Customer Price Class/Contract Code 1** • **Customer Price Class/Contract Code 2** • **Customer Price Class/Contract Code 3** • **Customer Price Class/Contract Code 4** • **Customer Price Class/Contract Code 5**

CHAPTER 31 Tax Report

31

Use the Tax Report option to print the Sales Tax Report. You may produce a report containing tax information based on the invoice date range entered within this option. Tax information from the Order History File will print in tax body sequence if it falls within the range entered. You also select the range of companies for which tax information will print.

NOTE: The Tax Report can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to Y. Refer to the Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the export.

When To Run This Option

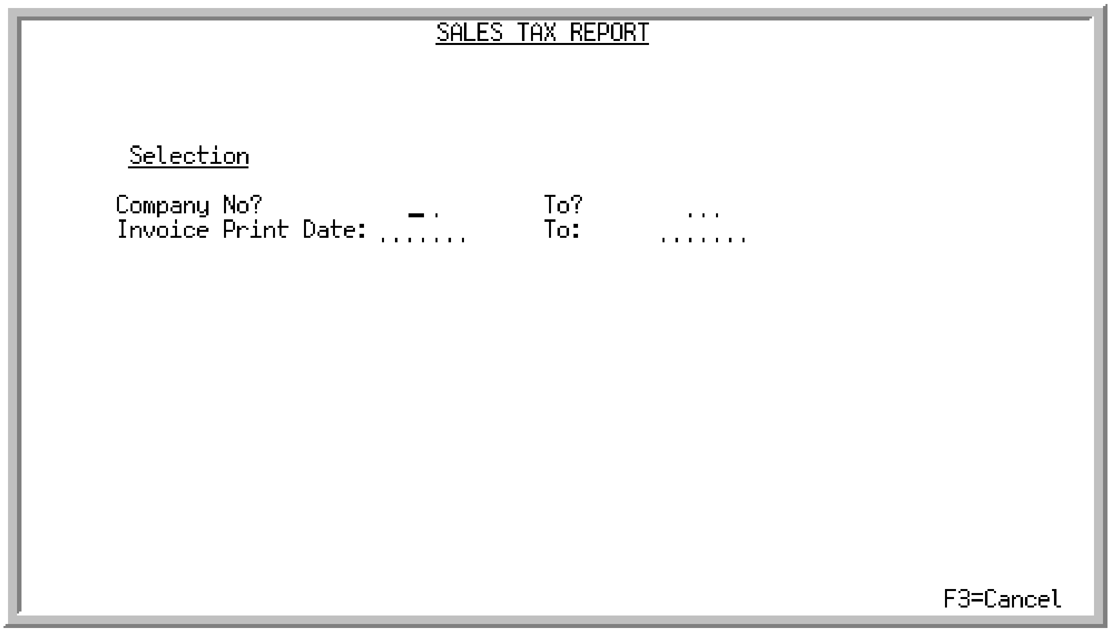
Once a month, or as required before reorganizing the Order History File.

Tax 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
Sales Tax Report Screen	Use to specify the company and invoice date range for the report.
Sales Tax Report	Prints sales tax information that matches your selection.

Sales Tax Report Screen



This screen appears after selecting option 6 - Tax Report (MENU OEREPT). Use this screen to select the companies and invoice date range for which sales tax information will print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Sales Tax Report Screen Fields and Function Keys

Field/Function Key	Description
Company No	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). This field reflects the companies associated with the tax information to print. Key the company or range of companies for which sales tax information will print. Leave this field blank to print tax information for all companies. (2 @ N 2,0) Optional

Sales Tax Report Screen Fields and Function Keys

Field/Function Key	Description
Invoice Print Date	Tax information within the invoice date range entered in this field will print for the sales tax liability. Key the invoice date range for which tax information will print. You must key a value in the print **From** field. *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) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU OEREPT will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Sales Tax Report

```
OE370   08/03/09  17:04:37                        SALES TAX REPORT               AH/APDEMO          PAGE   1
                                                01-A & C Office Supply
   Co Fr: 01        Inv Prt Date Fr: 07/01/09
      To: 01                     To: 08/31/09
Tax                          Tax          Invoice        Taxable                  Exempt Items/Customers
Body        Rate            Amount        Amount          Sales              1                2                3
-------------------------------------------------------------------------------------------------------------------
CT          8.000            64.53        871.22         806.69             .00              .00              .00
  Connecticut                                                               .00              .00              .00
PA          6.500            26.19        429.06         402.87             .00              .00              .00
  Pennsylvania                                                              .00              .00              .00
RI          7.000            12.69        193.91         181.22             .00              .00              .00
  Rhode Island                                                              .00              .00              .00
  Company 01 Totals:                    1,494.19                            .00              .00              .00
                            103.41                     1,390.78             .00              .00              .00
```

This report prints following your selections on the Sales Tax Report Screen (p. 31-2), and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen). Sales tax information (based on the company range and invoice date range selected) is printed.

NOTE: All dates will display in the **Default Date Format** for this user that generated the report, 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).

Sales Tax Report

Report Field	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 company number and name are also printed and the **Company Number** field will be exported to Excel .tsv reports.
Starting	The date which the applicable tax rate became effective. This field only shows for tax body codes that have new tax rates and effective dates being used. The **Tax Rate Date** field will be exported to Excel .tsv reports.

Sales Tax Report

Report Field	Description
Tax Body	The tax body code and its defined description, as selected for the order(s). These fields will be exported to Excel .tsv reports: **Tax Body, Tax Body Description**.
Rate	The total sales tax rate (base tax rate) of the tax body code. Local tax rates print on additional lines below the base tax rate line. The **Base Tax Rate** field will be exported to Excel .tsv reports.
Tax Amount	The amount of tax applied to the order(s) [either system-determined, or overridden at the time of the order(s)]. Local tax amounts print on additional lines below the base tax amount line. The **Tax Amount** field will be exported to Excel .tsv reports.
Invoice Amount	The total amount of the invoice(s). Note that the invoice amount contains the federal excise tax and any container charges, but do not show up on the report as taxable. These fields will be exported to Excel .tsv reports: **Invoice Amount, Invoice Amount Tax Basis**.
Taxable Sales	The amount that is system-determined as taxable. The **Taxable Sales Amount** field will be exported to Excel .tsv reports.
Exempt Items/Customers	For each of the three tax exempt categories (1, 2, or 3), the value of the items/customers exempt for the applicable order(s). The first line displays the values for items exempt. The second line displays the values for customers exempt. These fields will be exported to Excel .tsv reports: **Item Exempt Amount 1, Item Exempt Amount 2, Item Exempt Amount 3, Customer Exempt Amount 1, Customer Exempt Amount 2, Customer Exempt Amount 3**.

CHAPTER 32

Non-Inventory Items Report

32

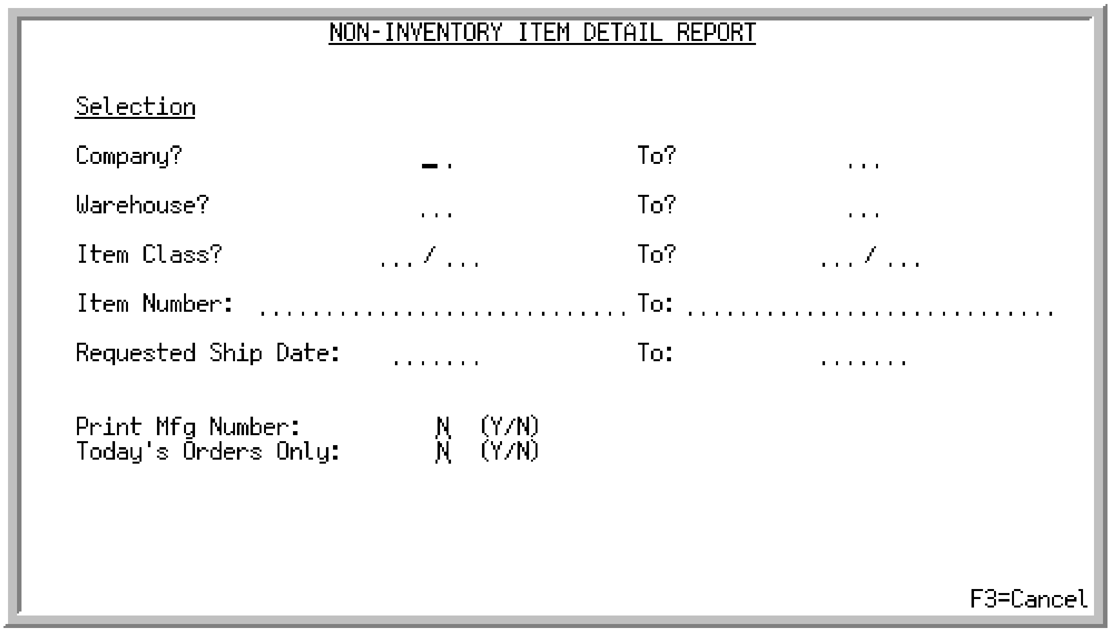
Use the Non-Inventory option to print the Non-Inventory Items Report. You may produce a report indicating open order non-inventory items for the selected criteria. Non-inventory items are those items designated as non-stock in the Item Master File.

Non-Inventory Items 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
Non-Inventory Item Detail Report Screen	Use to specify the selection criteria for the report.
Non-Inventory Item Detail Report	Prints information for open non-inventory items that match your selections.

Non-Inventory Item Detail Report Screen



This screen appears after selecting option 7 - Non-Inventory Items Report (MENU OEREPT). Use this screen to select the criteria for the report.

Non-Inventory Item Detail Report Screen Fields and Function Keys

Field/Function Keys	Description
Company No	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the range of company numbers to limit the report to orders assigned to companies in the range. (2 @ N 2,0) Optional
Warehouse	Key the range of warehouse numbers to limit the report to orders assigned to warehouses in the range. (2 @ A 2) Optional
Item Class	Limits the report to the range of classes and subclasses entered. If the subclass field is left blank, all subclasses will print. (2 @ A 2, A 2) Optional
Item No	This field reflects the item number or range of item numbers to print on the report. (2 @ N 27,0) Optional

Non-Inventory Item Detail Report Screen Fields and Function Keys

Field/Function Keys	Description
Requested Ship Date	Limits the report to the range of requested ship dates entered. This is the scheduled date of the order's next shipment. *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). Optional
Print Mfg Item Number	This field determines whether or not manufacturers' item numbers will print on the Non-Inventory Item Detail Report. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturers' item numbers to print on the report. *Default Value:* N (A 1) Required
Today's Orders Only	Key Y if you want to print orders that were received today only. If a Y is entered, only orders "flagged" as new orders will print. Key N to print all orders, regardless of when they were received. (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU OEREPT will display.
Enter	Press Enter to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Non-Inventory Item Detail Report

```
OE392   08/15/11 18:37:23                     NON-INVENTORY ITEM DETAIL                          AK/APDEMO    Page    1
                                                       BY ITEM
                                                    WAREHOUSE - 1
                                    * Data may have been omitted due to security considerations *
     All Companies                     All Item Classes             All Requested Ship Dates               All Warehouses
   All Item Numbers                 Today's Orders Only: N
Description                                                               Requested
Mfg Item Number                                        Co Order No Seq  Ship Date   Order Qty U/M      Sell Price Order Status
========================================================================================================================
Item: NIC10 Non-Stock Office Accessories
Non-Stock Office Accessories                           01 02566/00 00004 03/22/10      2.000 EA               Ord Rdy for In
Item: NIC80 Non-Stock Paper Products
Non-Stock Paper Products                               01 02504/00 00004 03/08/10      3.000 EA        50.00000 Ord Held    SP
Non-Stock Paper Products                               01 02565/00 00004 03/22/10      3.000 EA               Ord Held    GM
Non-Stock Paper Products                               01 02603/00 00002 03/29/10      5.000 EA               Ord Held    GM
```

This report prints following your selections on the Non-Inventory Item Detail Report Screen (p. 32-2) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen). The non-inventory item information that you selected is printed.

Non-Inventory Item 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.
Description	The first line of description of the non-inventory item as identified on the specified order.
Mfg Item Number	The manufacturer's item number defined for the item through Item Master Maintenance (MENU IAFILE) prints in this column. NOTE: Manufacturers' item numbers print on this report only if you keyed Y in the **Print Mfg Item Number** field on the Non-Inventory Item Detail Report Screen (p. 32-2).
Co	The company associated with the order which contains the non-inventory item.
Order No	The number and generation (the number of times this order was backordered) of the order which contains the non-inventory item.

Non-Inventory Item Detail Report

Report/Listing Fields	Description
Seq	The number of the line item on its original order.
Ship Date	The requested ship date of the non-inventory line item.
Order Qty	The number of items ordered.
Sell Price	The item’s actual selling price.
Order	The type of order: Order, Invoice, Return, Backorder, Future Order, Quote, Master, Blanket, or all types. See Enter, Change & Ship Orders (MENU OEMAIN) for an explanation of the order types.
Status	The current status of the order: Ord Rdy for PS (indicating, “ready for pick slip printing”), Ord PS Printed (indicating, “pick slip printed”), RDY-Invoice (indicating, “ready for invoice printing”), Inv Printed (indicating, “invoice printed”), Held (indicating,“order is held” as well as the hold code), or Rdy-Consdt (ready for consolidated invoice). The status will indicate if the order is “IN-USE” by another workstation or program.

CHAPTER 33

Quote Review Date Report

33

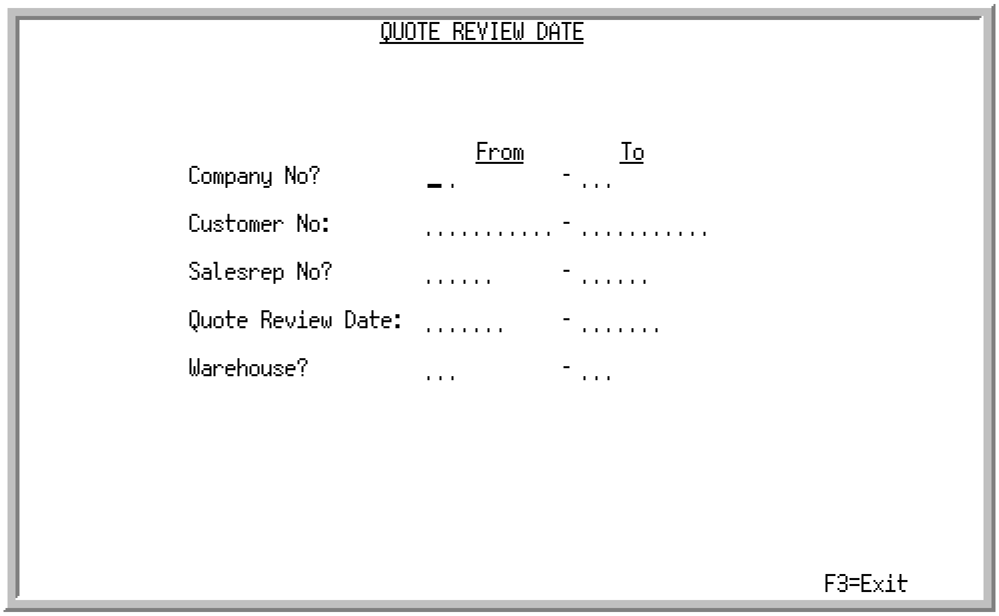
Use the Quote Review Date option to print the Quote Review Date Report. You may produce a report displaying quotations (quotes) that are stored in the Order Entry Files. Only new orders or invoices may be stored as quotes. The order will remain in the system as a quote until it is released (converted to an order) or deleted.

Quote Review Date 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
Quote Review Date Screen	Use to specify the selection criteria for the report.
Quote Review Date Report	Prints quote orders that match your selections.

Quote Review Date Screen



This screen appears after selecting option 8 - Quote Review Date Report (MENU OEREPT). Use this screen to select the criteria for the report.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Quote Review Date Screen Fields and Function Keys

Field/Function Key	Description
Company No	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the range of company numbers to limit the report to orders assigned to companies in the range. (2 @ N 2,0) Optional
Customer No	Key the range of customer numbers to limit the report to orders assigned to customers in the range. (2 @ N 10,0) Optional
Sales Representative No	Key the range of sales representatives numbers to limit the report to orders assigned to sales reps in the range. (2 @ N 10,0) Optional

Quote Review Date Screen Fields and Function Keys

Field/Function Key	Description
Quote Review Date	Use this field to limit the report to the quote review date or date range to print. The quote review date is the date keyed on the End Screen of Enter, Change, Ship Orders (MENU OEMAIN). *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
Warehouse	Key the range of warehouse numbers to limit the report to orders assigned to warehouses in the range. (2 @ A 2) Optional
F3=Exit	Press the F3=EXIT function key to cancel this option. MENU OEREPT will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Quote Review Date Report

```
OE405   09/04/10   8:33:25                         QUOTE REVIEW DATE                            AF/APDEMO            PAGE:    1
          Co Fr: ALL           Customer Fr: ALL       Salesrep Fr: ALL      Quote Review Date Fr: ALL           Warehouse Fr: ALL
            Review     Entry     Ship                                       Contact                                        Order
 Order No    Date       Date     Date     Cust No Name                      Phone                                          Value  WH
==================================================================================================================================
 Company: 01 A & C Office Supply
 Salesrep:     3 Steven Jones
 02004/00 02/25/10 01/27/10 01/27/10       140 Huntsville Medical Center    John Dobbins                                 154.35  1
                                                                                205-859-4050


OE405   09/04/10   8:33:25                         QUOTE REVIEW DATE                            AF/APDEMO            PAGE:    2
            Review     Entry     Ship                                       Contact                                        Order
 Order No    Date       Date     Date     Cust No Name                      Phone                                          Value  WH
==================================================================================================================================
 Company: 01 A & C Office Supply
 Salesrep:     7 Lee Morrison
 02003/00 02/25/10 01/27/10 01/27/10       130 Hartford Medical Association Hugh Collins                                 780.75  1
                                                                                203-289-9541
```

This report prints following your selections on the Report Options Screen.The order information that you selected is printed.

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Quote Review Date 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.
Order No	The order number and generation.
Review Date	The date you would like to review the quote.
Entry Date	The date the order was entered as a quote (the orders original date of entry).
Ship Date	The date the item was shipped.
Cust No/Name	The number and name of the customer who received the goods.

Quote Review Date Report

Report/Listing Fields	Description
Contact	The customer's PO contact name, as defined through Enter, Change & Ship Orders (MENU OEMAIN).
Phone	The phone number of the PO contact person. This may consist of country code, area code, phone number, and extension.
Order Value	The dollar amount of the order.
WH	The warehouse that received the item (or the warehouse credited with the sale).

CHAPTER 34

Comment Review Date Report

34

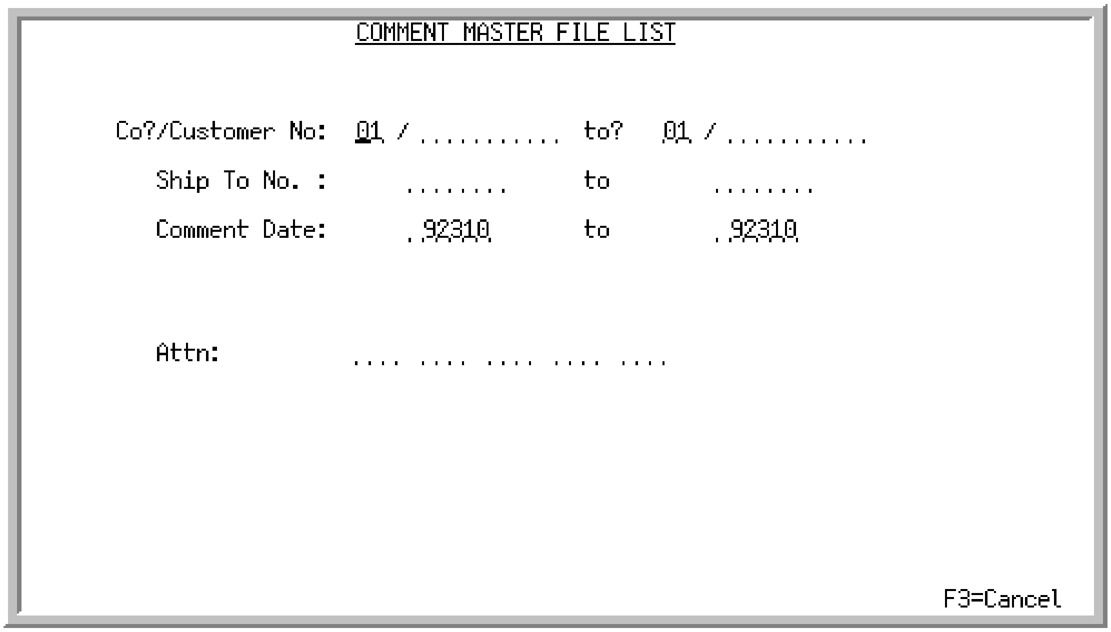
Use this option to print the Comment Review Date Report. You may produce a report displaying comments that are stored in the Order Entry Files.

Comment Review Date 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
Comment Master File List Screen	Use to specify the selection criteria for the report.
Comment Review Date Report	Prints comments that match your selections.

Comment Master File List Screen



This screen appears after selecting option 9 - Comment Review Date Report (MENU OEREPT). Use this screen to select the criteria for the report.

Comment Master File List Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer No.	Key the company numbers and customer numbers for which you want to print the report. (2 @ N 2,0) Optional
Ship-To No.	Key the ship-to number or range of numbers to print. The ship-to number is used to pre-define addresses and is set up through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ N 7,0) Optional
Review Date	Key the review date range that reflects the comments you want to print. *Default Value:* 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) (2 @ N 6,0) Optional

Comment Master File List Screen Fields and Function Keys

Field/Function Key	Description
Attn	This field allows you to display comments associated with the person's initials you enter here. Up to five entries may be made; if left blank, all comments (regardless of who they were specific to) will display. Comments are assigned to a person through Customer Comments Maintenance (MENU OEFILE). (5 @ A 3) Optional
F3=Cancel	Press the F3=CANCEL function key to cancel your selections and return to MENU OEREPT.
Enter	Press ENTER to confirm your selections. The Comment Review Date Report (p. 34-4) will print.

Comment Review Date Report

```
OE472  12/07/17  20.18.31              CUSTOMER SERVICE COMMENT REVIEW DATE REPORT              /APDEMO   Page-   1
                                                01- A & C Office Supply
                                   * Data may have been omitted due to security considerations *
          Customer No. From: 01/0000000001                  All Ship To                    Review Date From: 12/07/15
                          To: 01/9999999999                                                               To: 31/12/17
                Select Attn: ALL
  Customer                                                                                          Review    Comment Ship To
  Number    Name                        Comment                                              Type   Date      Date    Number
-----------------------------------------------------------------------------------------------------------------------------
        10  Bon Secour School Departm Deliver before 4:00 PM                                   O   31/12/17  03/10/14
        20  Lithonia School Departmen Do Not Discount!  Do Not Discount!  Do Not Discount!     M   30/11/17  03/10/14
        50  Shelton School District   No orders without management approval -- see Jean.      M   10/12/17  10/12/14
        60  Smithfield Public Schools All new orders should be placed with Paul Boutin.        O   10/12/17  10/12/14
       100  Financial Management Serv COD orders must be accompanied by payment on A/R balance. M   23/07/17  23/07/16
```

This report prints following your selections on the Comment Master File List Screen (p. 34-2). The comments for the customers that you selected are printed.

Comment Review Date 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.
Customer Number	The customer number associated with the order.
Name	The description of the customer number.
Comment	The comment associated with this customer.
Type	The type of comment printed: • M - Management Comment • O - Order Comment • U - User Comment.
Review Date	The date in which this comment is to be reviewed (applicable for management and/or user comments only).
Comment Date	The date the comment was entered into the system.

Comment Review Date Report

Report/Listing Fields	Description
Ship-To Number	The ship-to number (pre-defined shipping addresses) set up for the customer.

CHAPTER 35

Restricted Product Sales Report

35

Use the Restricted Product Sales option to print the history of restricted product sales for all restriction codes, all codes that require printing [as designated through Product Restriction Codes Maintenance (MENU OEFIL2)], or for a list of up to 10 codes. In addition to selecting the restriction codes to print, you may enter an invoice date range which limits the codes to print to only those codes that fall within the invoice date range entered. Use this report as an audit trail to identify where and when restricted products have been shipped.

You may print this report for:

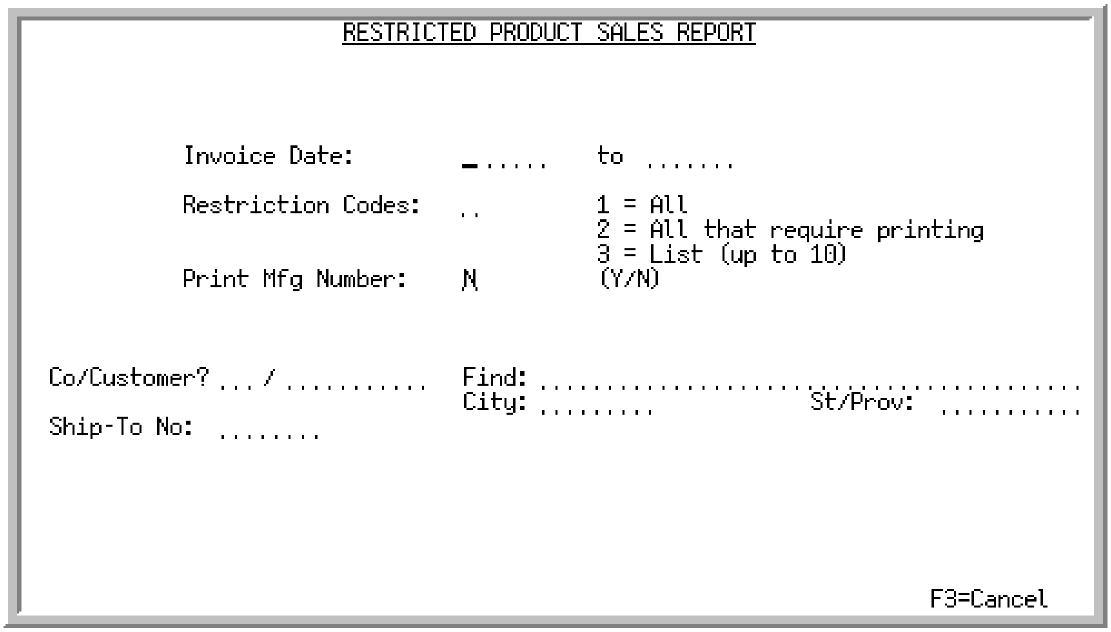
- Restricted products invoiced (shipped) within a given period of time;
- All shipments of products restricted by a given product restriction code (all codes, only codes that require printing, or up to 10 codes);
- A single customer.

Restricted Product Sales 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
Restricted Product Sales Report Screen	Use to specify the selection criteria for the report.
Restricted Product Sales Report List Screen	Use to specify the list of selection codes for the report.
Restricted Product Sales Report	Prints restricted product sales that match your selection.

Restricted Product Sales Report Screen



The Restricted Product Sales Report Screen appears after selecting option 10 - Restricted Product Sales Report (MENU OEREPT). Use this screen to select the criteria for which the report will print. You may print restricted product sales for all restriction codes, all codes that require printing, or for a list of up to 10 codes.

Restricted Product Sales Report Screen Fields and Function Keys

Field/Function Key	Description
Invoice Date	Use this field to select a range of invoice dates for which the report will print. The invoice date is the date keyed on the Second Order Header Screen (p. 6-48) during Enter, Change & Ship Orders (MENU OEMAIN), or if left blank, it is the system date as of the time the Invoice was printed. Key the desired range of dates. Only those restricted product sales that fall within this date range will be printed. Leave this range blank to include all invoice 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) (2 @ N 6,0) Optional

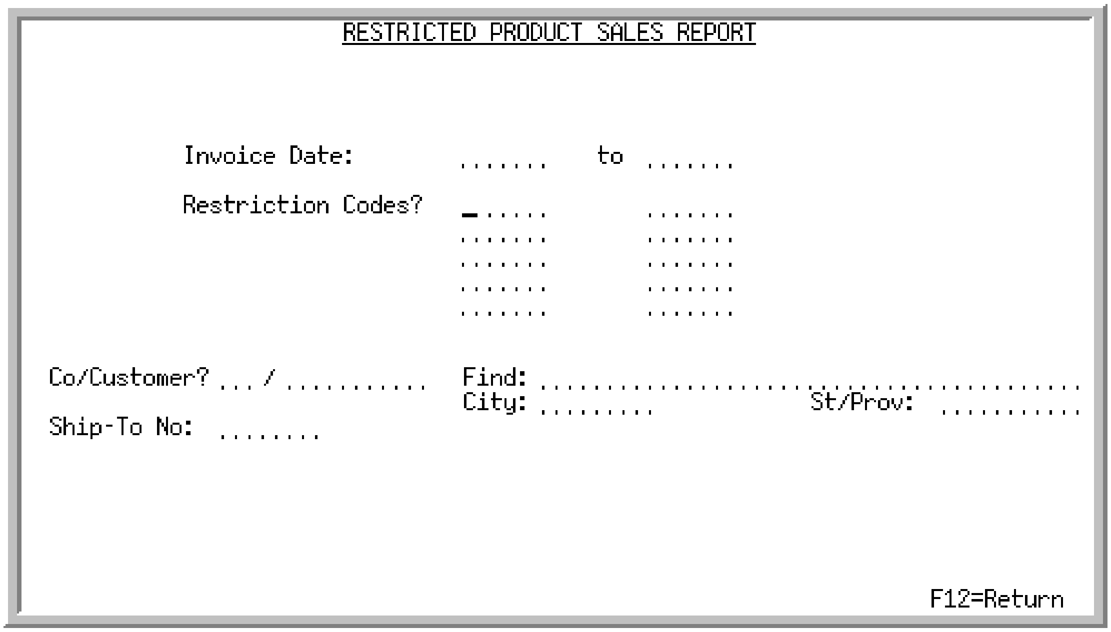
Restricted Product Sales Report Screen Fields and Function Keys

Field/Function Key	Description
Restriction Codes	This field determines the restriction codes to print on the report. Key 1 to include all restriction codes. Key 2 to include all restriction codes that have been set up as **Required on Report** set to Y through Product Restriction Codes Maintenance (MENU OEFIL2). Key 3 to include a list of up to 10 restriction codes. (A 1) Required
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the report. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturers' item numbers to print on the report. *Default Value:* N (A 1) Required
Co/Customer	Use this field to limit the sales data to print on the listing to a specific company and/or customer. Key the desired company and/or customer. Leave both fields blank to include all companies and customers. (N 2,0 / N 10,0) Optional
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 the *Searches* topic in the *Introduction* section of the Cross Applications 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 the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 8) Optional

Restricted Product Sales Report Screen Fields and Function Keys

Field/Function Key	Description
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 the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 10) Optional
Ship-To No	Use this field to limit the report to only those restricted products that have been shipped to the ship-to number you enter in this field. Key the desired ship-to number. (A 7) Optional
F3=Cancel	Press the F3=CANCEL function key to cancel your selections and return to the menu.
Enter	Press ENTER to confirm your selections. If 3 was entered in the **Restriction Code** field, the Restricted Product Sales Report List Screen (p. 35-5) is displayed for selection of up 10 **Product Restriction Codes**. If 1 or 2 was entered in the **Restriction Code** field, the Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Restricted Product Sales Report List Screen



The Restricted Product Sales Report List Screen appears after you key a 3 to select a list of values in the **Restriction Codes** field and press ENTER.

Restricted Product Sales Report Screen and Restricted Product Sales Report List Screen Fields and Function Keys

Field/Function Key	Description
Invoice Date	Use this field to select a range of invoice dates for which the report will print. The invoice date is the date keyed on the Second Order Header Screen (p. 6-48) during Enter, Change & Ship Orders (MENU OEMAIN), or if left blank, it is the system date as of the time the Invoice was printed. Key the desired range of dates. Only those restricted product sales that fall within this date range will be printed. Leave this range blank to include all invoice 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) (2 @ N 6,0) Optional
Restriction Codes	Use these 10 fields to determine the restriction codes to print on the report. At least one code must be entered. *Valid Values:* a restriction code created through Product Restriction Codes Maintenance (MENU OEFIL2) (10 @ A 1) Required

Restricted Product Sales Report Screen and Restricted Product Sales Report List Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	Use this field to limit the sales data to print on the listing to a specific company and/or customer. Key the desired company and/or customer. Leave both fields blank to include all companies and customers. (N 2,0 / N 10,0) Optional
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 the *Searches* topic in the *Introduction* section of the Cross Applications 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 the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (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 the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 10) Optional
Ship-To No	Use this field to limit the report to only those restricted products that have been shipped to the ship-to number you enter in this field. Key the desired ship-to number. (A 7) Optional
F12=Return	Press the F12=RETURN function key to return to the Restricted Product Sales Report Screen (p. 35-2) without selection restriction codes.

Restricted Product Sales Report Screen and Restricted Product Sales Report List Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Restricted Product Sales Report

```
OE410  09/04/10   8.35.13                    RESTRICTED PRODUCT SALES REPORT                    AF/APDEMO    PAGE    1
                                        Restriction CD: SCHOOL/Sell items only to schools
All Invoice Dates     All Restriction Codes                            All Companies  All Customers       All Ship-To's
Item Number
Mfg Item Number                               Ship-To  Invoice   Invoice      Qty         Qty
   CO   Customer  Ship-To Name                Number   Number     Date       Ordered     Shipped
-----------------------------------------------------------------------------------------------------------------------
ZYA8765                 ZEBRA PRINTER MODEL 765C
#A8785
   01        10  Bon Secour School Department          12070   08/02/10       5.000        5.000  EA
   01        10  Bon Secour School Department          12040   05/10/10       1.000               CAS
   01        20  Lithonia School Department            12071   08/02/10       4.000        4.000  EA
   01        40  Attleboro School Department           12072   08/02/10       5.000        5.000  EA
```

This report prints following your selections on the Report Options Screen. This report prints the history of restricted product sales for all restriction codes, all codes that require printing, or for a list of up to 10 codes. The codes printed fall within the invoice date range selected on the Restricted Product Sales Report Screen (p. 35-2) or the Restricted Product Sales Report List Screen (p. 35-5).

This report is sequenced by:

- Restriction code
- Item
- Company
- Customer
- Ship-to
- Invoice date (newest to oldest)

Restricted Product Sales 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. Each time a different restriction code is encountered, the report will advance to a new page.

Restricted Product Sales Report

Report/Listing Fields	Description
Item	The restricted item number and description that was sold. The second description line will print based on the **Print 2nd Desc Line** field of System Options (MENU XAFILE) being set to Y or N.
Mfg Item Number	The manufacturer's item number defined for the item through Item Master Maintenance (MENU IAFILE) prints in this column. NOTE: Manufacturers' item numbers print on this report only if you keyed Y in the **Print Mfg Number** field on the Restricted Product Sales Report Screen (p. 35-2).
Co	The company associated with the restricted product sale.
Customer	The customer (number and name) who purchased the restricted product.
Ship-To Name	The ship-to address (if any) to which the restricted product was delivered.
Ship-To Number	The ship-to number (if any) that was used for the selection of a pre-defined shipping address.
Invoice Number	The number of the invoice assigned automatically when the invoice was printed, or the invoice number entered for the order.
Invoice Date	The invoice date keyed on the Second Order Header Screen during Enter, Change & Ship Orders (MENU OEMAIN), or the system date as of the time the Invoice was printed.
Qty Ordered	The quantity of the restricted product ordered.
Qty Shipped	The quantity of the restricted product shipped. The ordering U/M follows the shipped quantity.

CHAPTER 36

Unauthorized Req for Restricted Products Report

36

Use this option to print the Unauthorized Requests For Restricted Products Report or the Unauthorized Requests for Authorized Item Code Report.

Through this option, you can identify and print unauthorized requests that have been made for restricted products, if **Record Unauthorized Requests** is Y in Product Restriction Codes Maintenance (MENU OEFIL2), as well as identify and print unauthorized requests made by customers to purchase items that are not included on their Authorized Item Code (AIC), if **Record Unauthorized Requests** is Y in Authorized Item Codes Maintenance (MENU OEFIL3).

You may print:

- all unauthorized requests that have been made between a given period of time.
- by a selected report type: by Restriction Code or Authorized Item Code.
- all unauthorized requests for products restricted by a given restriction code; up to 10 restriction codes may be entered.
- all unauthorized requests for items that are not included on a customer's Authorized Item Code (AIC); up to 10 AIC codes may be entered.

Additionally, once unauthorized requests have been printed, you have the option to purge the records from the OE Unauthorized Orders File (OEUAU).

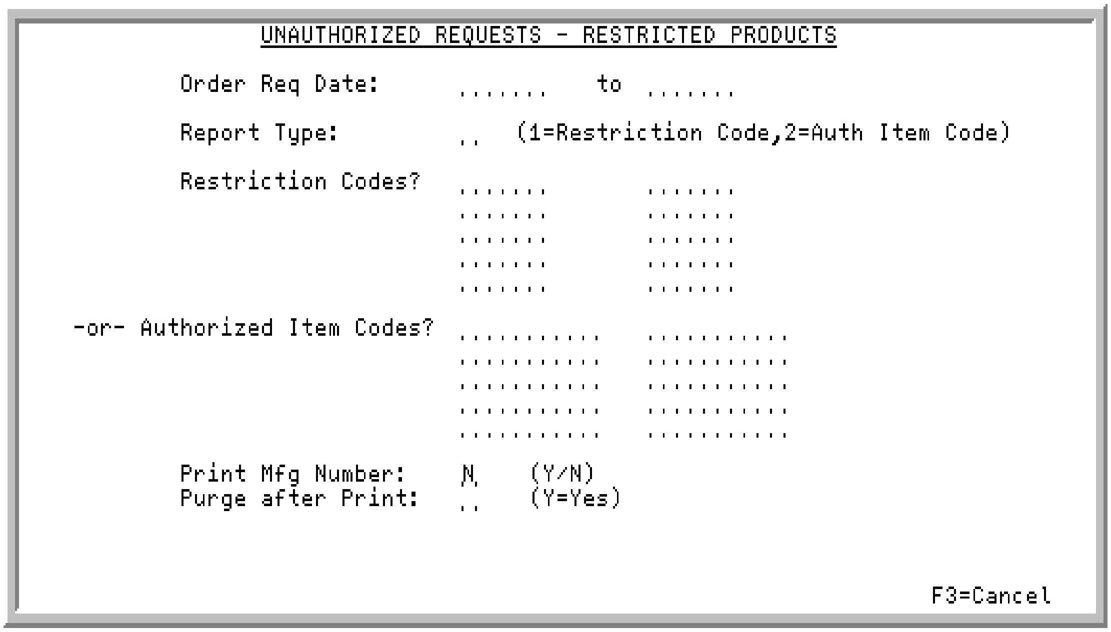
Unauthorized Req for Restricted Products

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
Unauthorized Requests - Restricted Products Screen	Use to specify the selection criteria for the report.

Title	Purpose
Unauthorized Requests For Restricted Products Report	Prints the unauthorized requests for restricted products that were made within the date range entered.
Unauthorized Requests for Authorized Item Code Report	Prints the unauthorized requests for items not on a customer's Authorized Item Code (AIC) within the date range entered.

Unauthorized Requests - Restricted Products Screen



This screen displays after selecting option 11 - Unauthorized Req for Restricted Products (MENU OEREPT). Use this screen to select the criteria for which the selected report type will print. You may also optionally purge the records after they are printed.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Unauthorized Requests - Restricted Products Screen Fields and Function Keys

Field/Function Key	Description
Order Req Date	This field represents the date range in which the unauthorized requests were made. Use this field to limit the selected report to the range of order request dates entered in this field. Key the desired range of dates. Only those unauthorized requests that fall within this date range will be printed. Leave this range blank to include all unauthorized requests, regardless of when the order request was made. *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

Unauthorized Requests - Restricted Products Screen Fields and Function Keys

Field/Function Key	Description
Report Type	This field determines the type of report to print. Key 1 to print unauthorized requests for restricted products. If you key 1, you can enter up to 10 restriction codes for selection criteria. The **Authorized Item Codes** field must be blank. With this report type, the Unauthorized Requests For Restricted Products Report (p. 36-6) will print. Key 2 to print unauthorized requests for Authorized Item Codes (AICs). If you key 2, you can enter up to 10 AICs for selection criteria. The **Restriction Codes** field must be blank. With this report type, the Unauthorized Requests for Authorized Item Code Report (p. 36-9) will print. (N 1,0) Required
Restriction Codes	This field must be blank if the **Report Type** is 2. This field determines the restriction codes to print on the report. Only the unauthorized requests for restricted items identified by the restriction code(s) selected here will be included on the report. Key up to 10 restriction codes. All unauthorized requests for products restricted by this or these codes will print. If **Report Type** is 1, leave blank to include all unauthorized requests, regardless of the product restriction code assigned. *Valid Values:* A restriction code defined through Product Restriction Codes Maintenance (MENU OEFIL2) (10 @ A 6) Optional
-or- Authorized Item Codes	This field must be blank if the **Report Type** is 1. This field determines the Authorized Item Codes (AICs) to print on the report. Only the unauthorized requests made by customers to purchase items that are not included on the AIC(s) selected here will be included on the report. Key up to 10 AIC(s). All unauthorized requests made by this or these codes will print. If **Report Type** is 2, leave blank to include all unauthorized requests, regardless of the AIC assigned. *Valid Values:* An AIC defined through Authorized Item Codes Maintenance (MENU OEFIL3) (10 @ A 10) Optional

Unauthorized Requests - Restricted Products Screen Fields and Function Keys

Field/Function Key	Description
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print. The manufacturers' item numbers that print are those defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturers' item numbers to print on the selected report. *Default Value:* N (A 1) Required
Purge after Print	This field allows you to delete the unauthorized requests records once they have been printed on the selected report. Key Y if you want the unauthorized requests records deleted from the Unauthorized Requests for Restricted Products File (OEUAU) after they have been printed. Leave this field blank if you do not want the records purged. They will remain in the Unauthorized Requests for Restricted Products File (OEUAU) after they have been printed. *Valid Values:* Y or Blank (if blank, N is assumed) (A 1) Optional
F3=Cancel	Press the F3=CANCEL function key to cancel your selections and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Appendix of the Cross Applications User Guide for details about this screen.

Unauthorized Requests For Restricted Products Report

```
OE412 3/10/05 12.49.26              UNAUTHORIZED REQUESTS FOR RESTRICTED PRODUCTS          BE/APDEMO              PAGE 1
 Restriction CD: BND/Binder Sales
All Req Ord Dates All Restriction Codes
     Req     Item Number                                                   |---- Current ----|   |-----Next ------|
     Date    Mfg Item Number                            Reason                Effective Dates       Effective Dates
--------------------------------------------------------------------------------------------------------------------
CO: 01 Cust: 80 - Niagara Insurance
CO: 01 Cust: 80 - Niagara Insurance
    2/24/04  A150     3-Ring Binder - 2" Red with Black Trim & Re- Prevented          10/01/03 To 99/99/99
 inforced Binding
             MF100023
CO: 01 Cust: 90 - Newman Insurance Agency
CO: 01 Cust: 90 - Newman Insurance Agency
    0/00/00  A150     3-Ring Binder - 2" Red with Black Trim & Re- Prevented          10/15/03 To 99/99/99    11/01/03 To 99/99/99
                      inforced Binding
             MF100023
    1/24/04  A150     3-Ring Binder - 2" Red with Black Trim & Re- Prevented          10/15/03 To 99/99/99    11/01/03 To 99/99/01
                      inforced Binding
             MF100023
CO: 01 Cust: 100 - Financial Management Services
CO: 01 Cust: 100 - Financial Management Services
   12/27/03  A300 Desk Set Kit
CO: 01 Cust: 90 - Newman Insurance Agency
CO: 01 Cust: 90 - Newman Insurance Agency
   10/07/03  A150     3-Ring Binder - 2" Red with Black Trim & Re- Prevented
                      inforced Binding
```

This report prints following your selections on the Report Options Screen, if the **Report Type** field is 1 on the Unauthorized Requests - Restricted Products Screen (p. 36-3).

This report prints the unauthorized requests that were made within the date range entered. Only the unauthorized requests for restricted items identified by the restriction codes selected are printed on this report.

The unauthorized records are either retained or purged once they have been printed, depending on your selection in the **Purge after Print** field on the Unauthorized Requests - Restricted Products Screen (p. 36-3).

This report is sequenced by:

- Restriction code
- Company
- Customer
- Ship-to
- Requested order date (newest to oldest)

List of errors that may occur and additional information that may be printed on this report for each error

ERROR TEXT	LICENSE	EFFECTIVE DATES
Ship-to Changed	No	No
Prevented	No	If Applicable

List of errors that may occur and additional information that may be printed on this report for each error

ERROR TEXT	LICENSE	EFFECTIVE DATES
License Not in Effect	Yes	Yes
Auth Not in Effect	No	Yes
No Authorization	No	No

Unauthorized Requests For Restricted Products 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. Each time a different restriction code is encountered, the report will advance to a new page.
Co	The company associated with the unauthorized request.
Customer	The customer (number and name) by whom the unauthorized request was made.
Ship-To Number	The ship-to number (if any) that was used for the selection of a pre-defined shipping address.
Ship-To Name	The ship-to address (if any) to which the restricted product was delivered.
Req Date	The requested order date on which the unauthorized request was made.
Item Number	The restricted item.
Mfg Item Number	The manufacturer’s item number defined for the item through Item Master Maintenance (MENU IAFILE) prints in this column. NOTE: Manufacturers’ item numbers print on this report only if you keyed Y in the **Print Mfg Number** field on the Unauthorized Requests - Restricted Products Screen (p. 36-3).
Reason	The reason (Error text*) of the unauthorized request.
License	The license number (if applicable) required for the restricted product.

Unauthorized Requests For Restricted Products Report

Report/Listing Fields	Description
Current Effective Dates (Range)	The current effective date range of the authorization (if applicable).
Next Effective Dates (Range)	The next effective date range of the authorization (if applicable).

Unauthorized Requests for Authorized Item Code Report

```
OE412A  04/18/13  16:37:50                UNAUTHORIZED REQUESTS FOR AUTHORIZED ITEM CODE                    BG/APDMEO    PAGE    1
                                        Authorized Item Code: CLOCKS Clock Authorization
All Req Ord Dates          All Authorized Item Codes
             Item Number
   Req Date   Mfg Item Number
-----------------------------------------------------------------------------------------------------------------------------
Co: 01  Customer: 10 Bon Secour School Department
   04/17/13   A250 Underdesk Printer / Fax Stand
               AZ-3000
   04/17/13   A140 3-Ring Binder - 1" Red
               77771
   04/17/13   A240 Single Subject Wire Bound
               PC5981
OE412A  04/18/13  16:37:50                UNAUTHORIZED REQUESTS FOR AUTHORIZED ITEM CODE                    BG/APDEMO    PAGE    2
                                 Authorized Item Code: SHIP-TO #1 Ship-to testing for number 1's
             Item Number
   Req Date   Mfg Item Number
-----------------------------------------------------------------------------------------------------------------------------
Co: 01  Customer: 40 Attleboro School Department
   04/19/13   A210 Sharp Copier Toner black
               AL160TD
   04/19/13   A340 Deluxe Straight Trimmers Shears
               KP-1177
   04/19/13   A820 3M Spray Mount Adhesive
               021200648144
   04/19/13   A510 File Folders - 4 Assorted Color
               XJC8755
   04/19/13   A200 Sharp Copier Toner Developer
               AR200TD
   04/09/13   A390 Desk Organizer/Calendar
               KB-5527
   04/09/13   A260 #6 3/4 White Envelopes
               66790
   04/09/13   A210 Sharp Copier Toner black
               AL160TD
   04/09/13   A310 Full Strip Desk Stapler
               FK-3754
   04/09/13   A210 Sharp Copier Toner black
               AL160TD
   04/09/13   A310 Full Strip Desk Stapler
               FK-3754
```

This report prints following your selections on the Report Options Screen, if the **Report Type** field is 2 on the Unauthorized Requests - Restricted Products Screen (p. 36-3).

This report prints the unauthorized requests for items not on a customer's Authorized Item Code (AIC) within the date range entered. Only the unauthorized requests for AICs identified on the Unauthorized Requests - Restricted Products Screen (p. 36-3) are printed on this report.

The unauthorized records are either retained or purged once they have been printed, depending on your selection in the **Purge after Print** field on the Unauthorized Requests - Restricted Products Screen (p. 36-3).

This report is sequenced by:

- Authorization Item Code
- Company
- Customer
- Ship-to
- Requested order date (newest to oldest)

Unauthorized Requests for Authorized Item Code 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. Each time a different AIC is encountered, the report will advance to a new page.
(Date Rate / All Req Order Dates)	The order date range in which the unauthorized requests were made.
Co	The company associated with the unauthorized request.
Customer	The customer (number and name) by whom the unauthorized request was made.
Ship-To Number	The ship-to number (if any) that was used for the selection of a pre-defined shipping address.
Ship-To Name	The ship-to address (if any) to which the restricted product was delivered.
Req Date	The requested order date on which the unauthorized request was made.
Item Number	The item that was requested for purchase, that was not on the customer's AIC.
Mfg Item Number	The manufacturer's item number defined for the item through Item Master Maintenance (MENU IAFILE) prints in this column. NOTE: Manufacturers' item numbers print on this report only if you keyed Y in the **Print Mfg Number** field on the Unauthorized Requests - Restricted Products Screen (p. 36-3).

CHAPTER 37

SDS Picking Instructions

37

If the Safety Data Sheet (SDS) feature has been activated through Order Entry Options Maintenance (MENU XAFILE), based on the company options for safety data sheets notifications, the SDS Picking Instructions option may be used to print the SDS Picking List Report. Safety Data Sheets are provided once to the customer purchasing the item, and not again until the safety data sheet changes which is reflected in the **SDS Date** field in the Item Master File (ITMST). When the **SDS Date** field is more recent than the invoice date for the customer and item in the History SDS File (OEHMS), a new safety data sheet will be sent to the customer.

The picking instructions identify any pending SDS requirements found in the Pending SDS File (OEPMS) for the selected company or all companies. Each time invoicing occurs, information is added to this file. Conversely, the options may be established to send the safety data sheets with the product shipment and notifications could happen on the pick list, pack list, or during invoice printing rendering this menu option unnecessary.

NOTE: This listing may also be automatically printed through Day-End Processing (MENU XAMAST), as determined in Order Entry Options Maintenance.

Additionally, you may use this option to print SDS Shipping Labels for customers who have outstanding SDS requirements.

For additional information relating to Safety Data Sheets, refer to the following menu options:

- Order Entry Options Maintenance (MENU XAFILE), where the SDS feature is activated;
- Item Master Maintenance (MENU IAFILE), where the items' safety data sheet date is recorded;
- Customer/Ship to Master Maintenance (MENU ARFILE), where the customer or customer ship-to is flagged as being a customer/customer ship-to who requires a SDS.

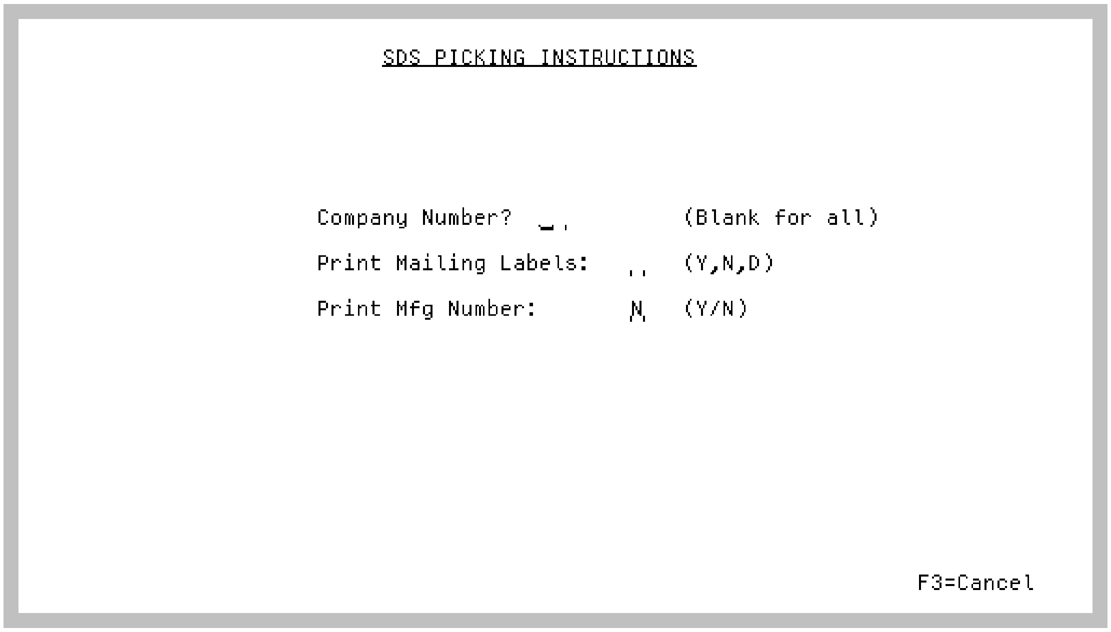
NOTE: The SDS feature allows you to easily track the requirement of providing Safety Data Sheets, informing you of the need as to when they should be sent to customers; the actual sheets are not provided by Distribution A+. The SDS Picking List Report is used to instruct you as to which customers should be sent an updated Safety Data Sheet and the outstanding requirements pending.

SDS Picking Instructions

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
SDS Picking Instructions Screen	Use to specify the criteria for the SDS Picking List Report.
SDS Picking List Report	Prints pending SDS requirements, separated by customers.
SDS Shipping Labels	Print the matching customer shipping labels for the required safety data sheet shipments.

SDS Picking Instructions Screen



This screen appears after selecting option 12 - SDS Picking Instructions (MENU OEREPT). Use this option to create a single control report to send Safety Data Sheets for purchased items to the customers that need them.

Use this screen to select a single company or all companies for which the SDS Picking List Report (p. 37-5) will print. You may also use this screen to print SDS Shipping Labels (p. 37-7) for the customers/ shipping addresses that require safety data sheets.

SDS Picking Instructions Screen Fields and Function Keys

Field/Function Key	Description
Company Number	Key the company number for which pending SDS requirements, if any, will print. Leave this field blank to print SDS requirements for all 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); blank for all companies based on company authorization. (N 2,0) Optional

SDS Picking Instructions Screen Fields and Function Keys

Field/Function Key	Description
Print Shipping Labels	This field allows you to print SDS Shipping Labels (p. 37-7) for the customers who have outstanding SDS requirements. Key Y to print SDS Shipping Labels. The SDS Shipping Labels (p. 37-7) will print following the SDS Picking List Report, if pending SDS requirements were found and identified on the SDS Picking List Report. Otherwise, the labels will not print, regardless if Y is entered in this field. Key N if you do not want to print SDS Shipping Labels. SDS Shipping Labels will not print following the SDS Picking List Report. Key D to use the default value defined through Order Entry Options Maintenance (MENU XAFILE). SDS Shipping Labels will look at that value to determine if a label will print. *Valid Values:* Y, N, or D (A 1) Required
Print Mfg Item Number	This field determines if the manufacturers' item numbers will print on the SDS Picking List Report. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturers' item numbers to print on the picking list. *Default Value:* N (A 1) Required
F3=Cancel	Press the F3=CANCEL function key to cancel your selections and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

SDS Picking List Report

```
OE417 18/01/17 12.52.39        SDS PICKING LIST        BI/APDEMO      PAGE    1
                        CO: 03-The Office Connection
Send To: Little Chopsticks Food Service
         Box 11421
         36954-2114 Tokyo, Japan,
         JAPAN
--------------------------------------------------------------------------------
Item Number/Description       Inv Date     SDS Date
--------------------------------------------------------------------------------
494052                        18/01/17     17/08/31
  Simple Green All-Purpose 1gal Industrial Cleaner & Degreaser,
951361                        18/01/17     17/10/31
  Clorox Bleach, 121 oz. Concentrated Germicidal
```

This listing prints following your selections on the Report Options Screen which appears after you press ENTER on the SDS Picking Instructions Screen (p. 37-3).

The picking list prints any pending SDS requirements that were found in the Pending SDS File (OEPMS) for the selected company or all companies. A new page will print for each customer/ship-to address that requires Safety Data Sheets.

The Pending SDS File, from which this listing prints, contains one record for each SDS outstanding requirement. Each time invoicing occurs, information is added to this file. Once the report prints, data is cleared from the Pending SDS File so that the report cannot be reprinted. The cleared records are moved to the History SDS File (OEHMS).

If SDS requirements are not found in this file, this listing will still be generated, but the message: "**NO PENDING SDS REQUIREMENTS FOUND BASED ON SELECTION CRITERIA**" will print.

SDS Picking List 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. The company number and name are also printed.
Send To	The customer name and address to whom the SDS should be sent.

SDS Picking List Report

Report/Listing Fields	Description
Item Number/Description	The item number and description of the item that was identified as being an item requiring safety data sheets through Item Master Maintenance (MENU IAFILE). If you keyed Y in the **Print Mfg Item Number** field on the SDS Picking Instructions Screen (p. 37-3), the manufacturer's item number defined for the item through Item Master Maintenance (MENUIAFILE) will print below the item description.
Inv Date	The invoice date entered through Enter, Change & Ship Orders (MENU OEMAIN) or assigned when the invoice was printed through Print Invoices (MENU OEMAIN).
SDS Date	The SDS revision date entered through Item Master Maintenance (MENU IAFILE).

SDS Shipping Labels

```
Little Chopsticks Food Service
Box 11421
36954-2114 Tokyo, Japan,
JAPAN
```

SDS Shipping Labels print for customers following your selections on the SDS Picking Instructions Screen (p. 37-3).

SDS Shipping Labels print on standard 1-Up address labels only, using special forms type MLAB. If you are using a line printer, use 4 x 1 15/16 inch labels. If you are using a laser printer, use 1 1/3 x 4 inch labels. These dimensions are recommended as the maximum label size required to accommodate all mailing information. If you are printing less information, you can use a smaller label size.

SDS Shipping Labels are sorted alphabetically by company, customer, and ship-to.

CHAPTER 38

Cancel Date Report

38

During Enter, Change & Ship Orders (MENU OEMAIN), you can select a cancel date when entering an order. This cancel date then may be used to track the open order through inquiries and reports, such as this one, to determine if the order was shipped prior to the cancel date.

Use the Cancel Date Report option to print open orders assigned a cancel date that match the criteria entered through this option. You can use this report to review an order's requested ship date and determine if the order has been shipped on time (by reviewing the order's status), and if not, verify the order's cancel date to see if the order should be canceled if the cancel date has passed.

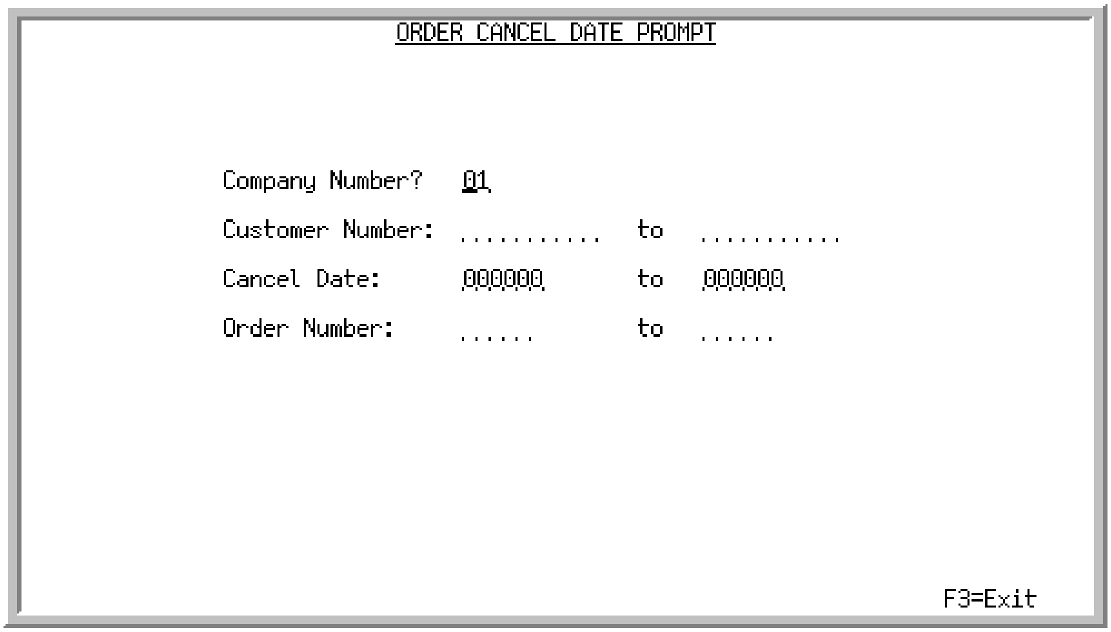
You may run this report for a company, range of customers, cancel dates, and order numbers. The report is sequenced by customer, order number and number of times an order has been backordered.

Cancel Date 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
Order Cancel Date Prompt Screen	Use to specify the selection criteria for the report.
Order Cancel Date Report	Prints open orders with a cancel date that match the selection criteria.

Order Cancel Date Prompt Screen



This screen appears after selecting option 13 - Cancel Date Report (MENU OEREPT). Use this screen to select the company, range of customers, cancel dates and order numbers for which open orders will print on the Order Cancel Date Report (p. 38-4).

To limit the open orders to print, enter criteria in the available fields (only open orders that match the criteria entered in all of these fields will print). If all fields are left blank, all open orders assigned any cancel date for all customers will print for the indicated company.

Order Cancel Date Prompt Screen Fields and Function Keys

Field/Function Key	Description
Company Number	Key the company number. This company's open orders will print on the report if they were assigned a cancel date. *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

Order Cancel Date Prompt Screen Fields and Function Keys

Field/Function Key	Description
Customer Number	Key the customer number or range of customer numbers associated with the open orders to print. The report will be limited to open orders for this customer or range of customers only. (2 @ N 10,0)
Cancel Date	Key the cancel date or range of dates assigned to the open orders to print. The report will be limited to the indicated company and customer numbers, and will print only those orders assigned the cancel dates entered in this field. *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)
Order Number	Key the order number or range of order numbers assigned cancel dates for which the report will print. The report will be limited to the indicated company and customer numbers, and will print only those orders selected in this field if those orders are assigned a specific cancel date or fall within the cancel date range entered. (2 @ A 5)
F3=Exit	Press the F3=EXIT function key to cancel your selections and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Order Cancel Date Report

```
OE316 09/04/10   8.30.02                        Order Cancel Date Report                    OE315P   APDEMO     PAGE    1
      Company: 01   Customer From: 0000000000        All Dates              All Order Numbers
                                To: 9999999999
                Order  Order                                   Requested        Number of
 Ord #/Gen   WH  Type   Status        Entry Date     Cancel Date    Ship Date           Items      Invoice Amount
-------------------------------------------------------------------------------------------------------------------
      100 Financial Management Services
 02571/00     1   Order  HOLD --   CR    03/18/10        12/11/13      03/22/10               4             3,857.53
                                                                          Customer Total:                 3,857.53
                                                                             Order Total:                 3,857.53
```

This report prints following your selections on the Report Options Screen, which displays after pressing ENTER on the Order Cancel Date Prompt Screen (p. 38-2).

This report prints, for a specific company, open orders that were assigned a cancel date and that match the criteria entered on the Order Cancel Date Prompt Screen (p. 38-2).

This report is sequenced by customer, order number and number of times an order has been backordered. The header section of this report indicates the following criteria for which this report was generated

Order Cancel Date 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 company number is also printed.
Customer	The customer number and name that placed the order.
Ord #/Gen	The order number and generation.
WH	The warehouse that will ship the order.
Order Type	The type of order placed by the customer.
Order Status	The current status of this order.
Entry Date	The date the order was entered to the system.
Cancel Date	The date the order should be canceled if it cannot be shipped to the customer on or before this date.

Order Cancel Date Report

Report/Listing Fields	Description
Requested Ship Date	The customer’s requested ship date for this order.
Number of Items	The number of items placed on this order.
Invoice Amount	The total invoice amount for this order.

CHAPTER 39

Non-Stock Items Sales Report

39

Use the Non-Stock Items Sales Report option to print the Non-Stock Item Sales Detail Report (p. 39-12) or the Non-Stock Item Sales Summary Report (p. 39-14). These reports provide summary or detail order history sales information for non-stock items to help you determine whether the item's sales justify carrying the item in stock. Non-stock items are those items with the **Update Inventory** field set to N through Item Master Maintenance (MENU IAFILE). You can select to print the order history sales information using either the non-stock item number or the non-stock target item number. The non-stock target item number is the information entered on the second **Item Description** line during order entry. This report only provides information for order generations of 00 or 50. It does not include canceled or deleted orders or backorders.

NOTE: Because the non-stock target item number is the second description line in order entry, it is recommended that the **Use 2nd Description Line of Non-Stock Item as Item No** field be set to Y through Order Entry Options (MENU XAFILE). Setting this field to Y is not required to run the report, but it is suggested so that the second description line will be required when the order is entered. As long as a description is entered in the second description line, the description will be available from order history and therefore, the non-stock target item number will be available for generating this report.

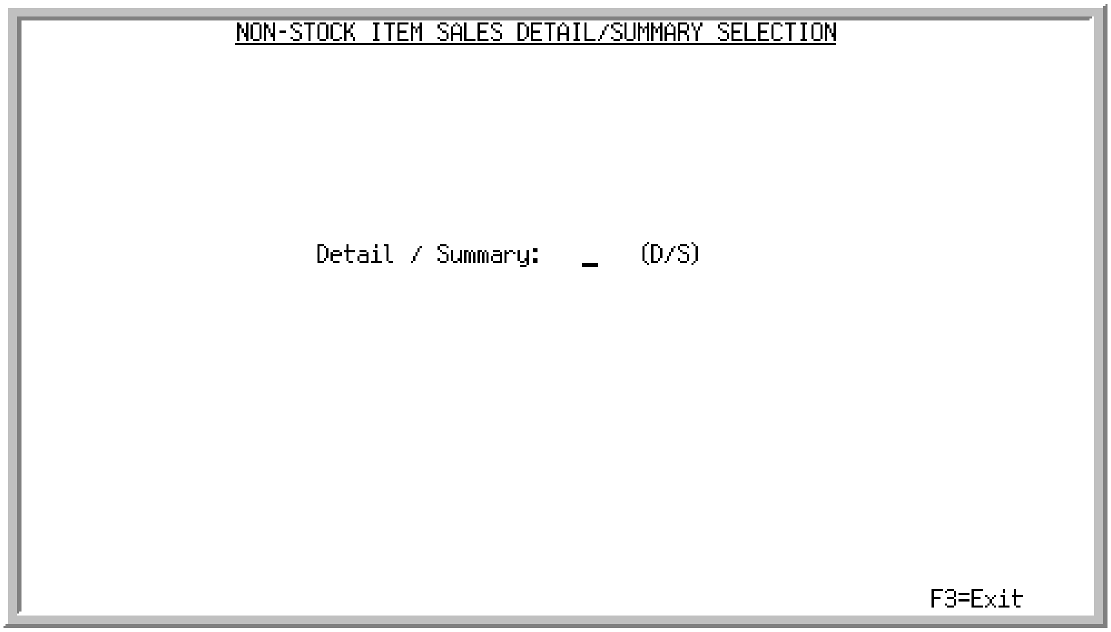
Non-Stock Items Sales Report

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
Non-Stock Item Sales Detail/Summary Selection Screen	Use to specify whether to print the detail or summary report.
Non-Stock Item Sales Detail Selection Screen	Use to specify the selection criteria for the detail report.

Title	Purpose
Non-Stock Item Sales Summary Selection Screen	Use to specify the selection criteria for the summary report.
Non-Stock Item Sales Detail Report	Prints detailed information about non-stock item sales that match your selections.
Non-Stock Item Sales Summary Report	Prints summary information about non-stock item sales that match your selections.

Non-Stock Item Sales Detail/Summary Selection Screen

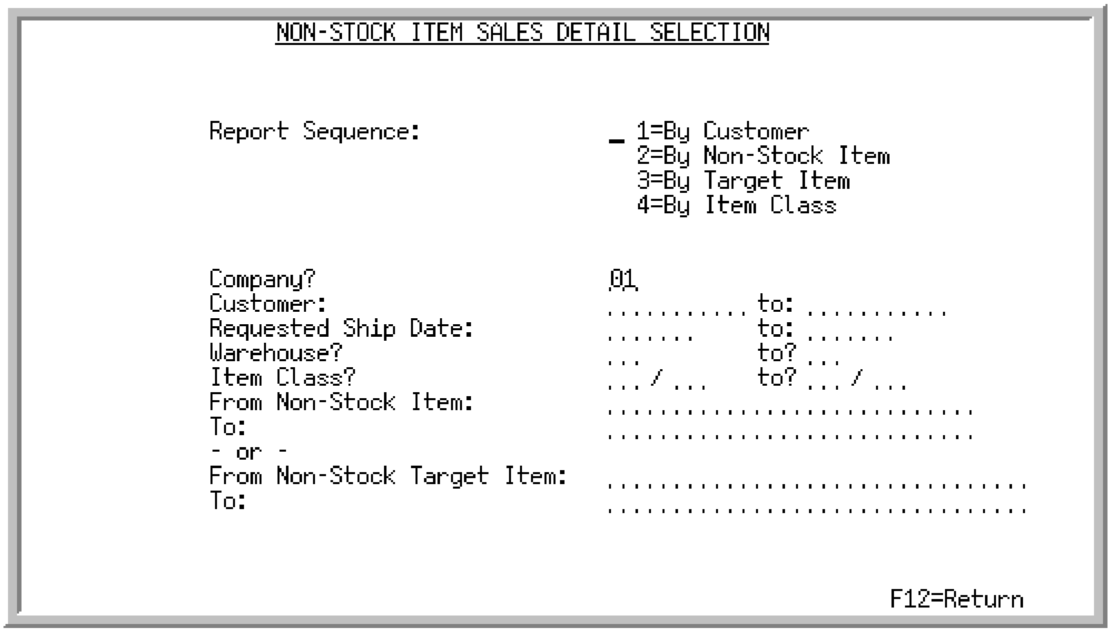


This screen appears after selecting option 14 - Non-Stock Items Sales Report (MENU OEREPT). Use this screen to select whether to print the Non-Stock Item Sales Detail Report (p. 39-12) or the Non-Stock Item Sales Summary Report (p. 39-14).

Non-Stock Item Sales Detail/Summary Selection Screen Fields and Function Keys

Field/Function Key	Description
Detail/Summary	Use this field to select which version of the report you want to print. The detail report can be sorted by customer, non-stock item number, non-stock target item number, or item class/subclass. The summary report can be sorted by quantity or order value. Both reports use either the non-stock item number or the non-stock target item number. Key D to print the Non-Stock Item Sales Detail Report (p. 39-12). Key S to print the Non-Stock Item Sales Summary Report (p. 39-14). (A 1) Required
F3=Exit	Press the F3=EXIT function key to return to MENU OEREPT without printing the report.
Enter	Press ENTER to confirm your selection. If you keyed D, the Non-Stock Item Sales Detail Selection Screen (p. 39-4) will appear. If you keyed S, the Non-Stock Item Sales Summary Selection Screen (p. 39-8) will appear.

Non-Stock Item Sales Detail Selection Screen


NON-STOCK ITEM SALES DETAIL SELECTION

Report Sequence: _ 1=By Customer
2=By Non-Stock Item
3=By Target Item
4=By Item Class

Company? 01
Customer: .... to: ....
Requested Ship Date: .... to: ....
Warehouse? ... to? ...
Item Class? ... / ... to? ... / ...
From Non-Stock Item: ....
To: ....
- or -
From Non-Stock Target Item: ....
To: ....

F12=Return

This screen appears after you press ENTER on the Non-Stock Item Sales Detail/Summary Selection Screen (p. 39-3), if you selected to print the detail report. Use this screen to limit the data that prints on this report.

Non-Stock Item Sales Detail Selection Screen fields and Function Keys

Field/Function Key	Description
Report Sequence	Use this field to select how to sequence the information on the report. Key 1 to sequence the report by customer number. Key 2 to sequence the report by non-stock item number. Key 3 to sequence the report by non-stock target item number. Key 4 to sequence the report by item class/subclass. (N 1,0) Required

Non-Stock Item Sales Detail Selection 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). Use this field to select the company for which to print a Non-Stock Item Sales Detail Report (p. 39-12). Key a 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). (A 2) Required
Customer	Use this field to specify a customer number or range of customer numbers for which to print the report. Key a customer number or range of customer numbers. *Valid Values:* Any customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE) for the specified company. (2 @ N 10,0) Optional
Requested Ship Date	Use this field to specify a requested ship date or range of requested ship dates for which to print the report. Key a date or range of dates. *Valid Values:* Any requested ship date specified for an order through Enter, Change & Ship Orders (MENU OEMAIN). 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
Warehouse	Use this field to specify a warehouse number or range of warehouses numbers for which to print the report. Key a warehouse number or range of warehouse numbers. *Valid Values:* Any warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (2 @ A 2) Optional

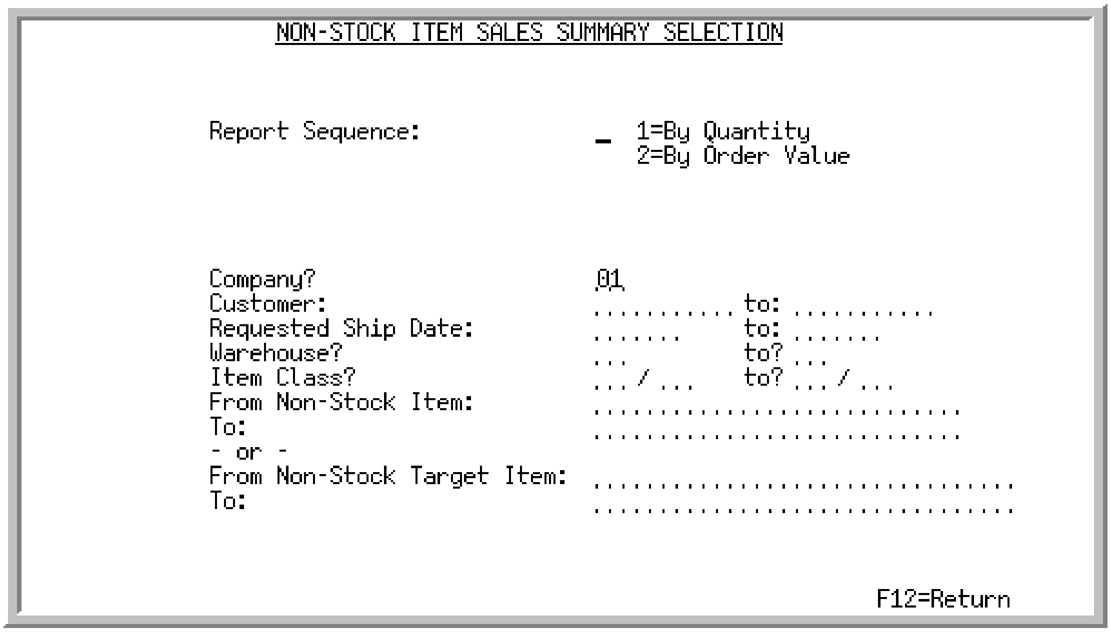
Non-Stock Item Sales Detail Selection Screen fields and Function Keys

Field/Function Key	Description
Item Class/Subclass	Use this field to specify an item class/subclass or range of item class/subclasses for which to print the report. Key an item class or range of item class/subclasses. *Valid Values:* Any item class defined through Item Class/Sub Class Maintenance (MENU IAFILE) and assigned to an item through Item Master Maintenance (MENU IAFILE). (2 @ A 2) Optional
From Non-Stock Item	If you want to select a range of non-stock target item numbers, you must leave this field blank. Otherwise, this field is optional. Use this field to specify a non-stock item number or range of non-stock item numbers for which to print sales information. Key a non-stock item number or range of non-stock item numbers. *Valid Values:* Any item number with the **Update Inventory** field set to N through Item Master Maintenance (MENU IAFILE). (2 @ A 31) Optional/Blank
From Non-Stock Target Item	If you want to select a range of non-stock item numbers, you must leave this field blank. Otherwise, this field is optional. The non-stock target item number is the information entered in the second **Item Description** line through Enter, Change & Ship Orders (MENU OEMAIN). Because the non-stock target item number is the second description line in order entry, it is recommended that the **Use 2nd Description Line of Non-Stock Item as Item No** field be set to Y through Order Entry Options (MENU XAFILE). Setting this field to Y is not required to run the report, but it is suggested so that the second description line will be required when the order is entered. As long as a description is entered in the second description line, the description will be available from order history and, therefore, the non-stock target item number will be available for generating this report. Use this field to select a non-stock target item number or range of non-stock target item numbers for which to print sales information. Key a non-stock target item number or a range of non-stock target item numbers. If you do not remember the entire non-stock target item number, you can key a partial non-stock target item number. All items that match the partial number or numbers will appear on the report. NOTE: This field is not case sensitive. (2 @ A 31) Optional/Blank
F12=Return	Press the F12=RETURN function key to return to the Non-Stock Item Sales Detail/Summary Selection Screen (p. 39-3) without printing the report.

Non-Stock Item Sales Detail Selection Screen fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Non-Stock Item Sales Summary Selection Screen



This screen appears after you press ENTER on the Non-Stock Item Sales Detail/Summary Selection Screen (p. 39-3), if you selected to print the summary report. Use this screen to limit the data that prints on this report.

Non-Stock Item Sales Summary Selection Screen Fields and Function Keys

Field/Function Key	Description
Report Sequence	Use this field to select how to sequence the information on the report. Key 1 to sequence the report by quantity. Key 2 to sequence the report by order value. (N 1,0) Required

Non-Stock Item Sales Summary Selection 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). Use this field to select the company for which to print a Non-Stock Item Sales Summary Report (p. 39-14). Key a 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). (A 2) Required
Customer	Use this field to specify a customer number or range of customer numbers for which to print the report. Key a customer number or range of customer numbers. *Valid Values:* Any customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE) for the specified company. (2 @ N 10,0) Optional
Requested Ship Date	Use this field to specify a requested ship date or range of requested ship dates for which to print the report. Key a date or range of dates. *Valid Values:* Any requested ship date specified for an order through Enter, Change & Ship Orders (MENU OEMAIN). 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
Warehouse	Use this field to specify a warehouse number or range of warehouses numbers for which to print the report. Key a warehouse number or range of warehouse numbers. *Valid Values:* Any warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (2 @ A 2) Optional

Non-Stock Item Sales Summary Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Class/Subclass	Use this field to specify an item class/subclass or range of item class/ subclasses for which to print the report. Key an item class/subclass or range of item class/subclasses. *Valid Values:* Any item class/subclass defined through Item Class/Sub Class Maintenance (MENU IAFILE) and assigned to an item through Item Master Maintenance (MENU IAFILE). (2 @ A 2) Optional
From Non-Stock Item	If you want to select a range of non-stock target item numbers, you must leave this field blank. Otherwise, this field is optional. Use this field to select a non-stock item number or range of non-stock item numbers for which to print sales information. Key a non-stock item number or range of non-stock item numbers. *Valid Values:* Any item number with the **Update Inventory** field set to N through Item Master Maintenance (MENU IAFILE). (2 @ A 31) Required/Blank
From Non-Stock Target Item	If you want to select a range of non-stock item numbers, you must leave this field blank. Otherwise, this field is optional. The non-stock target item number is the information entered in the second **Item Description** line through Enter, Change & Ship Orders (MENU OEMAIN). Because the non-stock target item number is the 2nd description line in order entry, it is recommended that the **Use 2nd Description Line of Non-Stock Item as Item No** field be set to Y through Order Entry Options (MENU XAFILE). Setting this field to Y is not required to run the report, but it is suggested so that the 2nd description line will be required when the order is entered. As long as a description is entered in the second description line, the description will be available from order history and, therefore, the non-stock target item number will be available for generating this report. Use this field to select a non-stock target item number or range of non-stock target item numbers for which to print sales information. Key a non-stock target item number or a range of non-stock target item numbers. If you do not remember the entire non-stock target item number, you can key a partial non-stock target item number. All items that match the partial number or numbers will appear on the report. NOTE: This field is not case sensitive. (2 @ A 31) Required/Blank
F12=Return	Press the F12=RETURN function key to return to the Non-Stock Item Sales Detail/Summary Selection Screen (p. 39-3) without printing the report.

Non-Stock Item Sales Summary Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Non-Stock Item Sales Detail Report

```
OE319A   09/04/10   8:31:31              NON-STOCK ITEM SALES DETAIL REPORT               AF/APDEMO         PAGE:    1
                                                     BY CUSTOMER
                                         Company:  1 A & C Office Supply           Currency: USD US Dollars
All Customers          All Non-Stock Items                         All Req Ship Dates          All WHs      All Item Classes
                                                                                                             /SubClasses
                                                                 Req Ship
Item Number               Target Item Number          Order No     Date      Order Qty  U/M           Value
------------------------------------------------------------------------------------------------------------------------
Customer Number:        10  Bon Secour School Department
999                       type your own description      01047/00  02/17/08       1.000  EA            199.00
                         Customer       10 Bon Secour School Department    Total:                      199.00
Customer Number:        20  Lithonia School Department
999                       type your own description      01103/00  03/10/08       1.000  EA            199.00
                         Customer       20 Lithonia School Department      Total:                      199.00
                                                              Report Total:                            398.00
```

This report prints after you press ENTER on the Report Options Screen, if you selected to print the detail report on the Non-Stock Item Sales Detail/Summary Selection Screen (p. 39-3).

Depending on the selection criteria used to generate the report, the actual report may differ in appearance from the one shown here.

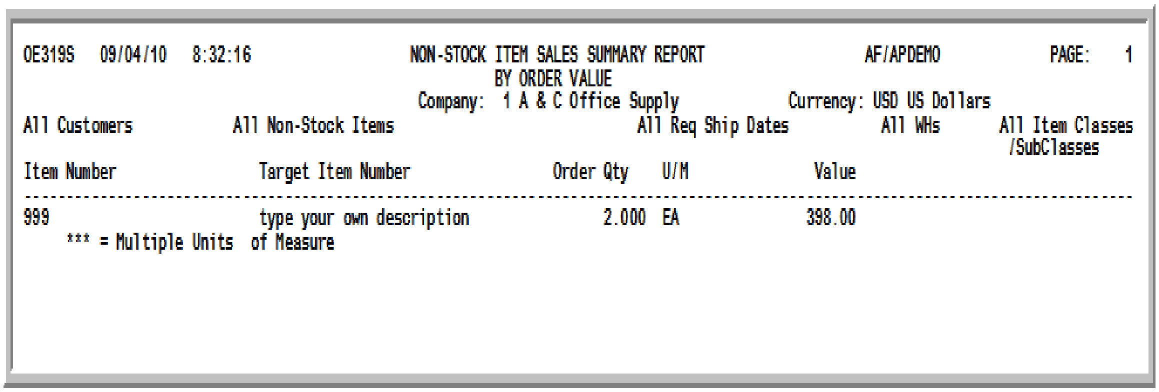
Non-Stock Item Sales Detail Report

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 company number and name are also printed.
Item Number/Customer	Depending on how you selected to sequence this report on the Non-Stock Item Sales Detail Selection Screen (p. 39-4), this column prints the following: • Item number, if you sequence the report by customer. • Customer number and name, if you sequence the report by non-stock item number, non-stock target item number, or item class/subclass.

Non-Stock Item Sales Detail Report

Report/Listing Fields	Description
Item Number/Target	Depending on how you selected to sequence this report on the Non-Stock Item Sales Detail Selection Screen (p. 39-4), this column prints the following: • The non-stock item number, if you sequence the report by non-stock target item number. • The non-stock target item number, if you sequence the report by customer or non-stock item. • Both the non-stock item number and the non-stock target item number, if you sequence the report by item class/subclass.
Order Number	This column prints the order number and order generation of the order that contains the non-stock item.
Date	This column prints the requested ship date of the order that contains the non-stock item. The date will be printed in the user's **Default Date Format** defined through Register A+ User IDs (MENU XACFIG). If that field is blank, the date will be printed in the system's **Default Date Format** defined through System Options Maintenance (MENU XAFILE).
Order Qty	This column prints the number of items ordered for the particular non-stock item.
U/M	This column prints the ordering unit of measure for the non-stock item entered through Enter, Change & Ship Orders (OEMAIN).
Value	This column prints the line value of the items based on order quantity.
Total	This value represents the subtotal sales amount, sub-totaled by the sequence you selected on the Non-Stock Item Sales Detail Selection Screen (p. 39-4). Subtotals are listed in descending order.
Report Total	The total amount of sales for the report.

Non-Stock Item Sales Summary Report



```
OE319S   09/04/10   8:32:16                  NON-STOCK ITEM SALES SUMMARY REPORT                AF/APDEMO           PAGE:    1
                                                        BY ORDER VALUE
                                              Company:  1 A & C Office Supply          Currency: USD US Dollars
All Customers          All Non-Stock Items                        All Req Ship Dates          All WHs       All Item Classes
                                                                                                              /SubClasses
Item Number               Target Item Number                Order Qty    U/M               Value
--------------------------------------------------------------------------------------------------------------------------
999                       type your own description               2.000  EA               398.00
     *** = Multiple Units  of Measure
```

This report prints after you press ENTER on the Report Options Screen, if you selected to print the summary report on the Non-Stock Item Sales Detail/Summary Selection Screen (p. 39-3).

NOTE: The detail provided below will include all the fields that print on both reports. Based on the report you are viewing,. the fields may not be in the exact sequence that they are printed on your report; and there will be fields in this list that may not be on your report.

Non-Stock Item Sales Summary Report Field Keys

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 company number and name are also printed.
Item Number	This column prints the non-stock item number. ***Multiple Item Numbers*** in this field indicates that the non-stock target item number was used for more than one item number.
Target Item Number	This column prints the non-stock target item description/number, if any.
Order Qty	This column prints the number of items ordered for a particular non-stock item without combining units of measure. Therefore, if the item was sold in multiple units of measure, this value does not reflect conversion to a single unit of measure. For example, if an item was sold as 1 each and 1 case, the value in this field would be 2 (1 each + 1 case). If *** appears in the **U/M** field, multiple units of measure exist for the item.

Non-Stock Item Sales Summary Report Field Keys

Report/Listing Fields	Description
U/M	This column prints the unit of measure for the non-stock item. If the order quantity uses more than one unit of measure *** will appear in this column, indicating multiple units of measure. Refer to the **Order Qty** field for a description of how multiple units of measure affect the order quantity of an item.
Value	This column prints the line value of the items based on order quantity.

CHAPTER 40 Maintaining Tax Bodies

40

Tax body codes are used in Order Entry for sales tax and in Accounts Payable for goods and services tax (GST) on purchases. A tax body code represents a taxing jurisdiction. When defining a tax body, you specify the base tax rate of the taxing jurisdiction. You may create as many tax bodies as necessary (at least one tax body must be created), and may define up to four local taxes per tax body. Typically, tax body codes represent states. Additionally, taxes may be changed in the future depending on the date entered through this option. When taxes are calculated, the new tax rates are used if the invoice date is greater than or equal to the effective date.

You can also use this option to create Goods and Services Tax (GST) bodies and Provincial Sales Tax (PST) bodies. Use of GST and PST taxes is made available by setting **Use GST/PST Taxing** to Y in System Options (MENU XAFILE).

Tax body codes apply to all companies. When defining customers and customer ship-to addresses, you must assign a tax body. This tax body is used during Enter, Change & Ship Orders (MENU OEMAIN) when an order is created for that customer. The ship-to location's tax body code will override the customer's tax body code for the order. To use a GST tax body for purchases, you must assign the tax body to the vendor through Vendors Maintenance (MENU APFILE or MENU POFILE) or to a vendor and warehouse through Vendor/Warehouse Assignments Maintenance (MENU POFILE). This tax body is used during the receipt validation process through Voucher Entry (MENU APMAIN).

NOTE: Override tax exemptions may be created at a variety of levels through options available on MENU OEFIL2. Determining the tax status of orders entered through order entry or off-line order entry depends on the selections made through Order Entry Options Maintenance (MENU XAFILE).

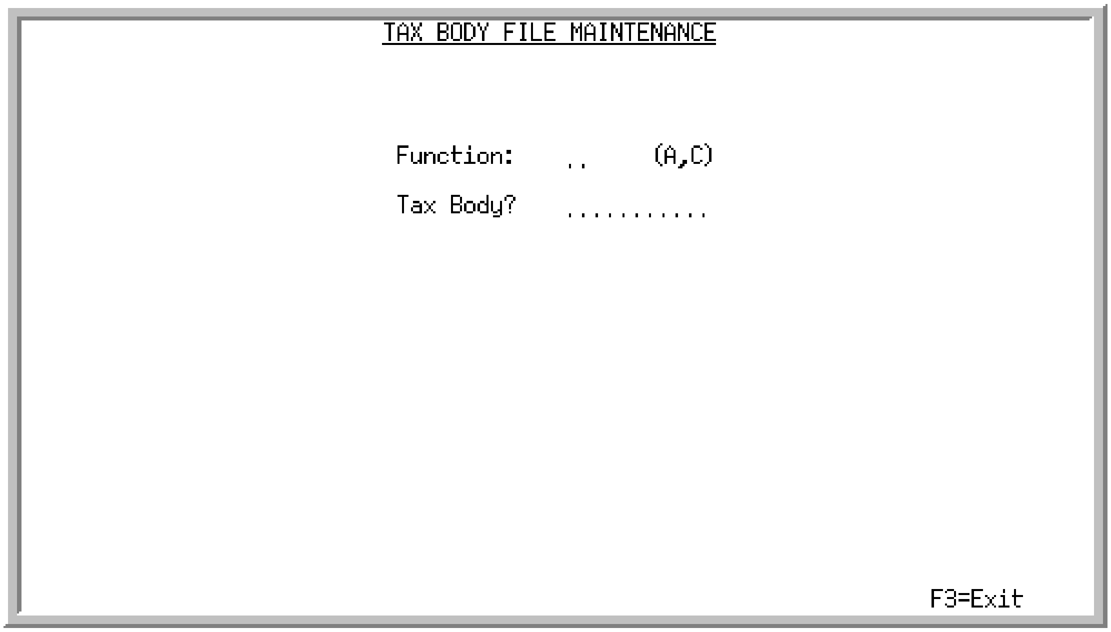
Refer to CHAPTER 4: *Order Entry Order Processing*, Taxing Information, for details regarding the structure and hierarchy of taxing in Distribution A+.

Tax Body 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
Tax Body Maintenance Selection Screen	Use to specify the tax body code.
Tax Body File Maintenance Screen	Use to provide the taxing information.

Tax Body Maintenance Selection Screen

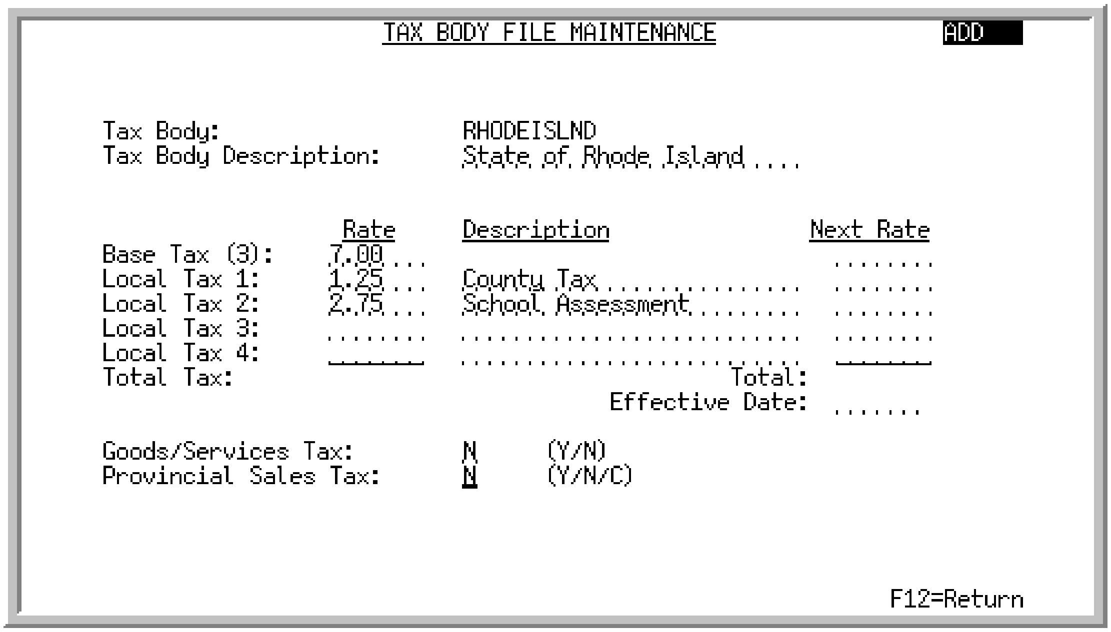


This screen appears after you select option 1 - Tax Body Maintenance from MENU OEFILE. Use this screen to select the tax body code you want to add or change.

Tax Body Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new tax body. Key C to change information relating to an existing tax body. (A 1) Required
Tax Body	This field is used to enter the tax body code you want to add or change. Key the tax body code to add, or key an existing tax body code to maintain. (A 10) Required
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Tax Body File Maintenance Screen (p. 40-4) will appear.

Tax Body File Maintenance Screen



This screen appears after you press ENTER on the Tax Body Maintenance Selection Screen (p. 40-3). Use this screen to enter or change tax body information.

Refer to the Taxing Information (p. 4-32) section for detailed information regarding **Tax Body** and **Tax Exempt Codes** used in taxing calculations and hierarchies.

Tax Body File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Tax Body	This field displays the tax body code entered on the previous screen. Display
Tax Body Description	If adding a tax body, this field is blank and is used to enter a description of the tax body that you are adding; if changing a tax body, the existing tax body description displays. Key the description of this tax body or change the existing description. (A 25) Required
Base Tax (3)	This field is used to enter the base tax rate of this tax body. A current tax rate and next tax rate is provided. Additionally, if the **Goods/Services Tax** field is set to Y, the GST rate is entered in this field. This is a five position numeric field with three (3) decimal positions. Therefore, a tax rate of 5 1/4% would be entered as 5.250 or 5.25. (N 5,3) Required

Tax Body File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Local Tax 1 / Description	If local tax rates are applicable, enter the first local tax percent and its description that is to be included in the total tax rate. Additionally, if **Provincial Sales Tax** field is set to Y or C, the PST rate is entered in this field. This tax rate will appear on the Sales Tax Report (MENU OEREPT). (N 5,3 / A 25) Optional
Local Tax 2/ Description	If applicable, enter the second local tax percent and its description that is to be included in the total tax rate. This tax rate will appear on the Sales Tax Report (MENU OEREPT). (N 5,3 /A 25) Optional
Local Tax 3 / Description	If applicable, enter the third local tax percent (and its description) corresponding to the local tax that is to be included in the total tax rate. This tax rate will appear on the Sales Tax Report (MENU OEREPT). (N 5,3 /A 25) Optional
Local Tax 4 / Description	If applicable, enter the fourth local tax percent (and its description) corresponding to the local tax that is to be included in the total tax rate. This tax rate will appear on the Sales Tax Report MENU OEREPT). (N 5,3 /A 25) Optional
Total Tax	The system automatically calculates the total tax (derived by adding the base tax and all local taxes entered). Display
Next Rate	These fields are used to prepare for tax increases before they occur. If a tax increase has been established but not yet enacted, enter the new base tax rate and any new local tax rates for this tax body code (as with Base Tax, a tax rate of 5 1/4% would be entered as 5.250 or 5.25). This new total tax rate will become effective on the date specified in the **Effective Date** field. *Valid Values:* Must be blank if the **Effective Date** field is blank (5 @ N 5,3) Optional
Total	The system automatically calculates the total of the next tax rate (derived by adding together all of the next tax rates entered), if any have been entered. Display

Tax Body File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Effective Date	Key the date that the new tax rates entered in the **Next Rate** fields are to become effective. When taxes are calculated for an order, the new tax rates are used if the order's invoice date is greater than or equal to the date keyed in this field. Otherwise, the **Total Tax** is used. *Valid Values:* Any valid date if you selected future tax rates in the **Next Rate** fields. 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
Goods/Services Tax	This field appears only if the **Use Vertex Taxing** field is set to N and the **Use GST/PST Taxing** field is set to Y in System Options Maintenance (MENU XAFILE). Use this field to indicate that the specified tax body represents Goods and Services Tax (GST). A Goods and Services Tax is a value-added tax assessed on goods and services. GST can be calculated for orders and applied to invoices through Enter, Change & Ship Orders (MENU OEMAIN). This tax may be used in conjunction with the **Provincial Sales Tax** calculation field. Refer to "GST/ PST Taxing" on page 4-36 for examples of how GST is calculated for orders. GST can be calculated for purchase order line items and applied to vouchers during receipt validation, if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2). Key Y if this tax body represents a Goods/Services Tax. If you key Y, use the **Base Tax (3)** field to enter the GST rate for the tax body. Key N if this tax body does not represent a Goods/Services Tax. NOTE: For orders, GST is always calculated before trade discounts. *Default Value:* N (A 1) Required

Tax Body File Maintenance Screen Fields and Function Keys

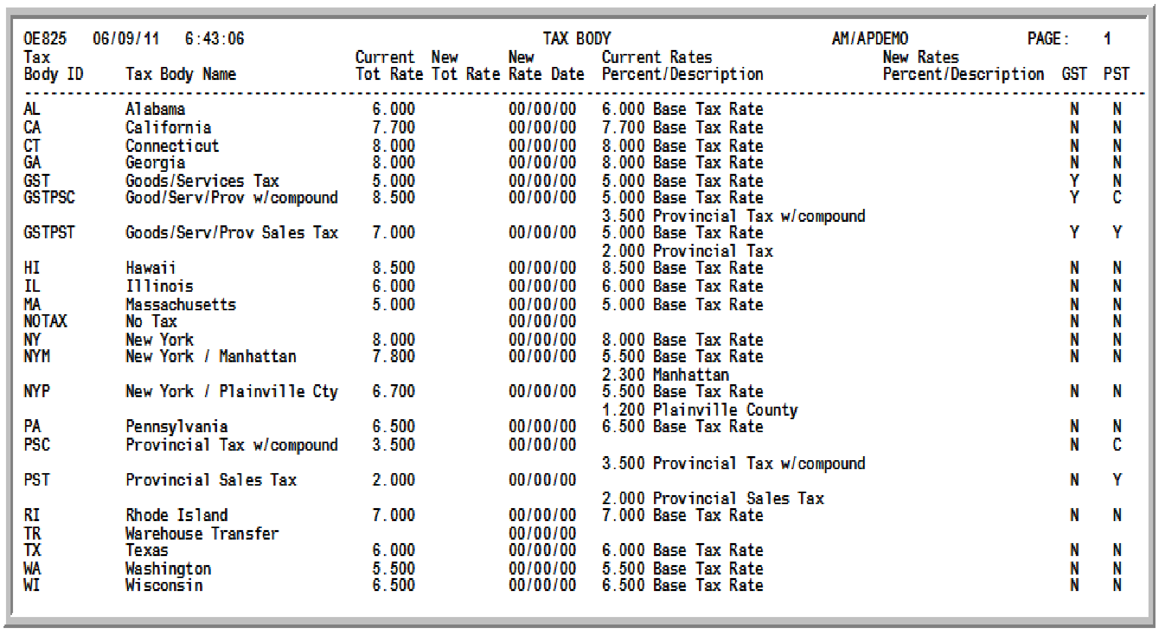
Field/Function Key	Description
Provincial Sales Tax	NOTE: This field displays only if the **Use Vertex Taxing** field is set to N and the **Use GST/PST Taxing** field is set to Y in Systems Option Maintenance (MENU XAFILE). Use this field to set whether or not you wish to use a Provincial Sales Tax in the body of your tax calculation. Additionally, you may use this field to allow for a PST Compounded Tax to allow the Goods/Services Tax to also be included in the calculation of the PST Tax. Refer to GST/PST Taxing (p. 4-36) for examples of how PST is calculated for orders. Key Y to use the Provincial Sales Tax in your tax calculation. If you key Y, use the **Local Tax 1** field to enter the PST tax rate for the tax body. Key N if you wish to omit the Provincial Sales Tax in your tax calculation. Key C to use the PST Compounded Tax in your tax calculation. If you key C, use the **Local Tax 1** field to enter the PST tax rate for the tax body. NOTE: GST/PST tax is always calculated before trade discounts. *Default Value:* N (A 1) Required
F12=Return	Press F12=RETURN to return to the Tax Body Maintenance Selection Screen (p. 40-3) without saving any changes made on this screen.
Enter	Press ENTER to re-display the screen for verification. If no errors exist, press ENTER again to confirm your selections. The Tax Body Maintenance Selection Screen (p. 40-3) will appear.

Tax Body 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
Tax Body Listing	Prints a list of defined tax bodies and their definitions.

Tax Body Listing



```
OE825    06/09/11    6:43:06                          TAX BODY                         AM/APDEMO          PAGE:     1
Tax                                       Current  New      New      Current Rates                           New Rates
Body ID      Tax Body Name                Tot Rate Tot Rate Rate Date Percent/Description                    Percent/Description  GST  PST
-------------------------------------------------------------------------------------------------------------------------------------
AL           Alabama                        6.000           00/00/00  6.000 Base Tax Rate                                        N    N
CA           California                     7.700           00/00/00  7.700 Base Tax Rate                                        N    N
CT           Connecticut                    8.000           00/00/00  8.000 Base Tax Rate                                        N    N
GA           Georgia                        8.000           00/00/00  8.000 Base Tax Rate                                        N    N
GST          Goods/Services Tax             5.000           00/00/00  5.000 Base Tax Rate                                        Y    N
GSTPSC       Good/Serv/Prov w/compound      8.500           00/00/00  5.000 Base Tax Rate                                        Y    C
                                                                      3.500 Provincial Tax w/compound
GSTPST       Goods/Serv/Prov Sales Tax      7.000           00/00/00  5.000 Base Tax Rate                                        Y    Y
                                                                      2.000 Provincial Tax
HI           Hawaii                         8.500           00/00/00  8.500 Base Tax Rate                                        N    N
IL           Illinois                       6.000           00/00/00  6.000 Base Tax Rate                                        N    N
MA           Massachusetts                  5.000           00/00/00  5.000 Base Tax Rate                                        N    N
NOTAX        No Tax                                         00/00/00                                                             N    N
NY           New York                       8.000           00/00/00  8.000 Base Tax Rate                                        N    N
NYM          New York / Manhattan           7.800           00/00/00  5.500 Base Tax Rate                                        N    N
                                                                      2.300 Manhattan
NYP          New York / Plainville Cty      6.700           00/00/00  5.500 Base Tax Rate                                        N    N
                                                                      1.200 Plainville County
PA           Pennsylvania                   6.500           00/00/00  6.500 Base Tax Rate                                        N    N
PSC          Provincial Tax w/compound      3.500           00/00/00                                                             N    C
                                                                      3.500 Provincial Tax w/compound
PST          Provincial Sales Tax           2.000           00/00/00                                                             N    Y
                                                                      2.000 Provincial Sales Tax
RI           Rhode Island                   7.000           00/00/00  7.000 Base Tax Rate                                        N    N
TR           Warehouse Transfer                             00/00/00
TX           Texas                          6.000           00/00/00  6.000 Base Tax Rate                                        N    N
WA           Washington                     5.500           00/00/00  5.500 Base Tax Rate                                        N    N
WI           Wisconsin                      6.500           00/00/00  6.500 Base Tax Rate                                        N    N
```

This listing is produced following your responses on the Report Options Screen which appears after you select the Tax Body Listing option from MENU OEFILE.

All tax body codes defined through Tax Body Maintenance (MENU OEFILE) are printed.

Tax Body Listing

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.
Tax Body ID	The tax body code created to identify specific tax rates.
Tax Body Name	The description of the tax body code.
Current Tot Rate	The automatically calculated the total current tax (derived by adding the base tax and all local taxes entered).
New Tot Rate	The automatically calculated the total new tax (derived by adding the new base tax and all new local taxes entered).

Tax Body Listing

Report/Listing Fields	Description
New Rate Date	The date that the new tax rates entered in the **Next Rate** fields are to become effective. When taxes are calculated for an order, the new tax rates are used if the order's invoice date is greater than or equal to the new rate date.
Current Rates Percent/ Description	The breakdown of the **Base Tax Rate** and the **Local Tax Rate(s)** percentages and descriptions print in this column as support for the current total tax rate.
New Rates Percent/ Description	The breakdown of the **New Base Tax Rate** and the **New Local Tax Rate(s)** percentages and descriptions print in this column as support for the new total tax rate.
GST	This field prints only if the **Use GST/PST Taxing** field is set to Y in System Options Maintenance (MENU XAFILE). Y or N prints to indicate that the specified tax body represents Goods and Services Tax (GST).
PST	This field prints only if the **Use GST/PST Taxing** field is set to Y in System Options Maintenance (MENU XAFILE). Y, N, or C print to indicate that this tax rate is a Provincial Sales Tax or a PST Compounded Tax to allow the Goods/Services Tax to also be included in the calculation of the PST Tax.

CHAPTER 41

Maintaining Special Charges

41

Special charges enable you to record non-product charges (such as freight, handling charges, etc.), and may be one of two types: order charges, or line charges. Order charges are applied to an entire order and line charges are applied to an individual item on an order. Each type of charge can have up to nine pre-defined descriptions. Special charges are used on the Special Charges Screen (p. 6-95) when entering an order through Enter, Change & Ship Orders (MENU OEMAIN).

You may also set up and maintain special tax overrides, which allow an order to be taxable under one tax body and tax exempt under another. Additionally, special tax overrides can be set up and maintained for a specific warehouse, (i.e., at the Item Balance level).

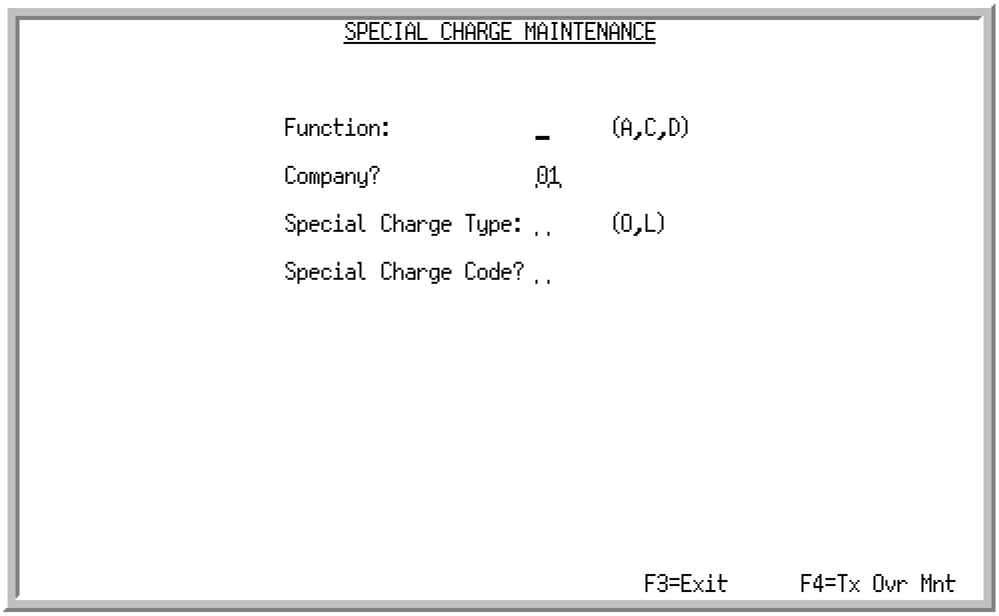
Refer to CHAPTER 4: *Order Entry Order Processing*, Taxing Information, for details regarding the structure and hierarchy of taxing in Distribution A+.

Special Charge Definitions 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 Charge Maintenance Selection Screen	Use to specify the type of charge and the charge code being maintained.
Charge Tax Overrides Screen	Use to maintain special charge tax overrides.
Special Charge File Maintenance Screen	Use to provide special charge information.

Special Charge Maintenance Selection Screen



This screen appears after selecting option 2 - Special Charge Definitions Maintenance (MENU OEFILE). Use this screen to select the special charge code to add, change, or delete.

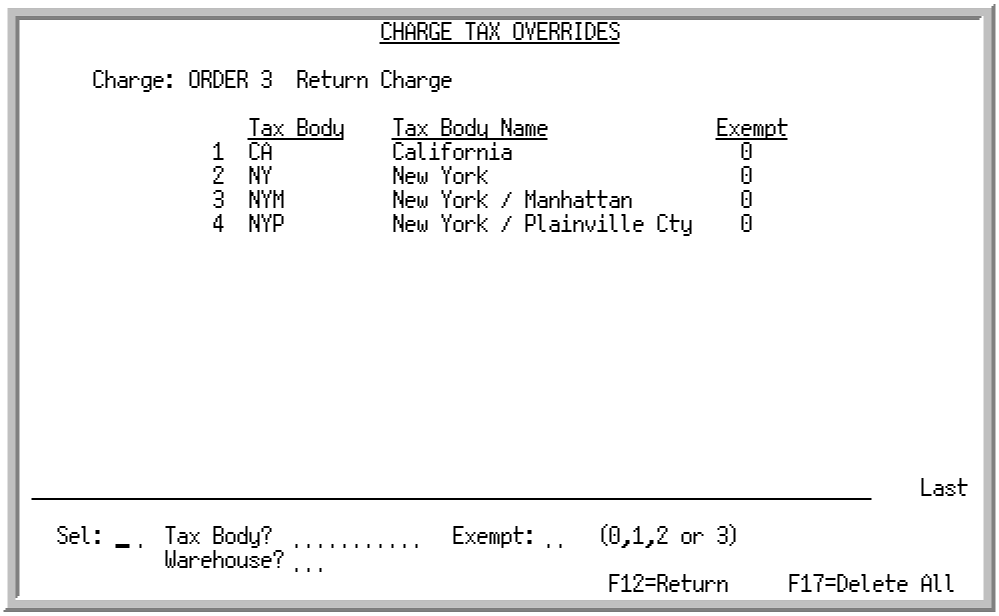
Special Charge Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a special charge code. Key C to change information relating to an existing special charge code. Key D to delete an existing special charge code. (A 1) Required
Company	This field displays only if you are using the multiple companies. Key the company for which you are adding, changing or deleting a special charge code. *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

Special Charge Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Special Charge Type	Special charge codes can be used for an entire order or for a single item on an order. Use this field to designate the type of special charge code. Key O if this code is to be used for an entire order. Key L if this code is to be used for a single item on an order. (A 1) Required
Special Charge Code	Use this field to define a special charge, or select an existing one you want to maintain or delete. Key the new or existing code used to define a special charge for an order. Special charge codes can be used for an entire order (**Special Charge Type** is O) or for a single item on an order (**Special Charge Type** is L). 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 '&'. If you are not sure what charge to key, you may key a ? in this field to present a list of valid codes already defined. The data on the list will depend on the following: • If an O is identified in the **Special Charge Type** field, the list will present only those codes that have been defined as order level special charges through Special Charge Definitions Maintenance (MENU OEFILE). • If an L is identified in the **Special Charge Type** field, the list will present only those codes that have been defined as line level special charges through Special Charge Definitions Maintenance (MENU OEFILE). • If nothing is identified in the **Special Charge Type** field, an L is assumed and the list will present only those codes that have been defined as line level special charges through Special Charge Definitions Maintenance (MENU OEFILE). (N 1,0) Required
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F4=Tx Ovr Mnt	After selecting a valid special charge, press F4=TX OVR MNT to create and/or maintain special tax charge overrides. The Charge Tax Overrides Screen (p. 41-4) will appear.
Enter	Press ENTER to confirm your selections. The Special Charge File Maintenance Screen (p. 41-8) will appear.

Charge Tax Overrides Screen



This screen appears when you press F4=TX OVR MNT on the Special Charge Maintenance Selection Screen (p. 41-2). Use this screen to maintain special charge tax overrides. This feature allows a special charge to have a different tax status under a different tax body (i.e., a charge is taxable under one tax body but tax exempt under another tax body).

NOTE: You should not use these overrides if you selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE). Vertex does not recognize these overrides.

Refer to the Taxing Information (p. 4-32) section for detailed information regarding **Tax Body** and **Tax Exempt Codes** used in taxing calculations and hierarchies.

Charge Tax Overrides Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	This field appears only after you enter a warehouse number in the **Warehouse** field at the bottom of this screen and press ENTER. When this field is displayed, you are maintaining special charge tax overrides for the selected item in the specified warehouse only (that is, at the Item Balance level). Otherwise, you are maintaining special charge tax overrides at the Item Master level. To change this warehouse, use the **Warehouse** field at the bottom of the screen. Display

Charge Tax Overrides Screen Fields and Function Keys

Field/Function Key	Description
Charge	The special charge type (Order or Line), code (1-9), and description. Display
Charge Tax Overrides	This field displays the tax body and its description, along with the exempt code selected on the lower portion of this screen. You may select a tax body for change by keying the reference number associated with the tax body in the **Sel** field on the lower portion of the screen. The reference number displays before the **Tx Bdy** field. Display
(Reference Number)	The reference number of the tax body code displayed on this screen. This number is 1 through 12 for the tax body code 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-F20 TO CHG function keys. Display
Tax Body	The tax body code created to identify specific tax rates. Display
Tax Body Name	The description of this tax body. Display
Exempt	The tax exempt status code that this charge override contains. Display
Sel	Use this field to select a charge tax override on the top portion of this screen that you want to maintain or delete. Leave this field blank when adding a new charge tax override. Key the reference number associated with the desired charge tax override; the reference number is displayed before the **Tx Bdy** on the top portion of the screen. After pressing ENTER, the **Tx Bdy** field on the lower portion of the screen will be filled in with the selected tax body and the message "**Press enter to update or F24 to delete**" will display. You have the option to change the value in the **Exempt** field, or press F24=DELETE to delete the override. To delete all overrides, press F17=DELETE ALL. (N 2,0) Required/Blank

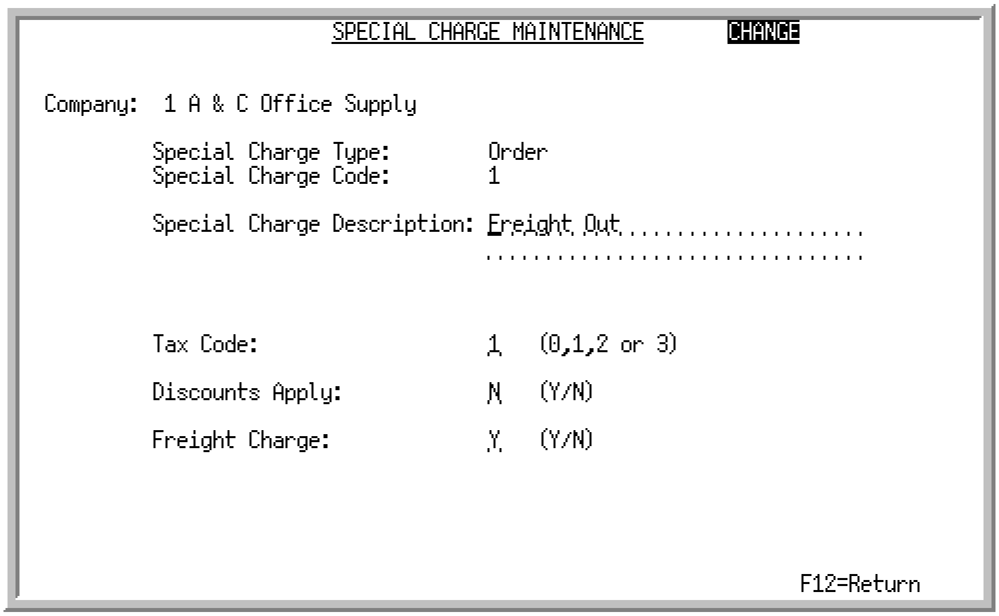
Charge Tax Overrides Screen Fields and Function Keys

Field/Function Key	Description
Tx Bdy	Use this field to select a tax body for which a charge tax override will be created. When adding a new tax body, the **Sel** field must be blank. When maintaining or deleting a tax body (the **Sel** field contains a value), this field will be filled in automatically with the selected tax body and will be for display only. Key the tax body to add. The selected tax body (once an **Exempt** has been chosen) will display on the top portion of this screen. *Valid Values:* a valid tax body code as defined through Tax Body Maintenance (MENU OEFILE). (A 6) Required/Display
Exempt	This field is used to select the tax exempt status code that this charge override will contain. This value will be used in place of the normal tax exempt code when charges are placed on orders under the overridden tax bodies. The selected exempt of the tax body will display on the top portion of this screen. You may change this exempt by entering the reference number (corresponding to the tax body) in the **Sel** field. *Valid Values:* 0, 1, 2, or 3 (A 1) Required
Warehouse	Key the number of the warehouse for which you are maintaining special charge tax overrides. The special charge tax overrides that display after you press ENTER will apply for this specific warehouse only (i.e., they are at the Item Balance level). When this field is blank and a warehouse is not displayed at the top of the screen, you are maintaining special charge tax overrides at the Item Master level. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional
F12=Return	Press F12=RETURN to return to the Special Charge Maintenance Selection Screen (p. 41-2).
F17=Delete All	The F17=DELETE ALL function key appears only when you are in Add mode. Press F17=DELETE ALL twice to delete all tax overrides defined for the current selection. To delete tax overrides individually, use F24=DELETE.

Charge Tax Overrides Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	The F24=DELETE function key appears only when you are in Change mode (that is, you keyed a selection number in the **Sel** field and pressed ENTER). Press F24=DELETE twice to delete the tax override displayed at the bottom of the screen. To remove all tax overrides defined for the current selection, use F17=DELETE ALL.
Enter	Press ENTER to confirm your selections. If you are adding a tax override, the override information will be added to the displayed list. If you are maintaining a tax override (that is, you keyed a selection number in the **Sel** field and pressed ENTER), the tax override information will be displayed at the bottom of the screen where you can make changes.

Special Charge File Maintenance Screen



This screen appears after you press ENTER on the Special Charge Maintenance Selection Screen (p. 41-2). Use this screen to add, change, or delete special charge information.

Refer to the Taxing Information (p. 4-32) section for detailed information regarding **Tax Body** and **Tax Exempt Codes** used in taxing calculations and hierarchies.

Special Charge File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company	This field displays the company entered on the previous screen. Display
Special Charge Type	This field displays the special charge type (Order or Line) entered on the previous screen. Display
Special Charge Code	This field displays the special charge code entered on the previous screen. Display
Special Charge Description	This is the description of this special charge code. The first description line is required for the special charge. The second line is optional. Key the desired description, modify the existing description, or press F24=DELETE to delete the existing description. (2 @ A 31) Required

Special Charge File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Product ID	NOTE: This field only displays if you installed Vertex software and selected to use Vertex taxing through System Options Maintenance (MENU XAFILE). Use this field to identify special charge tax classifications in Vertex. This product ID is a way to group similar types of special charges for tax override purposes in Vertex, like the product ID used for items in Item Master Maintenance (MENU IAFILE). Key or select a product ID, defined through Product ID Maintenance (MENU IAFIL2), for this special charge to be used by Vertex. (A 15) Optional
Tax Code	NOTE: This field is not used if you selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE). Use this field to select the tax exempt code. Key 0 if this special charge is taxable. All special charges with a tax code of 0 will be taxed unless: • the order header indicates the order is NOT to be taxed • a special charge **Tax Body** override exists as defined on the Charge Tax Overrides Screen (p. 41-4) • the special charge taxability fields are overridden on the sales order. Key 1, 2, or 3 if this special charge is tax exempt in one of three categories. You define what type of tax exemption each of these categories represent. All special charges with a tax code of 1, 2, or 3 will not be taxed unless: • a special charge **Tax Body** override exists as defined on the Charge Tax Overrides Screen (p. 41-4) • the special charge tax-ability fields are overridden on the sales order • the tax body is defined as one that uses Goods/Services or Provincial Sales Tax at which time those tax rules will apply. Refer to the GST/PST Taxing (p. 4-36) section for more detailed information. *Valid Values:* 0, 1, 2, or 3 (A 1) Required
Discounts Apply	This field determines if any discounts apply to this special charge. The value keyed in this field is used as the default in the **C/T Dsc** field on the Special Charges Screen (p. 6-95) during order entry. Key Y if this special charge amount qualifies for cash/trade discounts. Key N if discounts are not to be applied to this special charge. *Valid Values:* Y or N (A 1) Required

Special Charge File Maintenance Screen Fields and Function Keys

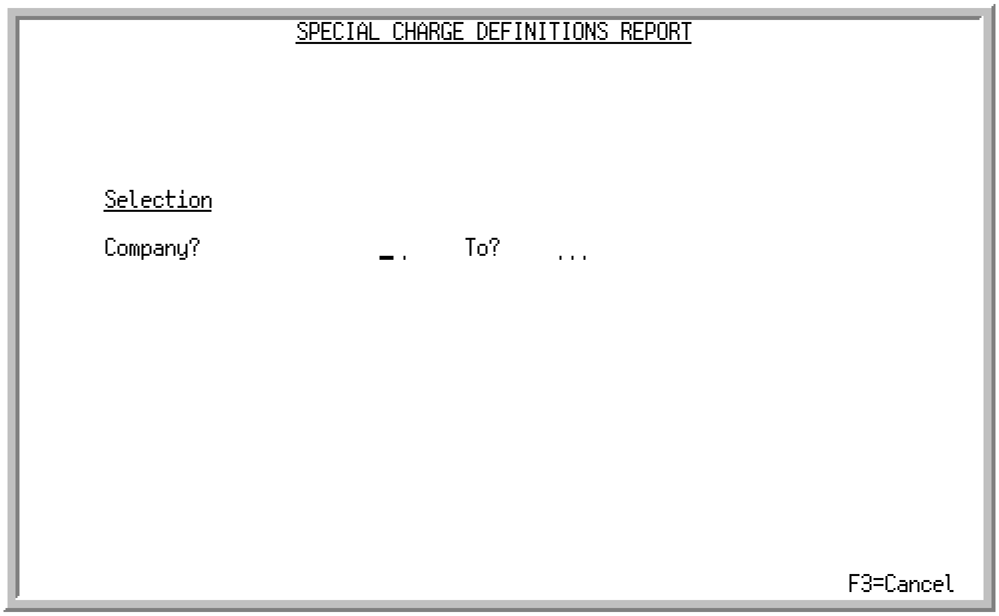
Field/Function Key	Description
Freight Charge	This field appears only when the **Special Charge Type** field is O. Use this field to indicate if this special charge is a freight charge. If there is a Y in the **Freight Charges Required to Ship Confirm Orders** field in Order Entry Options Maintenance (MENU XAFILE) and the FOB code on an order is defined with an R in the **Cost Liability** field (the recipient is responsible for shipping charges), you will not be allowed to ship confirm the order unless it contains at least 1 order level special charge that is defined as a freight charge. Key Y if this special charge is a freight charge. Key N if this special charge is not a freight charge. (A 1) Required
F12=Return	Press F12=RETURN to return to the Special Charge Maintenance Selection Screen (p. 41-2) without saving any changes made on this screen.
F24=Delete	The F24=DELETE function key displays in “delete” mode only. Press F24=DELETE to delete the special charge code displayed. The previous screen will display and the special charge code will be deleted.
Enter	Press ENTER to re-display the screen for verification. If no errors exist, press ENTER again to confirm your entries.

Special Charge Definitions 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
Special Charge Definitions Report Screen	Use to specify a range of companies for the listing.
Special Charge Definitions Listing	Prints a list of defined charges and their settings.

Special Charge Definitions Report Screen



This screen appears after you select option 12 - Special Charge Definitions Listing (MENU OEFILE). Use this screen to select the range of companies to print on the Special Charge Definitions Listing (p. 41-12).

NOTE: This screen appears only if you are using multiple companies as determined through System Options Maintenance (MENU XAFILE). Otherwise, this report will go directly to batch when you select option 12 and this screen will be bypassed.

Special Charge Definitions Report Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the company or range of companies for which special charges will print. (N 2,0) Required
F3=Cancel	Press F3=CANCEL to cancel your selections and return to MENU OEFILE.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear (refer to the Cross Applications User Guide for details about this screen).

Special Charge Definitions Listing

```
OE835   08/15/11  18:31:16                        SPECIAL CHARGE DEFINITIONS                 AK/APDEMO            PAGE:    1
   Co Fr: ALL
 Chrg.                                                   Taxable   Discount                                 Freight
 Code  Special Charge Description                        Code      Allowed                                  Charge
------------------------------------------------------------------------------------------------------------------------------
 Company:01 A & C Office Supply
Lin. M Item Minimum Order Charge                          0          N                                        N
Lin. W CHARGE BY WEIGHT FOR HEAVYSTUFF                    0          N                                        N
Lin. 1 Cutting Process                                    1          N
Lin. 2 Restock Charge                                     1          N
Ord. C Catalog Processing                                 0          N                                        N
Ord. D Discount - Promotional Pricing                     3          N                                        N
Ord. F Fuel Surcharge for Deliveries                      0          N                                        N
       15 to 150 lbs
Ord. P Promotions - Percent Off                           3          N                                        N
Ord. T Our Truck Orders                                   1          N                                        N
Ord. 1 Freight Out                                        1          N                                        Y
Ord. 2 Special Handling                                   1          N
Ord. 3 Return Charge                                      1          N
Ord. 8 Minimum/Maximum                                    0          N                                        N
```

This listing is produced following your responses on the Special Charge Definitions Report Screen (p. 41-11) and the Report Options Screen.

The special charge definitions for the selected companies print out on this listing.

CHAPTER 42

Maintaining Payment Types

42

A payment type represents the method of payment used by a customer, such as cash, check, and credit card. You must assign a valid payment type to each customer through Customer/Ship-To Master Maintenance (MENU ARFILE). When an order is created for that customer through Enter, Change & Ship Orders (MENU OEMAIN), the payment type assigned to the customer is the default for the order. You may accept or override this default, or key another valid payment type code. Payment types are specified in the **Pmt Cd** field on the Order Header Screen (p. 6-18).

Due to Electronic Payments Security Logging (required via PA-DSS v2.0 Requirement 4.1b), particular information will be tracked through this menu option when a user performs any of the following actions pertaining to credit card related payments only:

- Changing the expiration days
- Changing the merchant ID
  - If you select a Merchant ID interface that is no longer supported, a message will appear and you will not be allowed to add or maintain that Merchant ID. CenPOS Payment Processing is currently the only Distribution A+ supported interface available.
- Changing the AVS or CVV flags
- Changing the credit card type
- Adding a new credit card payment type record

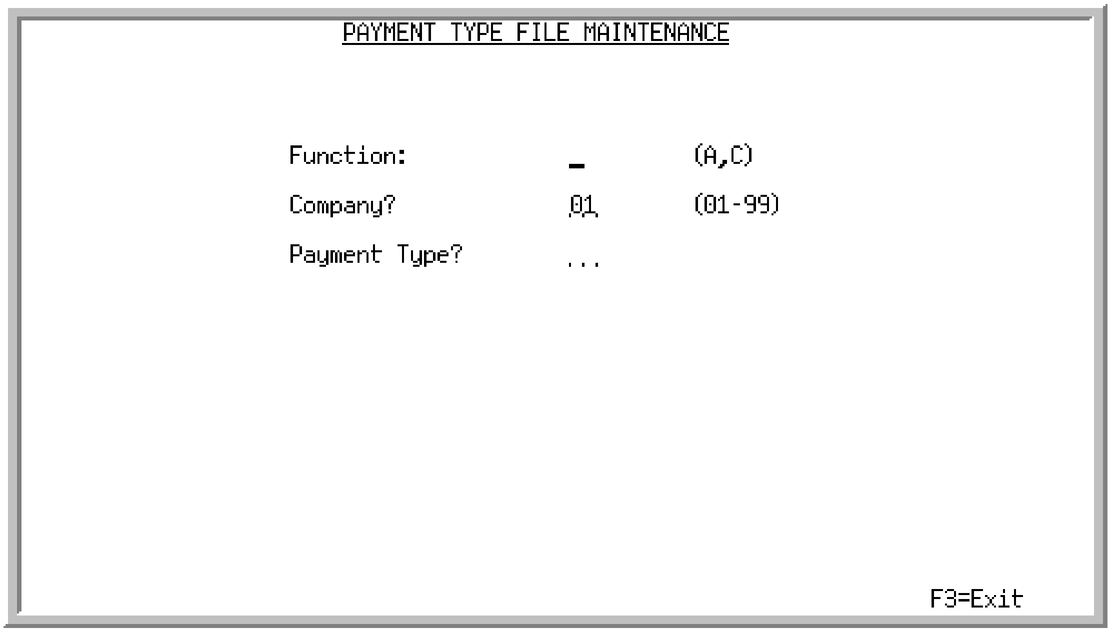
The above actions are logged in the Electronic Payments Security Logging File (EPSLOG), which can be purged and exported through the Purge/Export EP Security Log option on the Electronic Payments File Maintenance Menu (MENU EPFILE).

Payment Types 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
Payment Type Maintenance Selection Screen	Use to specify the payment type.
Payment Type File Maintenance Screen	Use to provide the payment information.
Electronic Payments Maintenance Screen	Use to provide payment information for electronic payments like ACH and credit cards.

Payment Type Maintenance Selection Screen



This screen appears after you select option 3 - Payment Types Maintenance (MENU OEFILE). Use this screen to select the payment type to add or change.

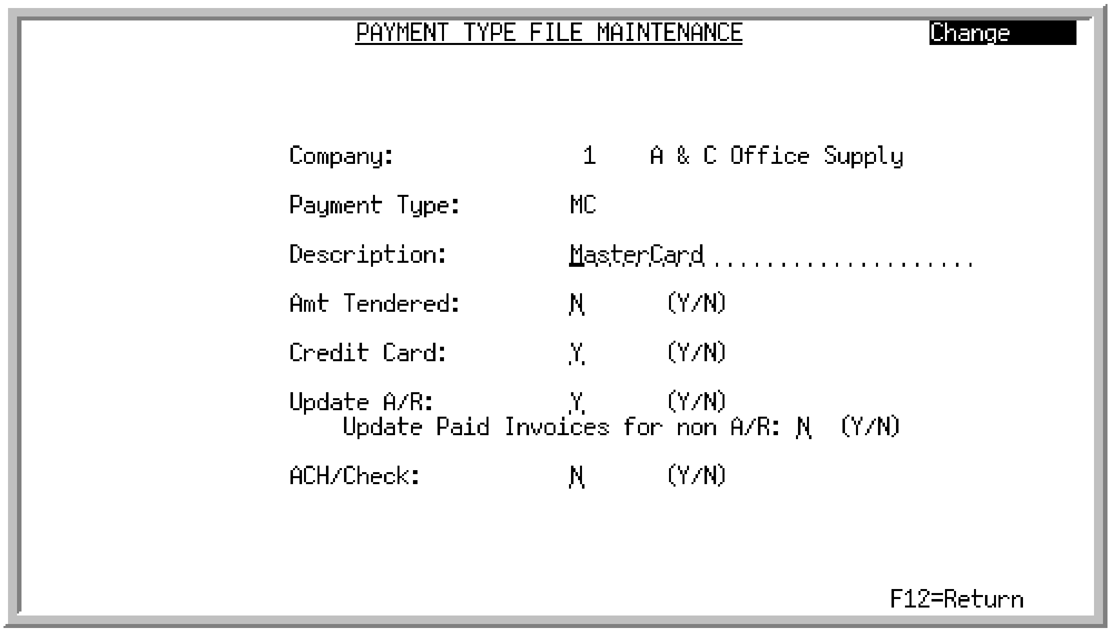
Payment Type Maintenance Selection Screen Fields and Function Keys

Field/Function Keys	Description
Function	Key A to add a new payment type. Key C to change information relating to an existing payment type. (A 1) Required
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the company that you will be adding a payment type to, or the company for which you will be modifying a payment type. *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
Payment Type	Key the payment type to add or modify. (A 2) Required

Payment Type Maintenance Selection Screen Fields and Function Keys

Field/Function Keys	Description
F3=Exit	Press F3=EXIT to cancel this option and return to MENU OEFILE.
Enter	Press ENTER to confirm your selections. The Payment Type File Maintenance Screen (p. 42-5) will appear.

Payment Type File Maintenance Screen



This screen appears after you press ENTER from the Payment Type Maintenance Selection Screen (p. 42-3). Use this screen to add or change payment type information.

Payment Type File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company	This field displays the company entered on the previous screen. Display
Payment Type	This field displays the payment type entered on the previous screen. Display
Description	This is the description of the payment type that you are adding or modifying. Key the description of the payment type code, or modify the existing description. (A 30) Required

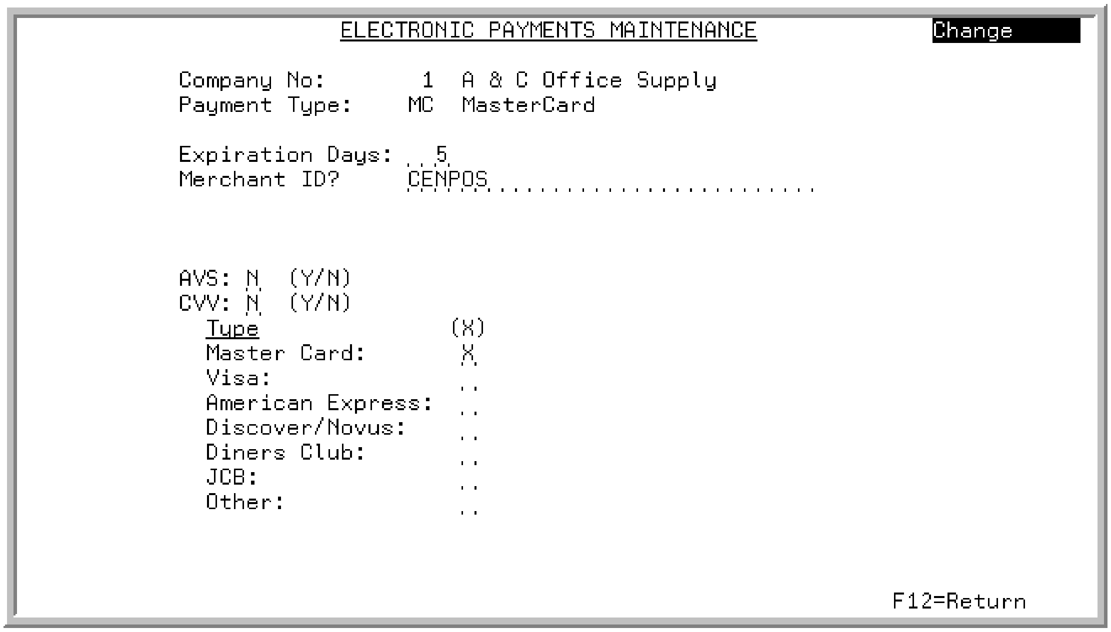
Payment Type File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Amt Tendered	Indicates if an amount tendered will be required on the End Order Screen (p. 6-248) during Enter, Change & Ship Orders (MENU OEMAIN) when the order uses this payment type. Typically, an amount tendered is required for a cash sale (the change due to the customer is calculated.) Key Y to require the entry of an amount tendered (or received in the **Cash Rec'd** field) on the End Order Screen for a cash sale. Also, a credit card number and expiration date cannot be keyed on the Order Header Screen (p. 6-18). Key N if you do not want to allow the entry of an amount tendered. *Valid Values:* Cannot be Y if your response in the **Credit Card** field or the **Update A/R** field is Y. (A 1) Required
Credit Card	This field displays only if **Use Credit Cards** is Y in Order Entry Options Maintenance (MENU OEMAIN). Indicates if this payment type is a credit card or not. The credit card number and expiration date must be specified for orders assigned to a credit card payment type. Key Y if this payment type is for a credit card. A credit card number and expiration date are required in the **CC** and **Exp** fields on the Order Header Screen (p. 6-18). If Electronic Payments is installed and you key Y in this field, the Electronic Payments Maintenance Screen (p. 42-8) will appear when you press ENTER. Key N if you do not want to allow the entry of credit card information during Enter, Change & Ship Orders (MENU OEMAIN) for this payment type. *Valid Values:* Cannot be Y if your response in the **Amt Tendered or ACH/ Check** field is Y (A 1) Required
Update A/R	This field determines whether this payment type will be posted to Accounts Receivable. Note that cash does not update Accounts Receivable, therefore that is why the **Amt Tendered** field cannot be Y if this field is Y. Key Y if to update Accounts Receivable at Day-end. Key N if you do not want Accounts Receivable updated. *Valid Values:* Cannot be Y if your response in the **Amt Tendered** field is Y. (A 1) Required

Payment Type File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Update Paid Invoices for Non A/R	This field will create Accounts Receivable payment history for invoices that were not paid through Accounts Receivable but may have been paid by cash or credit card. Key Y if this payment type will track Accounts Receivable Payment History during Day-End Processing. Key N if this payment type will not track Accounts Receivable Payment History during Day-End Processing. *Valid Values:* Cannot be Y if your response in the **Amt Tendered** or **Update A/R** field is Y (A 1) Required
ACH/Check	This field appears only if Electronic Payments is installed. This field determines whether this payment type can be used to indicate an automated clearing house (ACH) or check payment. Key Y if this payment type will be used for an ACH/check payment. Key N if this payment type will not be used for an ACH/check payment. *Valid Values:* Cannot be Y if your response in the **Amt Tendered** or **Credit Card** field is Y (A 1) Required
F12=Return	Press F12=RETURN to return to the Payment Type Maintenance Selection Screen (p. 42-3) without saving any changes made on this screen.
Enter	Press ENTER to re-display the screen for verification. If no errors exist, press ENTER again to update the file. If Electronic Payments is installed and you key Y in the **Credit Card** or **ACH/ Check** field, the Electronic Payments Maintenance Screen (p. 42-8) will appear when you press ENTER.

Electronic Payments Maintenance Screen



This screen appears after you press ENTER on the Electronic Payments Maintenance Screen (p. 42-8) if either the **Credit Card** or **ACH/Check** field is set to Y.

Use this screen to provide information about the credit card or ACH/check payment. The company and payment type specified on the Payment Type Maintenance Selection Screen (p. 42-3) are shown at the top of this screen.

Electronic Payments Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Expiration Days	This field appears only when maintaining credit card payment type information. Use this field to specify the number of days for which a credit authorization will be valid. The expiration days you specify here should match the expiration days for the type of credit card you are maintaining. Contact your third party payment service provider for the standard expiration days for each type of credit card your company accepts. Authorized orders that use this type of credit card and that remain authorized longer than the number of days specified here will be placed on Expired Authorization hold during Day-End Processing (MENU XAMAST) and must then be re-authorized through Enter, Change & Ship Orders (MENU OEMAIN), or by batch, through Credit Card Authorization (MENU EPMAIN). Key the number of days to keep an order authorized. *Valid Values:* 0-999 (N 3,0) Required
Merchant ID	Use this field to specify the merchant ID assigned by the authorization network or your third party credit card vendor. Key the merchant ID. NOTE: If you select a Merchant ID interface that is no longer supported, a message will appear and you will not be allowed to add or maintain that Merchant ID. CenPOS Payment Processing is currently the only Distribution A+ supported interface available. *Valid Values:* A merchant ID defined through Merchant ID Maintenance (MENU EPFILE). (A 30) Required
AVS	This field appears only when maintaining credit card payment type information. Use this field to specify whether Address Verification Service (AVS) is required for this type of credit card. AVS requires the cardholder's address information for processing. Contact the authorization network to determine if AVS is required. Key Y if AVS is required. Key N if AVS is not required. (A 1) Required

Electronic Payments Maintenance Screen Fields and Function Keys

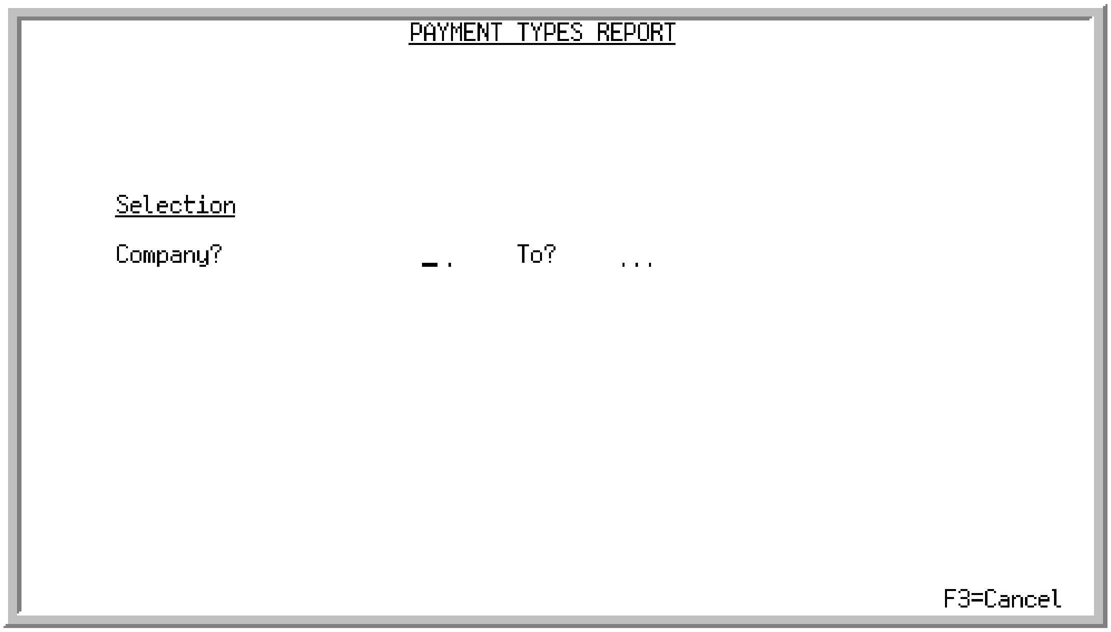
Field/Function Key	Description
CVV	This field appears only when maintaining credit card payment type information. Use this field to specify whether the Credit Card Verification Value (CVV) is required for this type of credit card. The CVV is the three or four digit number printed on a credit card. This number is distinct from the account number of the card and is usually used to validate that the cardholder actually has possession of the card. This value can also be referred to as CVV2, CVC2, or CID, depending on the type of credit card. Contact the authorization network to determine if CVV is required. Key Y if CVV is required. Key N if CVV is not required. NOTE: With secure card integration, when using the CenPOS *Manage Token Panel*, the **CVV** field (if required) will still be applicable when processing authorizations from the A+ Authorization Window. It is not applicable, however, even if set as required, when using the CenPOS *Manage Token Panel* to enter credit card information for token generation, or using the CenPOS *Authorization Panel* for processing authorizations. The latter examples are performed directly on the CenPOS side, and any CVV requirements would be configured in CenPOS to check for this CVV value. (A 1) Required
Type	This field appears only when maintaining credit card payment type information. Use this field to specify the type of credit card to associate with the payment type. Key an X beside the type of credit card you are maintaining. An X can be keyed next to one type of card only. NOTE: Contact your third party payment service provider to determine which credit cards types they will accept and support. Card type **Other** is provided for custom use. (A 1) Required
F12=Return	Press the F12=RETURN function key to return to the Payment Type File Maintenance Screen (p. 42-5) without saving your changes.
Enter	Press the ENTER key to save your changes and return to the Payment Type File Maintenance Screen (p. 42-5).

Payment Types 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
Payment Types Report Screen	Use to specify the companies for which to print the listing.
Payment Types Listing	Prints a list of payment types that match the selection criteria.

Payment Types Report Screen



This screen appears after you select option 13 - Payment Types Listing (MENU OEFILE). Use this screen to select the range of companies to print on the Payment Types Listing (p. 42-13). This screen appears only if you are using multiple companies, otherwise, this report goes directly to batch when the option is selected.

Payment Types Report Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the range of companies for which to print payment types. (N 2,0) Required
F3=Cancel	Press F3=CANCEL to cancel your selections and return to MENU OEFILE.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Payment Types Listing

OE845 11/30/16 20:10:23 PAYMENT TYPES AU/APDEMO PAGE: 1
Co Fr: 01
To: 01

Pay Code	Payment Type Description / Merchant ID	Use Amt. Tendered	Credit Card	Update A/R	Update Paid Inv.	ACH/ Check	Exp. Days	AVS	CVV	M/C	VISA	AMX	DIS	DIN	JCB	OTH
Company:01 A & C Office Supply																
AC	ACH/Check Payment CENPOS	N	N	Y	N	Y										
AE	American Express CENPOS	N	Y	N	N	N	30	N	N			X				
AH	ACH/Check Payment-PayPal V002	N	N	Y	N	Y										
AR	Accounts Receivable	N	N	Y												
A2	American Express-PayPal V002	N	Y	N	N	N	30	N	N			X				
CA	Cash	Y	N	N												
CC	Credit Card	N	Y	N												
CD	Payment on Delivery	N	N	Y												
CP	CenPOS Other CENPOS	N	Y	N	N	N	30	N	N							X
CU	Cash - Update Payment History	Y	N	N	Y	N										
DI	Discover Card CENPOS	N	Y	N	N	N	30	N	N				X			
D2	Discover Card-PayPal V002	N	Y	N	N	N	30	N	N				X			
D3	Diners Club-PayPal V002	N	Y	N	N	N	30	N	N					X		
GC	Gift Cards	Y	N	N												
MC	MasterCard CENPOS	N	Y	Y	N	N	5	N	N	X						
MV	MasterCard - PayPal V001	N	Y	Y	N	N	30	N	N	X						

This listing is produced following your responses on the Payment Types Report Screen (p. 42-12) and the Report Options Screen. The options you defined for all payment types (associated with the indicated range of companies) are printed.

CHAPTER 43 Maintaining Order Hold Codes

43

The Hold Code Maintenance option allows you to define order hold codes used during Enter, Change & Ship Orders (MENU OEMAIN), and Application Action Authority (MENU XASCTY). An order hold code is used to place an order on hold. When an order is held, you cannot print a Pick list or Invoice for the order.

An order may be automatically put on hold with any of the following hold codes:

- CR - Credit Limit Exceeded
- SP - Slow Payer
- GM - Below Minimum Gross Margin
- GX - Above Maximum Gross Margin
- NC - New Customer
- OH - Off-line Order Entry Errors
- Any user-defined hold code that has been specified for a unique purpose through a system/company/warehouse option, will also be used, when applicable, to automatically put an order on hold. For example, if RG is identified as the RGA hold code, when the system processes returns, they may automatically be put on RG hold. These user-defined holds apply to the following: Warehouse Management hold (MENU WMFILE), boxing hold (MENU WMFILE), drop ship hold (MENU XAFILE), order minimum hold (MENU XAFILE), RGA hold (MENU XAFILE), or consolidated invoice hold (MENU XAFILE). These hold codes are user defined through this option and then assigned to the applicable options record. You may also define any additional hold codes through this option. At the End Order Screen, you key the hold code, and the order will be held with that hold code type.

NOTE: The six system-generated hold codes (CR, SP, GM, GX, NC, OH) will automatically have Application Action Authority Extended Instances established for Master User access.

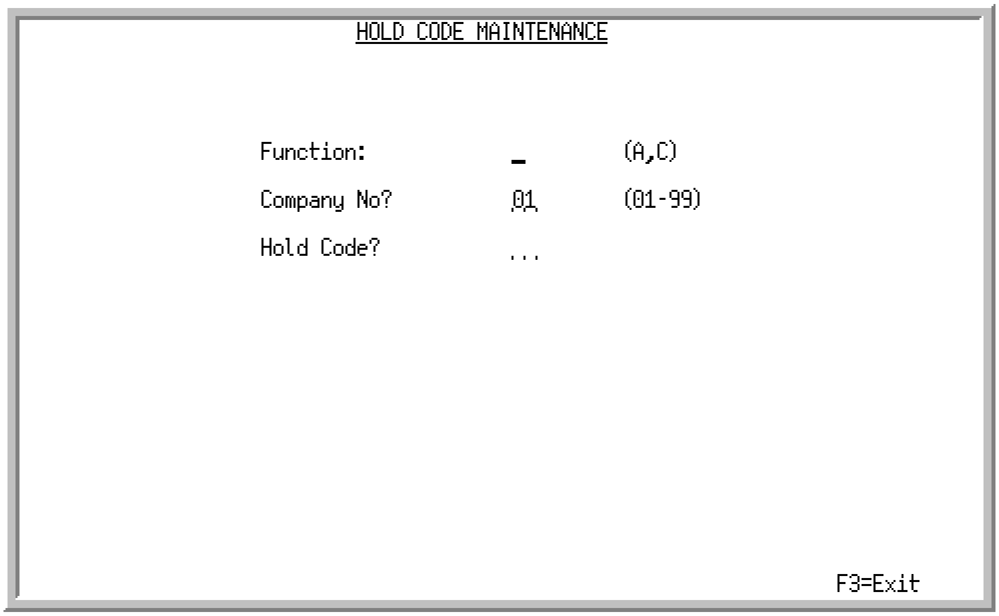
Orders placed on hold can be released by using Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN) or Release "New Customer" Orders (MENU OEMAIN).

Order Hold Codes 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
Hold Code Maintenance Selection Screen	Use to specify the order hold code.
Hold Code Maintenance Screen	Use to provide the hold code information.

Hold Code Maintenance Selection Screen



This screen appears after you select option 4 - Order Hold Codes Maintenance (MENU OEFILE). This screen is used to select the hold code to create or maintain.

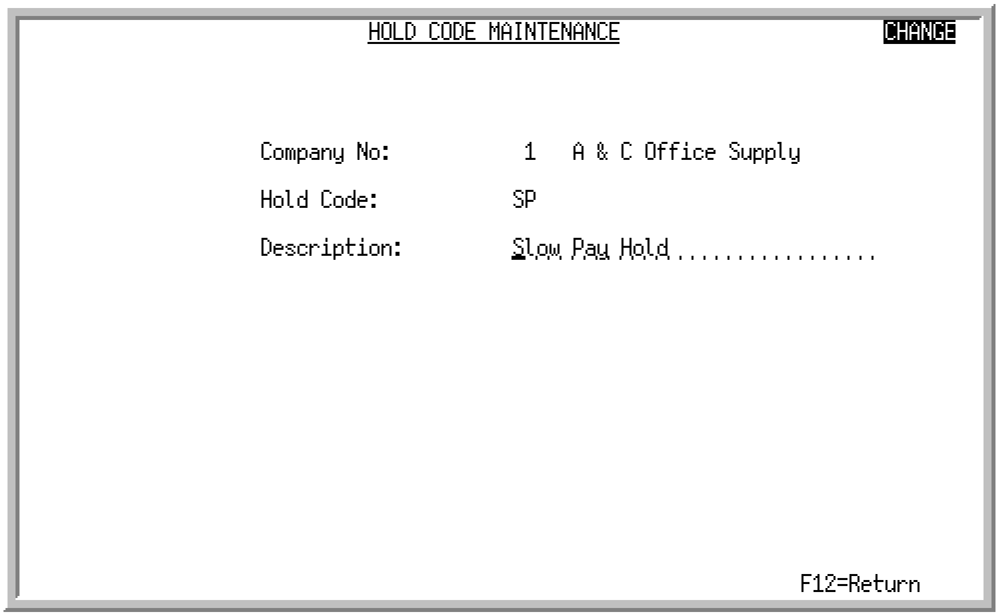
Hold Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a hold code. Key C to change an existing hold code. (A 1) Required
Company No	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the company for which you will be adding or changing order hold codes. *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

Hold Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Hold Code	Use this field to add or change a hold code. Key the desired hold code. This code may be used when entering an order to place that order on hold. *Valid Values:* Any characters (A 2) Required
F3=Exit	Press F3=EXIT to cancel this option and return to MENU OEFILE.
Enter	Press ENTER to confirm your selections. The Hold Code Maintenance Screen (p. 43-5) will appear.

Hold Code Maintenance Screen



This screen appears after you press ENTER on the Hold Code Maintenance Selection Screen (p. 43-3). This screen is used to enter or change hold code information.

Hold Code Maintenance Screen Fields and Function Keys

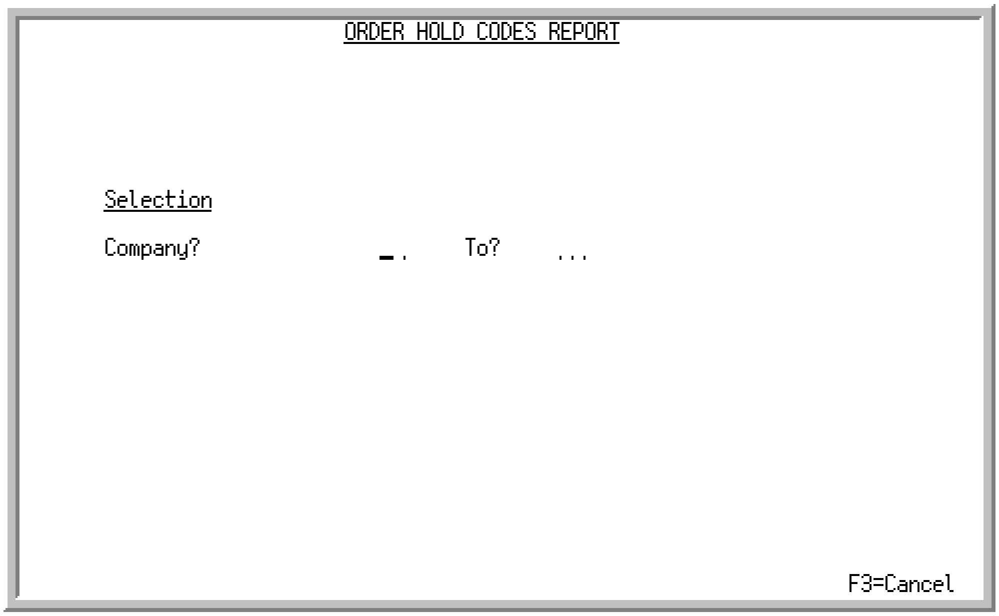
Field/Function Key	Description
Description	This is the description of the selected hold code. Enter the appropriate description for this hold code, or modify the existing description. (A 30) Required
F12=Return	Press F12=RETURN to return to the Hold Code Maintenance Selection Screen (p. 43-3) without saving any changes made on this screen.
Enter	Press ENTER to re-display the screen for verification. If no errors exist, press ENTER again to update your entry.

Order Hold Codes 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
Order Hold Codes Report Screen	Use to specify the companies for which to print order hold codes.
Order Hold Codes Listing	Prints a list of order hold codes for the companies specified.

Order Hold Codes Report Screen



This screen appears after you select option 14 - Order Hold Codes Listing (MENU OEFILE). Use this screen to select the range of companies to print on the Order Hold Codes Listing (p. 43-8). This screen appears only when you are using multiple companies, otherwise, this report goes directly to batch when the option is selected.

Order Hold Codes Report Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the range of companies to print. (N 2,0) Required
F3=Cancel	Press F3=CANCEL to cancel your selections and return to MENU OEFILE.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Order Hold Codes Listing

```
OE855   06/09/11   6:43:41                    ORDER HOLD CODES                    AM/APDEMO          PAGE:    1
   Co Fr: ALL
   Hold
   Code     Hold Description
--------------------------------------------------------------------------------------------------------------------
 Company:01 A & C Office Supply
    AI      Automated Invoice Hold
    BX      Boxing Hold
    CI      Consolidated Invoice Hold
    CR      Credit Hold
    DC      Declined Credit Card Hold
    DS      Drop Ship hold
    EA      Expired Authorization Hold
    E1      EDI Order Hold
    E2      EDI Order Error Hold
    GM      Minimum Gross Margin Hold
    GX      Maximum Gross Margin Hold
    NC      New Customer Hold
    OH      Offline Entry Hold
    OM      Order Minimum Hold
    PA      Pending Authorization Hold
    PR      Processing Error Hold
    RG      Return Goods Auth Hold
    RH      Replenishment Hold
    SP      Slow Pay Hold
    WM      Warehouse Management Hold
```

This listing is produced following your responses on the Order Hold Codes Report Screen (p. 43-7) and the Report Options Screen. The descriptions you defined for all order hold codes (associated with the indicated range of companies) are printed.

CHAPTER 44

Maintaining Order Delete Reason Codes

44

Order delete reason codes can be used when deleting an order through Delete Open Orders (MENU OEMAIN) or when deleting a line item through Enter, Change & Ship Orders (MENU OEMAIN). The **Save Deleted Orders** field in Order Entry Options Maintenance (MENU XAFILE) determines if information about orders deleted through Delete Open Orders will be retained. The **Delete Reason Code Required** field (also defined in Order Entry Options Maintenance) determines, as the default, if information about line items deleted through order entry processing will be retained. If data for the order or the line is to be retained, a reason code, defined through this option, identifies why the deletion occurred and determines if the deleted information is to be considered when the Inventory Management & Planning demand history is being calculated.

When an order or line item is deleted, a two character reason code (indicating the reason for deletion) may be required. If deleted orders and deleted lines are being saved, this reason code will be saved along with the order or line. You can then create reports and inquires to analyze lost sales.

At least one order delete reason code must be created for each company.

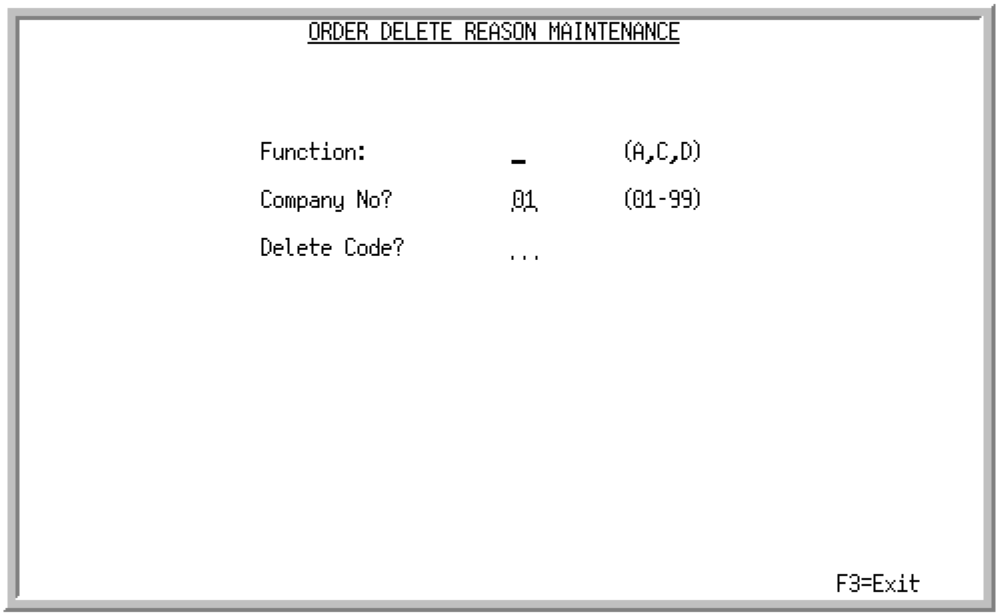
NOTE: For line item deletion, two default reason codes can be identified through Order Entry Options Maintenance (MENU XAFILE); one will be used as the default when deleting lines from new orders; the other when deleting lines from existing orders.

Order Delete Reason Codes 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
Order Delete Reason Maintenance Selection Screen	Use to specify the reason code.
Order Delete Reason Maintenance Screen	Use to provide the code information.

Order Delete Reason Maintenance Selection Screen



This screen appears after you select option 5 - Order Delete Reason Codes Maintenance (MENU OEFILE). Use this screen to select the delete reason code to add, change, or delete.

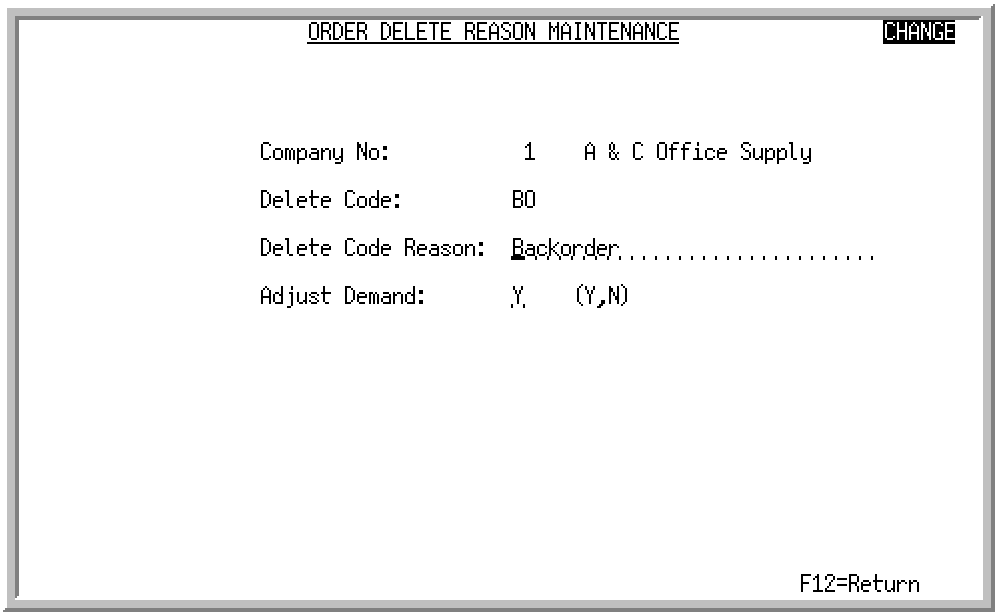
Order Delete Reason Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a delete reason code. Key C to change an existing delete reason code. Key D to delete an existing delete reason code. (A 1) Required
Company No	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the company for which you will be adding, changing, or deleting a delete reason code. *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

Order Delete Reason Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Delete Code	Use this field to add, change, or delete a delete code. Key the desired code (A 2) Required
F3=Exit	Press F3=EXIT to cancel this option and return to MENU OEFILE.
Enter	Press ENTER to confirm your selections. The Order Delete Reason Maintenance Screen (p. 44-4) will appear.

Order Delete Reason Maintenance Screen



This screen appears after making a selection and pressing ENTER on the Order Delete Reason Maintenance Selection Screen (p. 44-2). This screen allows you to enter, change, or delete the delete code reason description.

Order Delete Reason Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company No	This field displays the company entered on the previous screen. Display
Delete Code	This field displays the delete code entered on the previous screen. Display
Delete Code Reason	This is the description of the delete code that you are adding, changing, or deleting. Key the appropriate description, modify the existing description, or press F24=DELETE to delete the existing delete reason code). (A 30) Required

Order Delete Reason Maintenance Screen Fields and Function Keys

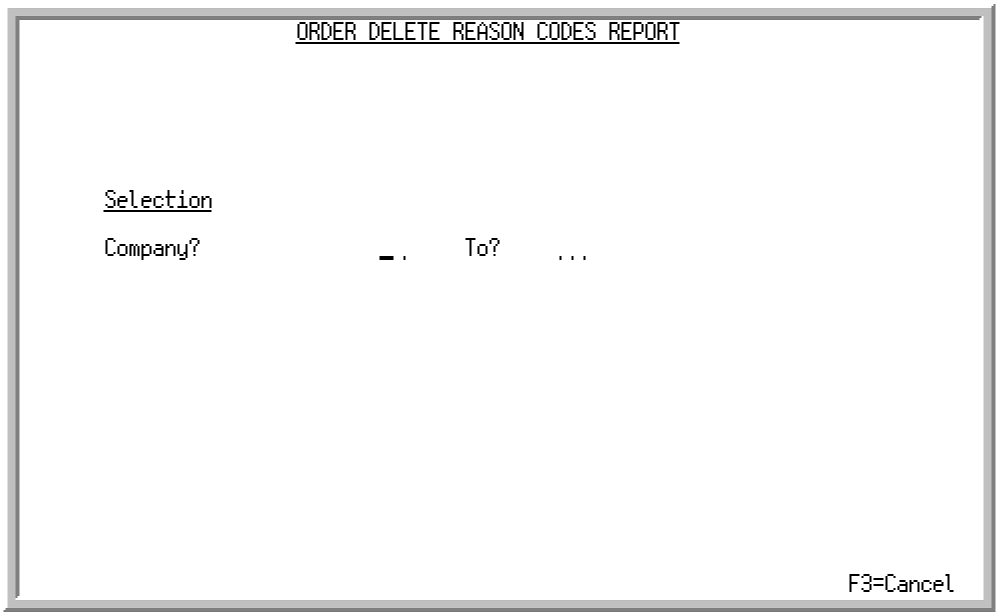
Field/Function Key	Description
Adjust Demand	Use this field to specify whether or not the sales demand should be adjusted when an order or line is deleted. The sales demand will be adjusted for all the line items (if an order is being deleted) or the particular line item (if a single line is being deleted) if you key a **Delete Code** and enter Y in this field. Key Y to adjust sales demand when an order or line is deleted and this code is used as the reason. Key N if you do not want sales demand adjusted when an order or line is deleted and this code is used as the reason. NOTE: If you delete an order with a reason code that has this field set to Y, the amount deleted will treated as an adjustment in forecasting, and will affect minimum and maximum balance calculations. If you do not want a deleted quantity to be treated as an adjustment, set this field to N. *Default Value:* N (A 1) Required
F12=Return	Press F12=RETURN to return to the Order Delete Reason Maintenance Selection Screen (p. 44-2) without saving any changes made on this screen.
F24=Delete	The F24=DELETE function key displays only if you are in "delete" mode. Press F24=DELETE to delete the displayed delete reason code. The Order Delete Reason Maintenance Selection Screen (p. 44-2) will appear and the delete code will be deleted.
Enter	Press ENTER to re-display the screen for verification. If no errors exist, press ENTER again to update the file.

Order Delete Reason Codes 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
Order Delete Reason Codes Report Screen	Use to specify the companies for which to print reason codes.
Order Delete Reason Codes Listing	Prints a list of reason codes for the companies specified.

Order Delete Reason Codes Report Screen



This screen appears after you select option 15 - Order Delete Reason Codes Listing (MENU OEFILE). This screen is used to select the range of companies to print on the Order Delete Reason Codes Listing (p. 44-8). This screen appears only when you have multiple companies, otherwise, this report goes directly to batch when the option is selected.

Order Delete Reason Codes Report Screen fields and Function Keys

Field/Function Key	Description
Company	Key the range of companies to print. (N 2,0) Required
F3=Cancel	Press F3=CANCEL to cancel your selections and return to MENU OEFILE.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Order Delete Reason Codes Listing

```
OE865   06/09/11   6:43:47                  ORDER DELETE REASON CODES          AM/APDEMO          PAGE:    1
  Co Fr: ALL
 Delete                                      Adjust
 Reason Code     Delete Reason Text          Demand
----------------------------------------------------------------------------------------------------------
 Company:01 A & C Office Supply
   BO            Backorder                     Y
   DE            Delivery                      Y
   MI            Mistake                       N
   PR            Price                         N
   QU            Quote                         N
```

This listing is produced following your responses on the Order Delete Reason Codes Report Screen (p. 44-7) and the Report Options Screen. The order delete reason codes and their descriptions for the selected companies are printed.

CHAPTER 45

Maintaining Order Messages

45

The Order Messages option allows you to define order message codes to be used during Enter, Change & Ship Orders (MENU OEMAIN). Order message codes reference messages or advertising notes that can be inserted in orders. Message codes may be specified for an order on the Order Comments Screen (p. 6-99).You select the message code to be used for an existing line or order comment, and determine whether this message will appear on the Pick List, Invoice, or both.

NOTE: Invoice messages also appear on Order Acknowledgments.

In addition, for each company, you may create up to three "universal" messages that will automatically appear on special forms. The message codes for universal pick list messages are P1 through P3. For invoices, the codes are I1 through I3. Invoice messages will also appear on order acknowledgments.Message codes R1 through R3 are reserved for universal messages for RGA Slips.

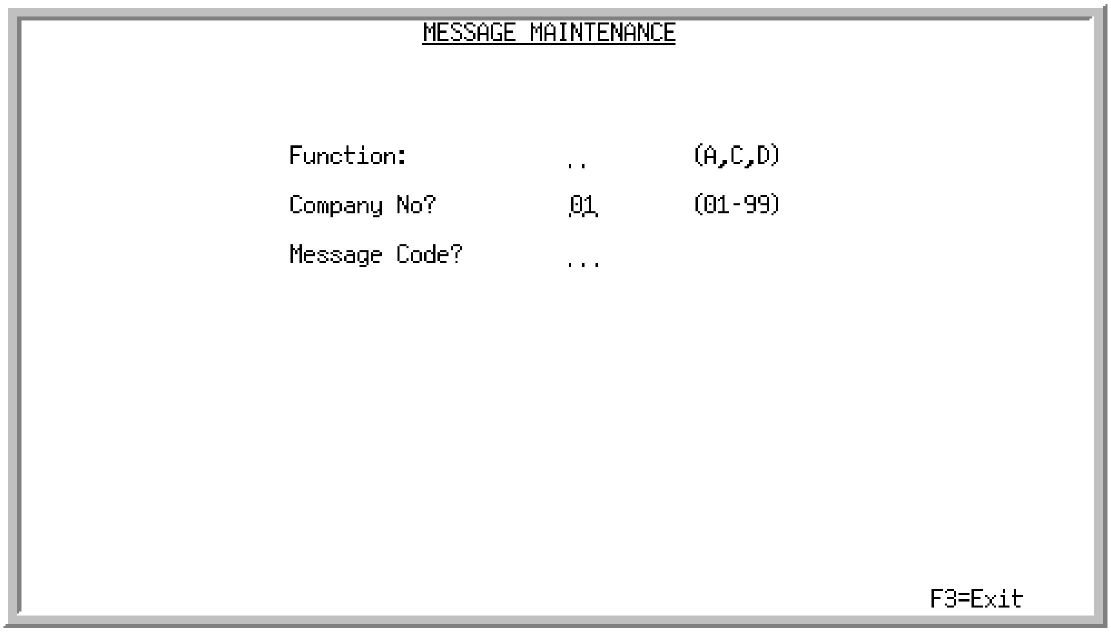
You do not have to select these universal message codes during Enter, Change & Ship Orders (MENU OEMAIN). Once created, they will automatically print on every special form until deleted through this option.

Order Messages 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
Message Maintenance Selection Screen	Use to specify the message code.
Message Maintenance Screen	Use to provide the message text.

Message Maintenance Selection Screen



This screen appears after you select option 6 - Order Messages Maintenance (MENU OEFILE). This screen is used to select the order message code to create, maintain, or delete.

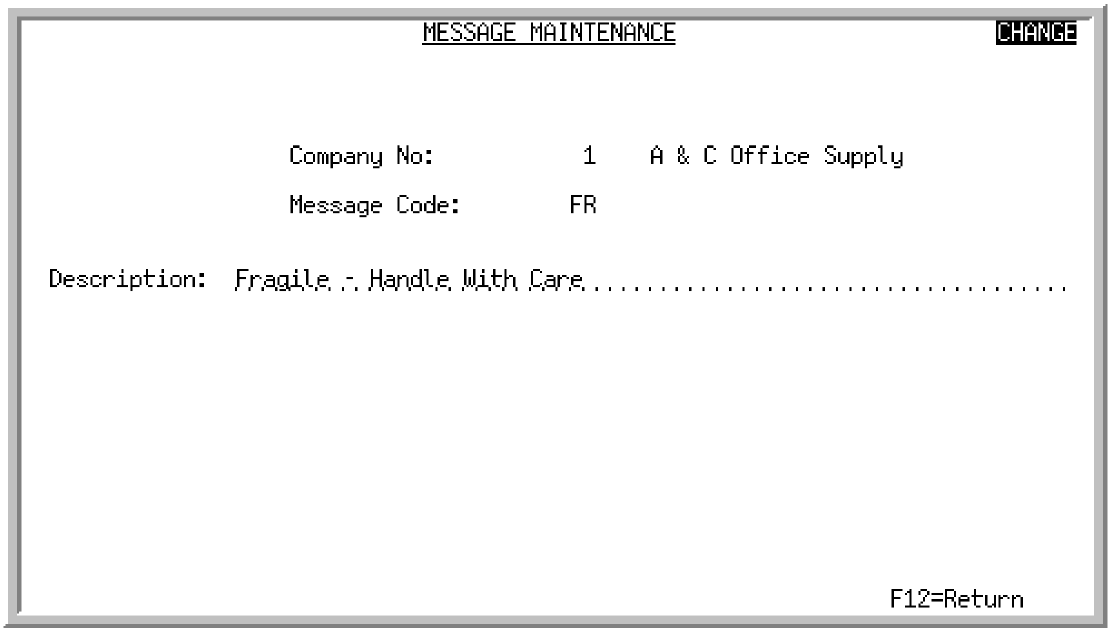
Message Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add an order message code. Key C to change an existing order message code. Key D to delete an existing order message code. (A 1) Required
Company No	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the company for which you will be adding, changing, or deleting an order message code. *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

Message Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Message Code	Key the code used during order entry to reference messages or advertising notes. When this message code is keyed during order entry, the message associated with it is automatically inserted into the order. When specifying the message code to be created in this field, you can also create up to three “universal” messages to automatically print on special forms, and each message has a specific reserved two-character code. These universal messages do not become part of the body of the order but instead are used to only print on the specific document. The associated print documents look for the existence of these specific message codes, and, if they exist, the associated message is printed on the document. The universal message codes and their purpose are as follows: • P1, P2, and P3 for pick lists/tickets • I1, I2, and I3 for invoices and order acknowledgments • R1, R2, and R3 for RGA slips (A 2) Required
F3=Exit	Press F3=EXIT to cancel this option and return to MENU OEFILE.
Enter	Press ENTER to confirm your selections. The Message Maintenance Screen (p. 45-4) will appear.

Message Maintenance Screen



This screen appears after you press ENTER from the Message Maintenance Selection Screen (p. 45-2). This screen is used to enter, change, or delete the message code description.

Message Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company No	This field displays the company entered on the previous screen. Display
Message Code	This field displays the message code entered on the previous screen. Display
Description	This message will be inserted into an order when the corresponding message code is specified on the Order Comments Screen (p. 6-99) during Order Entry. Universal message codes (I1-I3, P1-P3, R1-R3) do not have to be entered in Order Entry and will prompt automatically. Enter the message associated with this message code, modify the existing message, or press F24=DELETE to delete this message code. (A 62) Required
F12=Return	Press F12=RETURN to return to the Message Maintenance Selection Screen (p. 45-2) without saving any changes made on this screen.

Message Maintenance Screen Fields and Function Keys

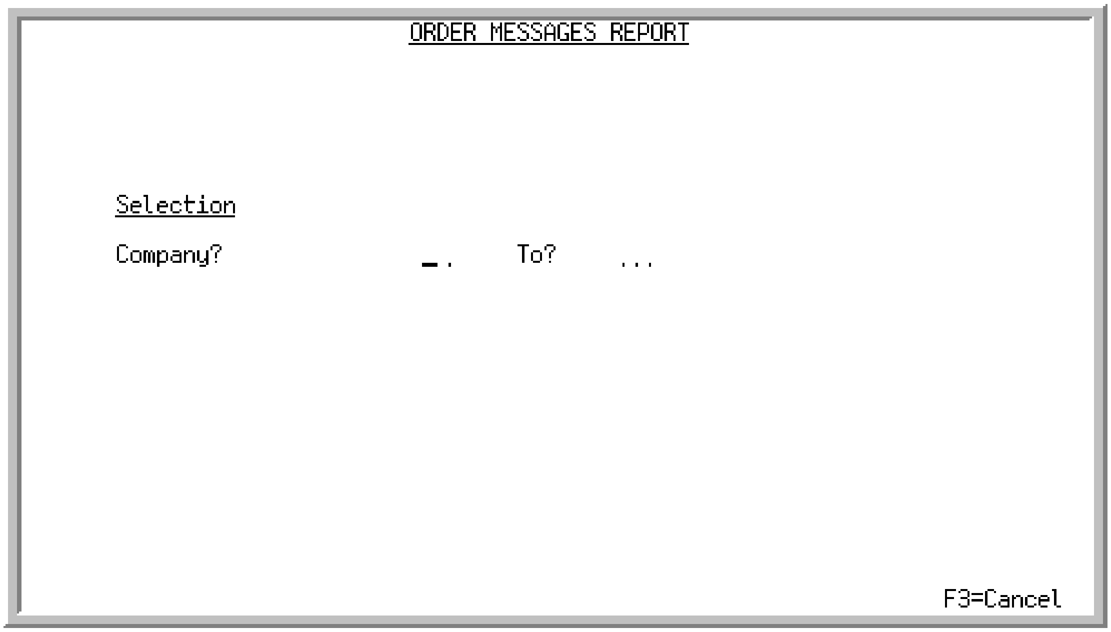
Field/Function Key	Description
F24=Delete	The F24=DELETE function key displays only if you are in "delete" mode. Press F24=DELETE to delete the displayed message code. The Message Maintenance Selection Screen (p. 45-2) will appear and the message code will be deleted.
Enter	Press ENTER to re-display the screen for verification. If no errors exist, press ENTER again to update the file.

Order Messages 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
Order Messages Report Screen	Use to specify the companies for which to print messages.
Order Messages Listing	Prints a list of messages for the specified companies.

Order Messages Report Screen



This screen appears after you select option 16 - Order Messages Listing (MENU OEFILE). This screen is used to select the range of companies to print on the Order Messages Listing (p. 45-7).

Order Message Report Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the range of companies to print. (N 2,0) Required
F3=Cancel	Press F3=CANCEL to cancel your selections and return to MENU OEFILE.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Order Messages Listing

```
OE875   06/09/11   6:43:53                    ORDER MESSAGES              AM/APDEMO          PAGE:   2
   Co Fr: ALL
    Message
    Code        Message Text
------------------------------------------------------------------------------------------------------
 Company:01 A & C Office Supply
      FR        Fragile - Handle With Care
      HH        Happy Holidays!!!
      RO        Rush Order.
```

This listing is produced following your responses on the Order Messages Report Screen (p. 45-6) and the Report Options Screen. The order message codes and their descriptions are printed.

CHAPTER 46 Maintaining Order Source Codes

46

Order source codes are used for posting accounts from Order Entry to General Ledger, or for tracking information to order history. An order source code is a two character code assigned to each order as it is created. Use order source codes if information from an order is used to determine which accounts are updated. For more information, refer to the General Ledger Interface User Guide.

Order source codes are defined through the Order Source Codes Maintenance option on the GL Accounts Transfer Menu (MENU GLXFER) or on the Order Entry File Maintenance Menu (MENU OEFILE).

You must create order source codes if you have answered Y to **Use Order Source Code** for any account when setting up transfer options through GL Transfer Definition (MENU GLXFER), or if you have answered either Y or I (for informational) to **Use Order Source Code** in Order Entry Options Maintenance (MENU XAFILE). Otherwise, it is not necessary to run this option. Order source codes will not be used.

For an explanation of the Order Source Codes Maintenance and Listing options, refer to the General Ledger Interface User Guide.

CHAPTER 47

Maintaining Customer Comments

47

The Customer Comments Maintenance option allows you to define customer service comments for a given customer or customer's ship-to address. A comment defined for a customer is referenced during Enter, Change & Ship Orders (MENU OEMAIN) when an order is keyed for that customer, regardless of the ship-to address. A comment defined for a customer's ship-to address is referenced during Order Entry only for the order that specifies the same ship-to address.

There are four types of comments that you can define:

- Management
- User
- Order
- Consolidated

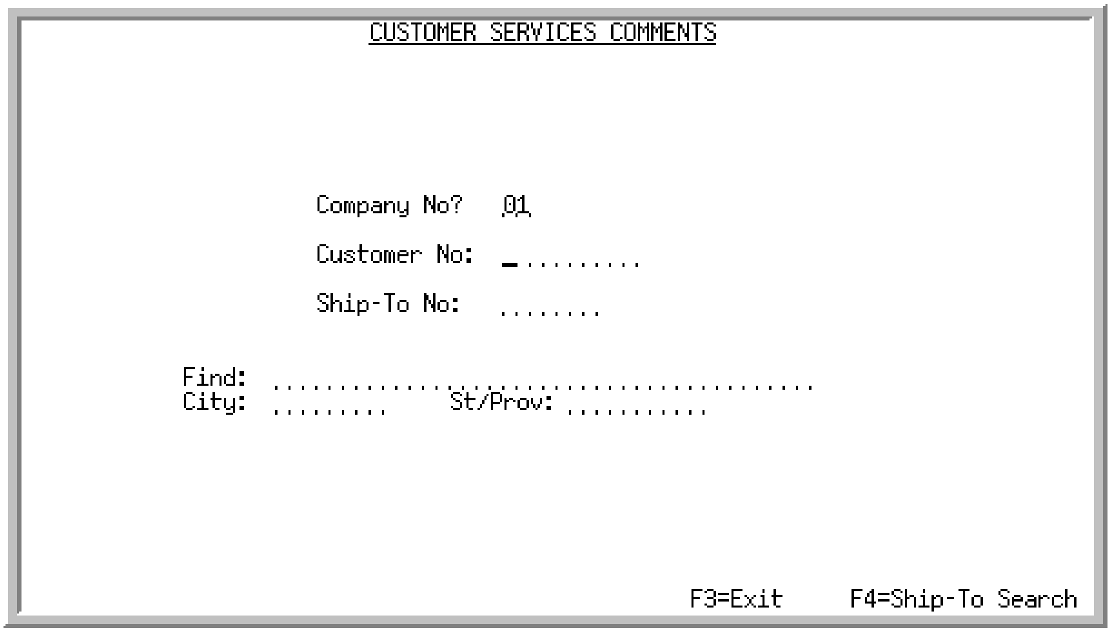
Management and user comments will display during Enter, Change & Ship Orders (MENU OEMAIN) when keying an order for this customer. Order comments are automatically copied to a line comment (a comment that may be printed on a Pick List, Invoice, or Acknowledgment) for any order created for this customer. Consolidated bill code comments display in Order Entry and print once on the top of a Consolidated Invoice for a customer. Comments may be reviewed by date using the Comment Review Date Report (MENU OEREPT).

Customer Comments 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
Customer Services Comments Selection Screen	Use to specify the customer and ship to number associated with the comment.
Customer Service Comments Screen	Use to provide the message text.

Customer Services Comments Selection Screen



This screen appears after you select option 8 - Customer Comments Maintenance (MENU OEFILE). Use this screen to enter the company number, customer number, and ship-to number associated with the comment to add or change.

Customer Services Comments Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company No	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the company number for which a comment will be 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
Customer No	Key the number of the customer for whom a comment will be added or changed. If you do not know the customer number, use the **Find**, **City**, and **St/Prov** fields to activate the customer search feature. (N 10,0) Required

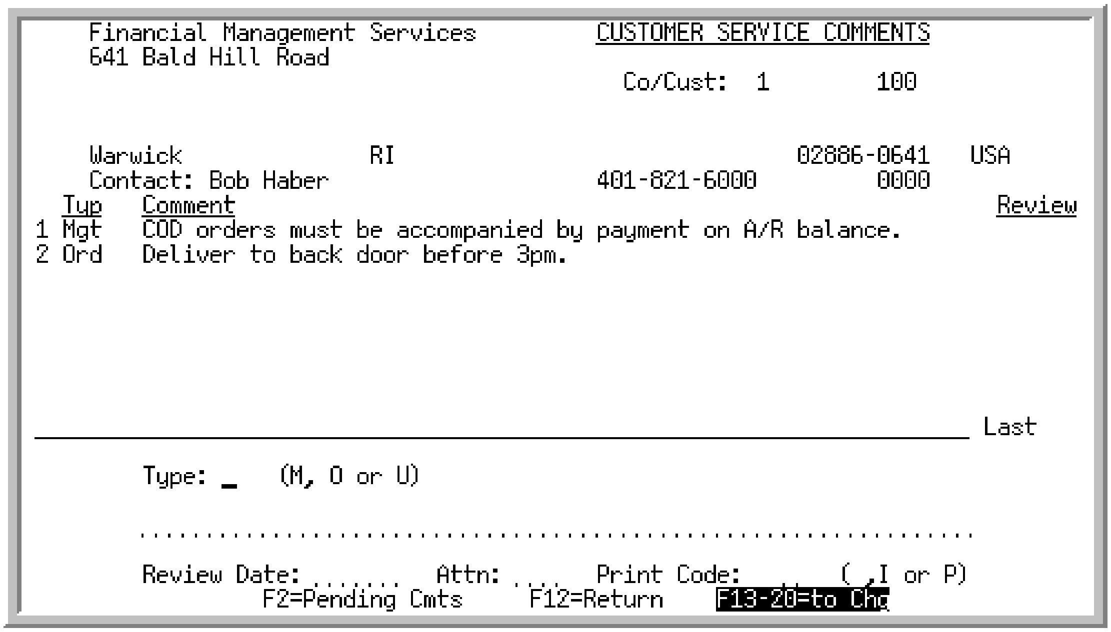
Customer Services Comments Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Ship-To No	This field is used to identify the shipping address defined through Customer/ Ship to Master Maintenance (MENU ARFILE). Enter the ship-to number for which a customer service comment will be added or changed. If you do not know the ship-to number, press F4 after entering the customer number to perform a ship-to search. (N 7,0) Optional
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 the *Searches* topic in the *Introduction* section of the Cross Applications 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 the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (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 the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 10) Optional
F3=Exit	Press F3=EXIT to cancel this option and return to MENU OEFILE.
F4=Ship-To Search	If you entered a customer number, and do not know the ship-to number of the shipping address to use (when more than one shipping address exists), press the F4=SHIP-TO SEARCH key to display the Ship-To Search Screen. Refer to this screen as described in the Accounts Receivable User Guide.

Customer Services Comments Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	The ENTER key serves two purposes: • Press the ENTER key to confirm your selections. The Customer Service Comments Screen (p. 47-5) will appear. • Press the ENTER key to view a list of customers after keying search criteria in the **Find**, **City**, and **St/Prov** fields. The Customer Search Screen will appear. For an explanation of this screen, refer to the Accounts Receivable User Guide.

Customer Service Comments Screen



This screen appears after you:

- press ENTER from the Customer Services Comments Selection Screen (p. 47-2)
- press ENTER from the Start Order Screen (p. 6-6) if any management or user comments exist for the selected customer. This screen will not display automatically if the only types of comments for this customer or ship-to address are order comments.
- press F9=COMMENTS from the Order Header Screen (p. 6-18)
- press F9=COMMENTS from the Customer Collections Inquiry Screen (MENU ARMAIN)
- select a customer from the POS Customer Search Screen (MENU PSMAIN) if any management or user comments exist for the selected customer.

Use this screen to review, add, change, or delete customer service comments for a customer or customer ship-to address. To be able to add, change, or delete comments in Order Entry or Point of Sale, the security settings for your user ID must allow access to Customer Comments Maintenance (MENU OEFILE).

You can create four types of comments: management, user, order, and consolidated bill code comments. Management and user comments display on this screen. Order comments display on this screen and are converted to comment lines on an order. Consolidated bill code comments display on this screen and print once on the top of a consolidated invoice for a customer.

NOTE: Only the order comments listed on this screen the first time it appears will show on the Item Entry Screen (p. 6-71). If you press the F12=RETURN function key from that screen to return to the Order Header Screen (p. 6-18), then press F9=COMMENTS to add an order level comment, that comment will not be listed on the Item Entry Screen when you return to it.

Customer Service Comments Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Co/Cust	This field displays the company number, customer number and customer name. Display
Ship-To	This comment is being defined for a customer's ship-to address; the ship-to number and address will display. Otherwise, the customer's address will display. Display
Contact	This field displays the purchasing contact person for this customer, or the contact person for the indicated ship-to address. Display
(Reference Number)	The reference number of the comment displayed on this screen. This number is 1 through 8 for the eight comments 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-F20=TO CHG function keys. Display
Typ	This field displays the type of comments associated with this customer: • Mgt - Management • Usr - User • Ord - Order • Con - Consolidated If the comment is specific to the ship-to address selected, S will display to the right of this field. If S does not display, the comment is used for all of the customer's ship-to addresses. Display
Comment	This field displays existing comments for this customer or ship-to address. Comments on this screen always appear in the following sequence: • Management Comments • User Comments • Order Comments • Consolidated Bill Code Comments Press F2=ALL / F2=PENDING CMTS to toggle between displaying all comment or only pending comments. Display

Customer Service Comments Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Review	This field displays the review date of the comment. This review date may be used when printing the Comment Review Date Report (MENU OEREPT). You may select to print comments specific to this date. Display
Type	Enter the code for the type of comment you are entering. Key M if you are entering a Management Comment. This screen will appear automatically during Order Entry with any management comments that have been keyed for this customer or ship-to address. Key U if you are entering a User Comment. As with a management comment, a user comment will also display on this screen during Enter, Change & Ship Orders (MENU OEMAIN). The distinction between management and user comments can be made at your discretion. Key O if this is an Order Comment. An order comment will be copied to a line of all orders placed for this customer or ship-to address. After being copied to a line on an order, the comment is assigned a reference number and line number on the Item Entry Screen (p. 6-71) in Enter, Change & Ship Orders (MENU OEMAIN), and may be modified on the Order Comments Screen (p. 6-99) in the same option. Key C if this is a Consolidated Bill Code Comment. A consolidated bill code comment prints once on the top of a **Consolidated Invoice** for a customer. A comment type of C can only be entered for customers that have a consolidated bill code assigned to them through Customer/Ship-to Master Maintenance (MENU ARFILE). Additionally, a comment type of C cannot be entered for a specific ship to. The O and C comment types are not available if you accessed this screen from POS Entry (MENU PSMAIN). (A 1) Required
Cust/Ship-To	This field displays only after selecting an existing comment for change using the F13-F20 TO CHG function keys. This field is display if you are changing comments that have been created for a customer only. This field is required if you are changing a comment that has been created for a customer's ship-to address. Use this field to specify if a comment is referenced when keying an order for the customer, or when keying an order for the specified customer's ship-to address. Key C to reference this comment during Order Entry when an order is entered for the indicated customer. Key S to reference this customer during Order Entry when an order is entered for the indicated customer's ship-to address. (A 1) Display/Required

Customer Service Comments Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Comment Text	This field allows you to enter a comment or modify the existing comment. (A 62) Required
Review Date	This field is optional for management or user comments. This field must be left blank for order comments. Enter the date you would like the comment reviewed. Comments are reviewed by selecting to print the Comment Review Date Report (MENU OEREPT). *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/Blank
Attn	This field is optional for management or user comments. This field must be left blank for order comments. If you would like a comment specific to someone's attention, enter their initials here. You may then view comments specific to this person by producing the Customer Service Comment Master File Listing (MENU OEFILE), or Comment Review Date Report (MENU OEREPT). (A 3) Optional/Blank

Customer Service Comments Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Print Code	Use this field to specify the documents on which order type comments will print. Leave this field blank to have the comment print on all of the above documents (pick list, pack list, invoice, quote acknowledgement, and order acknowledgement) for this order. Key A to have the comment print on the order acknowledgement for this order. This will display as **ACK** on the Item Entry Screen and the Item Review Screen within Enter, Change & Ship Orders (MENU OEMAIN). Key B to have the comment print on the quote/order acknowledgement for this order. This will display as **ACK** on the Item Entry Screen and the Item Review Screen within Enter, Change & Ship Orders (MENU OEMAIN). Key I to have the comment print on the acknowledgement (both order & quote), pack list, and invoice for this order. This will display as **MLT** on the Item Entry Screen and the Item Review Screen within Enter, Change & Ship Orders (MENU OEMAIN) indicating multiple forms. Key K to have the comment print on only the pack list for this order. This will display as **PAK** on the Item Entry Screen and the Item Review Screen within Enter, Change & Ship Orders (MENU OEMAIN). Key P to have the comment print on only the pick list for this order. This will display as **P/S** on the Item Entry Screen and the Item Review Screen within Enter, Change & Ship Orders (MENU OEMAIN). Key Q to have the comment print on the quote acknowledgement for this order. This will display as **ACK** on the Item Entry Screen and the Item Review Screen within Enter, Change & Ship Orders (MENU OEMAIN). Key V to have the comment print on only the invoice for this order. This will display as **INV** on the Item Entry Screen and the Item Review Screen within Enter, Change & Ship Orders (MENU OEMAIN). Key X if you do not want the comment to print on the pick list, pack list, or invoice, but instead want the comment to display internally on various inquiries, during order entry, and for special orders. This will display as **INT** on the Item Entry Screen and the Item Review Screen within Enter, Change & Ship Orders (MENU OEMAIN). (A 1) Optional
F2=All / F2=Pending Cmts	The F2=ALL / F2=PENDING CMTS key is used as a toggle to display or not display comments that have previously been printed on the Comment Review Date Report (MENU OEREPT) for this customer. **All** displays both comments printed and not printed; **Pending** displays only those comments that have not printed.
F12=Return	Press F12=RETURN to return to the Customer Services Comments Selection Screen (p. 47-2) without saving any changes made on this screen.

Customer Service Comments Maintenance Screen Fields and Function Keys

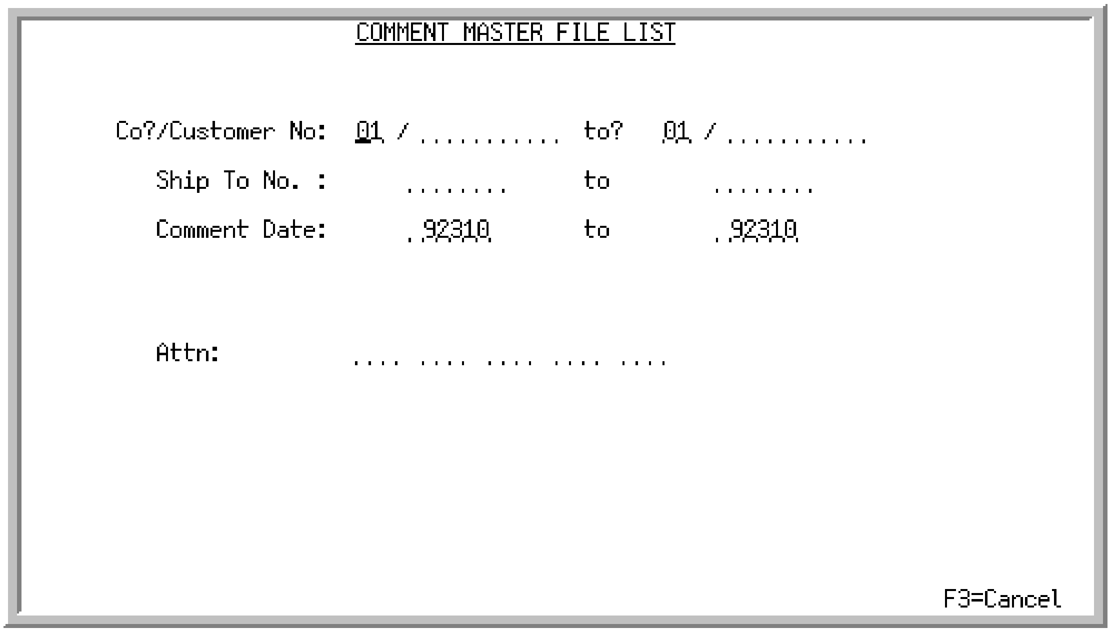
Field/Function Key	Description
F13-F20=to Chg	Press the key that corresponds to the reference number (**Reference Number** field) of the comment that you wish to select to display on the Customer Service Comments Screen (p. 47-5). Use the function keys as follows to select an item to change: • F13=REFERENCE NUMBER 1 • F14=REFERENCE NUMBER 2 • F15=REFERENCE NUMBER 3 • F16=REFERENCE NUMBER 4 • F17=REFERENCE NUMBER 5 • F18=REFERENCE NUMBER 6 • F19=REFERENCE NUMBER 7 • F20=REFERENCE NUMBER 8 If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number. **Example:** To change line 8, press SHIFT and F8. -OR- If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row. **Example:** To change line 8, find function key 8 in the bottom row. Press F20 in the top row because it is directly above F8. The comments will display for the selected line.
Enter	Press ENTER to update the file. Your comment will be added or modified.

Customer Comments 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
Comment Master File List Screen	Use to specify limiting criteria for the listing.
Customer Service Comment Master File Listing	Prints a list of comments that match the selection criteria.

Comment Master File List Screen



This screen appears after selecting option 18 - Customer Comments Listing (MENU OEFILE). Use this screen to select criteria to print on the Customer Service Comment Master File Listing (p. 47-13).

Comment Master File List Screen Fields and Function Keys

Field/Function Key	Description
Customer No.	Enter the company numbers and customer numbers to print. (N 2,0) Optional
Ship-To No.	Enter the range of ship-to numbers to print. (A 7) Optional
Comment Date	Enter the date range that reflects the comments to print. *Default Value:* .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) Optional
Attn	Use this field to display comments specific to the person's initials you enter here. Up to five entries may be made; if left blank, all comments regardless of who they were specified for will display. This person's initials must have been entered in the **Attn** field on the Customer Service Comments Screen (p. 47-5). (A 3) Optional

Comment Master File List Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press F3=CANCEL to cancel your selections and return to MENU OEFILE.
Enter	Press ENTER to confirm your selections. The Customer Service Comment Master File Listing (p. 47-13) will print.

Customer Service Comment Master File Listing

```
OE471  06/09/11   6.44.18                CUSTOMER SERVICE COMMENT MASTER FILE LIST                  /APDEMO    Page-   1
                                            01- A & C Office Supply
          Customer No. From: 01/0000000001              All Ship To                       Comment Date From: 06/09/09
                          To: 01/9999999999                                                               To: 06/09/11
                Select Attn: ALL
  Customer                                                                                      Review    Comment Ship To
  Number                                       Comment                                   Type   Date       Date    Number
------------------------------------------------------------------------------------------------------------------------
        10  Bon Secour School Departm Always get approval from John Peters before taking order       M  00/00/00  10/04/09
        10  Bon Secour School Departm Deliver before 4:00 PM                                          O  00/00/00  10/04/09
        20  Lithonia School Departmen Do Not Discount!  Do Not Discount!  Do Not Discount!            M  00/00/00  10/04/09
        50  Shelton School Department No orders without management approval -- see Jean.             M  00/00/00  12/11/09
        60  Smithfield School Departm All new orders should be placed with Paul Boutin.               O  00/00/00  12/11/09
```

This listing is produced following your responses on the Comment Master File List Screen (p. 47-11). The comments defined for the selected companies are printed, along with other criteria you might have selected.

CHAPTER 48

Maintaining Customer/Item Numbers

48

The Customer/Item Numbers Maintenance option allows you to create an item's cross-reference for a customer. This cross-reference allows you to key the customer's item number on an order during Enter, Change & Ship Orders (MENU OEMAIN). The customer's item number is cross-referenced with your item number, and your item number is used for the order.

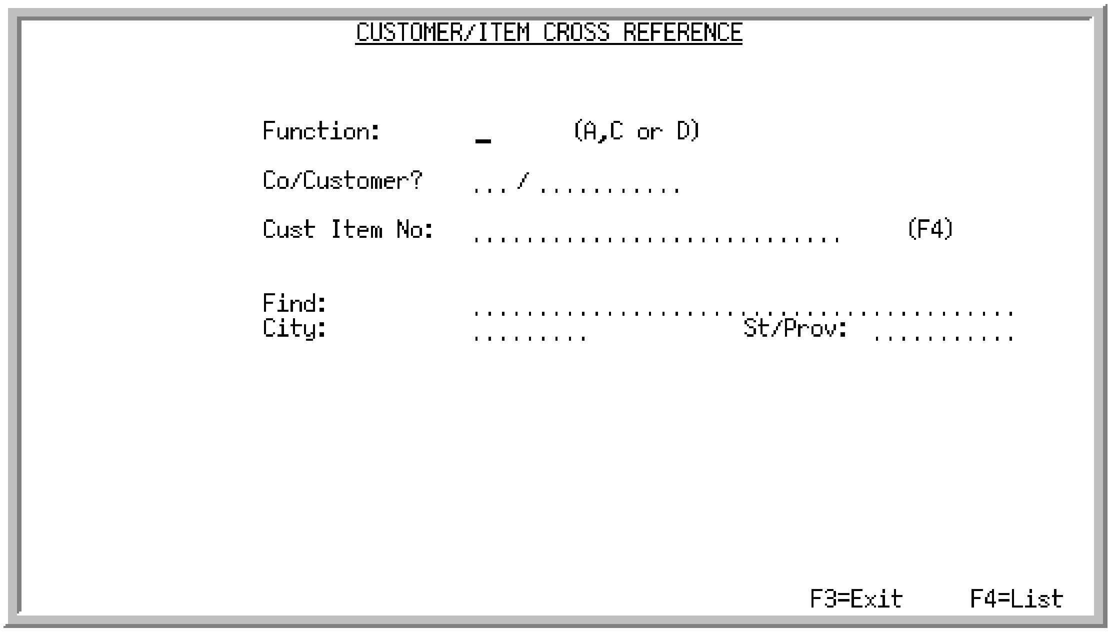
This optional feature of O/E will allow your customers to place orders using their own item numbers.

Customer/Item Numbers 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**
Customer/Item Cross Reference Selection Screen	Use to specify the company, customer, and customer item number.
Customer/Item Cross Reference List Screen	Displays a list of defined customer item numbers.
Customer/Item Cross Reference Screen	Use to define the stock item number that is to be cross-referenced by the customer's item number.

Customer/Item Cross Reference Selection Screen



This screen appears after you select option 9 - Customer/Item Numbers Maintenance (MENU OEFILE). Use this screen to create, modify, or delete item cross-references for a customer.

Customer/Item Cross Reference Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add an item cross-reference. Key C to modify an existing item cross-reference. Key D to delete an existing item cross-reference. (A 1) Required
Co/Customer	Enter the company and customer number for which you want to define an item cross-reference. The cross-reference defined will be used for this customer only. (N 2,0/10,0) Required
Cust Item No	Enter the customer's item number for which this item cross-reference is being established. You will be able to enter this item number on an order for this customer. The item number used on the order will be the one specified on the Customer/Item Cross Reference Screen (p. 48-6). When displaying items during Enter, Change & Ship Orders (MENU OEMAIN) on the Item Entry Screen (p. 6-71), this item displays as the original item number. If you are changing an existing cross-reference, you may display the existing ones by pressing F4=LIST. (A 27) Required

Customer/Item Cross Reference Selection 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 the *Searches* topic in the *Introduction* section of the Cross Applications 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 the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 8) Optional
State	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 the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 2) Optional
F3=Exit	Press F3=EXIT to cancel this option and return to MENU OEFILE.
F4=List	Press F4=LIST to display existing cross-references for the indicated customer. The Customer/Item Cross Reference List Screen (p. 48-4) will appear.
Enter	Press ENTER to confirm your selections. The Customer/Item Cross Reference Screen (p. 48-6) will appear.

Customer/Item Cross Reference List Screen

```
Co/Cust:  1/0000000010 Bon Secour School Department

   Cust Item                    Our Item & Desc

 1 10A120                       A120  Sharp Super Sensitive Fax Paper  6/Box
 2 10A130                       A130  Sharp Extra Sensitive Fax Paper  4/Box
 3 10A200                       A200  Sharp Copier Toner  SF-7200
 4 10A210                       A210  Sharp Copier Toner  SF-8100
 5 10A260                       A260  #6 3/4 White Envelopes  20# Bond 500/Bo

 6 10A270                       A270  #10 White Envelopes  20# Woven Bond 500
 7 10A280                       A280  #10 Security Tint Envelopes  20# Bond 5
 8 10A290                       A290  #10 Recycled Paper Envelope  20# 500/Bo






                                                                          Last
Sel: _ .      Position: ............................                F12=Return
```

This screen, which appears after pressing F4=LIST from the Customer/Item Cross Reference Selection Screen (p. 48-2), shows existing customer/item cross-references for the indicated customer. From this screen, you may select the cross-reference item to change or delete.

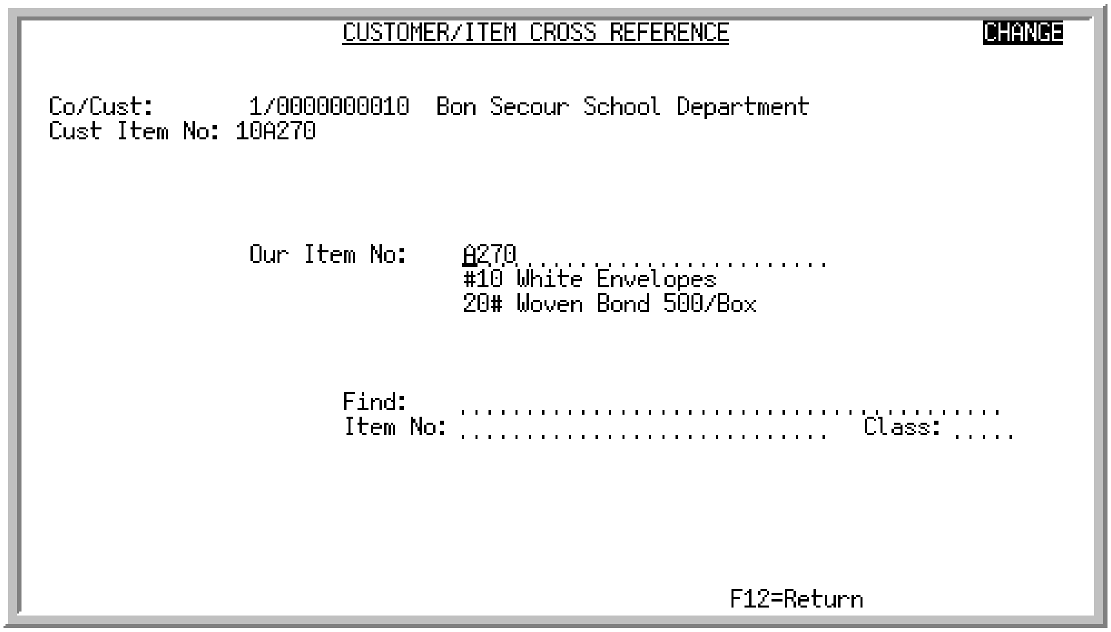
Customer/Item Cross Reference List Screen Fields and Function Keys

Field/Function Key	Description
Co/Cust	This field displays the company number and customer number entered on the Customer/Item Cross Reference Selection Screen (p. 48-2). Display
Reference Number	The reference number is 1 through 15 for the customer/item numbers that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to select a line for change/deletion. Display
Cust Item	This field displays the existing customer items associated with this customer. Display
Our Item & Desc	The customer's item is cross-referenced with the item number (our item) displayed here. The item description is also displayed. Display

Customer/Item Cross Reference List Screen Fields and Function Keys

Field/Function Key	Description
Sel	Key the **reference number** of the item to select and press ENTER. The Customer/Item Cross Reference Screen (p. 48-6) will appear and the indicated customer item and our item will be displayed. From that screen, you may change or delete the cross-reference item. (N 2,0) Optional
Position	Use this field to reposition the items that currently display on screen. Enter the customer item number or partial item number of the item you want to display first. (A 27) Optional
F12=Return	Press F12=RETURN to return to the Customer/Item Cross Reference Selection Screen (p. 48-2).
Enter	Press ENTER after keying data in the **Position** field to redisplay the data displayed on the screen. Press ENTER after selecting a customer item. The Customer/Item Cross Reference Screen (p. 48-6) will appear.

Customer/Item Cross Reference Screen



This screen appears after you press ENTER from the Customer/Item Cross Reference Selection Screen (p. 48-2), and the Customer/Item Cross Reference List Screen (p. 48-4). Use this screen to define the item number (**Our Item No**) that is to be cross-referenced by the customer's item number.

Customer/Item Cross Reference Screen Fields and Function Keys

Field/Function Key	Description
Co/Cust	This field displays the company and customer number entered on the previous screen. Display
Cust Item No	This field displays the customer item number entered on the previous screen. Display
Our Item No	Enter the stock item number to be referenced by the current customer item number. This item number will appear on an order for this customer when you key the item number displayed in the **Cust Item No** field. *Valid Values:* Any item that has been created for this company through Item Master Maintenance (MENU IAFILE). (A 27) Required

Customer/Item Cross Reference Screen Fields and Function Keys

Field/Function Key	Description
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 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
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 4) Optional
F12=Return	Press F12=RETURN to return to the Customer/Item Cross Reference Selection Screen (p. 48-2) without saving any changes made on this screen.

Customer/Item Cross Reference Screen Fields and Function Keys

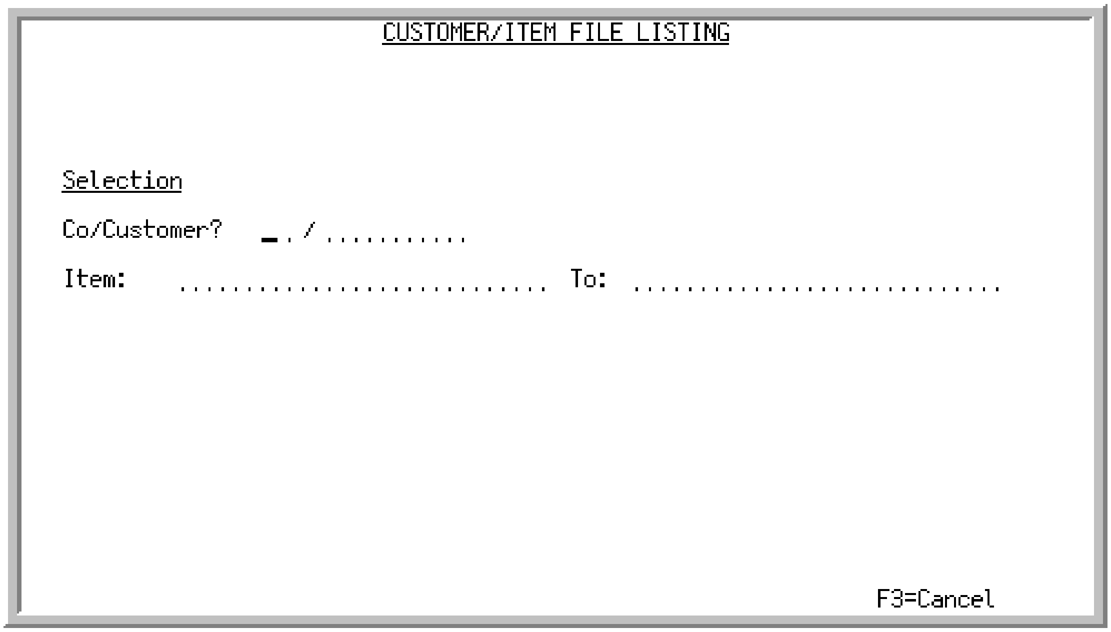
Field/Function Key	Description
F24=Delete	The F24=DELETE function key displays only if you are in "delete" mode. Press F24=DELETE to delete the record displayed. The Customer/Item Cross Reference Selection Screen (p. 48-2) will appear and the cross-reference will be deleted.
Enter	Press ENTER to confirm your selections. The Customer/Item Cross Reference Selection Screen (p. 48-2) will appear.

Customer/Item Number 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
Customer/Item File Listing Screen	Use to specify limiting criteria for the listing.
Customer/Item File Listing	Prints a list of customer/item numbers that match the selection criteria.

Customer/Item File Listing Screen



This screen appears after you select option 19 - Customer/Item Number Listing (MENU OEFILE). Use this screen to select criteria to print on the Customer/Item File Listing (p. 48-10).

Customer/Item File Listing Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	Enter the company number and customer number to print. Leave blank to include all company/customer numbers. (N 2,0/N 10,0) Optional
Item	Enter the range of items to print. (2 @ A 27) Optional
F3=Cancel	Press F3=CANCEL to cancel your selections and return to MENU OEFILE.
Enter	Press Enter to confirm your selections. The Report Options Screen will display. Refer to the Cross Applications User Guide for details about this screen.

Customer/Item File Listing

```
OE885  06/09/11   6.44.28                   CUSTOMER/ITEM FILE LISTING                      AM/APDEMO     Page-   1
                                   Co/Customer: 01/0000000010 Bon Secour School Department
           All Companies                All Customers                All Customer Items
Customer Item               Our Item                 Description
--------------------------------------------------------------------------------------------------------------------
10A120                      A120                     Sharp Super Sensitive Fax Paper  6/Box
10A130                      A130                     Sharp Extra Sensitive Fax Paper  4/Box
10A200                      A200                     Sharp Copier Toner               SF-7200
10A210                      A210                     Sharp Copier Toner               SF-8100
10A260                      A260                     #6 3/4 White Envelopes           20# Bond 500/Box
10A270                      A270                     #10 White Envelopes              20# Woven Bond 500/Box
10A280                      A280                     #10 Security Tint Envelopes      20# Bond 500/Box
10A290                      A290                     #10 Recycled Paper Envelope      20# 500/Box
```

This listing is produced following your responses on the Customer/Item File Listing Screen (p. 48-9) and the Report Options Screen.

The cross-reference items that you defined for the selected companies are printed.

The **Description** column prints the description of this item as specified through Item Master Maintenance (MENU IAFILE).

CHAPTER 49

Maintaining Item Replacements/ Complements

49

The Item Replacements/Complements Maintenance option allows you to create and maintain replacement, alternate, upgrade, complement, and pattern items. Complement, alternate, and upgrade items are used only in Order Entry; replacement items may be used in Order Entry and in Inventory Management and Planning (IM&P); pattern items are used only in Inventory Management and Planning (IM&P).

The Item Replacements/Complements Maintenance and Item Replacements/Complements Listing options are described the Inventory Management & Planning User Guide as IM&P Replacements Maintenance and Listing. Please refer to that guide for details.

CHAPTER 50

Maintaining Customer Inventory Reservations

50

The Customer Inventory Reservations Maintenance option allows you to reserve inventory from your order entry net available for sale for a specific customer. You can set up reducible and non-reducible 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 customer number. If Customer Consignment is installed, you cannot set up customer inventory reservations for customer consignment warehouses.

The Customer Inventory Reservations Listing option allows you to print a listing showing all customer inventory reservations. Additionally, you may print the Customer Inventory Reservation Exception Report from that option.

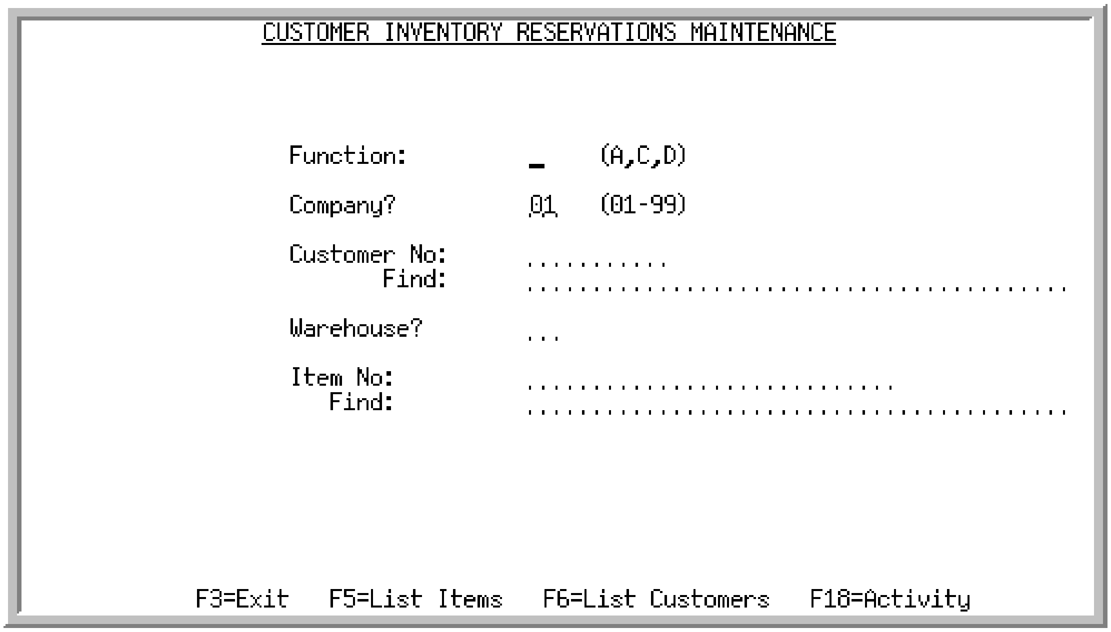
Customer Inventory Reservations Maintenance

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
Customer Inventory Reservations Maintenance Selection Screen	Use to specify the company, customer, warehouse, and item for the inventory reservation.
Customer Inventory Reservations by Item Screen	Displays a list of inventory reservations. Use to select a reservation for maintenance.
Customer Inventory Reservations by Customer Screen	Displays a list of customer reservations. Use to select a customer for whom to maintain reservations.
Customer Inventory Reservations Maintenance Screen	Use to enter the reservation quantities.

Title	Purpose
Customer Inventory Reservation Activity Screen	Displays customer inventory reservation change activity information.
Customer Inventory Reservation Activity Detail Screen	Displays detailed information about a customer inventory reservation activity.

Customer Inventory Reservations Maintenance Selection Screen



This screen appears after you select option 21 - Customer Inventory Reservations Maintenance (MENU OEFILE). Use this screen to add, change, or delete a customer inventory reservation. Select a company, customer number, warehouse, and item number for the inventory reservation you wish to add, change, or delete.

Important

Inventory reservations that are defined for a customer that has been assigned as an A/R customer for other customers, will apply not only to the customer for which it was defined, but also to the customers to which that customer has been assigned as an A/R customer number.

NOTE: If Customer Consignment is installed, you cannot set up customer inventory reservations for customer consignment warehouses.

Customer Inventory Reservations Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to add, change, or delete an inventory reservation. Key A to add a reservation. Key C to change an existing reservation. Key D to delete a reservation. (A 1) Required
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the company number for which you wish to perform inventory reservation maintenance. If you wish to display existing customers with inventory reservations, leave this field blank and press F6=LIST CUSTOMERS. *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

Customer Inventory Reservations Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer No	This is the customer number of the customer for whom inventory reservations will be added, changed, or deleted. Any customer assigned with a customer number for which reservations will be set up, will be able to access the quantity reserved for that A/R customer number. Key the customer number of the customer you wish to add, change, or delete inventory reservations. If you do not know the customer number, you may search for the customer by keying characters that might be contained in the customer's name in the **Find** field. Additionally, you may display any existing customers with inventory reservations by pressing F6=LIST CUSTOMERS. This field must be left blank in order to use F6=LIST CUSTOMERS. Customers assigned an A/R customer number for which reservations are set up, will be able to access the quantity reserved for that customer number. For example, if customer 10 and customer 20 have been assigned customer 50 as their A/R customer number when a a customer inventory reservation is defined for customer 50, that inventory reservation will apply to customers 10 and 20 also.If a customer inventory reservation is defined for customer 50, inventory reservations can be defined for the same item/warehouse combination for customers 10 and 20. However, the reserved quantity for the individual customer will only be in effect. The A/R Customer Level Reservation will not be considered when the quantity available is calculated. *Valid Values:* Any customer created through Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Required
Find	Use 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 the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 40) Optional

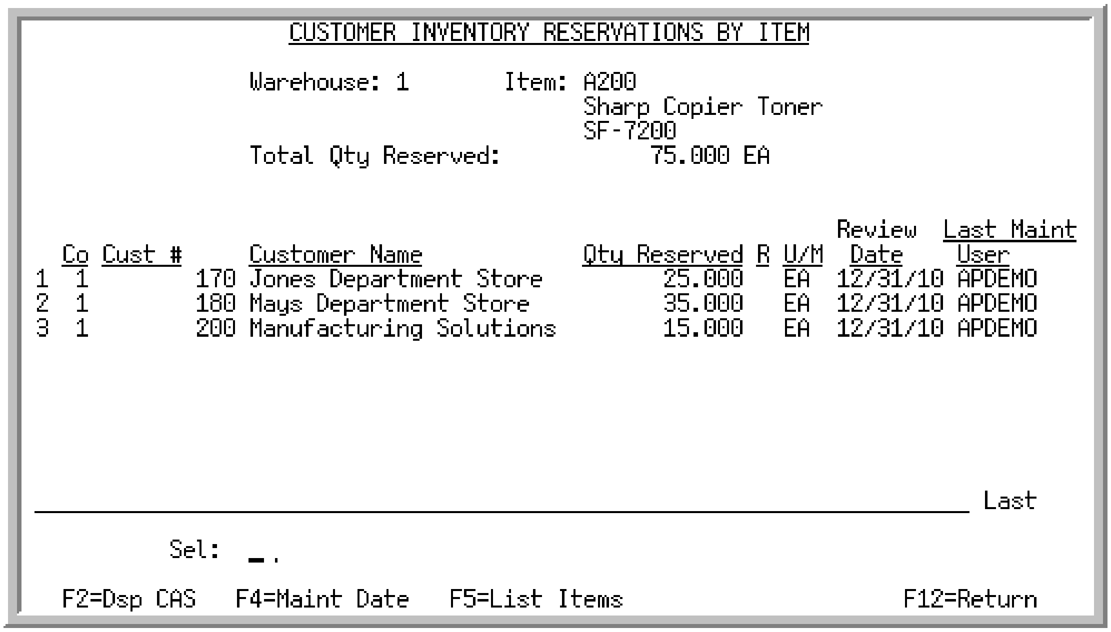
Customer Inventory Reservations Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	This field represents the warehouse where inventory reservations will be added, changed, or deleted. Key the appropriate warehouse ID where you wish to add, change, or delete inventory reservations. If you wish to review a list of reserved items for the co/customer, leave this field blank and press F5=LIST ITEMS. If Customer Consignment is installed, you cannot set up customer inventory reservations for customer consignment 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). (A 2) Required
Item No	This field represents the item number of the item you wish to add, change, or delete an inventory reservations. Key the appropriate item number. If you do not know the item number of the item you wish to reserve, you may search for the item by keying characters that might be contained in the item description in the **Find** field. Additionally, you may display any existing items with inventory reservations by pressing F5=LIST ITEMS. This field must be left blank in order to use F5=LIST ITEMS. *Valid Values:* Any item that has been created through Item Master Maintenance (MENU IAFILE). (A 27) Required

Customer Inventory Reservations Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
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 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
F3=Exit	Press F3=EXIT this key to cancel this option. MENU OEFILE will display.
F5=List Items	Enter a company number and customer number and then press the F5=LIST ITEMS function key to display a list of reserved items for the selected company and customer. The Customer Inventory Reservations by Item Screen (p. 50-8) will appear.
F6=List Customers	Enter an item number and warehouse and then press the F6=LIST CUSTOMERS function key to display a list of customers with existing inventory reservations. The Customer Inventory Reservations by Customer Screen (p. 50-11) will appear.
F18=Activity	Press the F18=ACTIVITY function key to review customer inventory reservation maintenance activity. The Customer Inventory Reservation Activity Screen (p. 50-18) appears.
Enter	Press ENTER to confirm your selections. The Customer Inventory Reservations Maintenance Screen (p. 50-14) will appear.

Customer Inventory Reservations by Item Screen



This screen appears after you press F5=LIST ITEMS from the Customer Inventory Reservations Maintenance Selection Screen (p. 50-3). Use this screen to select an item's inventory reservation you wish to maintain.

Customer Inventory Reservations by Item Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	The warehouse entered on the Customer Inventory Reservations Maintenance Selection Screen (p. 50-3). Display
Item	The item number entered on the Customer Inventory Reservations Maintenance Selection Screen (p. 50-3) followed by the two description lines. Display
Total Qty Reserved:	The total quantity reserved in the selected warehouse for the selected item for all customers. If the selected item is a kit parent item, then **** KIT PARENT**** will display above the item number. Display
(Reference Number)	This field displays the reference number associated with the customers displayed on this screen. Key this number in the **Sel** field if you wish to select the item to maintain or delete. Display

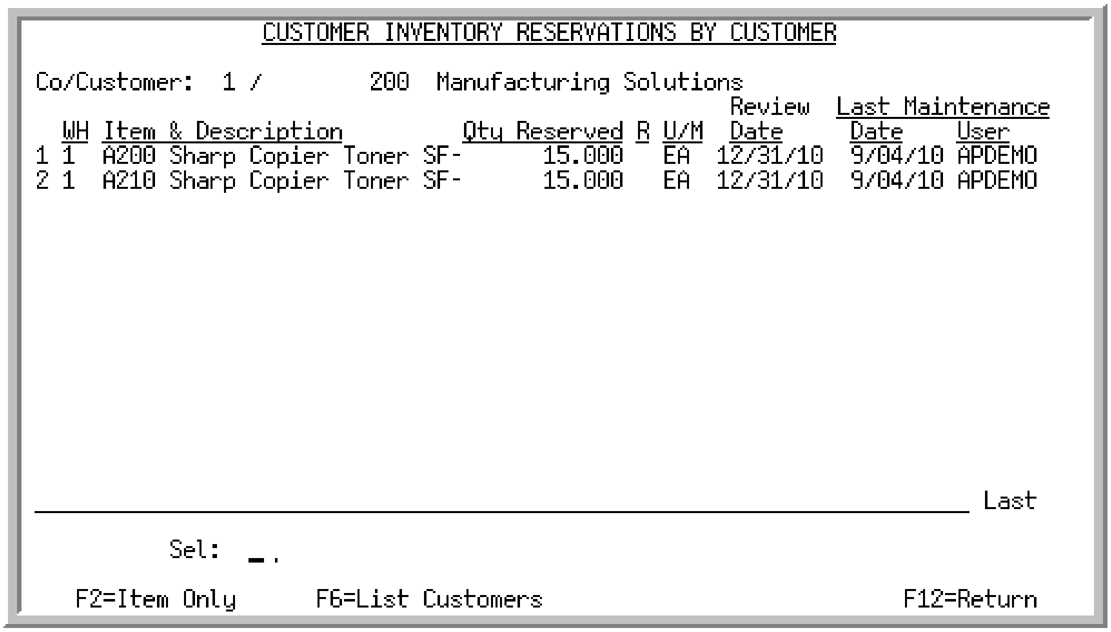
Customer Inventory Reservations by Item Screen Fields and Function Keys

Field/Function Key	Description
Co	This field displays the company number for this customer. Display
Cust #	This field displays the customer number for this customer. If a customer number is assigned as an A/R customer number, this field will display in reverse image. Display
Customer Name	This field displays the name of the customer for which an inventory reservation exists for the selected item and warehouse. Display
Qty Reserved	This field displays the quantity reserved of this item for this customer. Display
R	This field displays the reservation type. **R** displays in this column if this reservation is reducible, meaning that the inventory reserved is reduced by the quantity shipped as the customer orders inventory. This column is blank if this reservation is non-reducible, meaning that the quantity reserved is constant. Display
U/M	This field displays the unit of measure of the item for the inventory reservation for this customer. Display
Review Date	This field displays the review date assigned to the inventory reservation for the selected item. Display
Last Maintenance User/Last Maintenance Date	This field displays either the User ID of the last person to perform maintenance for the inventory reservation for this item or the date of last maintenance for the inventory reservation for this item, depending upon your selection of the F4=MAINT DATE / F4=MAINT USER toggle key. Display
Sel	Use this field to select a customer for maintaining or deleting inventory reservations. Key the reference number associated with the customer you wish to select and press ENTER. The Customer Inventory Reservations Maintenance Screen (p. 50-14) will appear. (N 2,0) Optional

Customer Inventory Reservations by Item Screen Fields and Function Keys

Field/Function Key	Description
F2=Dsp UOM	Where UOM is the stocking unit of measure or case quantity unit of measure selected as the default display unit of measure through Warehouse Management Options Maintenance (MENU XAFILE). This function key displays only if the item you are reviewing is a case quantity item. Press the F2=DSP UOM function key to toggle between a display of quantities expressed in the item's stocking unit of measure or in the case quantity unit of measure.
F4=Maint Date/ F4=Maint User	Press the F4=MAINT DATE / F4=MAINT USER function key to toggle the display either the last maintenance User ID or the last maintenance date in the **Last Maint User**/**Last Maint Date** column displayed on this screen.
F5=List Items	Enter the reference number of the customer you wish to select and press the F5=LIST ITEMS function key to display a list of additional items with existing inventory reservations for the selected customer. The Customer Inventory Reservations by Item Screen (p. 50-8) will appear.
F12=Return	Press the F12=RETURN function key to return to the Customer Inventory Reservations Maintenance Selection Screen (p. 50-3).
Enter	Key the reference number of the customer you wish to select and press ENTER. The Customer Inventory Reservations Maintenance Screen (p. 50-14) will appear.

Customer Inventory Reservations by Customer Screen



This screen appears after you press F6=LIST CUSTOMERS from the Customer Inventory Reservations Maintenance Selection Screen (p. 50-3). Use this screen to select a customer you wish to add or maintain inventory reservations for.

Customer Inventory Reservations by Customer Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	This field displays the company number and customer number entered for this inventory reservation on the Customer Inventory Reservations Maintenance Selection Screen (p. 50-3). If a customer is assigned as an A/R customer, **** AR CUSTOMER**** will display to the right of the customer description. Display
(Reference Number)	This column displays the reference number associated with each specific item displayed on this screen. Key this number in the **Sel** field if you wish to select the item to maintain or delete. Display
WH	This field displays the warehouse associated with each specific item displayed on this screen for which customer inventory reservations have been defined. Display

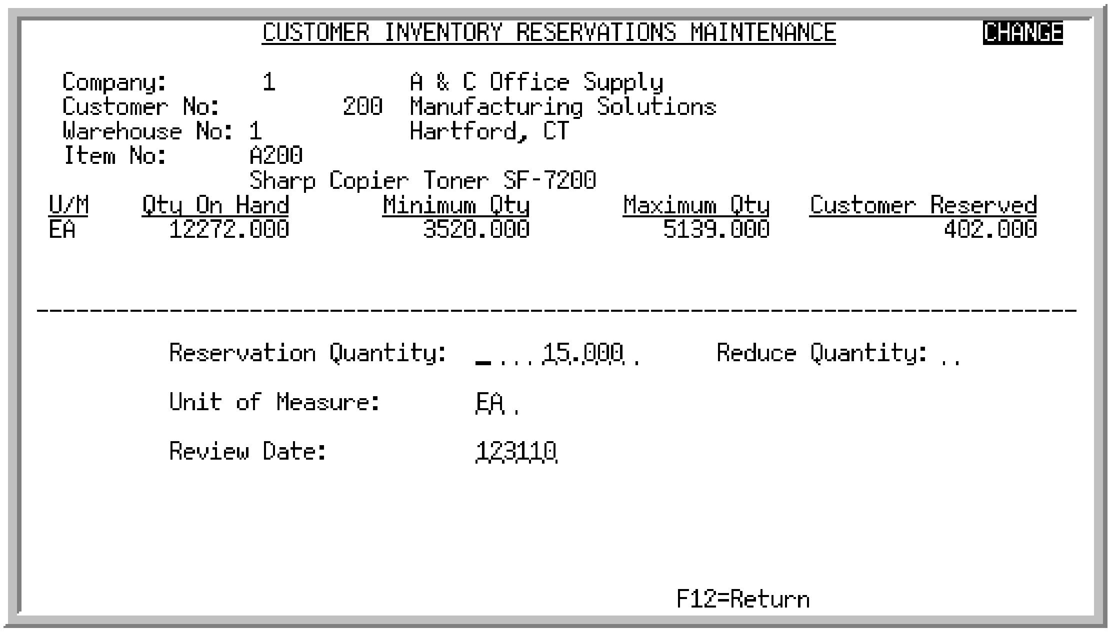
Customer Inventory Reservations by Customer Screen Fields and Function Keys

Field/Function Key	Description
Item & Description	This field displays the item number and description, the item number, or the description of this item depending upon your selection of the F2=ITEM ONLY / F2=DESC ONLY / F2=ITEM & DESC toggle key. Display
Qty Reserved	This field displays the quantity reserved of this item for this customer reservation which was entered on the Customer Inventory Reservations Maintenance Screen (p. 50-14). Display
R	This field displays the reservation type. R displays in this column if this reservation is reducible, meaning that the inventory reserved is reduced by the quantity shipped as the customer orders inventory. This column is blank if this reservation is non-reducible, meaning that the quantity reserved is constant. Display
U/M	This field displays the unit of measure of this item for this customer reservation which was entered on the Customer Inventory Reservations Maintenance Screen (p. 50-14). Display
Review Date	This field displays the review date for this customer reservation which was entered on the Customer Inventory Reservations Maintenance Screen (p. 50-14). Display
Last Maintenance Date	This field displays the date of last maintenance for the inventory reservation for this item. Display
Last Maintenance User	This field displays the user ID of the last user to perform maintenance for the inventory reservation for this item. Display
Sel	Use this field to select an item you wish to maintain or delete. The Customer Inventory Reservations Maintenance Screen (p. 50-14) will display. Key the reference number associated with the item you wish to select and press ENTER. (N 2,0) Optional
F2=Item Only/ F2=Desc Only/ F2=Item & Desc	Press the F2=ITEM ONLY / F2=DESC ONLY / F2=ITEM & DESC toggle key to display either the item, description, or the item and description in the **Item & Description** field displayed on this screen.

Customer Inventory Reservations by Customer Screen Fields and Function Keys

Field/Function Key	Description
F6=List Customers	Enter the reference number of the item you wish to select and press the F6=LIST CUSTOMERS function key to display a list of additional customers with existing inventory reservations for the selected item. The Customer Inventory Reservations by Customer Screen (p. 50-11) will appear.
F12=Return	Press the F12=RETURN key to return to the Customer Inventory Reservations Maintenance Selection Screen (p. 50-3).
Enter	Key the reference number of the item you wish to select for maintenance or deletion and press ENTER. The Customer Inventory Reservations Maintenance Screen (p. 50-14) will appear.

Customer Inventory Reservations Maintenance Screen



This screen appears after you press ENTER the following screens:

- Customer Inventory Reservations Maintenance Selection Screen (p. 50-3)
- Customer Inventory Reservations by Item Screen (p. 50-8)
- Customer Inventory Reservations by Customer Screen (p. 50-11)

Use this screen to enter reservation quantities for the selected company, customer, item, and warehouse.

Customer Inventory Reservations Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company	The selected company number and company name for this customer inventory reservation. Display
Customer No	The customer number and name of the customer selected for this customer inventory reservation. If a customer is assigned as an A/R customer, **** AR CUSTOMER **** will display to the right of the customer. Display
Warehouse No	The warehouse number and description of the warehouse selected for this customer for this customer inventory reservation. Display

Customer Inventory Reservations Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Item No	The item number and description of the item selected for this customer inventory reservation. Display
U/M	The unit of measure for the item selected for this customer inventory reservation. Display
Qty On Hand	The quantities on hand for the stocking units of measure for the item selected for this customer inventory reservation. Display
Minimum Qty	The minimum quantities for the stocking units of measure for the item selected for this customer inventory reservation. Display
Maximum Qty	The maximum quantities for the stocking units of measure for the item selected for this customer inventory reservation. Display
Customer Reserved	The total of the open order quantity ‘shipped’ for all customers. This field applies to O (order) and I (invoice only) type orders only. Display
Reservation Quantity	Use this field to enter the reservation quantity of the selected item that you wish to add or maintain a customer inventory reservation. Key the reservation quantity you wish to reserve for the selected item. (N 10,3) Required

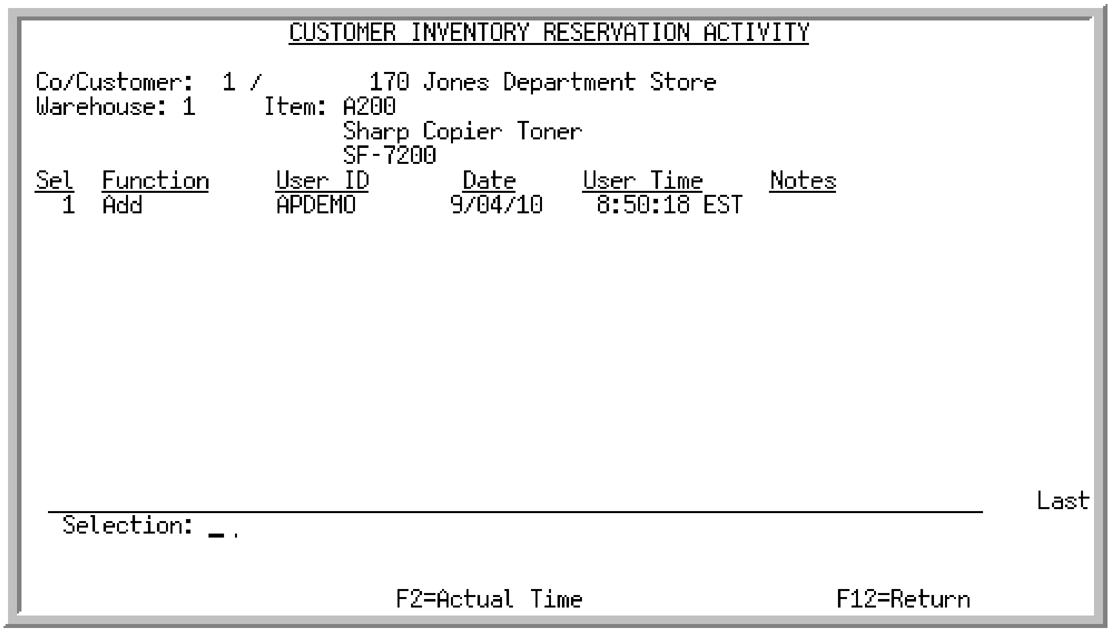
Customer Inventory Reservations Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Reduce Quantity	Use this field to indicate the type of reservation you are maintaining. A reservation can be reducible or non-reducible. A non-reducible reservation perpetually holds a specific quantity for a customer. A reducible reservation holds a specific quantity for a customer and reduces the reservation as inventory ships to the customer. A reducible reservation considers the total quantity shipped to the customer for all open orders (excluding returns, future orders, master orders, and quotes) and automatically reduces the reservation by that value. Reductions are made during Day-End Processing (MENU XAMAST). NOTE: Total quantity shipped values for AR customers will include shipments for all customers associated with the AR customer number, unless the customers have their own reservations. Ordering units of measure will be converted to the reservation unit of measure and rounded down before calculating reductions. Key R if this reservation is reducible. Leave this field blank if this reservation is non-reducible. *Valid Values:* R (A 1) Optional
Unit of Measure	Use this field to enter the unit of measure for the item that you wish to add or maintain customer inventory reservations. For multiple units of measure items, the minimum quantity to which the quantity reserved is compared will have to reflect any minimum quantities that also exist in a larger unit of measure. For example, assume an item has a unit of measure of DOZ and EA and the quantity reserved is 100 each and the minimum values for the item are 10 dozen and 100 each. If the warehouse number option for minimum warning % is 50, you would want to compare the 100 each reserved to 220 each ((12 * 10 dozens) + 100 each). In this example, 100 is less than 50% of 220, so a warning message would be omitted in this instance. Key the stocking unit of measure you wish to use for the selected item. *Valid Values:* A stocking unit of measure defined through the Item Master Maintenance (MENU IAFILE). (A 3) Required

Customer Inventory Reservations Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Review Date	Use this field to enter the review date to be used on the Customer Inventory Reservations Exception Report (p. 50-27) to print the selected item on this report. If the date on which the exception report is run is greater than or equal to the review date entered in this field, then the item will print on the report regardless of the percentage of minimum warning value. Key the review date to be used on the Customer Inventory Reservations Exception Report for the selected item. *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
F12=Return	Press the F12=RETURN function key to return to the Customer Inventory Reservations Maintenance Selection Screen (p. 50-3).
F24=Delete	The F24=DELETE function field displays only in DELETE mode. Press the F24=DELETE function key to delete the item reservation from the selected customer inventory reservation. A pop-up window will display to confirm this deletion. Enter Y to confirm this deletion. The inventory reservation will be deleted and the Customer Inventory Reservations Maintenance Selection Screen (p. 50-3) will appear. Enter N if you wish to return to this screen without deleting the selected inventory reservation.
Enter	Press ENTER to confirm your selections. A pop-up window will display to confirm your selections. Enter Y to confirm your selection. The inventory reservation will be added or updated and the Customer Inventory Reservations Maintenance Selection Screen (p. 50-3) will appear. Enter N if you wish to return to this screen without updating this inventory reservation.

Customer Inventory Reservation Activity Screen



This screen appears after you press F18=Activity on the Customer Inventory Reservations Maintenance Selection Screen (p. 50-3). This screen displays a list of customer reservation maintenance activities for the customer, warehouse, and item specified on the Customer Inventory Reservations Maintenance Selection Screen (p. 50-3). Activity remains available in this inquiry for the number of days entered in the **Days to Keep Customer Inventory Reservation Activity** field in Order Entry Options Maintenance (MENU XAFILE). If zero is entered in that field, the system will not track any customer inventory reservation maintenance activity and it will not be available in this inquiry.

You can review detailed information about a change by selecting an activity from the list.

Customer Inventory Reservation Activity Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	The selected company number, customer number and name of the customer selected for this customer inventory reservation. If a customer is assigned as an A/R customer, **** AR CUSTOMER **** will display to the right of the customer. Display
Warehouse	The warehouse number of the warehouse selected for this customer for this customer inventory reservation. Display
Item	The item number and description of the item selected for this customer inventory reservation. Display

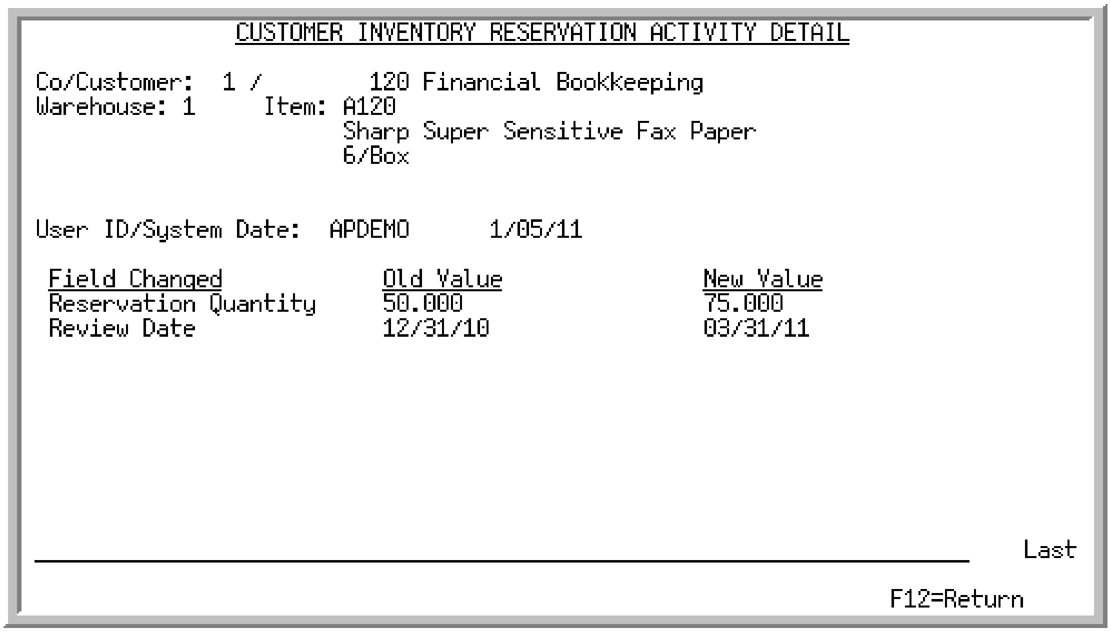
Customer Inventory Reservation Activity Screen Fields and Function Keys

Field/Function Key	Description
Sel	This field displays the line number of an item activity. Key this number in the **Selection** field to select a particular activity to review in detail. NOTE: Activity to add a reservation will not have detail information and cannot be selected. Display
Function	This field displays the activity that was performed for the customer inventory reservation. A reservation can be added, changed, or deleted. Display
User ID	This field displays the user ID of the person who performed the activity on the item. Display
Date	This field displays the date, in your default date format specified through Register A+ User IDs (MENU XACFIG), on which the activity was performed on the item. The display of this field may change depending on the corresponding **Time** field and what time is shown with the F2=ACTUAL TIME / F2=USER TIME / F2=SYSTEM TIME toggle key. The **User Date** is the date on which the activity occurred in relation to your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG). The **Actual Date** is the date on which the activity occurred shown in relation to the time zone of the user who performed the activity. The **System Date** is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3). For example, a change was made to a reservation at your company's New York office at 7:00 p.m., Eastern Standard Time (EST) on March 24th. You are inquiring on the activity from an office in Paris, France, which is hours ahead of New York. The User Time and User Date will display as 1:00 a.m., March 25th. The Actual Time and Actual Date will display as 2:00p.m., March 24th. The time zone difference caused the variance between the User Date and Actual Date. Additionally, you can view the activity in the System Date, which is in relation to the system's time zone. Display

Customer Inventory Reservation Activity Screen Fields and Function Keys

Field/Function Key	Description
User Time/Actual Time/System Time	This field displays the time on which the activity was performed on the item. The display of this field can be toggled with the F2=ACTUAL TIME / F2=USER TIME / F2=SYSTEM TIME function key to show the time in the User Time, Actual Time, or System Time, including the time zone. When this field is toggled, the corresponding date field also changes accordingly. The **User Time** is the time in which the activity occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG). The **Actual Time** is the time in which the activity occurred shown in the time zone of the user who performed the activity. The **System Time** is the time in which the activity occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3). For example, a change was made to a reservation at your company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the activity from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. The User Time will display as 11:00 PST (your time zone), and the Actual Time will display as 14:00 EST (the time zone in which the user performed the activity). Additionally, you can view the activity in the system's time zone. Display
Notes	This field displays additional information about the activity. Day-End Processing activities that reduce the reservation quantity of a reducible reservation display the order number and generation for the shipped quantity that reduced the reservation. Display
Selection	Use this field to select the line of the activity you want to review in detail. Key the line number shown in the **Sel** column of the activity you want to select and press ENTER. (N 2,0) Optional
F2=Actual Time/ F2=User Time/ F2=System Time	Use the F2=ACTUAL TIME / F2=USER TIME / F2=SYSTEM TIME toggle function key to display the User Time, Actual Time, or System Time, including the time zone.
F12=Return	Press the F12=RETURN function key to return to the Customer Inventory Reservations Maintenance Selection Screen (p. 50-3).
Enter	After entering an activity line in the **Selection** field for an activity, press ENTER to display detailed change information. The Customer Inventory Reservation Activity Detail Screen (p. 50-21) appears.

Customer Inventory Reservation Activity Detail Screen



```
                CUSTOMER INVENTORY RESERVATION ACTIVITY DETAIL

Co/Customer:  1 /       120 Financial Bookkeeping
Warehouse: 1     Item: A120
                       Sharp Super Sensitive Fax Paper
                       6/Box


User ID/System Date:  APDEMO     1/05/11

 Field Changed             Old Value               New Value
 Reservation Quantity      50.000                  75.000
 Review Date               12/31/10                03/31/11








                                                                        Last

                                                                  F12=Return
```

This screen appears after you select an activity and press ENTER on the Customer Inventory Reservation Activity Screen (p. 50-18). Use this screen to review specific reservation change information about the activity you selected.

Customer Inventory Reservation Activity Detail Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	The selected company number, customer number and name of the customer selected for this customer inventory reservation. If a customer is assigned as an A/R customer, **** AR CUSTOMER **** will display to the right of the customer. Display
Warehouse	The warehouse number of the warehouse selected for this customer for this customer inventory reservation. Display
Item	The item number and description of the item selected for this customer inventory reservation. Display
User ID/System Date	The user ID of the person that performed the activity on the customer inventory reservation and the system date on which the activity occurred. Display

Customer Inventory Reservation Activity Detail Screen Fields and Function Keys

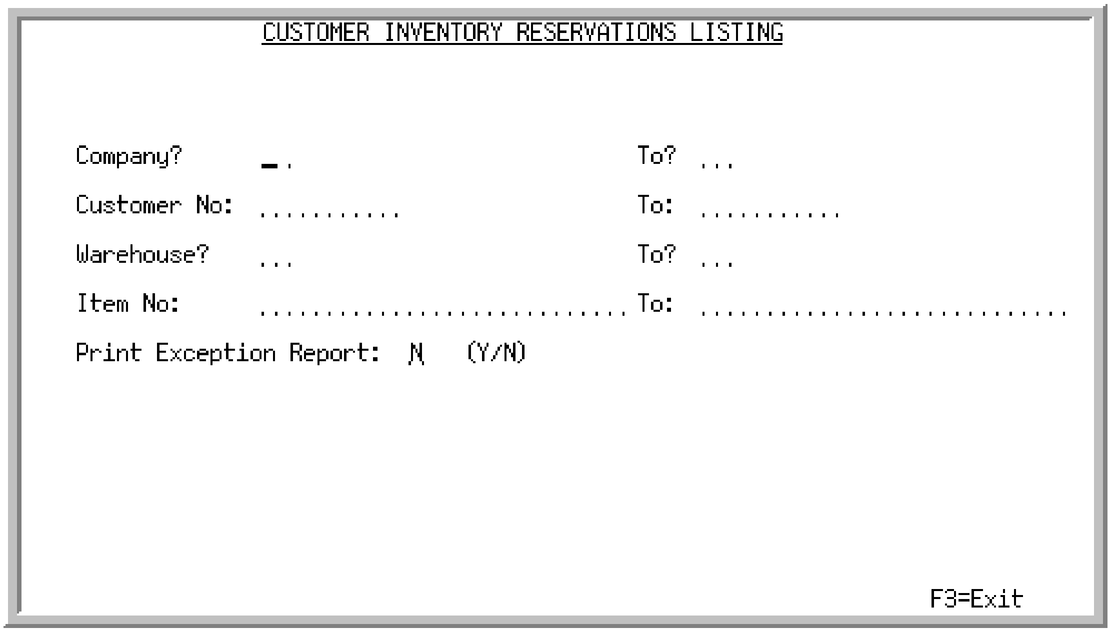
Field/Function Key	Description
Field Changed	The description of the field that was changed. Display
Old Value	The value of the changed field before this specific change. Display
New Value	The new value assigned to the field as a result of this specific change. Display
F12=Return	Press the F12=Return function key to return to the Customer Inventory Reservation Activity Screen (p. 50-18).

Customer Inventory Reservations 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
Customer Inventory Reservations Listing Screen	Use to specify limiting criteria for the reservations listing and to indicate whether you want to print the exception report.
Customer Inventory Reservations Listing	Prints a list of reservations that match the selection criteria.
Customer Inventory Reservations Exception Report	Prints a list of reservations where the reservation quantities exceed the minimum quantity for the warehouse.

Customer Inventory Reservations Listing Screen


CUSTOMER INVENTORY RESERVATIONS LISTING

Company? _ . To? . . .
Customer No: . . . . To: . . . .
Warehouse? . . . To? . . .
Item No: . . . . To: . . . .
Print Exception Report: N (Y/N)

F3=Exit

This screen appears after you select option 31 - Customer Inventory Reservations Listing (MENU OEFILE). Use this screen to select the criteria for the Customer Inventory Reservations Listing to print.

Customer Inventory Reservations Listing Screen Fields and Function Keys

Field/Function Key	Description
Company	Enter the range of company numbers for which customer inventory reservations have been defined that you wish to print on this report. (2@ N 2,0) Optional
Customer No	Enter the range of customer numbers for which customer inventory reservations have been defined that you wish to print on this report. (2@ N 10,0) Optional
Warehouse	Enter the range of warehouses for which customer inventory reservations have been defined that you wish to print on this report. (2@ A 2) Optional
Item No	Enter the range of items for which customer inventory reservations have been defined that you wish to print on this report. (2@ A 27) Optional

Customer Inventory Reservations Listing Screen Fields and Function Keys

Field/Function Key	Description
Print Exception Report	This field determines if the Customer Inventory Reservations Exception Report (p. 50-27) will print following this menu option. Key Y to print this report. Key N if you wish to omit the Customer Inventory Reservations Exception Report from printing. NOTE: The selection criteria entered on this screen does not apply to the Customer Inventory Reservations Exception Report (p. 50-27). *Default Value:* N (A 1) Required
F3=Exit	Press F3=EXIT to cancel your selections and return to MENU OEFILE.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about the Report Options Screen. After you have entered your selections and pressed ENTER, the Customer Inventory Reservations Listing (p. 50-25) will print. The Customer Inventory Reservations Exception Report (p. 50-27) will print if you entered Y in the **Print Exception Report** field on this screen.

Customer Inventory Reservations Listing

```
OE815 06/09/11  17:32:55             CUSTOMER INVENTORY RESERVATIONS LISTING                  AM/APDEMO    Page    1
All Companies         All Customers                   All Warehouses           All Items
Print Exception Report: Y
Co  Customer No      Customer Name           WH  Item No                           Reserved  R  U/M   Last Maint  Last Maint
                                                 Item Description                  Quantity               Date        User
-----------------------------------------------------------------------------------------------------------------------------
 1           40 Attleboro School Department   1  A140                               100.000  R  EA     06/09/11   APDEMO
                                                 3-Ring Binder - 1" Red
 1           40 Attleboro School Department   1  A160                               100.000  R  EA     06/09/11   APDEMO2
                                                 3-Ring Binder - 1" Blue
 1           50 Shelton School Department     1  A160                                75.000     EA     06/09/11   APDEMO2
                                                 3-Ring Binder - 1" Blue
```

This listing prints after entering responses on both the Customer Inventory Reservations Listing Screen (p. 50-23) and the Report Options Screen. All customer inventory reservations that match the criteria entered on the Customer Inventory Reservations Listing Screen (p. 50-23) are printed. Refer to Customer Inventory Reservations (MENU OEFILE) for an explanation of the fields on this report.

Customer Inventory Reservations Listing

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.
Co	The selected company number for this customer inventory reservation.
Customer No	The selected customer number of the customer selected for this customer inventory reservation.
Customer Name	The selected customer name.
WH	The warehouse number of the warehouse selected for this customer for this customer inventory reservation.
Item No Item Description	The item number and description of the item selected for this customer inventory reservation.
Reserved Quantity	The total of the open order quantity ‘shipped’ for all customers. This field applies to O (order) and I (invoice only) type orders only.

Customer Inventory Reservations Listing

Report/Listing Fields	Description
R	An **R** indicates this is a reducible reservation and reduces the reservation as inventory ships to the customer. A reducible reservation considers the total quantity shipped to the customer for all open orders (excluding returns, future orders, master orders, and quotes) and automatically reduces the reservation by that value.
U/M	The unit of measure for the item’s inventory reservation.
Last Maint Date	The date of last maintenance for the inventory reservation for this item.
Last Maint User	The user ID of the last user to perform maintenance for the inventory reservation for this item.

Customer Inventory Reservations Exception Report

```
OE345 01/05/10  11:42:04              CUSTOMER INVENTORY RESERVATIONS EXCEPTION REPORT                AT/APDEMO    Page    1
                                                         Warehouse: 1
   Item and Description
                     Co Customer #  Customer Name                           Qty Reserved  R U/M  Rvw Date  Parent Item
--------------------------------------------------------------------------------------------------------------------------
   A110 Sharp Copier Model Z-57
                      1        100  Financial Management Services              12.000     EA    06/06/06
                                                                                =============
                                                     Qty Reserved Total:        12.000   EA
                                                      Minimum Qty Total:        17.000   EA
                                                      Maximum Qty Total:        26.000   EA
                                                      On-Hand Qty Total:       513.000   EA
   A130 Sharp Extra Sensitive Fax Paper 4/Box
                      1        100  Financial Management Services              96.000   R BOX   05/05/11
                      1        200  Manufacturing Solutions                   200.000     BOX   05/05/11
                                                                                =============
                                                     Qty Reserved Total:       216.700   BOX
                                                      Minimum Qty Total:        54.000   BOX
                                                      Maximum Qty Total:        70.000   BOX
                                                      On-Hand Qty Total:     2,186.000   BOX
   A170 3-Ring Binder - 2" Blue
                      1        100  Financial Management Services              90.000   R EA    02/03/11
                      1        200  Manufacturing Solutions                   100.000   R EA    06/06/12
                      1        810  Bon Secour School Department              500.000   R EA    06/06/12
                      1        812  Bon Secour School Department               17.000   R EA    06/06/12
                      2         10  Pittsburgh School Department               12.000     EA    06/06/12
                                                                                =============
                                                     Qty Reserved Total:       627.000   EA
                                                      Minimum Qty Total:       200.000   EA
                                                      Maximum Qty Total:       264.000   EA
                                                      On-Hand Qty Total:     1,152.000   EA
```

This listing prints if you entered Y in the **Print Exception Report** field on the Customer Inventory Reservations Listing Screen (p. 50-23).

All customer inventory reservation exceptions for the criteria entered on the Customer Inventory Reservations Listing Screen (p. 50-23) are printed. This report prints any items/warehouse that have customer inventory reservations quantities that, when combined, are greater than the defined n% of the minimum quantity set at the warehouse level. If no inventory reservation exceptions are found that meet this criteria, this report will print informing you that no exceptions were found.

NOTE: If the item for which an inventory reservation was made is a Kit Parent, the components that have exceeded the minimum warning percentage will also print on this report.

Customer Inventory Reservations Exception 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.
Warehouse	The warehouse number of the warehouse selected for this customer for this customer inventory reservation.
Item and Description	The item number and description of the item selected for this customer inventory reservation.

Customer Inventory Reservations Exception Report

Report/Listing Fields	Description
Co	The selected company number for this customer inventory reservation.
Customer #	The selected customer number of the customer selected for this customer inventory reservation. If a customer is assigned as an A/R customer, **** AR CUSTOMER **** will display to the right of the customer.
Customer Name	The selected customer name.
Qty Reserved	The total of the open order quantity ‘shipped’ for all customers. This field applies to O (order) and I (invoice only) type orders only.
R	An R indicates this is a reducible reservation and reduces the reservation as inventory ships to the customer. A reducible reservation considers the total quantity shipped to the customer for all open orders (excluding returns, future orders, master orders, and quotes) and automatically reduces the reservation by that value.
U/M	The unit of measure for the item’s inventory reservation.
Review Date	The review date to be used on the Customer Inventory Reservations Exception Report (p. 50-27). If the date on which the exception report is run is greater than or equal to the review date entered in this field, then the item will print on the report regardless of the percentage of minimum warning value.
Parent Item	If the selected item is a kit parent item, then **** KIT PARENT**** will display.
Quantity Reserved Total	For the warehouse/item reservations, the total reserved quantity net of reducible inventory reservations.
Minimum Qty Total	For the warehouse/item reservations, the minimum quantities for the stocking units of measure for the item selected for this customer inventory reservation.
Maximum Qty Total	For the warehouse/item reservations, the maximum quantities for the stocking units of measure for the item selected for this customer inventory reservation
Qty On Hand	The quantities on hand for the stocking units of measure for the item selected for this customer inventory reservation.

CHAPTER 51

Maintaining Output Queue Overrides

51

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.

Distribution A+ uses the following rules 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, Distribution A+ retrieves the output queue 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, Distribution A+ retrieves the output queue 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, Distribution A+ uses 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), 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: Distribution A+ offers this option both here and on the Cross Application File Maintenance Menu (MENU XAFILE). Also note, if using EDI and/or FAX for the sending of certain documents, and are not printing hard copy output, output queues are ignored.

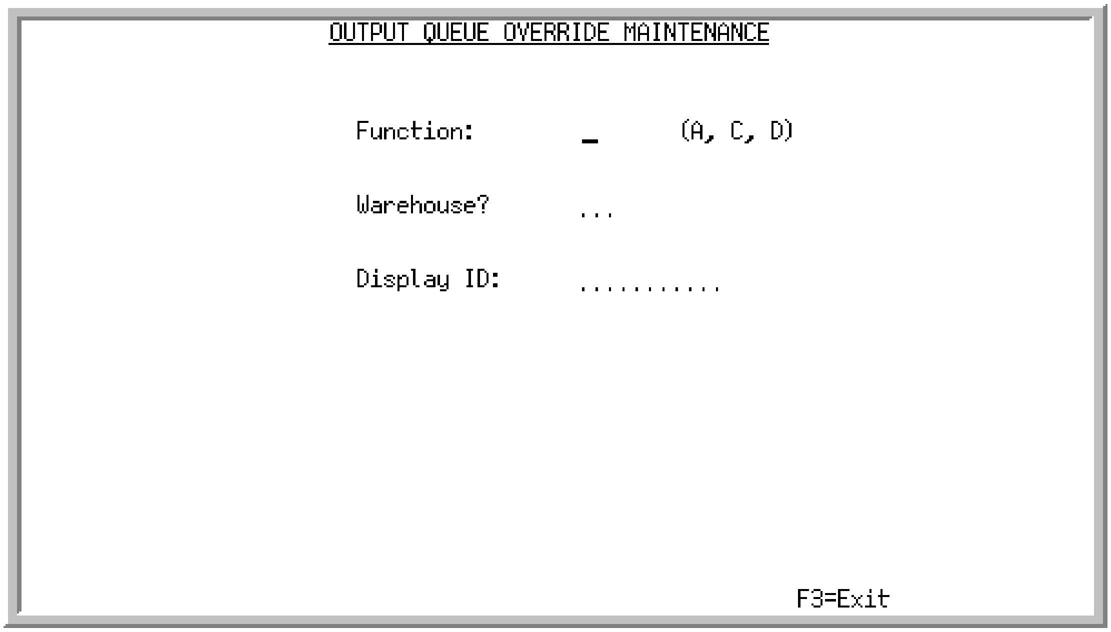
Use the Output Queue Overrides Listing option to print the Output Queue Override Listing. This listing prints the output queue overrides defined for a range of warehouses and/or display ids.

Output Queue Overrides 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
Output Queue Override Maintenance Selection Screen	Use to select the warehouse and/or display ID for which output queue overrides are being added, changed, or deleted.
Output Queue Override Maintenance Update Screen	Use to identify the Offline Order Entry Report output queues.
Output Queue Override Maintenance Screen	Use to identify the output queues for each type of form that may be printed.

Output Queue Override Maintenance Selection Screen



This screen displays after selecting option 1 - Output Queue Overrides Maintenance (MENU OEFIL2) or option 30 - Output Queue Overrides Maintenance (MENU XAFILE). Use this screen to select the warehouse and/or Display ID/User ID for which output queue overrides are being added, changed, or deleted.

If you selected D in the **Enter Output Queue Overrides By** field in System Options Maintenance (MENU XAFILE) this screen and the following screens will show as Display ID. If you selected U in the **Enter Output Queue Overrides By** field in System Options Maintenance (MENU XAFILE) this screen and the following screens will show as User ID. When the screen displays as User ID and the warehouse field is blank:

- User ID “POSORDER” can be used to specify Offline Order Entry report overrides for all Point of Sale orders
- User ID “WEBORDER” can be used to specify Offline Order Entry report overrides for all Web orders
- User ID “CATALOG” can be used to specify Offline Order Entry report overrides for all Catalog orders

NOTE: When using A+ GUI, 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 a GUI deployment.

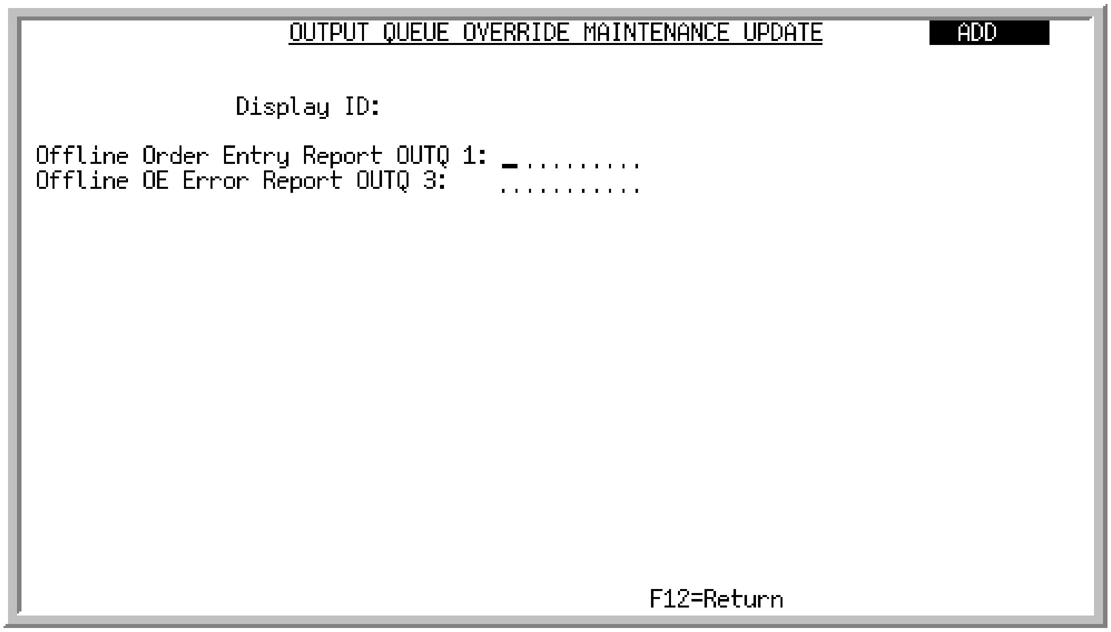
Output Queue Override Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a warehouse and/or display/user ID output queue override definition. Key C to change an existing warehouse and/or display/user ID output queue override definition. Key D to delete an existing warehouse and/or display/user ID output queue override definition. (A 1) Required
Warehouse	Use this field to define a different override for each warehouse, directing documents to the desired printers. If the warehouse associated with the document being printed matches the warehouse keyed in this field, Distribution A+ will select the output queue defined for this warehouse and type of form. Key the warehouse ID for which an output queue is being added, changed, or deleted. Leave the warehouse ID blank to create override output queues for Offline Order Entry Reports. *Valid Values:* Any valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) (A 2) Optional
Display ID	If you selected D in the **Enter Output Queue Overrides By** field in System Options Maintenance (MENU XAFILE) this screen and the following screens will show as Display ID. This optional field may be used in conjunction with the **Warehouse** field to define a definition for the display ID entered in this field. If the workstation requesting the print matches the display ID keyed in this field and documents are being printed for this definition's warehouse (the warehouse ID keyed in the **Warehouse** field), the output queue defined for this warehouse/display ID will be selected. Key the display ID for which an output queue is being added, changed, or deleted. For example, for this warehouse and display, you might want to direct Pick Lists and Invoices for the customer service counter to printer01, and regular warehouse documents to printer02. *Valid Values:* Any valid display ID [refer to Display Internal Device IDs (MENU XAMAST)] (A 10) Optional

Output Queue Override Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
User ID	If you selected U in the **Enter Output Queue Overrides By** field in System Options Maintenance (MENU XAFILE) this screen and the following screens will show as User ID. This optional field may be used in conjunction with the **Warehouse** field to define a definition for the User ID entered in this field. If the workstation requesting the print matches the User ID keyed in this field and documents are being printed for this definition's warehouse (the warehouse ID keyed in the **Warehouse** field), the output queue defined for this warehouse/User ID will be selected. Key the User ID for which an output queue is being added, changed, or deleted. For example, for this warehouse and user, you might want to direct Pick Lists and Invoices for the customer service counter to printer03, and regular warehouse documents to printer01. *Valid Values:* Any valid User ID set up in Register A+ User ID's (MENU XACFIG) (A 10) Optional
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. If you left the **Warehouse** field blank, the Output Queue Override Maintenance Update Screen (p. 51-6) will display. If you keyed a value in the **Warehouse** field, the Output Queue Override Maintenance Screen (p. 51-8) will display.

Output Queue Override Maintenance Update Screen



This screen displays after pressing ENTER on the Output Queue Override Maintenance Selection Screen (p. 51-3) with a blank warehouse. Use this screen to identify the output queues for the Offline-Order Entry Reports.

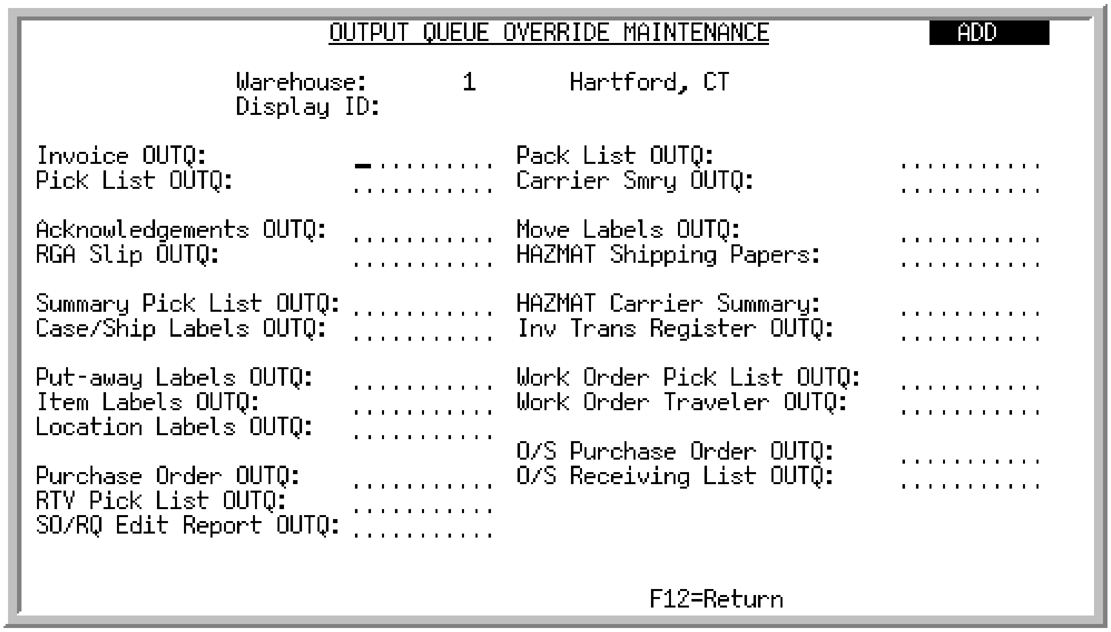
Output Queue Override Maintenance Update Screen Fields and Function Keys

Field/Function Key	Description
Offline Order Entry Report OUTQ 1	Key the output queue where the Offline Order Entry Report will be directed for printing. *Valid Values:* Any valid IBM i output queue (A 10) Required
Offline OE Error Report OUTQ 3	Key the output queue where the Offline OE Error Report will be directed for printing. *Valid Values:* Any valid IBM i output queue (A 10) Required
F12=Return	Press F12=RETURN to return to the Output Queue Override Maintenance Selection Screen (p. 51-3) without saving information keyed on this screen.
F24=Delete	The F24=DELETE function key displays in Delete mode only. Press F24=DELETE to delete the warehouse, warehouse/user ID, or warehouse/display ID definition shown. You will be prompted to press F24=DELETE twice to confirm deletion. The Output Queue Override Maintenance Selection Screen (p. 51-3) will display.

Output Queue Override Maintenance Update Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Output Queue Override Maintenance Selection Screen (p. 51-3) will display.

Output Queue Override Maintenance Screen



This screen displays after pressing ENTER on the Output Queue Override Maintenance Selection Screen (p. 51-3) when a warehouse and/or Display ID/User ID is specified. Use this screen to identify the output queues for each type of form that may be printed.

For each of the fields on the screen, key the output queue to which each form type will be directed for printing:

If only a warehouse was entered on the initial screen, when printing any of the applicable forms/documents for this warehouse, the indicated output queue will be used. If a warehouse and a Display ID/User ID was entered, when printing any of the applicable forms/documents for this warehouse and from this Display ID/User ID, the indicated output queue will be used.

Output Queue Override Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Invoice OUTQ	Key the output queue where the invoices will be directed for printing. Invoices can be printed from the End Order Screen within Enter, Change, & Ship Orders (MENU OEMAIN) or from Print: Invoices (MENU OEMAIN). *Valid Values:* Any valid IBM i output queue (A 10) Required

Output Queue Override Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Pick Lists OUTQ	Key the output queue where the pick lists will be directed for printing. Pick lists can be printed from the End Order Screen within Enter, Change, & Ship Orders (MENU OEMAIN) or from Print: Pick Lists (MENU OEMAIN). *Valid Values:* Any valid IBM i output queue (A 10) Required
Acknowledgements OUTQ	Key the output queue where the acknowledgements will be directed for printing. Acknowledgements can be printed from the End Order Screen within Enter, Change, & Ship Orders (MENU OEMAIN) or from Print: Acknowledgements (MENU OEMAIN). *Valid Values:* Any valid IBM i output queue (A 10) Required
RGA Slip OUTQ	Key the output queue where the RGA slips will be directed for printing. RGA slips can be printed from the End Order Screen within Enter, Change, & Ship Orders (MENU OEMAIN) or from Print: RGA Slips (MENU OEMAIN). *Valid Values:* Any valid IBM i output queue (A 10) Required
Summary Pick List OUTQ	The summary pick lists are available only if Warehouse Management is installed and **Print Summary Pick Lists** has been defined as Y in Warehouse Management Options Maintenance (MENU WMFILE). Key the output queue where the summary pick lists will be directed for printing. Summary pick lists will automatically print with the regular pick lists can be printed from the End Order Screen within Enter, Change, & Ship Orders (MENU OEMAIN) or from Print: Pick Lists (MENU OEMAIN). *Valid Values:* Any valid IBM i output queue (A 10) Required
Case/Ship Labels OUTQ	The case/ship labels are available only if Warehouse Management is installed and **Case Shipping Labels** has been defined as Y in Warehouse Management Options Maintenance (MENU WMFILE). Key the output queue where the case/ship labels will be directed for printing. Case/ship labels can be printed from the End Order Screen within Enter, Change, & Ship Orders (MENU OEMAIN) or from Print: Shipping Labels (MENU WMMAIN). *Valid Values:* Any valid IBM i output queue (A 10) Required

Output Queue Override Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Put-away Labels OUTQ	The put-away labels are available only if Warehouse Management is installed; set this output queue to any valid output queue if you do not plan on printing Put-away Labels. Key the output queue where the put-away labels will be directed for printing. Put-away labels can be printed from Print: Put-Away Labels (MENU WMMAIN). *Valid Values:* Any valid IBM i output queue (A 10) Required
Item Labels OUTQ	The item labels are available only if Warehouse Management is installed; set this output queue to any valid output queue if you do not plan on printing Item Labels. Key the output queue where the item labels will be directed for printing. Item labels can be printed • from Item Labels (MENU WMREPT) • With the Put-away List (for items which are flagged to print Item Labels, and if the **Print Labels with Put-away: Item:** is set to Y in Warehouse Management Options (MENU WMFILE) • RF Receiving (for items flagged to print item labels, and if the **Print Labels with Put-away: Item:** is set to Y in Warehouse Management Options (MENU WMFILE). With Immediate Put-away, this default can be overridden. *Valid Values:* Any valid IBM i output queue (A 10) Required
Location Labels OUTQ	The location labels are available only if Warehouse Management is installed.) Key the output queue where the location labels will be directed for printing. Location labels can be printed from Location Labels (MENU WMREPT). *Valid Values:* Any valid IBM i output queue (A 10) Required

Output Queue Override Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Purchase Orders OUTQ	Purchase orders are available only if Purchasing is installed. NOTE: If an output queue record is not defined here for purchase orders, Distribution A+ uses the IBM i User's profile. This field cannot be blank. Key the output queue where the purchase orders will be directed for printing. Purchase orders can be printed from the End Requisition Entry Screen within Enter or Change Requisitions (MENU POMAIN), End Purchase Order Changes Screen within Enter or Change Requisitions (MENU POMAIN), or Print: Purchase Orders (MENU POMAIN). *Valid Values:* Any valid IBM i output queue; set this output queue to any valid output queue if you do not plan on printing Purchase Orders (A 10) Required
RTV Pick List OUTQ	RTV (return to vendor) Pick Lists are available only if Purchasing is installed. Key the output queue where the RTV pick lists will be directed for printing. RTV pick lists can be printed from Print: Return Req Pick/Pack. *Valid Values:* Any valid IBM i output queue; set this output queue to any valid output queue if you do not plan on printing RTV Pick/Pack Lists. (A 10) Required
SO/RQ Edit Report OUTQ	Use this field to select the output queue to which the Special Order Edit Report will be directed for printing, based on company and vendor-level options, at end order time when completing an order in Order Entry with a special order item. *Valid Values:* Any valid IBM i output queue (A 10) Required
Pack List OUTQ	Pack lists are available only if Warehouse Management is installed. Key the output queue where the pack lists will be directed for printing. Pack lists can be printed automatically when the ship confirmation process is completed for an order. *Valid Values:* Any valid IBM i output queue (A 10) Required

Output Queue Override Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Carrier Smry OUTQ	Set this output queue to any valid output queue to which the Carrier Summary will be directed for printing. The Carrier Summary may be used as a manifest. However, if you print Pick Lists by route, as set up through Order Entry Options Maintenance (MENU XAFILE), a manifest will be printed along with the Pick Lists. That manifest will print on the output queue set up for the user's profile and is not affected by the output queue being set up through this menu option. Note that a Carrier Summary also may be printed through Carrier Order Inquiry (MENU OEMAIN). *Valid Values:* Any valid IBM i output queue (A 10) Required
Move Labels OUTQ	The move labels are available only if Warehouse Management is installed and **Print Move Labels with Moves** has been defined as Y in Warehouse Management Options Maintenance (MENU WMFILE). Also note, the queue keyed here will override that keyed in Warehouse Management Options Maintenance (MENU WMFILE). *Valid Values:* Any valid IBM i output queue (A 10) Required
HAZMAT Shipping Papers OUTQ	The HAZMAT shipping papers are available only if **Hazardous Materials** has been set to Y in System Options Maintenance (MENU XAFILE). NOTE: If an output queue record is not defined here for shipping papers, Distribution A+ uses the default queue defined for the Pick List or Invoice. *Valid Values:* Any valid IBM i output queue (A 10) Required
HAZMAT Carrier Summary OUTQ	The HAZMAT carrier summary is available only if **Hazardous Materials** has been set to Y in System Options Maintenance (MENU XAFILE). NOTE: If an output queue record is not defined here for carrier summary materials, Distribution A+ uses the default queue defined for the Pick List or Invoice. *Valid Values:* Any valid IBM i output queue (A 10) Required

Output Queue Override Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Inv Trans Register OUTQ	Key the output queue where the Inventory Transaction Register Report will be directed for printing. The Inventory Transaction Register Report will print when inventory transactions are posted from: • Process Transactions (MENU IAMAIN / MENU OBMAIN) • Update Physical Inventory (MENU IAPHYS) • Print Purchase Orders (MENU POMAIN) • PO Receipts Register (MENU POMAIN / MENU WOMAIN) • Warehouse Management (MENU WMMAIN) • Update Inventory Counts (MENU WMPHYS) • Receipt Post (MENU WOMAIN) • Transaction Manager (MENU RFMAIN) Additionally, the Drop Shipment Notification & Orders Split Due to Partial Receiving (PO610) report will print to this output queue following the Inventory Transaction Register Report. *Valid Values:* Any valid IBM i output queue (A 10) Required
Work Order Pick Lists OUTQ	Work order pick lists are available only if Value Added Services is installed. Key the output queue where the work order pick lists will be directed for printing. Work order pick lists can be printed from Release Work Orders (MENU WOMAIN) and the End Work Order Screen within Maintain Work Orders (MENU WOMAIN). *Valid Values:* Any valid IBM i output queue (A 10) Required
Work Order Traveler OUTQ	The work order traveler is available only if Value Added Services is installed. Key the output queue where the work order traveler will be directed for printing. Work order travelers can be printed from Release Work Orders (MENU WOMAIN) and the End Work Order Screen within Maintain Work Orders (MENU WOMAIN). *Valid Values:* Any valid IBM i output queue (A 10) Required

Output Queue Override Maintenance Screen Fields and Function Keys

Field/Function Key	Description
O/S Purchase Order OUTQ	Outside service purchase orders are available only if Value Added Services is installed. Key the output queue where the outside service purchase orders will be directed for printing. Outside service purchase orders can be printed from Release Work Orders (MENU WOMAIN) and the End Work Order Screen within Maintain Work Orders (MENU WOMAIN). *Valid Values:* Any valid IBM i output queue (A 10) Required
O/S Receiving Lists OUTQ	Outside service receiving lists are available only if Value Added Services is installed. Key the output queue where the outside service receiving lists will be directed for printing. Outside service receiving lists can be printed from Release Work Orders (MENU WOMAIN) and the End Work Order Screen within Maintain Work Orders (MENU WOMAIN). *Valid Values:* Any valid IBM i output queue (A 10) Required
F12=Return	Press F12=RETURN to return to the Output Queue Override Maintenance Selection Screen (p. 51-3) without saving information keyed on this screen.
F24=Delete	The F24=DELETE displays in Delete mode only. Press F24=DELETE to delete the warehouse or warehouse/display ID definition shown. You will be prompted to press F24=DELETE twice to confirm deletion. The Output Queue Override Maintenance Selection Screen (p. 51-3) will display.
Enter	Press ENTER to confirm your selections. The Output Queue Override Maintenance Selection Screen (p. 51-3) will display.

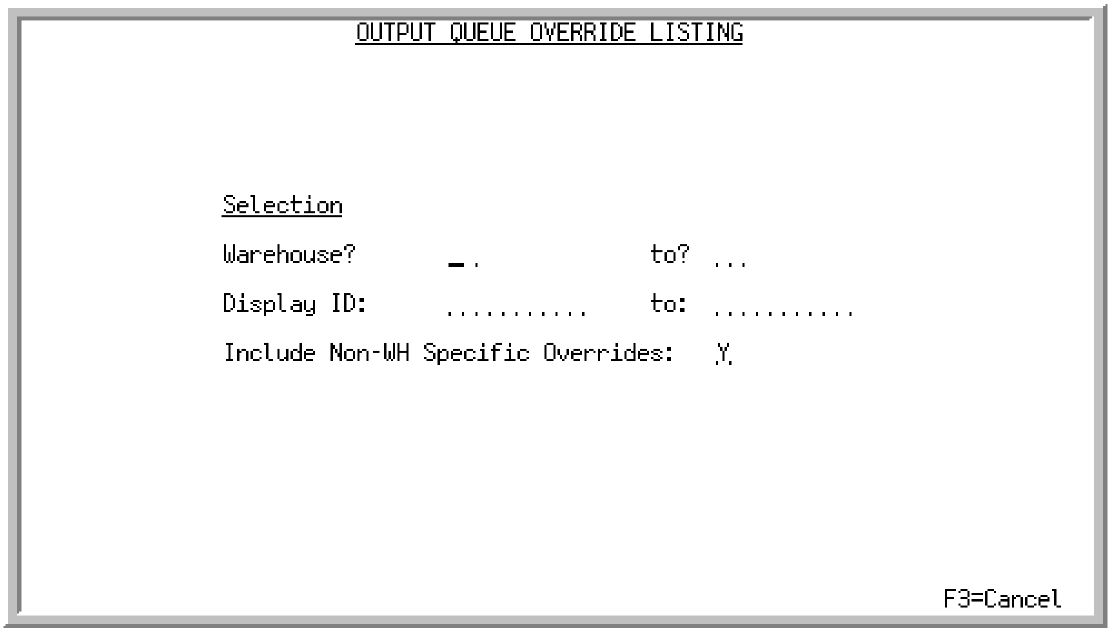
Output Queue Overrides Listing

Once you have set up your output queue override options, you can print a listing of those options through Output Queue Overrides Listing on the Order Entry File Maintenance Menu 2 (MENU OEFIL2) as well as 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
Output Queue Override Listing Screen	Use to select the range of Warehouse and Display IDs/ User IDs for which designated output queues will print.
Output Queue Override Listing	Use to print a listing of the output queue override options defined through Output Queue Override Maintenance (MENU XAFILE).

Output Queue Override Listing Screen



This screen displays after selecting option 11 - Output Queue Overrides Listing (MENU OEFIL2) or option 40 - Output Queue Overrides Listing (MENU XAFILE). Use this screen to select the range of Warehouse and Display ID/User ID values for which designated output queues will print. The criteria entered here, limits the information to print on the listing.

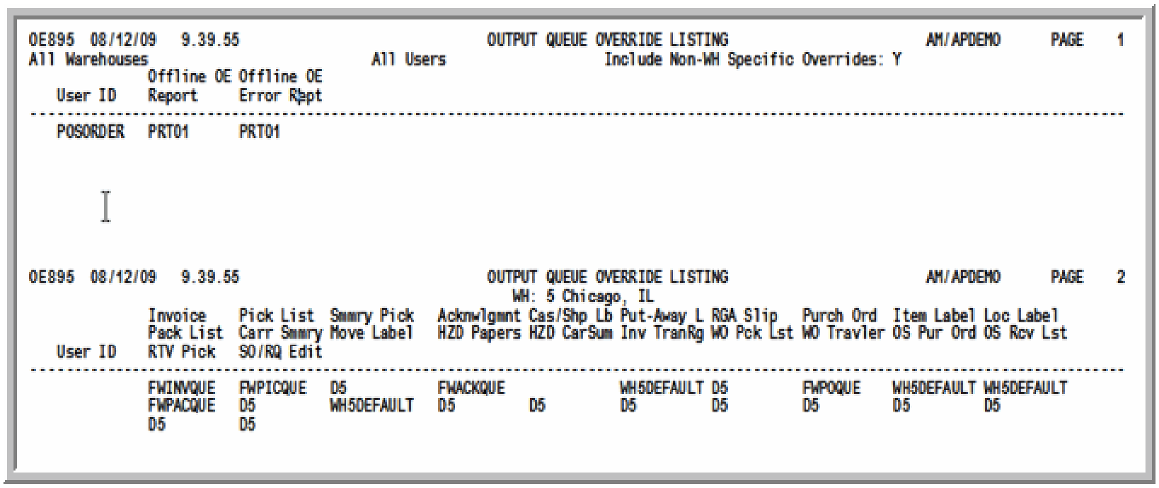
Output Queue Override Listing Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	This field is used to select the warehouse(s) for which override output queues will print. Output queues defined for the warehouses within this range will print. Key the range of Warehouse IDs for which you want override output queues printed. (2 @ A 2) Optional
Display ID/User ID	NOTE: If you selected D in the **Enter Output Queue Overrides By** field in System Options Maintenance (MENU XAFILE) this screen and the following screens will show as Display ID. If you selected U in the **Enter Output Queue Overrides By** field in System Options Maintenance (MENU XAFILE) this screen and the following screens will show as User ID. This field is used to select the display ID/user ID(s) to print. Output queues will print for all display ID/user ID(s) within this range. Key the display ID/user ID or range of display ID/user ID(s) to print. (2 @ A 10) Optional

Output Queue Override Listing Screen Fields and Function Keys

Field/Function Key	Description
Include Non-WH Specific Overrides	This field will determine if overrides without a warehouse (i.e.only for a specific display or user) will be included on the report. Key Y to include overrides entered without a warehouse. Key N to only include overrides that are warehouse specific. (A 1) Required
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 will display. Refer to the Cross Applications User Guide for more information.

Output Queue Override Listing



```
OE895  08/12/09   9.39.55                        OUTPUT QUEUE OVERRIDE LISTING                    AM/APDEMO      PAGE    1
All Warehouses                          All Users                    Include Non-WH Specific Overrides: Y
               Offline OE Offline OE
   User ID     Report     Error Rept
-----------------------------------------------------------------------------------------------------------------------------
   POSORDER    PRT01      PRT01

OE895  08/12/09   9.39.55                        OUTPUT QUEUE OVERRIDE LISTING                    AM/APDEMO      PAGE    2
                                                    WH: 5 Chicago, IL
               Invoice    Pick List  Smmry Pick  Acknwlgmnt Cas/Shp Lb Put-Away L RGA Slip   Purch Ord  Item Label Loc Label
               Pack List  Carr Smmry Move Label  HZD Papers HZD CarSum Inv TranRg WO Pck Lst WO Travler OS Pur Ord OS Rcv Lst
   User ID     RTV Pick   SO/RQ Edit
-----------------------------------------------------------------------------------------------------------------------------
               FWINVQUE   FWPICQUE   D5          FWACKQUE              WH5DEFAULT D5         FWPOQUE    WH5DEFAULT WH5DEFAULT
               FWPACQUE   D5         WH5DEFAULT  D5         D5         D5         D5         D5         D5         D5
               D5         D5
```

This listing is produced following your responses on the Output Queue Override Listing Screen (p. 51-16), and the The Report Options Screen will display. Refer to the Cross Applications User Guide for more information.

Output queue overrides for the selected warehouses and displays/users are printed in warehouse and display/user sequence. You will view the warehouse, display/user, and designated output queue for each type of form. If the user selected to include non-WH specific overrides, those overrides will print first, followed by the warehouse specific overrides. The form will print to this output queue based on the rules listed on the first page in this section.

For an explanation of the fields on this listing, refer to Output Queue Overrides Maintenance (MENU OEFILE).

CHAPTER 52

Maintaining Shipping Warehouse Overrides

52

The Shipping Warehouse Overrides Maintenance option allows you to add, change, or delete override shipping warehouses for Order Entry. When entering an order through Enter, Change & Ship Orders (MENU OEMAIN), the system uses this option 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). If a shipping warehouse was defined, Distribution A+ redirects shipment from the original warehouse to the shipping warehouse defined through this option. This is useful if the item is no longer stocked in a certain warehouse, or if you have several warehouse locations and one centralized shipping warehouse (you can order out of the same warehouse and Distribution A+ will ship out of the shipping warehouse).

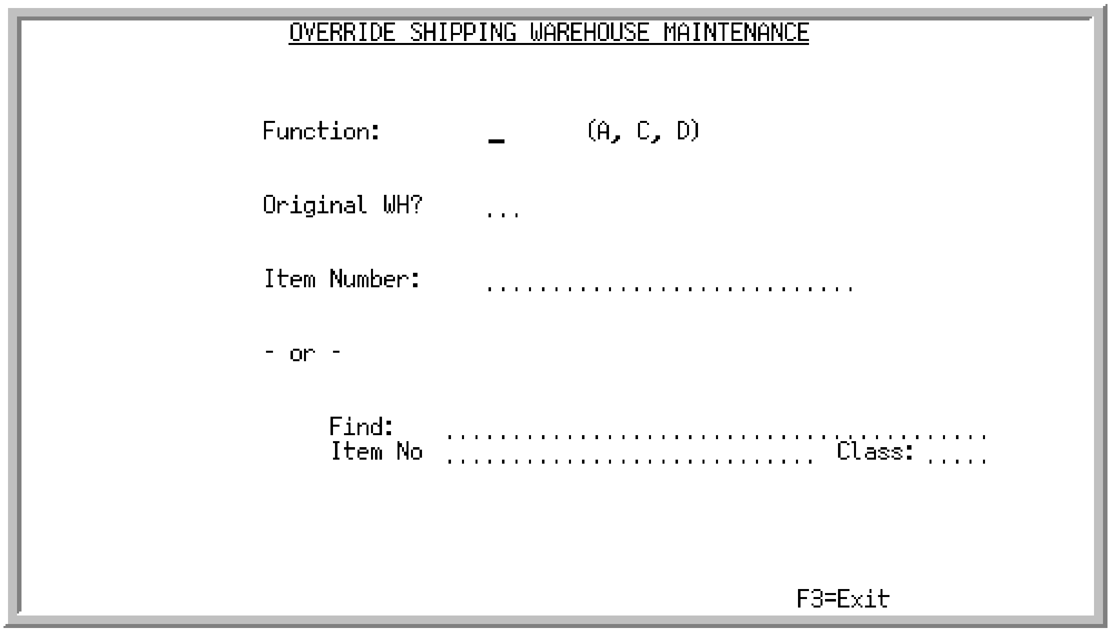
NOTE: In addition to assigning a shipping warehouse override, you may assign alternate warehouses for that shipping warehouse. Refer to Alternate Shipping Warehouses Maintenance (MENU OEFIL2).

Shipping Warehouse Overrides 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
Override Shipping Warehouse Maintenance Selection Screen	Use to specify the original warehouse number for which an override is being maintained.
Override Shipping Warehouse Maintenance Screen	Use to provide the override shipping warehouse number.

Override Shipping Warehouse Maintenance Selection Screen



This screen appears after you select option 2 - Shipping Warehouse Overrides Maintenance (MENU OEFIL2). Use this screen to select a warehouse (referred to here as the “original warehouse”) to which an override shipping warehouse will be assigned when the identified item is ordered. This will force all orders for the item created for the selected original warehouse (indicated on the order header) to be shipped from the override warehouse (defined through this option) instead. You may also search for an item using the **Find**, **Item No**, and **Class** fields.

Override Shipping Warehouse Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a shipping warehouse. Key C to change an existing shipping warehouse. Key D to delete an existing shipping warehouse. (A 1) Required
Original WH	Use this field to enter the original warehouse from which the item currently is being shipped if you no longer want the item shipped from that warehouse. On the Override Shipping Warehouse Maintenance Screen (p. 52-5), you will be prompted to enter the shipping warehouse from which the item will now be shipped. Key the warehouse ID of the original warehouse. *Valid Values:* Any valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) from which this item is originally shipped (A 2) Required

Override Shipping Warehouse Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Number	This field is used to select the item that will now be shipped from the override shipping warehouse. The shipping warehouse is defined on the Override Shipping Warehouse Maintenance Screen (p. 52-5). Key the item number of the warehouse you wish to override. NOTE: When you press ENTER, if a warning message displays informing you that the item will no longer be shipped from the original warehouse, you might want to reconsider overriding this warehouse. The message indicates that the item is still stocked in the original warehouse. If you do not receive this message, an Item Balance record does not exist for the original warehouse. *Valid Values:* Any item set up in Item Master Maintenance (MENU IAFILE) (A 27) Required
Find	This field allows you to search for an item by using characters contained in the item's description. This field may be used alone or in conjunction with the **Item No** and **Class** fields. Key search word criteria (full or partial) that match the item you wish to locate. The item number(s) that match the characters entered will be displayed. To search for manufacturer numbers, prefix the criteria you enter with M/. The system will search the Vendor/Item file for a valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. 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. To search for UPC cross references, prefix the criteria you enter with U/. To search for 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 alone or in conjunction with the **Find** and **Class** fields to locate an item. Key part of the item number you wish to locate. The item(s) that match the characters entered will be displayed. (A 27) Optional

Override Shipping Warehouse Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Class	This field may be used alone or in conjunction with the **Find** and **Item No** fields to locate an item. Key the class/sub-class of the item you want to locate; if the sub-class field is left blank, all sub-classes within the range of indicated item classes will be included. The item(s) that are defined as the class entered will be displayed. (A 2/A 2) Optional
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. If you entered search word criteria, the Item Description Search Screen will appear. This screen is described in the Inventory Accounting User Guide. If you did not key search word criteria, the Override Shipping Warehouse Maintenance Screen (p. 52-5) will appear.

Override Shipping Warehouse Maintenance Screen

This screen appears after you press ENTER on the Override Shipping Warehouse Maintenance Selection Screen (p. 52-2), or after selecting an item using the Item Description Search Screen. Use this screen to select the override shipping warehouse.

Relationships of “original” to “override” warehouses may be established with a particular warehouse being the “original” in one relationship yet an “override” in another. Refer to the following example:

For example, assume that for Original WH 5, the Override Shipping WH is 3 and for Original WH 3, the Override Shipping WH is 1. When the selected item is placed on an order created for warehouse 5, it will be shipped from warehouse 3. When the selected item is placed on an order created for warehouse 3, it will be shipped from warehouse 1. The item will never be directly shipped from warehouse 1 if placed on an order created for warehouse 5.

Override Shipping Warehouse Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Shipping WH	Key the shipping warehouse ID from which this item will now be shipped. *Valid Values:* Shipping warehouse cannot be the same as the original warehouse and must be a valid warehouse. The item must be on file for the selected warehouse, meaning the Item Balance record must exist; Item Balance Maintenance (MENU IAFILE) (A 2) Required
F12=Return	Press F12=RETURN to return to the Override Shipping Warehouse Maintenance Selection Screen (p. 52-2) without updating this screen.

Override Shipping Warehouse Maintenance Screen Fields and Function Keys

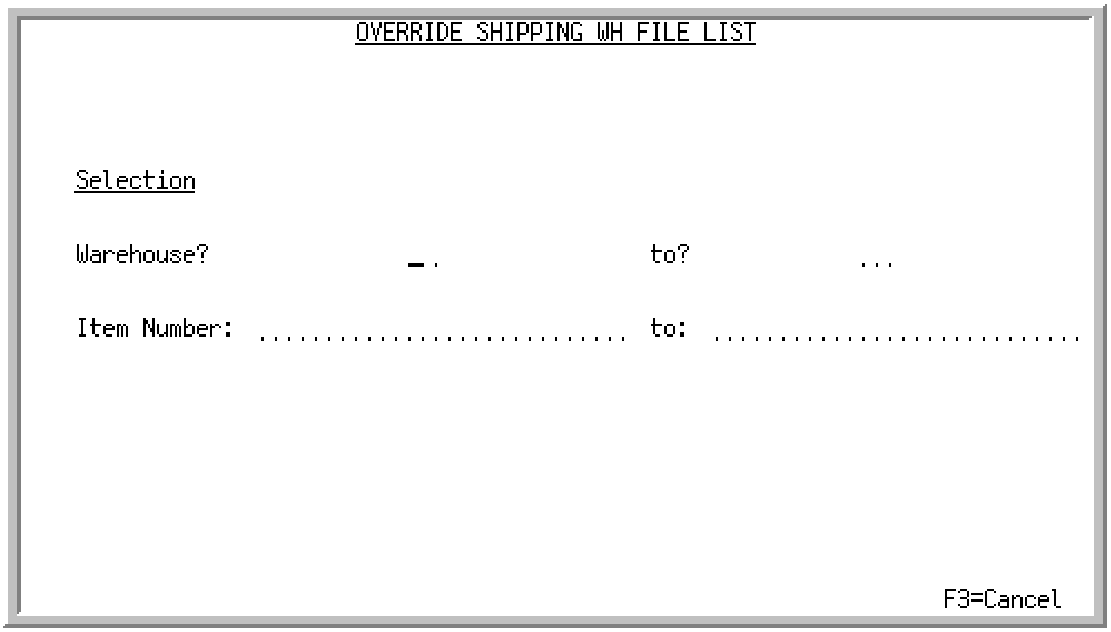
Field/Function Key	Description
F24=Delete	The F24=DELETE function key displays in the Delete mode only. Press F24=DELETE to delete the shipping warehouse displayed. You will be prompted to press F24=DELETE twice to confirm deletion. Once deleted, this item may be shipped from the original warehouse. The Override Shipping Warehouse Maintenance Selection Screen (p. 52-2) will appear.
Enter	Press ENTER to confirm your selections. The Override Shipping Warehouse Maintenance Selection Screen (p. 52-2) will appear. NOTE: Once the shipping warehouse has been created, the item will no longer be able to be shipped from the original warehouse. If you wish to reinstate the original warehouse as the place from where orders are to be shipped, you must first delete the overriding shipping warehouse defined, otherwise, you must change the warehouse back to the original warehouse during order entry.

Shipping Warehouse Overrides 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
Override Shipping WH File List Screen	Use to provide limiting criteria for the listing.
Override Shipping WH File Listing	Prints a list of override shipping warehouses.

Override Shipping WH File List Screen



This screen appears after you select option 12 - Shipping Warehouse Overrides Listing (MENU OEFIL2).

Use this screen to select the range of warehouses and item numbers for which shipping warehouses will print.

Override Shipping WH File List Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	This field is used to select the original warehouses for which shipping warehouses will print. Override shipping warehouses defined for original warehouses will print for the warehouse range keyed in this field. Key the original warehouses for which you want shipping warehouses printed. (2 @ A 2) Optional
Item Number	This field is used to select the item numbers to print that have shipping warehouse overrides defined. Key the item number or range of item numbers to print. Override shipping warehouse information will print for all items within this range. (2 @ A 27) Optional
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.

Override Shipping WH File List Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Override Shipping WH File Listing

```
OE8A15  06/09/11   7.22.26                        OVERRIDE SHIPPING WH FILE LISTING                       AM/APDEMO    PAGE    2
Original Warehouse                 Item Number/Description        Shipping Warehouse
---------------------------------------------------------------------------------------------------------------------------------
4  Seattle, WA                     A670                           2  Los Angeles, CA
                                   486/33Mhz 80 MB Processor
                                   A700                           2  Los Angeles, CA
                                   Customer Three Ring Binder
                                   with customer supplied graphics
                                   A710                           2  Los Angeles, CA
                                   Graphic Artwork for 3" Binder
                                   A720                           2  Los Angeles, CA
                                   Three Ring Clamp for 3" Binder
                                   A730                           2  Los Angeles, CA
                                   3" Binder Shell
5  Chicago, IL                     A100                           3  Dallas, TX
                                   Sharp Fax Machine
                                   Model SX-765
                                   A110                           3  Dallas, TX
                                   Sharp Copier
                                   Model Z-57
                                   A400                           3  Dallas, TX
                                   Office Tool Set
                                   A401                           3  Dallas, TX
                                   Hammer
                                   A402                           3  Dallas, TX
                                   Phillips Head Screwdriver
                                   A403                           3  Dallas, TX
                                   Standard Screw Driver
```

This listing is produced following your responses on the Override Shipping WH File List Screen (p. 52-7), and the Report Options Screen.

Override shipping warehouses defined for original warehouses within the warehouse/item range indicated are printed. You will view the original warehouse, the item's number and description, and the shipping warehouse (the warehouse from which the item will now be shipped).

For an explanation of the fields on this listing, refer to Shipping Warehouse Overrides Maintenance (MENU OEFIL2).

CHAPTER 53

Maintaining Carrier Codes

53

Carrier codes allow you to identify each carrier that delivers customer orders. When entering an order for a customer through Enter, Change & Ship Orders (MENU OEMAIN), a valid carrier code must be entered to identify the carrier that will be shipping the order. (You will also have the option to enter *NONE for customer pick up orders; *NONE is system defined.) Once a carrier code has been defined through this option, if the same carrier is always used, you may specify a default carrier in the Customer Master File and/or Customer/Ship-To File [if a default carrier is specified in both files, the Customer/Ship-To File takes precedence if a ship-to was keyed in Enter, Change & Ship Orders (MENU OEMAIN)]. The default specified in the customer or customer/ship-to file is displayed during Enter, Change & Ship Orders and may be overridden at that time.

A carrier-specific schedule is used to ensure an order's requested ship date keyed through Enter, Change & Ship Orders (MENU OEMAIN) matches the carrier's delivery schedule. If it does not, the system will update the keyed date to reflect the next scheduled delivery day.

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 for each sales order or return contains transport mode information that is required for that report.

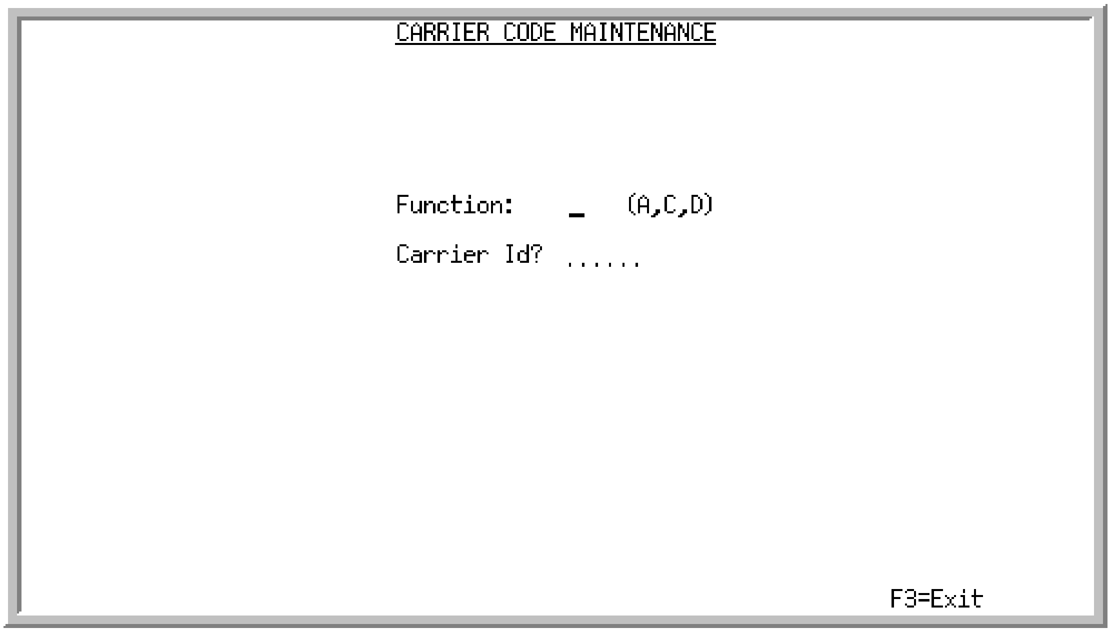
Use the Carrier Codes Maintenance option (MENU OEFIL2) to add, change, or delete carrier codes and to add or maintain carrier-specific delivery schedules and the Carrier Codes Listing option to print the defined carrier codes.

Carrier Codes 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
Carrier Code Maintenance Selection Screen	Use to specify the carrier ID.
Carrier Code Maintenance Screen	Use to define the carrier.

Carrier Code Maintenance Selection Screen

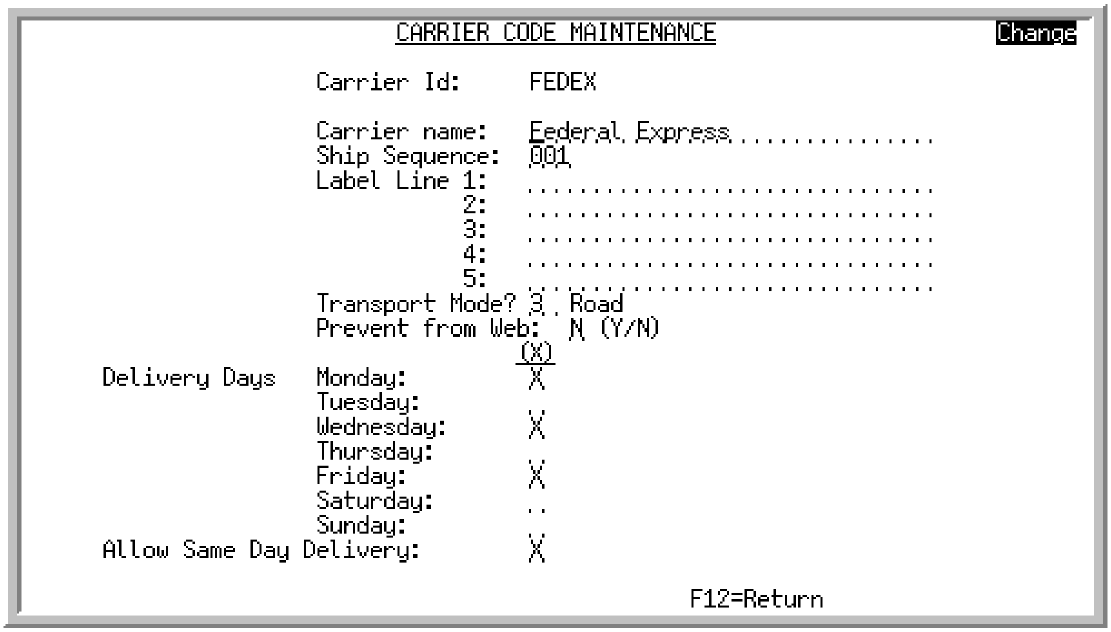


This screen appears after selecting option 3 - Carrier Codes Maintenance (MENU OEFIL2). Use this screen to select the carrier to add, change, or delete.

Carrier Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a carrier code. Key C to change an existing carrier code. Key D to delete an existing carrier code. (A 1) Required
Carrier Id	Use this field to enter the carrier code you want to add, change, or delete. Key the unique carrier ID to identify this carrier. (A 5) Required
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Carrier Code Maintenance Screen (p. 53-3) will appear.

Carrier Code Maintenance Screen



This screen appears after pressing ENTER on the Carrier Code Maintenance Selection Screen (p. 53-2). Use this screen to further define the carrier you are adding or maintaining. You may also delete a carrier from this screen if you selected the delete function on the previous screen.

Carrier Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Carrier Name	Use this field to enter the name of this carrier. Key the carrier’s name. This name helps identify the carrier ID being defined. (A 30) Required

Carrier Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Ship Sequence	NOTE: Displays only if Warehouse Management is installed. This field may be used to indicate the normal arrival sequence of your carriers as shipments are picked up throughout the day. Key the shipping sequence of this carrier. The sequence entered here determines where this carrier will print on the Carrier Code Listing (p. 53-8). If no sequence number is entered, the carriers will display on the listing in alphabetical order. For example, if you have Carrier 1 defined as sequence 15, Carrier 2 defined as sequence 5, and Carrier 3 defined as sequence 000 (no sequence selected), they will appear on the listing in the following order: • Carrier 3 (no sequence entered) • Carrier 2 • Carrier 1 You have the option to sort Pick Lists and Summary Pick Lists by carrier sequence as determined within Warehouse Management Options Maintenance (MENU WMFILE). (N 3,0) Optional
Label Line	NOTE: Applicable only if Warehouse Management is installed. Up to 5 lines may be used to enter information that will print on Case/Shipping Labels for this carrier. Case/Shipping Labels are generated through Warehouse Management. Case/Shipping Labels are printed for Warehouse Management case quantity items. Key the carrier information to print on the Case/Shipping Label(s). This information will also appear on regular Pick Lists and in boxing information inquiries. (5 @ A 30) Optional
Transport Mode	Companies in European Community (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 for each shipment or receipt is required on the report. The transport mode you enter here will be used as the transport mode in Order Entry whenever this carrier code is on the order. Key the transport mode code for this carrier. *Valid Values:* A transport mode code defined through Transport Mode Maintenance (MENU OEFIL3 or MENU POFIL2). (A 2) Required

Carrier Code Maintenance Screen Fields and Function Keys

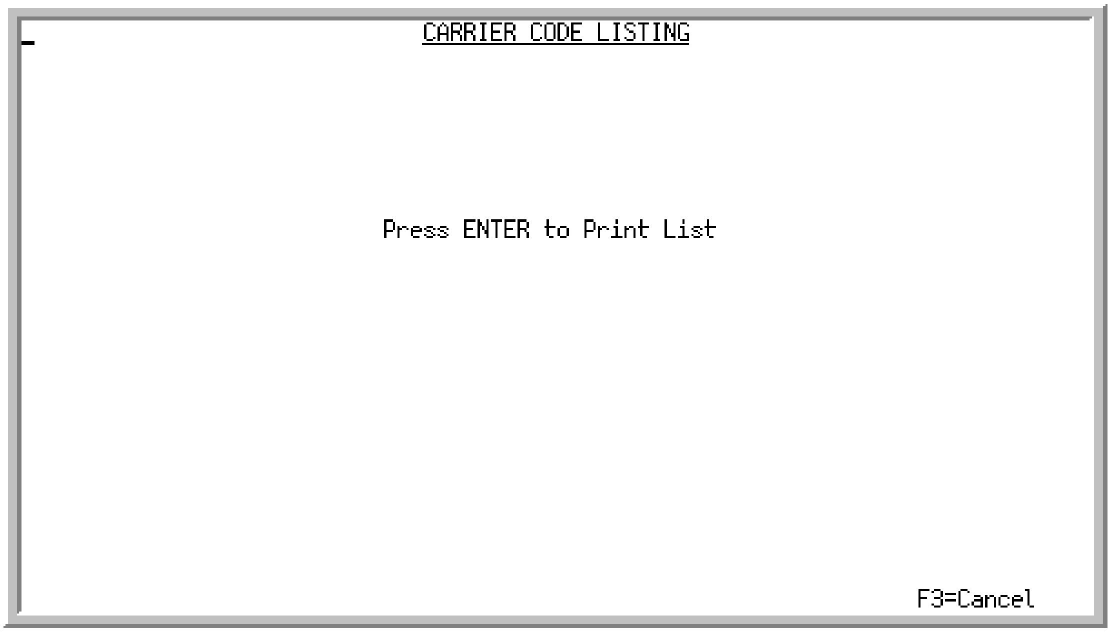
Field/Function Key	Description
Prevent from Web	This field applies only if you have Storefront installed. Use this field to specify whether this carrier will be available to your web site users. If a carrier is available, your customers can select the carrier when ending their order and specifying shipment information. Key Y to prevent this carrier from being available; in other words, you do not want this carrier to be a selection for order shipment. Key N if you do not want to prevent this carrier from being available; in other words, you want this carrier to be available as a selection for order shipment. NOTE: If you change the value for a carrier, it will not take effect in Storefront until you run another data retrieve process. *Default Value:* Y (A 1) Required
Delivery Days	Use this field to identify a specific delivery schedule for the selected carrier. Any requested ship dates keyed through Order Entry will be checked, and if applicable, changed to the reflect the next day of the week marked as a scheduled delivery day. Key an X next to each day of the week that the selected carrier will deliver. Leave all fields blank, or key an X in all fields to indicate that the carrier will deliver on any day of the week. (7 @ A 1) Optional
Allow Same Day Delivery	Use this field to identify if this carrier can be considered for same day delivery. For carriers identified with Y, the requested ship date will be the current date if the carrier delivers on the current date. Otherwise, the next valid delivery day will be used. *Valid Values:* X, blank (A 1) Optional
F12=Return	Press F12=RETURN to return to the Carrier Code Maintenance Selection Screen (p. 53-2) without saving information keyed on this screen.
F24=Delete	The F24=DELETE key displays in "delete" mode only. Press F24=DELETE to delete the carrier displayed. You will be prompted to press F24=DELETE twice to confirm deletion. The Carrier Code Maintenance Selection Screen (p. 53-2) will appear.
Enter	Press ENTER to confirm your selections. The Carrier Code Maintenance Selection Screen (p. 53-2) will appear.

Carrier Codes 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
Carrier Code Listing Screen	Use to initiate the printing of the listing.
Carrier Code Listing	Prints a list of all defined carrier IDs.

Carrier Code Listing Screen



This screen appears after selecting option 13 - Carrier Codes Listing from MENU OEFIL2. Use this screen to initiate the listing.

Carrier Code Listing Screen Fields and Function Keys

Field/Function Key	Description
Press ENTER to Print List	Press the ENTER key if you want to continue with this option. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.

Carrier Code Listing

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Carrier Code	Description	Ship Seq	Packing Label	Prevent Fr Web	Mon	Tue	Wed	Thu	Fri	Sat	Sun	A S	Mode Trans
TRUCK	Our Truck			N	X	X	X	X	X	X	X	X	3
UPSBL	UPS Blue - Next Day Air			N	X	X	X	X	X			X	4
FEDEX	Federal Express	1		N	X		X		X			X	3
RPS	Rapid Package Service	2		N		X			X			X	3
AIRBO	Airborne Delivery Service	3		N		X		X		X		X	4
YELLW	Yellow Freight	4		N	X		X			X		X	2
UPS	United Parcel Service	5		N	X	X	X	X	X			X	3

This listing is produced following your responses on the Report Options Screen which appears after you press ENTER on the Carrier Code Listing Screen (p. 53-7).

The carrier codes, carrier descriptions, ship sequence, packing label descriptions, transport mode, prevent from web value, and any specific delivery schedules including whether or not the carrier allows same day delivery, as defined through Carrier Codes Maintenance are printed. The sequence in which the carrier codes are printed is determined by the ship sequence selected on the Carrier Code Maintenance Screen (p. 53-3). If a ship sequence was not selected, carrier codes are printed in alphabetical order before those carrier codes with a shipping sequence.

Refer to Carrier Codes Maintenance (MENU OEFIL2) for a detailed explanation of the fields on this listing.

CHAPTER 54

Maintaining Return Reason Codes

54

Use the Return Reason Codes Maintenance option to add, change, or delete 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. For each company that will require a return reason code, create a separate reason code record.

This option also determines how returns will be handled: items will or will not be returned to stock depending on the reason code definition.

If you are using Return to Vendor processing, the return disposition code, which is associated with the return reason code, determines whether items will be returned to inventory, returned to the vendor, or discarded.

If Distribution A+Warehouse Management is installed and the **Return to stock** field is Y, you will be able to define return locations for each warehouse for the return reason code being maintained. This will allow for automatic location assignment in Order Entry (OE) for inventory being returned to stock (if there is a return location defined for the return reason code you key in OE and if that location exists for the return order warehouse).

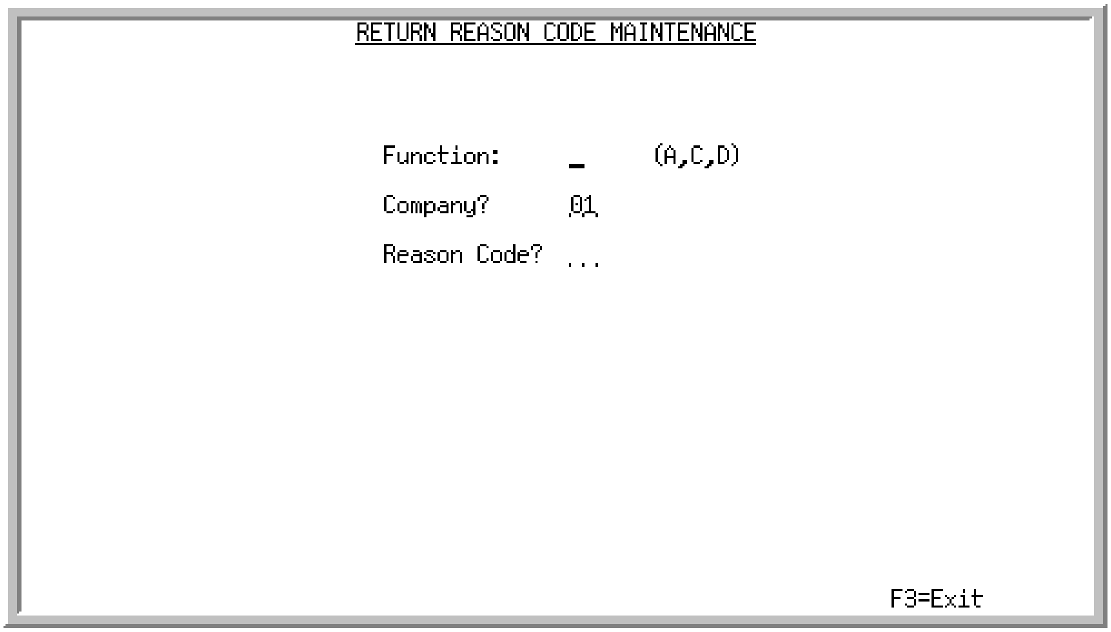
Return Reason Codes Maintenance

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
Return Reason Code Maintenance Selection Screen	Use to specify the return reason code.
Return Reason Code Maintenance Screen	Use to provide a description and the settings for the code.

Title	**Purpose**
Return Reason Code Location Maintenance Screen	Use to define return locations for each warehouse for the return reason code being maintained.

Return Reason Code Maintenance Selection Screen



This screen appears after selecting option 4 - Return Reason Codes Maintenance (MENU OEFIL2).

Use this screen to select the reason code to add, change, or delete for the indicated company.

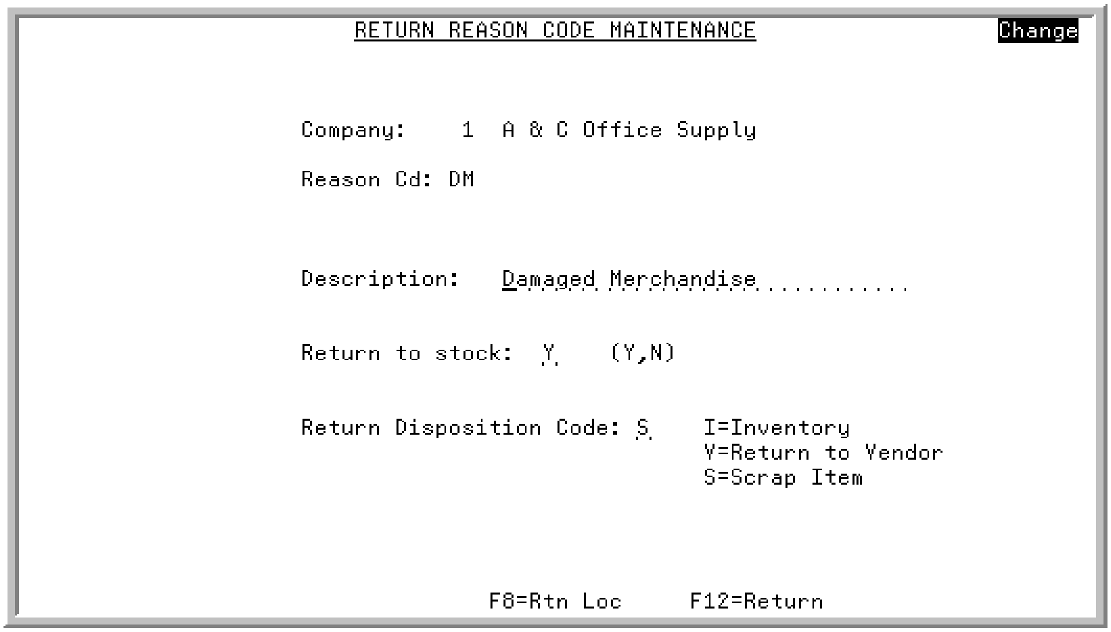
Return Reason Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a return reason code. Key C to change an existing return reason code. Key D to delete an existing return reason code. (A 1) Required

Return Reason Code Maintenance Selection 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). Use this field to indicate the company for which this reason code is being added, changed, or deleted. Create a separate reason code record for each company that will be using this code. Key the company number for which you are defining this return reason code. *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
Reason Code	Use this field to enter the reason code that you are adding, changing, or deleting. When entering a customer return, you are required to key a reason code identifying the reason for the return of the merchandise. Key the reason code that will identify for this company the reason of a return. (A 2) Required
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Return Reason Code Maintenance Screen (p. 54-5) will appear.

Return Reason Code Maintenance Screen



This screen appears after you press ENTER on the Return Reason Code Maintenance Selection Screen (p. 54-3).

Use this screen to further define the return reason code you are adding or maintaining or to delete the return reason code.

You indicate how return functionality will be processed (items will or will not be returned to stock depending on the reason code definition); and, if you are using Return to Vendor processing, the **Return Disposition Code**, which is associated with the return reason code, determines whether items will be returned to inventory, returned to the vendor, or discarded.

Additionally, if Distribution A+Warehouse Management is installed and the **Return to stock** field is Y, you can define return locations using F8=RTN LOC for each warehouse for the return reason code being maintained.

Return Reason Code Maintenance 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). The company for which this reason code is being added, changed, or deleted. Display
Reason Cd	The return reason code you are adding, maintaining or deleting, as selected on the Return Reason Code Maintenance Selection Screen (p. 54-3). Display

Return Reason Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to enter a description of the reason code being added or maintained. Key the description of this return reason code. (A 30) Required
Return to stock	Use this field to determine whether or not the item will be allocated. If the item being returned has a reason code with an assigned **Return to stock** field set to N, the item will not be returned to stock and inventory will not be updated. Set this field to N if the **Return Disposition Code** is S and **Return Scrapped Item to Inventory** is set to N in Purchasing Options Maintenance (MENU XAFILE). If the item being returned has a reason code with an assigned **Return to stock** field set to Y, the item will be returned to stock and inventory will be updated. Set this field to Y if the **Return Disposition Code** is S and **Return Scrapped Item to Inventory** is set to A or if the **Return Disposition Code** is V or I. If Distribution A+Warehouse Management is installed and the **Return to stock** field is Y, you can define return locations using F8=RTN LOC for each warehouse for the return reason code being maintained. (A 1) Required
Return Disposition Code	Use this field to specify how Distribution A+ handles items marked with this return reason code. This field is required when **Use Return to Vendor Processing** is set to Y in Purchasing Company Options (MENU XAFILE). Key I to return the items to inventory. The **Return to stock** field must be set to Y, if you key I in this field. The item will be assigned to the Returns Location, if using the Returns Location, unless an override was keyed. Key V to return the items to the vendor. The **Return to stock** field must be set to Y, if you key V in this field. The item will be assigned to the Return to Vendor Location, if defined; otherwise, the Returns Location is being used. Key S to scrap the items. You must key S if the **Return to stock** field is N. You cannot key V because items must be returned to stock before they can be returned to the vendor. The item will be assigned to the Damaged Location, if defined; otherwise, the Returns Location is being used. (A 2) Required/Optional
F8=Rtn Loc	When maintaining a return reason code, the F8=RTN LOC function key displays only if Distribution A+Warehouse Management is installed and the **Return to stock** field on this screen is Y. Press F8=RTN LOC to define return locations for each warehouse for the return reason code being maintained. The Return Reason Code Location Maintenance Screen (p. 54-8) will appear.
F12=Return	Press F12=RETURN to return to the Return Reason Code Maintenance Selection Screen (p. 54-3) without saving information keyed on this screen.

Return Reason Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	The F24=DELETE function key displays in Delete mode only. Press F24=DELETE to delete the reason code displayed. You will be prompted to press F24=DELETE twice to confirm deletion. The Return Reason Code Maintenance Selection Screen (p. 54-3) will appear.
Enter	Press ENTER to confirm your selections. The Return Reason Code Maintenance Selection Screen (p. 54-3) will appear.

Return Reason Code Location Maintenance Screen

```
                RETURN REASON CODE LOCATION MAINTENANCE                 Change

           Company:    01  A & C Office Supply
           Reason Cd:  DM  Damaged Merchandise

             WH  Description                       Rw.Bin.Sh
          1      ** Default Location **            35.001.01
          2  1   Hartford, CT                      12.003.02
          3  2   Los Angeles, CA                   10.003.02









                                                                        Last
 ______________________________________________________________________

      Sel                                 Rw.Bin.Sh
      ...     WH? ...   Return Location: ................


                                    F4=Loc List     F12=Return
```

This screen appears after you press F8=Rtn Loc on the Return Reason Code Maintenance Screen (p. 54-5).

Use this screen to define return locations for each warehouse for the return reason code being maintained. The top portion of this screen displays the return locations that have already been defined for the return reason code displayed for each warehouse, and the lower portion of the screen, is used to further define return locations for the return reason code for additional warehouses.

You can define one return location per warehouse for each return reason code. A default return location can also be defined for use with any warehouse, as long as that location is defined for the warehouse receiving the return; the same location can be assigned to multiple return reason codes. A default return location is defined by entering a return location without a warehouse on this screen. That location will then become the default for any warehouse that does not have a specific location defined.

During Order Entry (OE), when entering a return reason code on a return or invoice only order for inventory that is being returned to stock, if there is a return location defined for that return reason code and that location exists for the return order warehouse, then that location will be automatically assigned (overriding any other auto pick locations that might have qualified). This automatic assigning of a warehouse location in OE will provide for easier management, since users will not have to assign manually if that location exists for the return order warehouse. You will have the option to change the auto-selected location assignment during Order Entry Line Review, if desired.

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.

Return Reason Code Location Maintenance 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). The company for which this reason code is being added, changed, or deleted. Display
Reason Cd	The return reason code for which you are defining return locations for each warehouse. Display
(Reference Number)	The reference number of each warehouse location. Key this number in the **Sel** field to select a warehouse location definition for change or deletion. The reference number of the line selected will be highlighted to show you which line is being maintained. Display
WH	The warehouse for which a return location has been defined for the return reason code. Display
Description	The description of the warehouse. Display
(Location)	The warehouse location that will be used to store inventory that is being returned using the return reason code that you are maintaining. The warehouse location is displayed in the warehouse location number format defined through Distribution A+Warehouse Management. Display
Sel	Key the Reference Number of a warehouse location displayed on the upper portion of this screen, and press ENTER to select that location for maintenance or deletion. The values of the line selected will be placed in the **WH** and **Return Location** fields, and you will be able to change the return location for the warehouse or delete the warehouse/return location record. If changing an existing location, press ENTER after keying the new return location. The upper portion of the screen will be updated. If deleting an existing location, press F24=DELETE to delete the warehouse/return location record. You will be prompted to confirm deletion. (N 2,0) Optional

Return Reason Code Location Maintenance Screen Fields and Function Keys

Field/Function Key	Description
WH	Use this field to select a warehouse for which you are defining a return location for the return reason code. Key the two character warehouse number of the warehouse containing the location for this return reason code. *Valid Values:* You must key a warehouse that has been defined for use through Warehouse Management Options Maintenance (MENU WMFILE). It is valid based on the default warehouse for the company. (A 2) Required
Return Location	Use this field to specify the warehouse location that will be used to store inventory that is being returned using the return reason code that you are maintaining. When processing any type of negative line item that is allocated in Order Entry, the return location will be automatically assigned to store the returned items based on the return reason code selected and what warehouse/return location record has been defined for that reason code. Key the location number, in the warehouse location format. The warehouse location format (number and size of segments) is displayed in the heading over this field. Press F4=LOC LIST to display a warehouse's valid locations on the Location Search Screen in Distribution A+ Warehouse Management. *Valid Values:* Any location that has been defined for this warehouse through Location Master Maintenance (MENU WMFILE). The location should not be a system location (such as all 5's - shipping doc location) or a location that is reserved for other special functionality in the warehouse (such as home slot or staging locations). It should be a location that allows for multiple items. When entering the default warehouse location, the location will be validated against the warehouse that is the default warehouse in company options. (A 16) Required
F4=Loc List	Press F4=LOC LIST to display a list of the valid locations defined for the warehouse entered in the **WH** field on this screen. The *Location Search Screen* in Distribution A+Warehouse Management will appear. If no warehouse was entered in the **WH** field, then the locations for the default warehouse will be displayed on the *Location Search Screen*.

Return Reason Code Location Maintenance Screen Fields and Function Keys

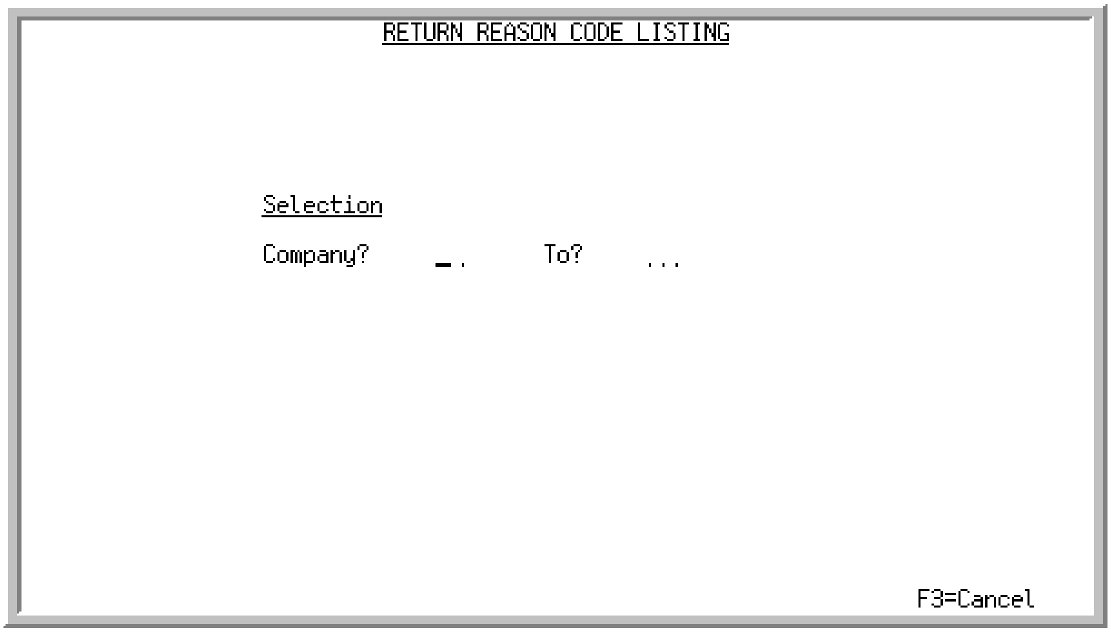
Field/Function Key	Description
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. 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 Return Reason Code Maintenance Screen (p. 54-5) without saving information keyed on this screen.
F24=Delete	The F24=DELETE function key displays only after selecting a location in the **Sel** field. Press F24=DELETE to delete the warehouse/return location record associated with the return reason code. You will be prompted to press F24=DELETE twice to confirm deletion. The screen will be refreshed and the record will be deleted. NOTE: A location cannot be deleted if the location is defined as a return location in a return reason code return location definition.
Enter	Press ENTER to confirm your selections and refresh the screen.

Return Reason Codes 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
Return Reason Code Listing Screen	Use to specify the companies for which you want to print return reason codes.
Return Reason Code Listing	Prints a list of return reason codes for the specified companies.

Return Reason Code Listing Screen



This screen appears after you select option 14 - Return Reason Codes Listing (MENU OEFIL2). Use this screen to select the range of companies for which return reason codes will print.

Return Reason Code Listing Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the range of companies for which return reason codes will print. (2 @ 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 will appear. Refer to the Cross Applications User Guide for details about this screen.

Return Reason Code Listing

```
OE985  10/02/12  16.43.38                         RETURN REASON CODE LIST                         AP/APDEMO     PAGE    1
                                                CO: 01 A & C Office Supply
All Companies
Reason                                      Return        Return
 Code  Description                         to Stock    Disposition Code    WH   Description                     Rw.Bin.Sh
-------------------------------------------------------------------------------------------------------------------------------
  AL   Arrived Late                          Yes             I                   ** Default Location **          35.001.01
                                                                            1    Hartford, CT                    11.001.01
                                                                            5    Chicago, IL                     05.003.01
  CS   Color / Size incorrect                Yes             I                   ** Default Location **          12.001.01
                                                                            1    Hartford, CT                    50.500.01
  DF   Defective Merchandise - Vendor        Yes             V                   ** Default Location **          35.001.02
                                                                            1    Hartford, CT                    11.001.11
                                                                            5    Chicago, IL                     05.003.05
  DM   Damaged Merchandise                   Yes             S              CE   Co 1 Consignment East           99.999.99
                                                                            1    Hartford, CT                    01.003.02
                                                                            2    Los Angeles, CA                 01.003.02
  MS   Mis-Shipment                          Yes             I                   ** Default Location **          35.001.03
                                                                            1    Hartford, CT                    11.001.03
                                                                            5    Chicago, IL                     05.003.03
  SC   Scrap Bin                             Yes             S                   ** Default Location **          35.001.06
                                                                            1    Hartford, CT                    11.001.05
                                                                            5    Chicago, IL                     05.003.02
  WI   Wrong Item Ordered                    Yes             I                   ** Default Location **          35.001.04
                                                                            1    Hartford, CT                    11.001.04
                                                                            5    Chicago, IL                     05.003.04
```

This listing is produced following your responses on the Return Reason Code Listing Screen (p. 54-12), and the Report Options Screen.

The information on the listing is sorted first by company number and then by return reason code. Page breaks occur when the company number changes.

The return location headings (**WH**, **Description**, and **Rw.Bin.Sh** - or the warehouse location) and their values will only appear on this listing when a Warehouse Management options (location definition) record is found.

Refer to Return Reason Codes Maintenance (MENU OEFIL2) for a detailed explanation of the fields on this listing.

CHAPTER 55

Maintaining Alternate Shipping Warehouses

55

Alternate Shipping Warehouse Codes are used to determine the sequence of and what additional warehouses will be checked for stock when the item being ordered is out of stock or not stocked in the customer's warehouse. Alternate Shipping Warehouse Codes will also be used for Web/EDI Offline Orders based on Warehouse Management Options (MENU WMFILE).

The Alternate Shipping Warehouses Maintenance option allows you to add, change, or delete alternate shipping warehouses for Order Entry. Through this option you may optionally define an alternate ship code for which you may select a list of up to 100 alternate shipping warehouses (referred to as the alternate shipping warehouse list). After defining an alternate ship code, you may then assign the code to a customer record [through Customer/Ship to Master Maintenance (MENU ARFILE)], customer ship-to record (through Customer/Ship to Master Maintenance), and/or warehouse record [through Warehouse Numbers Maintenance (MENU IAFILE)]. 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, a function key (F2=WHs) will display. This function key provides you with access to the alternate shipping warehouse list defined for the alternate ship code entered.

NOTE: If Customer Consignment is installed, you cannot use a customer consignment warehouse as an alternate shipping warehouse.
If the warehouse search feature is active [as determined in System Options Maintenance (MENU XAFILE)], the alternate shipping warehouse list will automatically be displayed if the item being ordered is not stocked in the order's warehouse.

Searches for an alternate ship code in the following order to determine if one has been assigned:

- Customer/Ship-To Record (MENU ARFILE); a ship-to address was defined
- Customer/Bill-To Record (MENU ARFILE); a ship-to address was not defined
- Warehouse Record (MENU IAFILE)

To globally assign alternate ship codes to the customers in the customer and ship-to files, refer to Global Alternate Ship Code Assignment (MENU ARMAST).

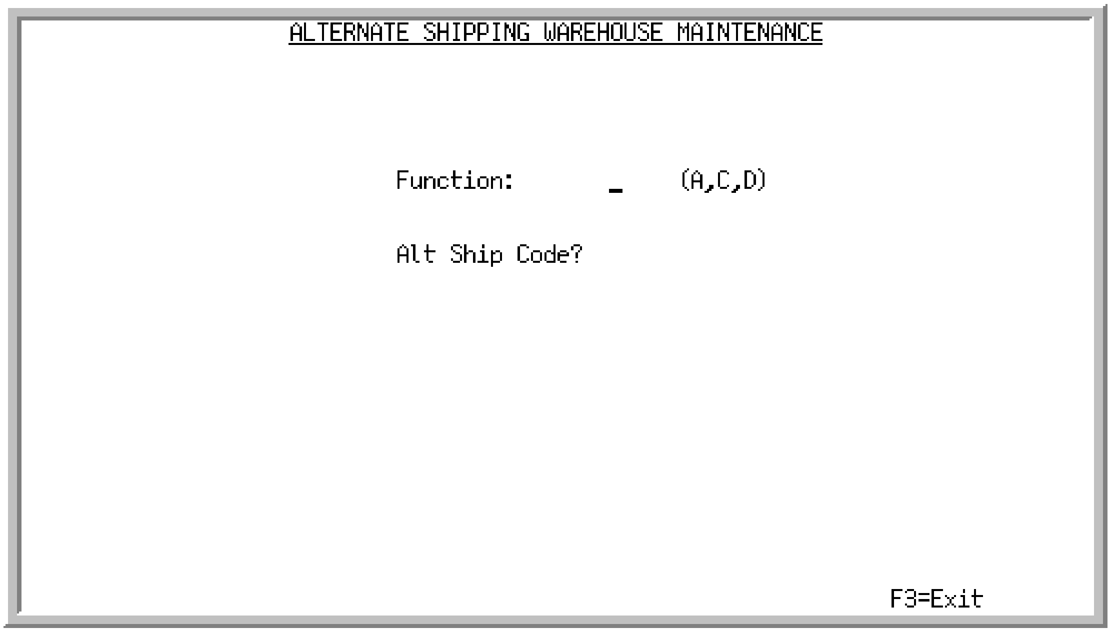
NOTE: Alternate shipping warehouses may also be defined for override warehouses defined through Shipping Warehouse Overrides Maintenance (MENU OEFIL2).

Alternate Shipping Warehouses 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
Alternate Shipping Warehouse Maintenance Screen	Use to specify the alternate ship code.
Alternate Shipping Warehouses Screen	Use to provide the list of warehouses associated with the alternate ship code.

Alternate Shipping Warehouse Maintenance Screen

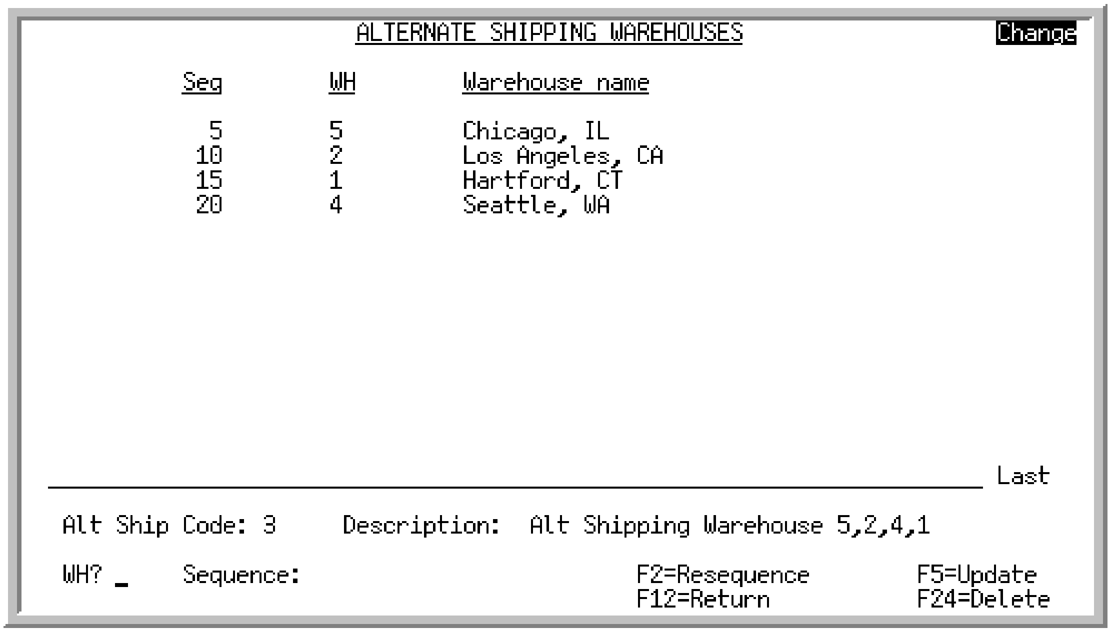


This screen appears after you select option 5 - Alternate Shipping Warehouses Maintenance (MENU OEFIL2). Use this screen to select the alternate ship code to add, change, or delete.

Alternate Shipping Warehouse Maintenance Screen fields and Function Keys

Field/Function Key	Description
Function	Key A to add an alternate ship code. Key C to change an existing alternate ship code. Key D to delete an existing alternate ship code. (A 1) Required
Alt Ship Code	Key the alternate ship code you want to add, change, or delete. If Customer Consignment is installed, you cannot use a customer consignment warehouse as an alternate shipping warehouse. (A 2) Required
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Alternate Shipping Warehouses Screen (p. 55-4) will appear.

Alternate Shipping Warehouses Screen



This screen appears after pressing ENTER on the Alternate Shipping Warehouse Maintenance Screen (p. 55-3). Use this screen to define alternate warehouses for the selected alternate ship code; the alternate warehouses selected for this code is referred to as the alternate shipping warehouse list. When entering an order with this alternate ship code, you will be presented [either through the use of the F2=WHS function key, or automatically if the warehouse search feature is active (MENU XAFILE) and the item being ordered is not stocked in the order's warehouse] with the alternate warehouses defined on this screen. Use this screen to enter new warehouses, re-sequence current warehouses, and/or remove current warehouses. You may also use this screen to delete an entire alternate shipping warehouse list.

NOTE: You may define up to 100 alternate warehouses. If Customer Consignment is installed, you cannot use a customer consignment warehouse as an alternate shipping warehouse.

This screen is a split display. The top portion of this screen displays the existing alternate warehouses defined for the selected alternate ship code. The bottom portion of the screen is used to enter alternate shipping warehouses for an existing or new alternate ship code being defined. The top portion of the screen is updated with the information keyed on the bottom portion of the screen.

Alternate Shipping Warehouses Screen Fields and Function Keys

Field/Function Key	Description
Seq	This column displays the generated sequence number in which warehouses will be selected when determining the most efficient means of shipping orders when multiple warehouse orders are processed. Sequence numbers are generated in increments of 5. Therefore, when the alternate warehouses are displayed during order entry, they will be sequenced in increments of 5. Display
WH	The warehouse number included in the alternate shipping warehouse list displays in this column as selected on the bottom portion of the screen. Display
Warehouse Name	The name of the warehouse automatically displays in this column after selecting the warehouse id. Display
Alt Ship Code	The alternate ship code for which alternate warehouses are being added, changed, or deleted. Display
Description	Use this field to key an alternate ship code description. Up to 30 characters may be entered to describe the alternate ship code you are defining. Key the description of this alternate ship code. (A 30) Required
WH	This field displays in the Add or Change mode only. Use this field to enter the warehouse number being added to the list, or the warehouse number in which you would like to change the sequence. If adding an alternate warehouse, key the warehouse number to be added to the new or existing list. NOTE: If Customer Consignment is installed, you cannot use a customer consignment warehouse as an alternate shipping warehouse. If you would like to change the sequence of an existing list, key the warehouse that you would like to re-sequence and refer to the **Sequence** field. NOTE: After selecting a warehouse and pressing ENTER, the top portion of the screen will be updated with the warehouse you selected. The description of the warehouse selected will also be displayed in the **Warehouse name** field. *Valid Values:* Any valid warehouse (A 2) Required

Alternate Shipping Warehouses Screen Fields and Function Keys

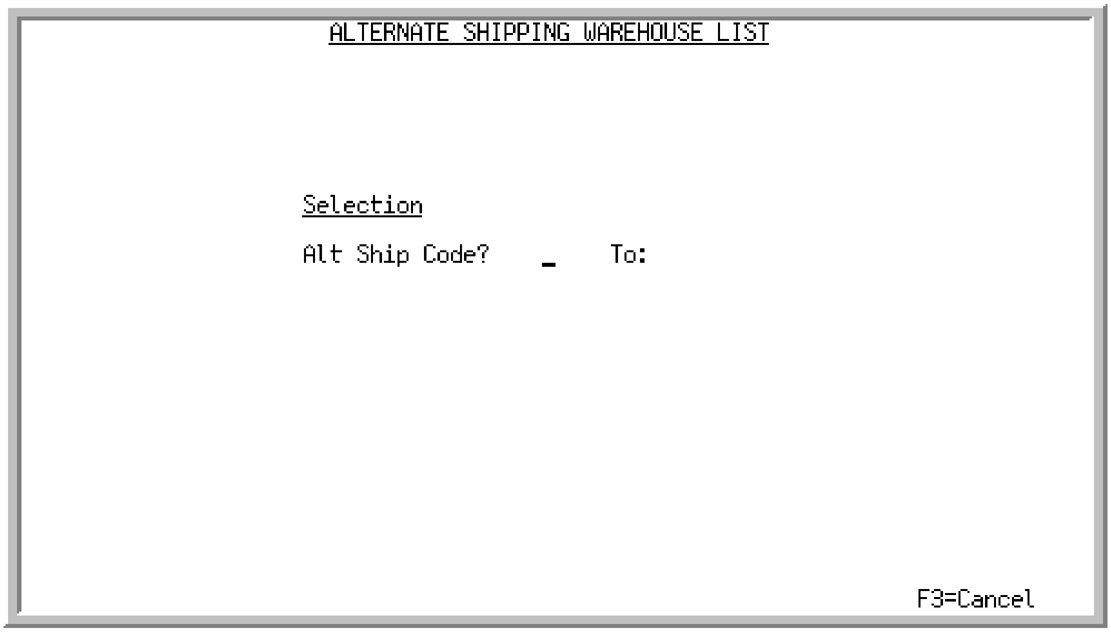
Field/Function Key	Description
Sequence	This field displays in the Add or Change mode only. This field allows you to change the sequence of a warehouse in the list. If you are changing the sequence of a warehouse (a warehouse is keyed in the WH field), key the new sequence number in this field. For example, if warehouse AA is sequence 5, warehouse AB is sequence 10, and warehouse AC is sequence 15, and you now want warehouse AC to display first in the list, key AC in the **WH** field, and 01 in this field (the sequence number cannot be a sequence number displayed.) The list will now show warehouse AC as sequence 1, warehouse AA as sequence 5, and warehouse AB as sequence 10. To resequence in increments of 5, refer to the F2=RESEQUENCE function key. If you are adding a warehouse to the list and want the warehouse being added to display at the end of the list, leave this field blank. Otherwise, key the sequence number in which you would like it to appear in the list. (N 3,0) Optional
F2=Resequence	The F2=RESEQUENCE function key displays in the Add or Change mode only. Press F2=RESEQUENCE to resequence the numbers displayed on the top portion of the screen in increments of 5. For example, if you changed the sequence of a warehouse in the list and have sequence numbers 5, 7, 10, and 15, by pressing this key the sequence values will change to 5, 10, 15, and 20, keeping the warehouses in the same displayed order.
F12=Return	Press F12=RETURN to return to the Alternate Shipping Warehouse Maintenance Screen (p. 55-3) without updating the alternate warehouses selected on this screen.
F5=Update	This function key displays in the Add or Change mode only. Press F5=UPDATE to save the alternate shipping warehouses defined for this alternate ship code. The Alternate Shipping Warehouse Maintenance Screen (p. 55-3) will appear.
F24=Delete	If you are in the Add or Change mode, the F24=DELETE function key allows you to delete a warehouse from the list displayed on the top portion of the screen. After selecting a warehouse (in the **WH** field) that you want to delete, press F24=DELETE. The selected warehouse will be removed. If you are in the Delete mode, the F24=DELETE function key deletes the entire alternate shipping list and its associated alternate shipping code. You will be prompted to press F24=DELETE twice to confirm deletion. The Alternate Shipping Warehouse Maintenance Screen (p. 55-3) will appear.

Alternate Shipping Warehouses 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
Alternate Shipping Warehouse List Screen	Use to specify the range of alternate ship codes to include in the listing.
Alternate Shipping Warehouses Listing	Prints a list of the alternate warehouses for the specified alternate ship codes.

Alternate Shipping Warehouse List Screen



This screen appears after you select option 15 - Alternate Shipping Warehouses Listing (MENU OEFIL2). Use this screen to select the range of alternate ship codes for which alternate warehouses will print.

Alternate Shipping Warehouse List Screen Fields and Function Keys

Field/Function Key	Description
Alt Ship Code	This field is used to select the alternate ship codes for which alternate warehouses will print. Each indicated alternate ship code and the alternate warehouses defined for the code are printed. Key the range of alternate ship codes to print. (2 @ A 2) 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 will appear. Refer to the Cross Applications User Guide for details about this screen.

Alternate Shipping Warehouses Listing

```
OE995  06/09/11  18.10.52                    ALTERNATE SHIPPING WAREHOUSES                    A5/APDEMO    PAGE    1
All Alt Ship WH Codes
Alt Shp
 Code   Description                      Warehouses
---------------------------------------------------------------------------------------------------------------------
   1    Alt Shipping Warehouses 5, 3      5  5 -Chicago, IL                 10  3 -Dallas, TX
   2    Alt Shipping Warehouses 4,3,5     5  4 -Seattle, WA                 10  3 -Dallas, TX
                                         15  5 -Chicago, IL
   3    Alt Shipping Warehouse 5,2,4,1    5  5 -Chicago, IL                 10  2 -Los Angeles, CA
                                         15  1 -Hartford, CT                20  4 -Seattle, WA
   4    Alt Shipping WH 2,5,3             5  2 -Los Angeles, CA             10  5 -Chicago, IL
                                         15  3 -Dallas, TX
   5    Alt Shipping WH 3,1,4,2           5  3 -Dallas, TX                  10  1 -Hartford, CT
                                         15  4 -Seattle, WA                 20  2 -Los Angeles, CA
   6    Canadian Warehouses               5  6 -Ontario, Canada             10  7 -Toronto, Canada
```

This listing is produced following your responses on the Alternate Shipping Warehouse List Screen (p. 55-8), and the Report Options Screen.

The range of alternate ship codes selected and the alternate warehouses defined for the codes are printed.

For an explanation of the fields on this listing, refer to Alternate Shipping Warehouses Maintenance (MENU OEFIL2).

CHAPTER 56

Maintaining Product Restriction Codes

56

The Product Restriction Codes Maintenance option allows you to add or change product restriction codes when you have a need to restrict certain customers from ordering certain items. Product restriction codes allow you to restrict sales of products by certain criteria, including state, territory, county, city, zip/postal code, warehouse, vendor, and purchasing line. Once defined, a product restriction code may be assigned to an item through Item Master Maintenance (MENU IAFILE).

Product restriction codes are either allow all but the variables specified on the exception list or prevent all but the variables on the exception list. Layering criteria creates multi-level verification of item restrictions.

In addition to the restriction criteria method, you may also create a record in the Customer Authorizations File through Customer Authorizations Maintenance (MENU OEFIL2), allowing or denying the customer's request depending on the restriction code's parameters. The customer authorization record created may be for an entire class (restriction code), or for a specific product (by item).

Refer to the "Product Restrictions" on page 4-51 to review the selection hierarchy that is used to determine if a customer is allowed to or prevented from purchasing an item.

Product restrictions will be checked for the customer only if **Chk Prd Rstr** has been defined as Y through Customer/Ship to Master Maintenance (MENU ARFILE), or this option specifies a **Mandatory Check**, regardless of the value entered in the Customer Master File or Ship-to Master File.

Use the Product Restriction Codes Listing option to print a listing of all current restriction codes and the values defined within each restriction code.

Product Restriction Codes 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
Restriction Code File Maintenance Selection Screen	Use to add or change a product restriction code.
Restriction Code File Maintenance Screen	Use to define the parameters for the restriction code.
Additional Product Restriction Parameters Screen	Use to select additional variables for the restriction code.
Restriction Code State/Province Selection Screen	Use to designate the states and provinces where the restriction code applies.
Restriction Code Territory Selection Screen	Use to select the territories that will be excluded/ included based on the identified restriction code.
Restriction Code County Selection Screen	Use to select the counties that will be excluded/included based on the identified restriction code.
Restriction Code City Selection Screen	Use to select the cities that will be excluded/included based on the identified restriction code.
Restriction Code Zip/Postal Code Selection Screen	Use to select the zip/postal codes that will be excluded/ included based on the identified restriction code.
Restriction Code Warehouse Selection Screen	Use to select the warehouses that will be excluded/ included based on the identified restriction code.
Restriction Code Vendor Selection Screen	Use to select the vendors that will be excluded/included based on the identified restriction code.
Restriction Code Purchasing Line Selection Screen	Use to select the purchasing lines that will be excluded/ included based on the identified restriction code.

Restriction Code File Maintenance Selection Screen

```
                         RESTRICTION CODE FILE MAINTENANCE



                               Function:    _     (A,C)

                       Restriction Code?    .......









F2=State              F3=Exit          F4=Territory     F5=County     F6=City
F9=Zip/Postal Code    F10=Warehouse    F11=Vendor       F13=Pline
```

This screen appears after selecting option 6 - Product Restriction Codes Maintenance (MENU OEFIL2).

Use this screen to select the product restriction code to add or change. Once a product restriction code has been added, you can further expand the product restriction code to include restrictions by state, territory, county, city, zip/postal code, warehouse, vendor, and purchasing line. Selecting one or more of these multiple variables creates a layer of criteria which must be met to satisfy the conditions of the restriction.

Example

Without a specific **Customer Authorization Code** [i.e the customer is not set up in Customer Authorizations Maintenance (MENU OEFIL2)]

- If the restriction is defined as an **Allow** restriction with 2 exception conditions of **Warehouse** 1 and a **State** RI:
  - Customers that are located in **RI** and shipped from warehouse **1** will not be allowed to purchase the item
  - Customers that are located in **MA** and shipped from warehouse **1** will be allowed to purchase the item

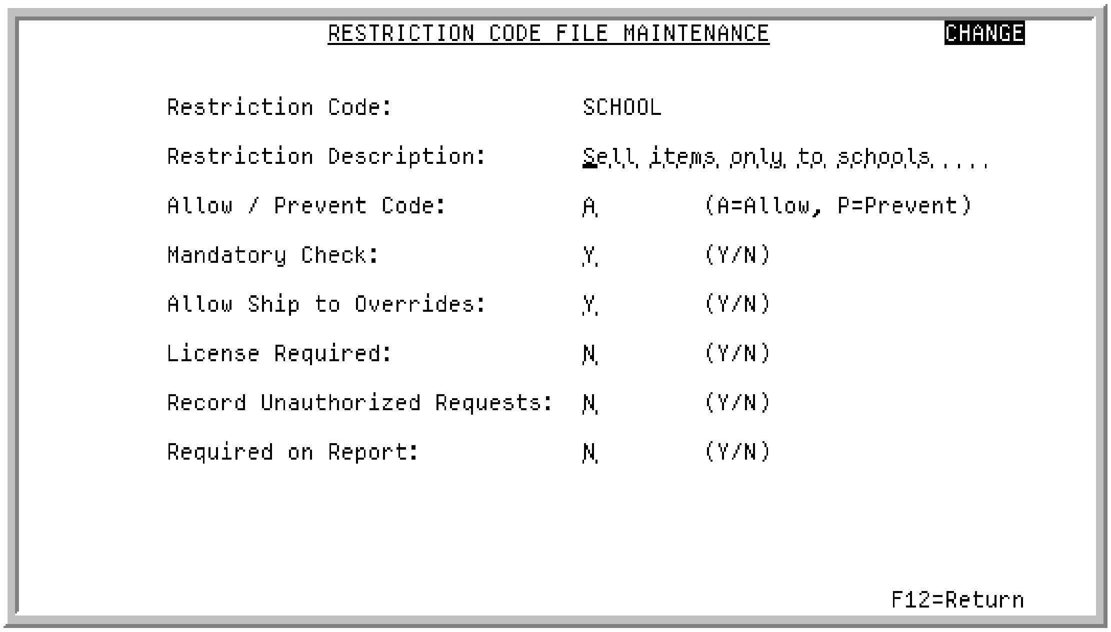
Restriction Code File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a product restriction code. Key C to change an existing product restriction code's parameters. (A 1) Required
Restriction Code	Use this field to select the restriction code you wish to add or change. This code may be used to restrict certain customers from ordering certain items. Key the code you want to add or change. (A 6) Required
F2=State	The F2=STATE function key is only allowed if the **State/Province** field on the Additional Product Restriction Parameters Screen (p. 56-11) is S (to apply the restriction code to one or more states and provinces). Press the F2=STATE function key to access the Restriction Code State/ Province Selection Screen (p. 56-14), where you can specify the states and provinces to which the restriction code applies.
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F4=Territory	The F4=TERRITORY function key is only allowed if the **Territory** field on the Additional Product Restriction Parameters Screen (p. 56-11) is S (to apply the restriction code to one or more territories). Press the F4=TERRITORY function key to access the Restriction Code Territory Selection Screen (p. 56-16), where you can specify the territory or territories to which the restriction code applies.
F5=County	The F5=COUNTY function key is only allowed if the **County** field on the Additional Product Restriction Parameters Screen (p. 56-11) is S (to apply the restriction code to one or more counties). Press the F5=COUNTY function key to access the Restriction Code County Selection Screen (p. 56-19), where you can specify the county or counties to which the restriction code applies.
F6=City	The F6=CITY function key is only allowed if the **City** field on the Additional Product Restriction Parameters Screen (p. 56-11) is S (to apply the restriction code to one or more cities). Press the F6=CITY function key to access the Restriction Code City Selection Screen (p. 56-22), where you can specify the city or cities to which the restriction code applies.

Restriction Code File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
F9=Zip/Postal Code	The F9=ZIP/POSTAL CODE function key is only allowed if the **Zip/Postal Code** field on the Additional Product Restriction Parameters Screen (p. 56-11) is S (to apply the restriction code to one or more zip/postal codes). Press the F9=ZIP/POSTAL CODE function key to access the Restriction Code Zip/Postal Code Selection Screen (p. 56-24), where you can specify the zip/postal code(s) to which the restriction code applies.
F10=Warehouse	The F10=WAREHOUSE function key is only allowed if the **Warehouse** field on the Additional Product Restriction Parameters Screen (p. 56-11) is S (to apply the restriction code to one or more warehouses). Press the F10=WAREHOUSE function key to access the Restriction Code Warehouse Selection Screen (p. 56-26), where you can specify the warehouse(s) to which the restriction code applies.
F11=Vendor	The F11=VENDOR function key is only allowed if the **Vendor** field on the Additional Product Restriction Parameters Screen (p. 56-11) is S (to apply the restriction code to one or more vendors). Press the F11=VENDOR function key to access the Restriction Code Vendor Selection Screen (p. 56-28), where you can specify the vendor(s) to which the restriction code applies.
F13=Pline	The F13=PLINE function key is only allowed if the **Purchasing Line** field on the Additional Product Restriction Parameters Screen (p. 56-11) is S (to apply the restriction code to one or more purchasing lines). Press the F13=PLINE function key to access the Restriction Code Purchasing Line Selection Screen (p. 56-31), where you can specify the purchasing line(s) to which the restriction code applies.
Enter	Press ENTER to confirm your selections. The Restriction Code File Maintenance Screen (p. 56-6) will appear.

Restriction Code File Maintenance Screen



This screen appears after you press ENTER on the Restriction Code File Maintenance Selection Screen (p. 56-3).

Use this screen to define or change parameters for the restriction code selected.

Restriction Code File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Restriction Code	The code for which you are adding or changing parameters; these parameters define how this code will be used throughout Distribution A+. Display
Restriction Description	Use this field to enter a description of the product restriction code. Key the desired description. (A 30) Required

Restriction Code File Maintenance Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Allow / Prevent Code</td><td>This field determines if this code will allow or prevent a restricted item from being purchased.

Key A if this restriction code will be used to allow the purchase of a restricted product:
• for those customers that have been identified through Customer Authorizations Maintenance (MENU OEFIL2)
• for all customers except
  • those customers in states identified on the Restriction Code State/ Province Selection Screen (p. 56-14). The states marked on this screen are the exception to the allow functionality.
  • those customers in territories identified on the Restriction Code Territory Selection Screen (p. 56-16). The territories marked on this screen are the exception to the allow functionality.
  • those customers in counties identified on the Restriction Code County Selection Screen (p. 56-19). The counties marked on this screen are the exception to the allow functionality.
  • those customers in cities identified on the Restriction Code City Selection Screen (p. 56-22). The cities marked on this screen are the exception to the allow functionality.
  • those customers in zip/postal codes identified on the Restriction Code Zip/Postal Code Selection Screen (p. 56-24). The zip/postal codes marked on this screen are the exception to the allow functionality.
  • those customer order items shipped from warehouses identified on the Restriction Code Warehouse Selection Screen (p. 56-26). The warehouses marked on this screen are the exception to the allow functionality.
  • those customers special order items drop shipped from vendors identified on the Restriction Code Vendor Selection Screen (p. 56-28). The vendors marked on this screen are the exception to the allow functionality.
  • those customers order items assigned to Purchasing Lines identified on the Restriction Code Purchasing Line Selection Screen (p. 56-31). The Purchasing Lines marked on this screen are the exception to the allow functionality.</td></tr>
</table>

Restriction Code File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Allow / Prevent Code *Continued*	Key P if this restriction code will be used to prevent the purchase of a restricted product. If you key P, all customers will be prevented from purchasing the restricted product, except for the following conditions: • those customers in states identified on the Restriction Code State/ Province Selection Screen (p. 56-14). The states marked on this screen are the exception to the prevent functionality. • those customers in territories identified on the Restriction Code Territory Selection Screen (p. 56-16). The territories marked on this screen are the exception to the prevent functionality. • those customers in counties identified on the Restriction Code County Selection Screen (p. 56-19) The counties marked on this screen are the exception to the prevent functionality. • those customers in cities identified on the Restriction Code City Selection Screen (p. 56-22). The cities marked on this screen are the exception to the prevent functionality. • those customers in zip/postal codes identified on the Restriction Code Zip/Postal Code Selection Screen (p. 56-24). The zip/postal codes marked on this screen are the exception to the prevent functionality. • those customer order items shipped from warehouses identified on the Restriction Code Warehouse Selection Screen (p. 56-26). The warehouses marked on this screen are the exception to the prevent functionality. • those customers special order items drop shipped from vendors identified on the Restriction Code Vendor Selection Screen (p. 56-28). The vendors marked on this screen are the exception to the prevent functionality. • those customers order items assigned to Purchasing Lines identified on the Restriction Code Purchasing Line Selection Screen (p. 56-31). The Purchasing Lines marked on this screen are the exception to the prevent functionality. • those customers identified through Customer Authorizations Maintenance (MENU OEFIL2) set up to prevent a specific customer from buying the product. This is useful if most customers will be allowed to purchase restricted products, since you may simply set up an authorization record to deny the few customers who will not be allowed to purchase the product. (A 1) Required

Restriction Code File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Mandatory Check	This field determines if a mandatory product restriction check will always occur for this restriction code [when entering an order for a customer during Enter, Change & Ship Orders (MENU OEMAIN)], regardless of the code entered for the customer/ship-to in the Customer/Ship-to Files. Key Y if you want a mandatory check to automatically always occur for this code, regardless if **Chk Prd Rstr** is N in the Customer/Ship-to Files. Key N if you do not want a mandatory check to occur. The system will use the value in the Customer/Ship-to Files to determine if a check will occur. (A 1) Required
Allow Ship to Overrides	Use this field to determine if ship-to addresses for restricted products may be overridden during order entry. Key Y to allow ship-to overrides. During Enter, Change & Ship Orders (MENU OEMAIN), you will be allowed to change the name and address blocks on the Order Header Screen. Additionally, you will be able to use the F4=SHIP-TO function key. Key N if you do not want ship-to overrides allowed during Enter, Change & Ship Orders (MENU OEMAIN). Once items with restrictions are added to an order, the name and address blocks on the Order Header Screen will be protected. Additionally, the F4=SHIP-TO function key will become disabled. (A 1) Required
License Required	Use this field to indicate if a license will be required to purchase items by this restriction code. Key Y if a license is required. When creating a customer authorization record through Customer Authorizations Maintenance (MENU OEFIL2), the **License** field will display and you will be required to key the customer's license number. Key N if a license is not required. When creating a customer authorization record through Customer Authorizations Maintenance (MENU OEFIL2), the **License** field will not display. You must set this field to N if the **Allow / Prevent Code** field is set to P. (A 1) Required

Restriction Code File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Record Unauthorized Requests	This field determines if unauthorized requests will be logged (recorded) for items restricted by this code. If so, whenever items (restricted by this code) are requested and the proper authorization is not met, a record will be written to the Unauthorized Requests for Restricted Products File (OEUAU). Key Y to record unauthorized requests for items restricted by this code. You may then run the Unauthorized Req for Restricted Products Report (MENU OEREPT) to view unauthorized requests that were made. Key N if you do not want unauthorized requests recorded. Any unauthorized requests made will not recorded and therefore will not be printed on the Unauthorized Req for Restricted Products Report (MENU OEREPT). (A 1) Required
Required on Report	This field determines if sales of items restricted by this code will be printed on the Restrict Product Sales Report when the option **All That Require Printing** is selected through. Key Y to have items restricted by this code printed on the Restrict Product Sales Report. If you key Y, you are indicating that items restricted by this code are required to print on the report when you select the option **All That Require Printing**. Key N if items restricted by this code will not be required to print on the report. (A 1) Required
F12=Return	Press F12=RETURN to return to the Restriction Code File Maintenance Screen (p. 56-6) without saving your entries.
Enter	Press ENTER to confirm your selections. The Additional Product Restriction Parameters Screen (p. 56-11) appears.

Additional Product Restriction Parameters Screen

```
                  RESTRICTION CODE FILE MAINTENANCE                  CHANGE
              Additional Product Restriction Parameters

Restriction Code:  SCHOOL   Sell items only to schools

          State/Province:      S        (A=All,S=Select)

          Territory:           S        (A=All,S=Select)

          County:              S        (A=All,S=Select)

          City:                S        (A=All,S=Select)

          Zip/Postal Code:     S        (A=All,S=Select)

          Warehouse:           S        (A=All,S=Select)

          Vendor:              S        (A=All,S=Select)

          Purchasing Line:     S        (A=All,S=Select)


                                                               F12=Return
```

This screen appears when you press ENTER on the Restriction Code File Maintenance Screen (p. 56-6).

Use this screen to select additional variable parameters for the product restriction code.

NOTE: For PREVENT codes, only key S for Select on variables that will have valid data defined or all customers will fail the check.

Additional Product Restriction Parameter Screen Fields and Function Keys

Field/Function Key	Description
Restriction Code	The restriction code and its description for which additional variable parameters are being defined. Display
State/Province	Key A to include all state/province codes; the system will not check for state/province restrictions, but will check for other variable selections and customer/item restrictions, if any. Key S to apply the restriction code to one or more state/province codes. If this field is S, you will be allowed to use the F2=STATE function key on the Restriction Code File Maintenance Selection Screen (p. 56-3). (A 1) Required

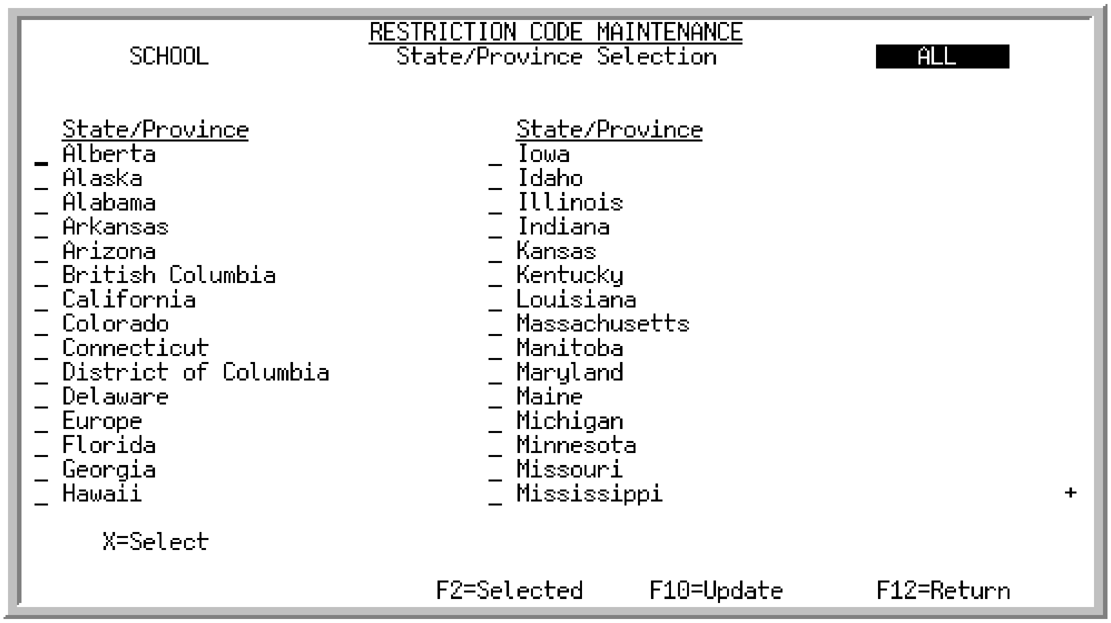
Additional Product Restriction Parameter Screen Fields and Function Keys

Field/Function Key	Description
Territory	Key A to include all territory codes; the system will not check for territory restrictions, but will check for other variable selections and customer/item restrictions, if any. Key S to apply the restriction code to one or more territories. If this field is S, you will be allowed to use the F4=TERRITORY function key on the Restriction Code File Maintenance Selection Screen (p. 56-3). (A 1) Required
County	Key A to include all country codes; the system will not check for county restrictions, but will check for other variable selections and customer/item restrictions, if any. Key S to apply the restriction code to one or more counties. If this field is S, you will be allowed to use the F5=COUNTY function key on the Restriction Code File Maintenance Selection Screen (p. 56-3). (A 1) Required
City	Key A to include all cities; the system will not check for city restrictions, but will check for other variable selections and customer/item restrictions, if any. Key S to apply the restriction code to one or more cities. If this field is S, you will be allowed to use the F6=CITY function key on the Restriction Code File Maintenance Selection Screen (p. 56-3). (A 1) Required
Zip/Postal Code	Key A to include all zip/postal codes; the system will not check for zip/postal code restrictions, but will check for other variable selections and customer/item restrictions, if any. Key S to apply the restriction code to one or more zip/postal codes. If this field is S, you will be allowed to use the F9=ZIP/POSTAL CODE function key on the Restriction Code File Maintenance Selection Screen (p. 56-3). (A 1) Required
Warehouse	Key A to include all warehouses; the system will not check for warehouse restrictions, but will check for other variable selections and customer/item restrictions, if any. Key S to apply the restriction code to one or more warehouses. If this field is S, you will be allowed to use the F10=WAREHOUSE function key on the Restriction Code File Maintenance Selection Screen (p. 56-3). (A 1) Required

Additional Product Restriction Parameter Screen Fields and Function Keys

Field/Function Key	Description
Vendor	Key A to include all vendors; the system will not check for vendor restrictions but will check for other variable selections and customer/item restrictions, if any. Key S to apply the restriction code to one or more vendors. If this field is S, you will be allowed to use the F11=VENDOR function key on the Restriction Code File Maintenance Selection Screen (p. 56-3). (A 1) Required
Purchasing Line	Key A to include all purchasing lines; the system will not check for purchasing line restrictions, but will check for other variable selections and customer/item restrictions, if any. Key S to apply the restriction code to one or more purchasing lines. If this field is S, you will be allowed to use the F13=PLINE function key on the Restriction Code File Maintenance Selection Screen (p. 56-3). (A 1) Required
F12=Return	Press F12=RETURN to return to the Restriction Code File Maintenance Screen (p. 56-6).
Enter	Press ENTER to confirm your selections, and return to the Restriction Code File Maintenance Selection Screen (p. 56-3). NOTE: If the value of any of the parameters change from S to A and there are related records in the corresponding restriction file, a warning message will display informing you that these records will be deleted. You will be prompted to confirm selected values to be deleted.

Restriction Code State/Province Selection Screen



This screen appears when you press F2=STATE on the Restriction Code File Maintenance Selection Screen (p. 56-3). When adding state/province codes for the first time, the screen initially displays the unselected view of the toggle; all other times the screen displays the selected view of the toggle. Use the F2=SELECTED / F2=UNSELECTED / F2=ALL function key to toggle between all, selected, and unselected states/provinces. The view (all, selected, or unselected) appears in reverse image in the upper right side of this screen.

Use this screen to select the state(s)/province(s) that will be excluded/included based on this restriction code (the restriction code appears in the upper left side of this screen).

If the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6) is set to A, all customers who are authorized to purchase the restricted products and passed other restriction variable checks, such as territory, county, city, zip/postal code, warehouse, vendor and purchasing line, will be allowed to do so, except those customer orders shipped to the states identified on this screen (that is, the states marked on this screen are the exception to the allow functionality).

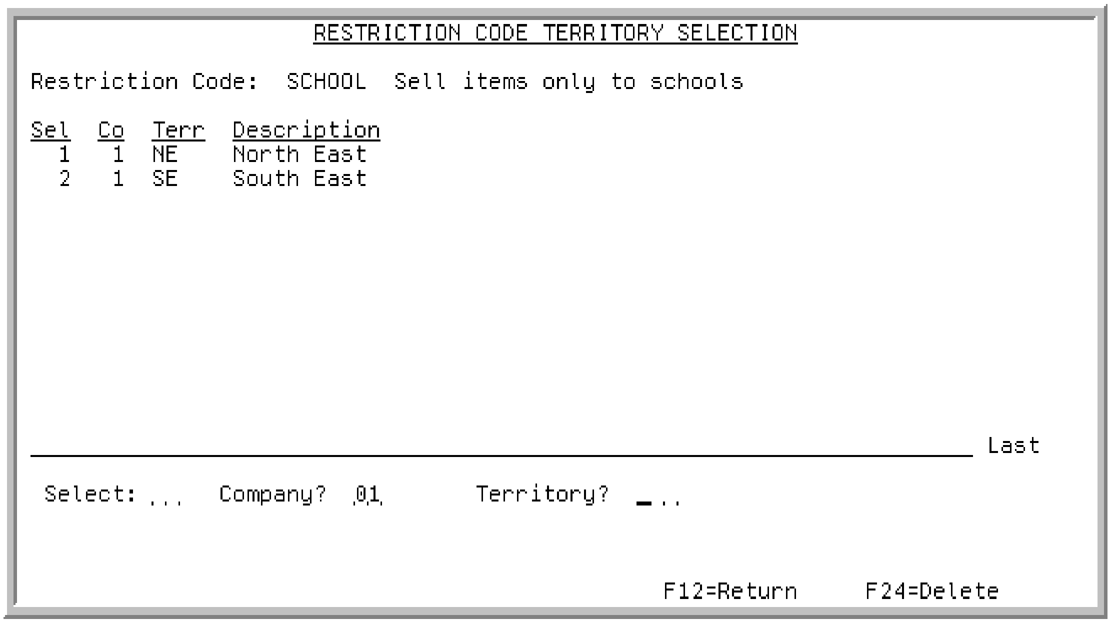
If the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6) is set to P, all customers will be prevented from purchasing restricted products, except those authorized customer orders shipped to the states identified on this screen (that is, the states marked on this screen are the exception to the prevent functionality) and passed other variable checks, such as territory, county, city, zip/postal code, warehouse, vendor and purchasing line.

NOTE: This is a roll screen. A **+** appears at the bottom of this screen to indicate that more data is available for viewing. 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.

Restriction Code State/Province Selection Screen Fields and Function Keys

Field/Function Key	Description
(Restriction Code)	The restriction code and its description for which additional parameters are being defined. Display
(Select)	Key X next to each state/province that the items can or cannot be shipped to, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). To unselect a state/province, simply remove (blank out) the X preceding it and press F10=UPDATE. (A 1) Required
F2=Selected / F2=Unselected / F2=All	F2=SELECTED / F2=UNSELECTED / F2=ALL may be used to toggle between all states/provinces, selected states/provinces, or unselected states/provinces.
F10=Update	After selecting the appropriate state(s)/province(s) for this restriction code, press F10=UPDATE to save your changes. At least one state/province must be selected. A confirmation message displays and the screen is positioned to the selected view of the F2=SELECTED / F2=UNSELECTED / F2=ALL toggle.
F12=Return	Press F12=RETURN to return to the Restriction Code File Maintenance Selection Screen (p. 56-3) without saving your changes.

Restriction Code Territory Selection Screen



This screen appears when you press F4=TERRITORY on the Restriction Code File Maintenance Selection Screen (p. 56-3).

Use this screen to select the territories that will be excluded/included based on the identified restriction code.

If the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6) is set to A, all customers who are authorized to purchase the restricted products and passed other restriction variable checks, such as state, county, city, zip/postal code, warehouse, vendor and purchasing line, will be allowed to do so, except those customer orders shipped to the territories identified on this screen (that is, the territories marked on this screen are the exception to the allow functionality).

If the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6) is set to P, all customers will be prevented from purchasing restricted products, except those authorized customer orders shipped to the territories identified on this screen and passed other variable checks, such as state, county, city, zip/postal code, warehouse, vendor and purchasing line (that is, the territories marked on this screen are the exception to the prevent functionality).

NOTE: This is a roll screen. A **+** appears at the bottom of this screen to indicate that more data is available for viewing. 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

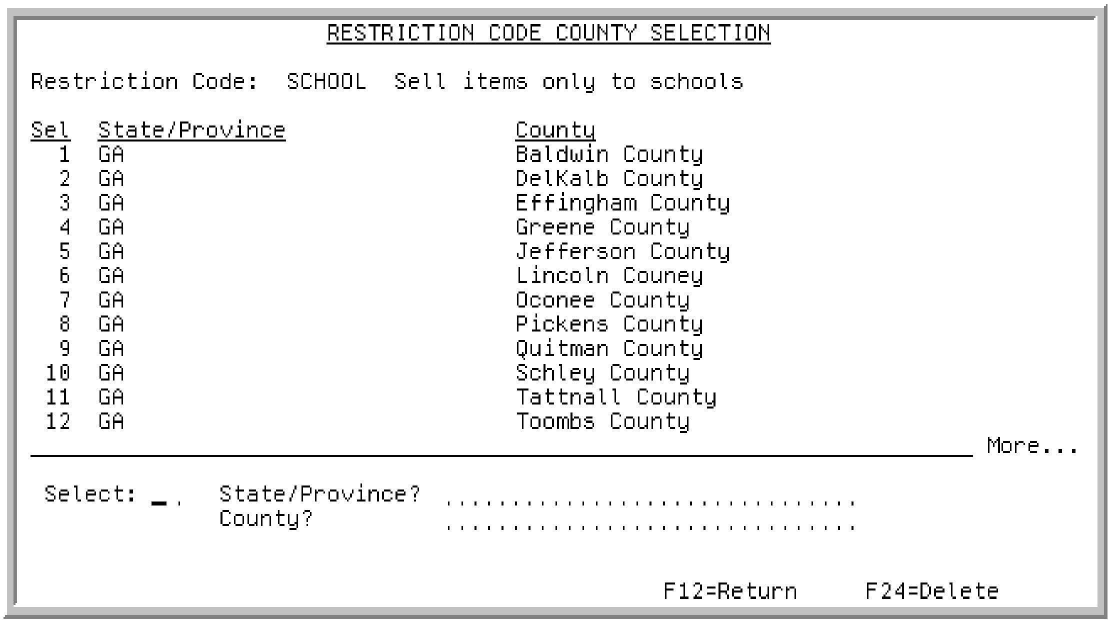
Restriction Code Territory Selection Screen Fields and Function Keys

Field/Function Key	Description
Restriction Code	The restriction code and its description for which additional parameters are being defined. Display
Sel	This field displays the reference number of the corresponding company/ territory. Use this number to select and delete one of the territories displayed. Key this number in the **Select** field and press F24=DELETE. You will be prompted to confirm deletion. Display
Co	This field displays the company number associated with the territory. Display
Terr	This field displays the territory that the items can or cannot be shipped to, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). Display
Description	This field displays the description of the territory. Display
Select	Use this field to select a territory to delete. Key the **Sel** number (reference number) corresponding to the territory, and press F24=DELETE. You will be prompted to confirm deletion. (N 2,0) Optional
Company	Key the company number for the territory that the items can or cannot be shipped to, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). *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
Territory	Key the territory that the items can or cannot be shipped to, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). *Valid Values:* A valid territory defined through Territories Maintenance (MENU SAFILE). (N 3,0) Required
F12=Return	Press F12=RETURN to return to the Restriction Code File Maintenance Selection Screen (p. 56-3), without saving your changes.

Restriction Code Territory Selection Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	After keying a territory **Sel** number in the **Select** field, press F24=DELETE to delete the selected territory record. You will be required to press F24=DELETE twice to confirm deletion.
Enter	After entering a company and territory, press ENTER to confirm your selections. The territory will be added to the list of selected territories for the identified restriction code.

Restriction Code County Selection Screen



```
                    RESTRICTION CODE COUNTY SELECTION

Restriction Code:  SCHOOL  Sell items only to schools

Sel  State/Province                  County
  1  GA                              Baldwin County
  2  GA                              DelKalb County
  3  GA                              Effingham County
  4  GA                              Greene County
  5  GA                              Jefferson County
  6  GA                              Lincoln Couney
  7  GA                              Oconee County
  8  GA                              Pickens County
  9  GA                              Quitman County
 10  GA                              Schley County
 11  GA                              Tattnall County
 12  GA                              Toombs County
                                                                  More...

 Select: _ .   State/Province? ..............................
               County?         ..............................

                                          F12=Return    F24=Delete
```

This screen appears when you press F5=COUNTY on the Restriction Code File Maintenance Selection Screen (p. 56-3).

Use this screen to select the counties that will be excluded/included based on the identified restriction code.

If the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6) is set to A, all customers who are authorized to purchase the restricted products and passed other restriction variable checks, such as state, territories, city, zip/postal code, warehouse, vendor and purchasing line, will be allowed to do so, except those customer orders shipped to the counties identified on this screen (that is, the counties marked on this screen are the exception to the allow functionality).

If the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6) is set to P, all customers will be prevented from purchasing restricted products, except those authorized customer orders shipped to the counties identified on this screen and passed other variable checks, such as state, territory, city, zip/postal code, warehouse, vendor and purchasing line (that is, the counties marked on this screen are the exception to the prevent functionality).

NOTE: This is a roll screen. A **+** appears at the bottom of this screen to indicate that more data is available for viewing. 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

Restriction Code County Selection Screen Fields and Function Keys

Field/Function Key	Description
Restriction Code	The restriction code and its description for which additional parameters are being defined. Display
Sel	This field displays the reference number of the corresponding county. Use this number to select and delete one of the counties displayed. Key this number in the **Select** field and press F24=DELETE. You will be prompted to confirm deletion. Display
State/Province	This field displays the state/province associated with the county. Display
County	This field displays the county that the items can or cannot be shipped to, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). Display
Select	Use this field to select a county to delete. Key the **Sel** number (reference number) corresponding to the county, and press F24=DELETE. You will be prompted to confirm deletion. (N 2,0) Optional
State/Province	Key the state/province for the county that the items can or cannot be shipped to, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). *Valid Values:* A valid state/province defined through State/Province Codes Maintenance (MENU OEFIL3). (A 30) Required
County	Key the county that the items can or cannot be shipped to, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). *Valid Values:* A valid county defined through State/Province Codes Maintenance (MENU OEFIL3). (A 30) Required
F12=Return	Press F12=RETURN to return to the Restriction Code File Maintenance Selection Screen (p. 56-3), without saving your changes.
F24=Delete	After keying a county **Sel** number in the **Select** field, press F24=DELETE to delete the selected county record. You will be required to press F24=DELETE twice to confirm deletion.

Restriction Code County Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	After entering a state/province and county, press ENTER to confirm your selections. The county will be added to the screen for the identified restriction code.

Restriction Code City Selection Screen

```
                         RESTRICTION CODE CITY SELECTION

Restriction Code:  SCHOOL  Sell items only to schools

Sel       City
  1       Atlanta
  2       Boston
  3       Chicago
  4       Cranston
  5       Franklin
  6       Hartford
  7       Houston
  8       Manchester
  9       Miami
 10       New Orleans
 11       New York
 12       Newport
                                                                        More...
 ______________________________________________________________________
 Select: ...      City:  _...................


                                                F12=Return     F24=Delete
```

This screen appears when you press F6=CITY on the Restriction Code File Maintenance Selection Screen (p. 56-3).

Use this screen to select the cities that will be excluded/included based on the identified restriction code.

If the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6) is set to A, all customers who are authorized to purchase the restricted products and passed other restriction variable checks, such as state, territory, county, zip/postal code, warehouse, vendor and purchasing line, will be allowed to do so, except those customer orders shipped to locations in the cities identified on this screen (that is, the cities marked on this screen are the exception to the allow functionality).

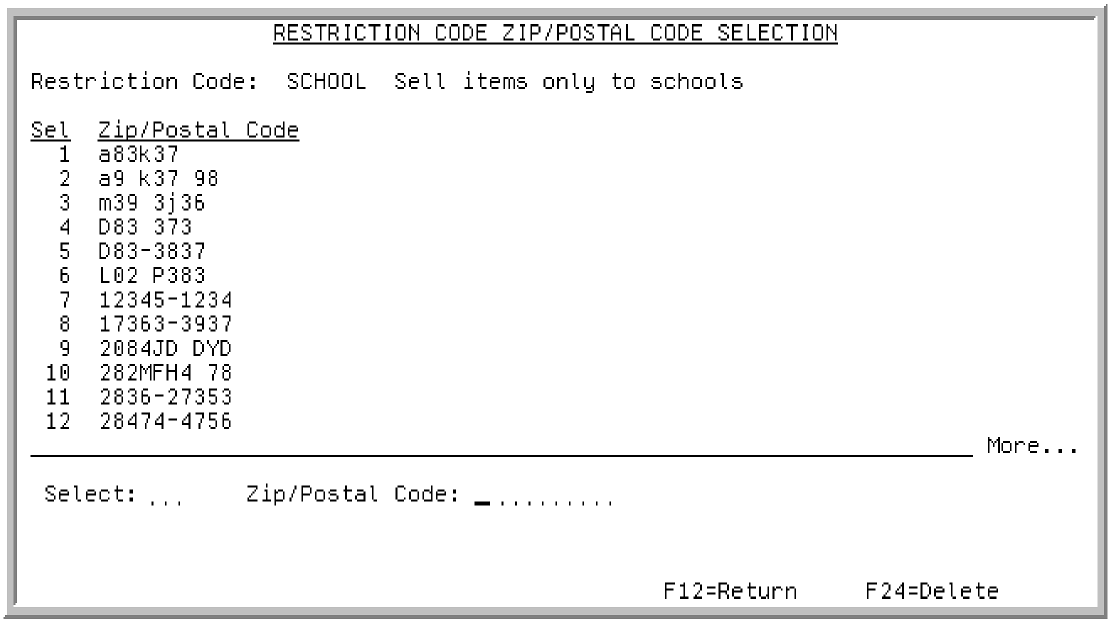
If the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6) is set to P, all customers will be prevented from purchasing restricted products, except those authorized customer orders shipped to locations in the cities identified on this screen and passed other variable checks, such as state, territory, county, zip/postal code, warehouse, vendor and purchasing line (that is, the cities marked on this screen are the exception to the prevent functionality).

NOTE: This is a roll screen. A **+** appears at the bottom of this screen to indicate that more data is available for viewing. 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

Restriction Code City Selection Screen Fields and Function Keys

Field/Function Key	Description
Restriction Code	The restriction code and its description for which additional parameters are being defined. Display
Sel	This field displays the reference number of the corresponding city. Use this number to select and delete one of the cities displayed. Key this number in the **Select** field and press F24=DELETE. You will be prompted to confirm deletion. Display
City	This field displays the city that the items can or cannot be shipped to, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). Display
Select	Use this field to select a city to delete. Key the **Sel** number (reference number) corresponding to the city, and press F24=DELETE. You will be prompted to confirm deletion. (N 2,0) Optional
City	Key the city that the items can or cannot be shipped to, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). NOTE: If the **City** field in the address ends with a comma, the comma will not be included in the comparison. (A 20) Required
F12=Return	Press F12=RETURN to return to the Restriction Code File Maintenance Selection Screen (p. 56-3), without saving your changes.
F24=Delete	After keying a city **Sel** number in the **Select** field, press F24=DELETE to delete the selected city record. You will be required to press F24=DELETE twice to confirm deletion.
Enter	After entering a city, press ENTER to confirm your selection. The city will be added to the list of selected cities for the identified restriction code.

Restriction Code Zip/Postal Code Selection Screen



```
                     RESTRICTION CODE ZIP/POSTAL CODE SELECTION

Restriction Code:  SCHOOL  Sell items only to schools

Sel  Zip/Postal Code
  1  a83k37
  2  a9 k37 98
  3  m39 3j36
  4  D83 373
  5  D83-3837
  6  L02 P383
  7  12345-1234
  8  17363-3937
  9  2084JD DYD
 10  282MFH4 78
 11  2836-27353
 12  28474-4756
                                                                        More...

 Select: ...    Zip/Postal Code: _.........

                                              F12=Return     F24=Delete
```

This screen appears when you press F9=ZIP/POSTAL CODE on the Restriction Code File Maintenance Selection Screen (p. 56-3).

Use this screen to select the zip/postal codes that will be excluded/included based on the identified restriction code.

If the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6) is set to A, all customers who are authorized to purchase the restricted products and passed other restriction variable checks, such as state, territory, county, city, warehouse, vendor and purchasing line, will be allowed to do so, except those customer orders shipped to locations with the zip/postal codes identified on this screen (that is, the zip/postal codes marked on this screen are the exception to the allow functionality).

If the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6) is set to P, all customers will be prevented from purchasing restricted products, except those authorized customer orders shipped to locations with the zip/postal codes identified on this screen and passed other variable checks, such as state, territory, county, city, warehouse, vendor and purchasing line (that is, the zip/postal codes marked on this screen are the exception to the prevent functionality).

NOTE: To support the US Postal Service 10-digit zip code formats, entering a restriction code with 5-digits will qualify matching 5 digits (12345), the first 5 of 9 digits (123456789), and the first 5 of 10 characters (12345-6789).

NOTE: This is a roll screen. A **+** appears at the bottom of this screen to indicate that more data is available for viewing. 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

Restriction Code Zip/Postal Code Selection Screen Fields and Function Keys

Field/Function Key	Description
Restriction Code	The restriction code and its description for which additional parameters are being defined. Display
Sel	This field displays the reference number of the corresponding zip/postal code. Use this number to select and delete one of the zip/postal codes displayed. Key this number in the **Select** field and press F24=DELETE. You will be prompted to confirm deletion. Display
Zip/Postal Code	This field displays the zip/postal code that the items can or cannot be shipped to, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). Display
Select	Use this field to select a zip/postal code to delete. Key the **Sel** number (reference number) corresponding to the zip/postal code, and press F24=DELETE. You will be prompted to confirm deletion. (N 2,0) Optional
Zip/Postal Code	Key the zip/postal code that the items can or cannot be shipped to, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). (A 10) Required
F12=Return	Press F12=RETURN to return to the Restriction Code File Maintenance Selection Screen (p. 56-3), without saving your changes.
F24=Delete	After keying a zip/postal code **Sel** number in the **Select** field, press F24=DELETE to delete the selected zip/postal code record. You will be required to press F24=DELETE twice to confirm deletion.
Enter	After entering a zip/postal code, press ENTER to confirm your selection. The zip/postal code will be added to the list of selected zip/postal codes for the identified restriction code.

Restriction Code Warehouse Selection Screen

```
                         RESTRICTION CODE WAREHOUSE SELECTION

Restriction Code:  SCHOOL  Sell items only to schools

Sel  WH  Description
  1  CC  Co 1 Consignment Central
  2  CE  Co 1 Consignment East
  3  CW  B & B Central Purchasing WH
  4  C2  Co 2 Consignment Warehouse
  5  1   Hartford, CT
  6  2   Los Angeles, CA
  7  3   Dallas, TX
  8  5   Chicago, IL
  9  6   Ontario, Canada
 10  7   Toronto, Canada

                                                                       Last
 Select: ...      Warehouse?  _ .

                                                 F12=Return     F24=Delete
```

This screen appears when you press F10=WAREHOUSE on the Restriction Code File Maintenance Selection Screen (p. 56-3).

Use this screen to select the warehouses that will be excluded/included based on the identified restriction code.

If the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6) is set to A, all customers who are authorized to purchase the restricted products and passed other restriction variable checks, such as state, territory, county, city, zip/postal code, vendor and purchasing line, will be allowed to do so, except those customer orders shipped from the warehouses identified on this screen (that is, the warehouses marked on this screen are the exception to the allow functionality).

If the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6) is set to P, all customers will be prevented from purchasing restricted products, except those authorized customer orders shipped from the warehouses identified on this screen and passed other variable checks, such as state, territory, county, city, zip/postal code, vendor and purchasing line, (that is, the warehouses marked on this screen are the exception to the prevent functionality).

NOTE: This is a roll screen. A **+** appears at the bottom of this screen to indicate that more data is available for viewing. 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

Restriction Code Warehouse Selection Screen Fields and Function Keys

Field/Function Key	Description
Restriction Code	The restriction code and its description for which additional parameters are being defined. Display
Sel	This field displays the reference number of the corresponding warehouse. Use this number to select and delete one of the warehouses displayed. Key this number in the **Select** field and press F24=DELETE. You will be prompted to confirm deletion. Display
WH	This field displays the warehouse number that the items can or cannot be shipped from, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). Display
Description	This field displays the description of the warehouse. Display
Select	Use this field to select a warehouse to delete. Key the **Sel** number (reference number) corresponding to the warehouse, and press F24=DELETE. You will be prompted to confirm deletion. (N 2,0) Optional
Warehouse	Key the warehouse that the items can or cannot be shipped from, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). *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) Required
F12=Return	Press F12=RETURN to return to the Restriction Code File Maintenance Selection Screen (p. 56-3), without saving your changes.
F24=Delete	After keying a warehouse **Sel** number in the **Select** field, press F24=DELETE to delete the selected warehouse record. You will be required to press F24=DELETE twice to confirm deletion.
Enter	After entering a warehouse, press ENTER to confirm your selection. The warehouse will be added to the list of selected warehouses for the identified restriction code.

Restriction Code Vendor Selection Screen

```
                      RESTRICTION CODE VENDOR SELECTION

Restriction Code:  SCHOOL  Sell items only to schools

Sel  Vendor  Name
  1  IC1000  LITTLE ITALY RESTAURANT SUPPLY
  2  IC2000  WOODEN CHOPSTICKS OFFICE POOL
  3  IC4000  GUADALJARA OFFICE SUPPLIES
  4  IC5000  SASKATCHEWAN PRODUCTS
  5  QUALIT  QUALITY EVENT MANAGEMENT, INC.
  6  100     SHARP INTERNATIONAL
  7  1000    SNET
  8  1400    THE PAPER SUPPLY HOUSE
  9  1500    ZEUS MEDICAL WHOLESALERS
 10  200     K & M CORPORATION
 11  300     AMERICAN CALENDAR
 12  400     OFFICE EQUIPMENT INTERNATIONAL
                                                                      More...
 Select: ...      Vendor Number: _.....


  F2=Vendor Search                               F12=Return     F24=Delete
```

This screen appears when you press F11=VENDOR on the Restriction Code File Maintenance Selection Screen (p. 56-3).

Use this screen to select the vendors that will be excluded/included based on the identified restriction code. The vendor restriction is only checked for sales orders that are being drop shipped from the vendor to the customer.

If the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6) is set to A, all customers who are authorized to purchase the restricted products and passed other restriction variable checks, such as state, territory, county, city, zip/postal code, warehouse and purchasing line, will be allowed to do so, except those customer special order items drop shipped from the vendors identified on this screen (that is, the vendors marked on this screen are the exception to the allow functionality).

If the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6) is set to P, all customers will be prevented from purchasing restricted products, except those authorized customer special order items drop shipped from the vendors identified on this screen and passed other variable checks, such as state, territory, county, city, zip/postal code, warehouse and purchasing line, (that is, the vendors marked on this screen are the exception to the prevent functionality).

NOTE: This is a roll screen. A **+** appears at the bottom of this screen to indicate that more data is available for viewing. 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

Restriction Code Vendor Selection Screen Fields and Function Keys

Field/Function Key	Description
Restriction Code	The restriction code and its description for which additional parameters are being defined. Display
Sel	This field displays the reference number of the corresponding vendor. Use this number to select and delete one of the vendors displayed. Key this number in the **Select** field and press F24=DELETE. You will be prompted to confirm deletion. Display
Vendor	This field displays the vendor that the special order items can or cannot be drop shipped from, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). Display
Name	This field displays the name of the vendor. Display
Select	Use this field to select a vendor to delete. Key the **Sel** number (reference number) corresponding to the vendor, and press F24=DELETE. You will be prompted to confirm deletion. (N 2,0) Optional
Vendor Number	Key the vendor that the special order items can or cannot be drop shipped from, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). *Valid Values:* A vendor number defined through Vendors Maintenance (MENU POFILE/MENU APFILE). (A 6) Required
F2=Vnd Sch	Press F2=VND SCH to search for a vendor. The Vendor Search Screen appears. Refer to the this screen as explained in Vendors Maintenance (MENU POFILE).
F12=Return	Press F12=RETURN to return to the Restriction Code File Maintenance Selection Screen (p. 56-3), without saving your changes.
F24=Delete	After keying a vendor **Sel** number in the **Select** field, press F24=DELETE to delete the selected vendor record. You will be required to press F24=DELETE twice to confirm deletion.
Enter	After entering a vendor number, press ENTER to confirm your selections. The vendor will be added to the list of selected vendors for the identified restriction code.

Restriction Code Purchasing Line Selection Screen

```
                    RESTRICTION CODE PURCHASING LINE SELECTION

Restriction Code:  SCHOOL  Sell items only to schools

Sel  Vendor  WH  PLine       Description
  1  200         BAGS PARTS  SMALL PARTS BAGS
  2  200         BAGS POLY   INDUSTRIAL POLY BAGS
  3  200         GLOVES      GLOVES - DISPOSABLE
  4  200         LAB-SHEET   SHEETS OF LABELS
  5  200         LAB_ROLL    ROLLS OF LABELS
  6  200         MI-200      MISCELLANEOUS ITEMS
  7  200         PAPER       PAPER PRODUCTS
  8  200         S-18 JARS   JARS AND BOTTLES
  9  200         SHIP BUBBL  BUBBLE MAILERS
 10  200         SHIP MAIL   MAILING CONTAINERS
 11  200         SHIP TUBES  MAILING TUBES
 12  200         TAPE        ROLLS OF ADHESIVE TAPE
______________________________________________________________________ More...

 Select: ...
 Vendor Number: _.....     Warehouse? ...     Purchasing Line? ...........


  F2=Vnd Sch         F12=Return         F24=Delete
```

This screen appears when you press F13=PLINE on the Restriction Code File Maintenance Selection Screen (p. 56-3).

Use this screen to select the purchasing lines that will be excluded/included based on the identified restriction code.

If the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6) is set to A, all customers who are authorized to purchase the restricted products and passed other restriction variable checks, such as state, territory, county, city, zip/postal code, warehouse, and vendor, will be allowed to do so, except those customer order items assigned to the purchasing lines identified on this screen (that is, the purchasing lines marked on this screen are the exception to the allow functionality).

If the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6) is set to P, all customers will be prevented from purchasing restricted products, except those authorized customer order items assigned to the purchasing lines identified on this screen and passed other variable checks, such as state, territory, county, city, zip/postal code, warehouse, and vendor (that is, the purchasing lines marked on this screen are the exception to the prevent functionality).

NOTE: This is a roll screen. A **+** appears at the bottom of this screen to indicate that more data is available for viewing. 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

Restriction Code Purchasing Line Selection Screen Fields and Function Keys

Field/Function Key	Description
Restriction Code	The restriction code and its description for which additional parameters are being defined. Display
Sel	This field displays the reference number of the corresponding purchasing line. Use this number to select and delete one of the purchasing lines displayed. Key this number in the **Select** field and press F24=DELETE. You will be prompted to confirm deletion. Display
Vendor	This field displays the primary vendor defined for the purchasing line through Purchasing Lines Maintenance (MENU POFIL2). Display
WH	This field displays the warehouse (if any) defined for the purchasing line through Purchasing Lines Maintenance (MENU POFIL2). Defining a warehouse for a purchasing line is optional. Display
PLine	This field displays the purchasing line that will be used for checking if items assigned to it can or cannot be sold, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). Display
Description	This field displays the description of the purchasing line. Display
Select	Use this field to select a purchasing line to delete. Key the **Sel** number (reference number) corresponding to the purchasing line, and press F24=DELETE. You will be prompted to confirm deletion. (N 2,0) Optional
Vendor Number	Key the vendor defined for the purchasing line that will be used for checking if items assigned to it can or cannot be sold, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). *Valid Values:* A vendor number defined through Vendors Maintenance (MENU POFILE/MENU APFILE), and assigned to a purchasing line through Purchasing Lines Maintenance (MENU POFIL2). (A 6) Required

Restriction Code Purchasing Line Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the warehouse, if any, defined for the purchasing line that will be used for checking if items assigned to it can or cannot be sold, based on the **Allow/ Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). *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), and which has optionally been defined for a purchasing line through Purchasing Lines Maintenance (MENU POFIL2). (A 2) Optional
Purchasing Line	Key the purchasing line that will be used for checking if items assigned to it can or cannot be sold, based on the **Allow/Prevent Code** on the Restriction Code File Maintenance Screen (p. 56-6). *Valid Values:* A valid purchasing line defined through Purchasing Line Maintenance (MENU POFIL2). (A 10) Required
F2=Vnd Sch	Press F2=VND SCH to search for a vendor. The Vendor Search Screen appears. Refer to the this screen as explained in Vendors Maintenance (MENU POFILE).
F12=Return	Press F12=RETURN to return to the Restriction Code File Maintenance Selection Screen (p. 56-3), without saving your changes.
F24=Delete	After keying a purchasing line **Sel** number in the **Select** field, press F24=DELETE to delete the selected purchasing line record. You will be required to press F24=DELETE twice to confirm deletion.
Enter	After entering a vendor number, warehouse, and purchasing line, press ENTER to confirm your selections. The purchasing line will be added to the list of selected purchasing lines for the identified restriction code.

Product Restriction Codes 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
Restriction Code Listing	Prints a list of defined restriction codes and their settings.

Restriction Code Listing

```
OE927  09/03/14  16:10:58                    RESTRICTION CODE LISTING                        AQ/APDEMO    PAGE    1
Restriction                              Allow/Prevent  Mandatory  Allow Ship-to  License   Record U/A  Required  State/Prov
   Code     Description                      Code         Check      Override     Required   Requests   on Report Code
------------------------------------------------------------------------------------------------------------------------
HOSP        sell item only to hospitals       A            Y            Y            Y          Y          Y        S
  Territory Code: S    County Code:S    City Code: S    Zip Code: S    Warehouse Code: S    Vendor Code: S    Pline Code: S
SCHOOL      Sell items only to schools        A            Y            Y            N          N          N        A
  Territory Code: S    County Code:S    City Code: S    Zip Code: S    Warehouse Code: S    Vendor Code: S    Pline Code: S
```

This listing is produced following your responses on the Report Options Screen, which appears after you select the Product Restrictions Codes Listing option from MENU OEFIL2.

All product restriction codes with the code parameters and variables selected through Product Restriction Codes Maintenance (MENU OEFIL2) are printed.

For an explanation of the fields on this listing, refer to Product Restriction Codes Maintenance (MENU OEFIL2).

CHAPTER 57

Maintaining Customer Authorizations

57

Customer authorization 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).

If a restriction code is defined as an ALLOW type through Product Restriction Codes Maintenance (MENU OEFIL2), authority will be granted to only those customers with the proper authority. For ALLOW restrictions:

- when the **License Required** field is set to Y, this option will track the valid license information (including start and expiration dates) for the authorized customers
- this option will capture the exception customers and customer/ship-to's that are not authorized to purchase the items in the restriction under the blanket ALLOW type.

If a restriction code has been defined as a PREVENT type, a customer will be prevented from purchasing the restricted product when the exception customer authorization is set up (through this option) to prevent a customer from buying the product. For PREVENT restrictions, this option will:

- track the customers that are an exception when the variables fields are is set to S for selected and allow the purchase of an item to that customer in a restricted variable
- track the customers that are allowed to purchase the restricted item when the specified variables field is set to A for all

For a logic flow of authorization checking, refer to the "Product Restrictions" on page 4-51.

Through this option, you may create customer authorization records for an entire restriction class (by code), or for a specific product (by item). If defining a record for an entire restriction class, ALL restricted items denoted by this restriction code (in the Item Master File) will be affected by this authorization. This option super-cedes the restriction variables that may be part of the restriction code. If, instead, you are defining a record for a specific item, the customer will be allowed or prevented from purchasing only that specific item number (in other words, only the selected item will be affected by this authorization).

Customer authorizations may be permanent or for a given period of time, and may also be for a customer or the individual ship-to addresses of a customer [as determined through Customer/Ship to Master Maintenance (MENU ARFILE)]. Authorizations on the ship-to level, however, are only allowed if **Chk Prd Rstr** has been defined as S on the Customer Maintenance Screen 1 through Customer/Ship to Master Maintenance.

Additionally, you may set up the next authorization parameters before the current restrictions expire. The next values will be rolled into the current values and the current values will be rolled into the last (previous) values automatically when the current expiration is reached. This occurs when a request is made for an item restricted by this code.

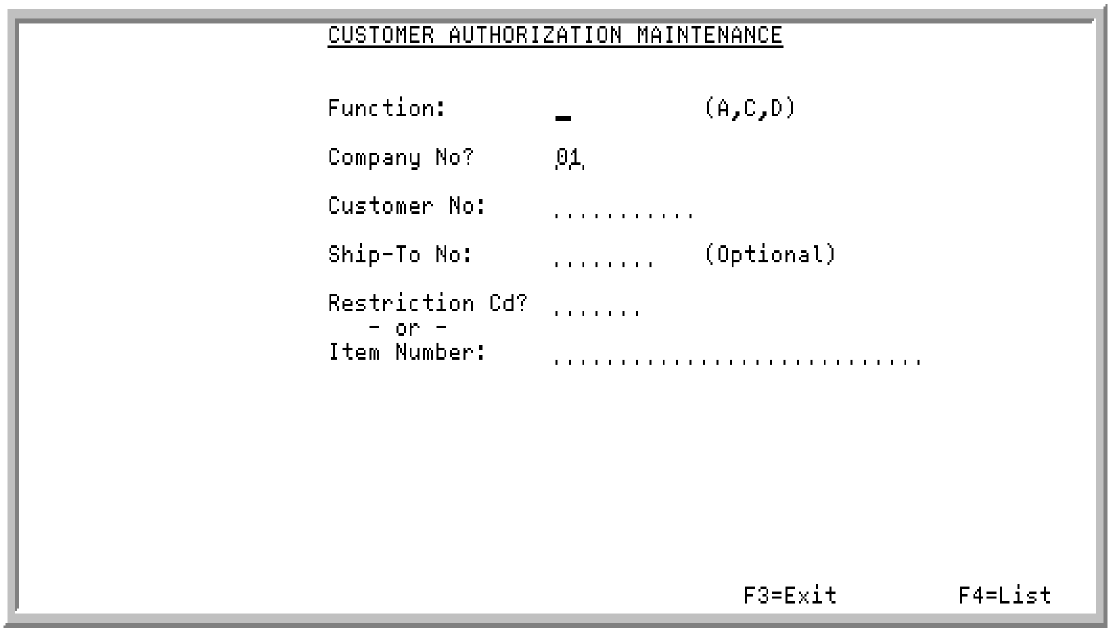
Use this Customer Authorizations Maintenance option to define and maintain authorizations. Use the Customer Authorizations Listing to print the customer authorization records that have been defined.

Customer Authorizations 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
Customer Authorization Maintenance Selection Screen	Use to specify the restriction code or item number for which you are maintaining customer authorizations.
Customer Authorization List Screen	Use to view existing customer authorization records and their type (allow, prevent, or n/a).
Customer Authorization Maintenance Screen	Use to provide a license number and dates for the authorization.

Customer Authorization Maintenance Selection Screen



This screen appears after you select option 7 - Customer Authorizations Maintenance (MENU OEFIL2).

Use this screen to add, change, or delete a customer authorization record. Customer authorizations provide a customer with the authority to purchase a restricted item that has been defined as an ALLOW code through Product Restriction Codes Maintenance (MENU OEFIL2); or, restrict a customer from purchasing a restricted item that has been defined as a PREVENT code.

You may create customer authorizations for an entire restriction class (by code) or for a specific product (by item). To view existing customer authorization records and their type (allow, prevent, or n/a), the F4=LIST function key is available.

Customer Authorization Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a customer authorization record. Key C to change an existing customer authorization record. Key D to delete an existing customer authorization record. (A 1) Required

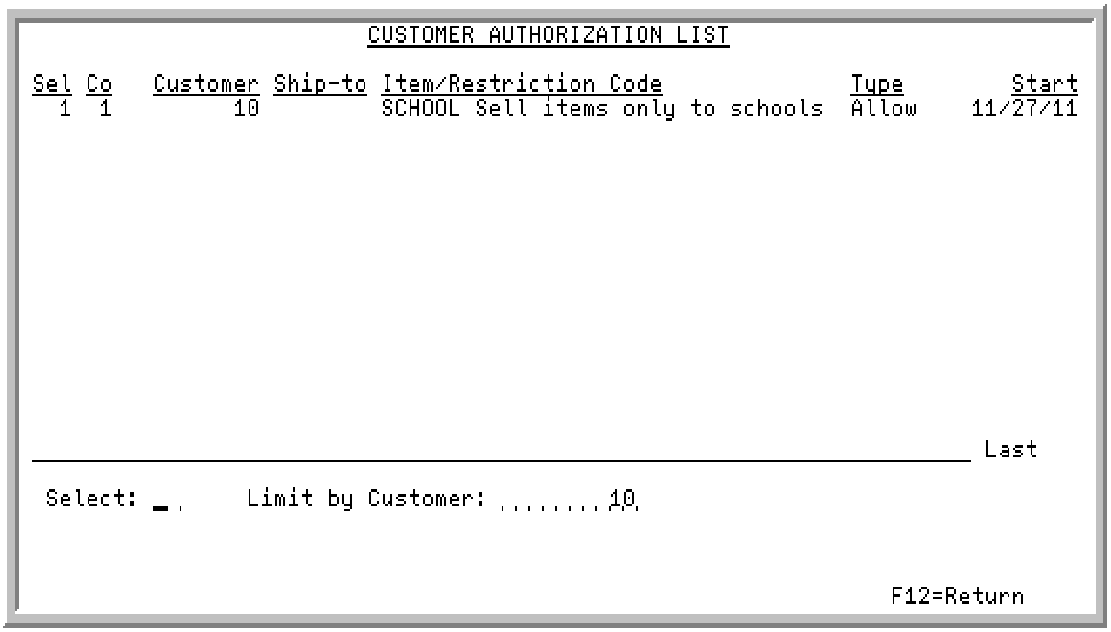
Customer Authorization Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company No	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Use this field to select the company number for which you are adding, changing or deleting a customer authorization record. Key the desired company. *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
Customer No	Use this field to select the customer for which you are adding, changing or deleting a customer authorization record. Key the desired customer. *Valid Values:* A valid customer defined through Customer/Ship to Master Maintenance (MENU ARFILE) (N 10,0) Required
Ship-To No	You may optionally select a ship-to number for the customer authorization record being added (or changed). In order to select a ship-to number in this field, authority checking must be designated as being performed at the ship-to level through Customer/Ship to Master Maintenance (MENU ARFILE). Key the desired ship-to number. *Valid Values:* A ship-to number defined through Customer/Ship to Master Maintenance (MENU ARFILE) and a ship-to in which authority checking is designated as being performed at the ship-to level (i.e., **Chk Prd Rstr** is S in Customer Master Maintenance). (A 7) Optional
Restriction Cd	Use this field to select the restriction code for this customer. This code, depending on its variables, will allow or prevent this customer from purchasing a restricted item. ALL restricted items denoted by this restriction code (in the Item Master File) will be affected by this authorization. This field is required if the **Item Number** field is blank. Leave this field blank if **Item Number** contains a value. *Valid Values:* A valid restrict code defined through Product Restriction Codes Maintenance (MENU OEFIL2). (A 6) Required/Blank

Customer Authorization Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Number	Use this field to select the specific item number that this customer will be allowed or prevented from purchasing. Only this item will be affected by this authorization. This field is required if the **Restriction Cd** field is blank. Leave this field blank if the **Restriction Cd** field contains a value. *Valid Values:* An item number defined through Item Master Maintenance (MENU IAFILE) as a restricted item (A 27) Required/Blank
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F4=List	After entering a company number, press F4=LIST to view existing customer authorization records and their type (allow, prevent, or n/a). The Customer Authorization List Screen (p. 57-6) will appear.
Enter	Press ENTER to confirm your selections. The Customer Authorization Maintenance Screen (p. 57-9) will appear.

Customer Authorization List Screen



This screen appears after you press F4=LIST on the Customer Authorization Maintenance Selection Screen (p. 57-3). Use this screen to view existing customer authorization records and their type (allow, prevent, or n/a) for the selected company.

You can select an existing customer authorization record using the **Select** field, and you can limit the customer authorization records displayed on this screen using the **Limit by Customer** 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 or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Customer Authorization List Screen Fields and Function Keys

Field/Function Key	Description
Sel	This field displays the reference number of the corresponding customer authorization record. Use this number to select one of the customer authorizations displayed. Key this number in the **Select** field and press ENTER. You will be returned to the Customer Authorization Maintenance Selection Screen (p. 57-3) and the fields will be filled in from the selected record. Display

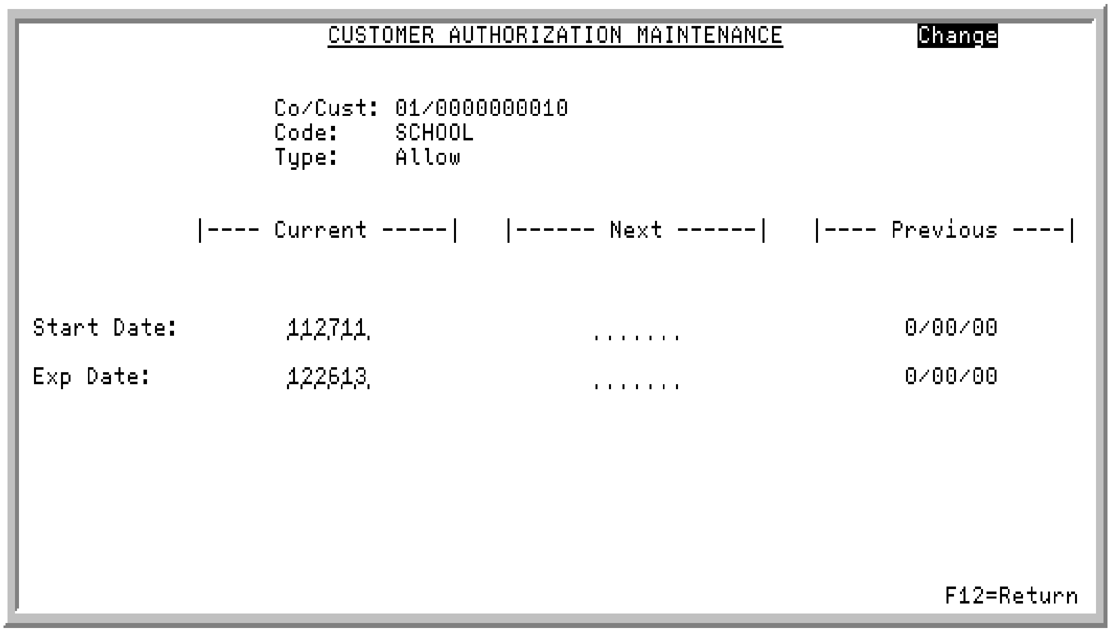
Customer Authorization List Screen Fields and Function Keys

Field/Function Key	Description
Co	This field displays the company number of the customer authorization record. Display
Customer	This field displays the customer number of the customer authorization record. Display
Ship-to	This field displays the ship-to number, if any, for the customer authorization record. Display
Item/Restriction Code	This field displays the specific item number or restriction code that this customer (or ship-to) will be allowed or prevented from purchasing. For an item number, only this item will be affected by this authorization. For a restriction code, depending on its variables, a restricted item may be allowed or prevented from being purchased by this customer (or ship-to). ALL restricted items denoted by this restriction code (in the Item Master File) will be affected by this authorization. Display
Type	This field displays the type of code defined for the customer authorization through Product Restriction Codes Maintenance (MENU OEFIL2): • **Allow** (allow a customer or customer/ship-to to purchase a restricted item; restriction code type = A) • **Prevent** (prevent a customer or customer/ship-to from purchasing a restricted item; restriction code type = P) • **n/a** (if the item no longer has a restriction code noted in the Item Master File). Display
Start	This field displays the date that the **Current** period's authorization is effective. Display
Select	Use this field to select a customer or ship-to authorization record by keying the **Sel** number (reference number) which corresponds to the record, and press ENTER. You will be returned to the Customer Authorization Maintenance Selection Screen (p. 57-3). (N 2,0) Optional

Customer Authorization List Screen Fields and Function Keys

Field/Function Key	Description
Limit by Customer	Use this field to limit the customer authorization list by customer. Only authorizations that were set up for this customer will be displayed. Key a customer number, or leave this field blank to view all customers/ ship-to authorization records regardless of the customer assigned to them. *Valid Values:* A valid customer defined through Customer/Ship to Master Maintenance (MENU ARFILE). (N 2,0) Required
F12=Return	Press F12=RETURN to return to the Customer Authorization Maintenance Selection Screen (p. 57-3) without selecting a customer authorization record from this screen.
Enter	The ENTER key serves two purposes: After keying a customer number in the **Limit by Customer** field, press ENTER to limit the list of authorizations to this customer only. After keying a reference number in the **Sel** field, press ENTER to select the customer authorization record and return to the Customer Authorization Maintenance Selection Screen (p. 57-3). The fields will be filled in from the selected record.

Customer Authorization Maintenance Screen



This screen appears after you press ENTER on the Customer Authorization Maintenance Selection Screen (p. 57-3). Use this screen to define or change the customer authorization parameters. These parameters may be a license [if indicated to required license through Product Restriction Codes Maintenance (MENU OEFIL2)], and/or the dates in which the authorization is in effect.

This screen allows the entry of both current values and next values; when the expiration date is met for the current information (if any), the **Next** information will be rolled to the **Current** and the **Current** information will be rolled to the **Previous**, which is for informational and output use only. Next date and license information (which only displays if **License Required** has been defined as Y through Product Restriction Codes Maintenance) cannot be entered before current information is provided.

Customer Authorization Maintenance Screen fields and Function Keys

Field/Function Key	Description
Co/Cust	This field displays the company and customer for which the customer authorization record is being added/maintained. Display
Code / Item	This field displays the restricted **Code** or **Item** for which the customer authorization record is being added/maintained. Display

Customer Authorization Maintenance Screen fields and Function Keys

Field/Function Key	Description
Type	This field displays the type of code defined for the restricted **Code** or **Item**, as set up through Product Restriction Codes Maintenance (MENU OEFIL2): • **Allow** (allow a customer or customer ship-to to purchase a restricted item; restriction code type = A) • **Prevent** (prevent a customer or customer ship-to from purchasing a restricted item; restriction code type = P) • **n/a** (if the item no longer has a restriction code noted in the Item Master File) Display
License No	This field displays only if **License Required** has been defined as Y through Product Restriction Codes Maintenance (MENU OEFIL2). Use this field to enter the required customer's license number. Key the license number in the **Current** and/or **Next** field. You cannot enter information in the **Next** field if the current information has not yet been provided. (A 20) Required
Start Date	Use this field to enter the date that the **Current** period's authorization will become effective. You may also set up (in advance) the **Next** period's authorization before the current period's authorization expires. This helps eliminate the unnecessary loss of sales due to the expiration. Key the effective date. Leave both fields (**Current** and **Next**) blank if you want the authorization to be in effect indefinitely. For example, if the restriction code is an ALLOW type, and the current start date is August 8 and expires on October 10, this indicates that the customer will be allowed to purchase the product within this time period. The customer will be denied purchase if the requested ship date does not fall within this period. If the restriction code is a PREVENT type, the customer will not be granted authority to purchase the restricted product during the indicated time period. *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

Customer Authorization Maintenance Screen fields and Function Keys

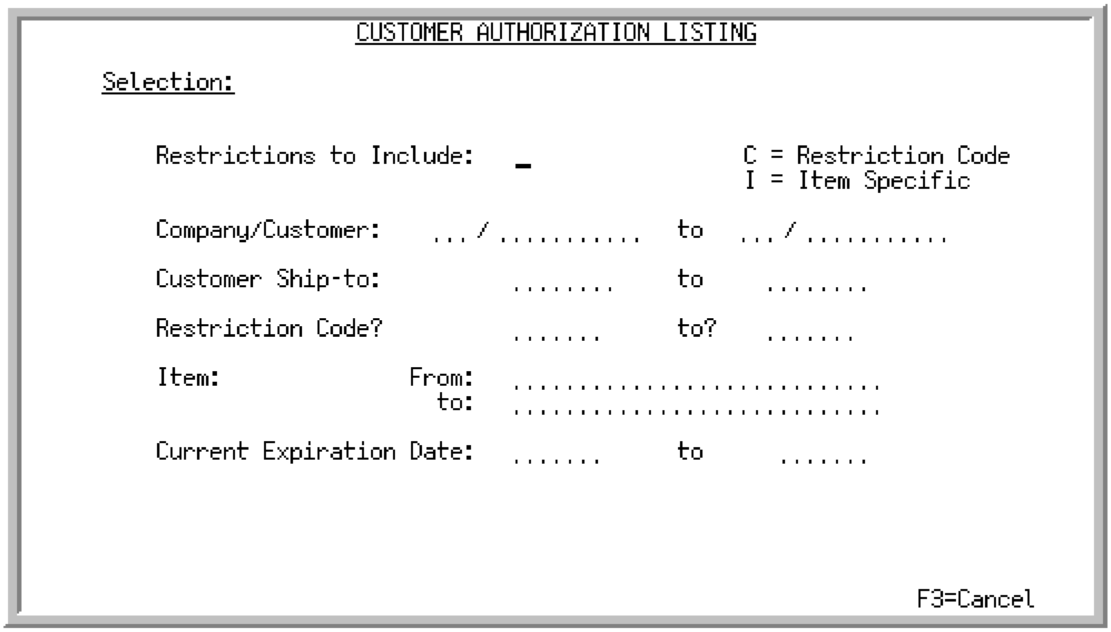
Field/Function Key	Description
Exp Date	Use this field to enter the date that this authorization will become void (expire). You may also set up (in advance) the **Next** period's authorization before the **Current** period's authorization expires. This helps eliminate the unnecessary loss of sales due to the expiration. Key the expiration date. Leave both fields blank if you want the authorization to remain in effect indefinitely. NOTE: Next date is invalid if the current authorization never expires. *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
F12=Return	Press F12=RETURN to return to the Customer Authorization Maintenance Selection Screen (p. 57-3) without updating this screen.
F24=Delete	The F24=DELETE function key displays in the delete mode only. Press F24=DELETE to delete the selected customer authorization recorded. You will be required to press F24=DELETE twice to confirm deletion. The Customer Authorization Maintenance Selection Screen (p. 57-3) will display.
Enter	Press ENTER to confirm your selections. The Customer Authorization Maintenance Selection Screen (p. 57-3) will appear.

Customer Authorizations 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
Customer Authorization Listing Screen	Use to specify limiting criteria for the listing.
Customer Authorizations Listing	Prints a list of authorizations that match the limiting criteria.

Customer Authorization Listing Screen



CUSTOMER AUTHORIZATION LISTING

Selection:

Restrictions to Include: _ C = Restriction Code
I = Item Specific

Company/Customer: .../........... to .../...........

Customer Ship-to: .... to ....

Restriction Code? .... to? ....

Item: From: ....
to: ....

Current Expiration Date: .... to ....

F3=Cancel

This screen appears after you select option 17 - Customer Authorizations Listing (MENU OEFIL2). Use this screen to enter selection criteria for which the listing will print. You may select to print authorizations for a restriction code, or item specific authorizations. You may additionally select to print this report by:

- Company number range
- Customer number range
- Ship-to number range
- Restriction code range OR Item number range
- Authorization expiration date range

Customer Authorization Listing Screen Fields and Function Keys

Field/Function Key	Description
Restrictions to Include	Use this field to select the type of restrictions to print. Key C to print restriction code authorizations. A restriction code was selected through Customer Authorizations Maintenance (MENU OEFIL2), as opposed to an item number. Key I to print item specific authorizations. An item number was selected through Customer Authorizations Maintenance (MENU OEFIL2), as opposed to a restriction code. (A 1) Required

Customer Authorization Listing Screen Fields and Function Keys

Field/Function Key	Description
Company/Customer	These fields limit the listing to the range of companies and customers entered. Key the range of company numbers and customer numbers associated with the authorization records for which the listing will print. Leave both fields blank to include all companies and customers. (2 @ N 2,0 / 2 @ N 10,0) Optional
Customer Ship-to	Use this field to key a range of customer ship-to numbers to print. Leave both fields blank to include all ship-to authorizations for the customers selected. (2 @ A 7) Optional
Restriction Code	This field is applicable only if you selected to print restriction code authorizations; C is entered in **Restrictions to Include** field. This field allows you to enter a range of product restriction codes for which customer authorizations will print. Key the desired range of codes. Leave both fields blank to include all restriction code authorizations. (2 @ A 6) Optional
Item	This field is applicable only if you selected to print item specific authorizations; I is entered in **Restrictions to Include** field. The range of items entered in this field determines the authorizations that will print. Key the desired range of items to be included on the listing. Leave both fields blank to include all item authorizations. (A 27) Optional
Current Expiration Date	This field limits the authorizations to print to only those with a current expiration date that falls within the selected range you enter in this field. This will allow you to identify the authorizations that will expire before the expiration date is reached, so that you may alert your customers prior to the expiration of their authorization. *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
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 appears. Refer to the Cross Applications User Guide for a description of this screen.

Customer Authorizations Listing

```
OE933  06/09/11   7:22:31                          CUSTOMER AUTHORIZATIONS                          AM/APDEMO      PAGE    1
                                                 Authorizations By   Restriction
                                                  CO: 01 - A & C Office Supply
 All Companies      All Customers              All Ship-To            All Restriction Codes            All Expiration Dates
          Restriction          |------ Current -----|   |------- Next -------|   |----- Previous -----|    Previous    Last
             Code                                                                                       Maint Date  User
-------------------------------------------------------------------------------------------------------------------------------
CO: 01 CUST: 10 - Bon Secour School Department
          SCHOOL               License not Required
                               11/27/09 To 12/27/11                                                      11/28/10    QPGMR
CO: 01 CUST: 20 - Lithonia School Department
          SCHOOL               License not Required
                               11/27/09 To 12/27/11                                                      11/28/10    QPGMR
CO: 01 CUST: 30 - Lebanon School Department
          SCHOOL               License not Required
                               11/27/09 To 12/27/11                                                      11/28/10    QPGMR
CO: 01 CUST: 40 - Attleboro School Department
          SCHOOL               License not Required
                               11/27/09 To 12/27/11                                                      11/28/10    QPGMR
CO: 01 CUST: 50 - Shelton School Department
          SCHOOL               License not Required
                               11/27/09 To 12/27/11                                                      11/28/10    QPGMR
CO: 01 CUST: 60 - Smithfield School Department
          SCHOOL               License not Required
                               11/27/09 To 12/27/11                                                      11/28/10    QPGMR
CO: 01 CUST: 210 - San Antonio School Department
          SCHOOL               License not Required
                               11/27/09 To 12/27/11                                                      11/28/10    QPGMR
CO: 01 CUST: 220 - Stafford School Department
          SCHOOL               License not Required
                               11/27/09 To 12/27/11                                                      11/28/10    QPGMR
```

This listing is produced following your responses on the Report Options Screen.

The customer authorizations meeting the criteria entered on the Customer Authorization Listing Screen (p. 57-12) are printed.

This listing will print either restriction code authorizations or item specific authorizations, depending on your selection on the Customer Authorization Listing Screen. If you selected to print by restriction code, **Restriction Code** will print as the first heading on this listing and also under the title of this listing (i.e., **Authorizations By: Restrictions**). If you selected by item number, **Item Number** will print as the first heading on this listing and also under the title of this listing (i.e., **Authorizations By: Items**). Additionally, the previous maintenance date (last date a change occurred to this record), and last user who made the change, will print.

For an explanation of the fields on this listing, refer to Customer Authorizations Maintenance (MENU OEFIL2).

CHAPTER 58

Maintaining Customer Tax Classes

58

NOTE: You should not maintain customer tax classes through this option if you selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE).

Use this option to add or change customer tax classes. Customer tax classes are used to group together customers for tax exemption purposes. When maintaining a customer through Customer/Ship to Master Maintenance (MENU ARFILE), you can assign a customer tax class, defined through this option, to that customer.

NOTE: In order for a customer to receive any tax exempt status, a tax exempt certification number must be keyed in the Customer Master File through Customer/Ship to Master Maintenance (MENU ARFILE).

Once a customer tax class is assigned to that customer, the tax exemption status (1, 2, or 3) of any tax override, created through Tax Overrides Maintenance (MENU OEFIL2), involving that customer tax class is automatically associated with that customer. Any orders entered through Enter, Change & Ship Orders (MENU OEMAIN) or Off Line Order Entry (MENU OEMAIN) for the indicated customers/ items will automatically reflect the tax override status.

NOTE: Order entry and offline order entry will only acknowledge those levels of tax overrides deemed allowable through Order Entry Options Maintenance (MENU XAFILE).

Example:

Customer tax class CL1 is defined through this option.

Customers 100, 200, and 300, are assigned the customer tax class of CL1 through Customer/Ship to Master Maintenance (MENU ARFILE).

Customer tax class CL1 is used to create a tax override with item A100 through Tax Overrides Maintenance (MENU OEFIL2), indicating a tax exempt status of 1 (this being user-defined, outside of Distribution A+.)

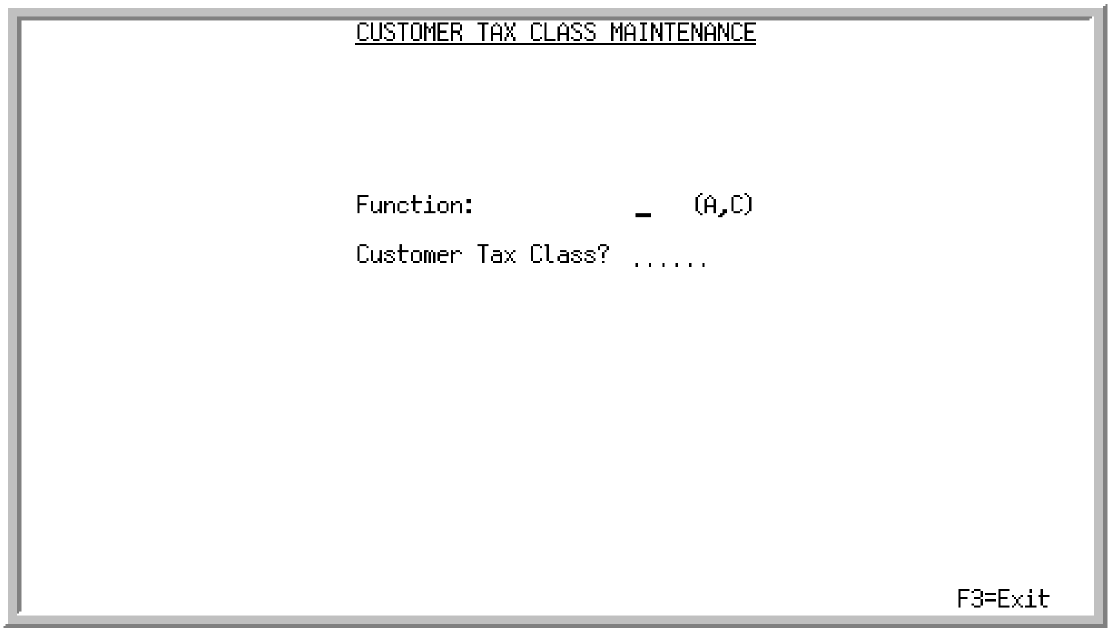
Any time customer 100, 200, or 300, orders item A100, they will automatically be assigned a tax exempt status of 1.

Customer Tax Classes 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
Customer Tax Class Maintenance Selection Screen	Use to specify the customer tax class ID.
Customer Tax Class Maintenance Screen	Use to provide a description for the tax class ID.

Customer Tax Class Maintenance Selection Screen

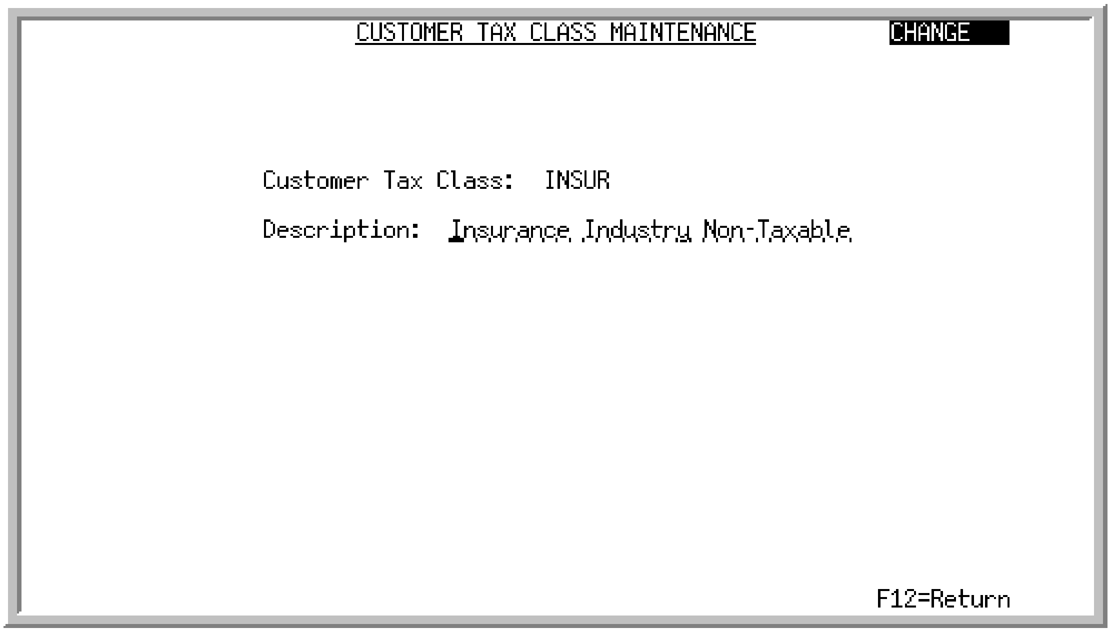


This screen appears after selecting option 8 - Customer Tax Classes Maintenance (MENU OEFIL2). Use this screen to select the customer tax class to add or change.

Customer Tax Class Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to determine the function to be performed. Key A to add a customer tax class. Key C to change an existing customer tax class. (A 1) Required
Customer Tax Class	Use this field to identify the customer tax class you want to add or change. A customer tax class is identified by this 5 character code. If you are changing an existing customer tax class, the value you key here must have been previously defined through this option. (A 5) Required
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Customer Tax Class Maintenance Screen (p. 58-4) will appear.

Customer Tax Class Maintenance Screen



This screen appears after you press ENTER on the Customer Tax Class Maintenance Selection Screen (p. 58-3). Use this screen to further define the customer tax class you are adding or maintaining.

Customer Tax Class Maintenance Screen Fields and Function Keys

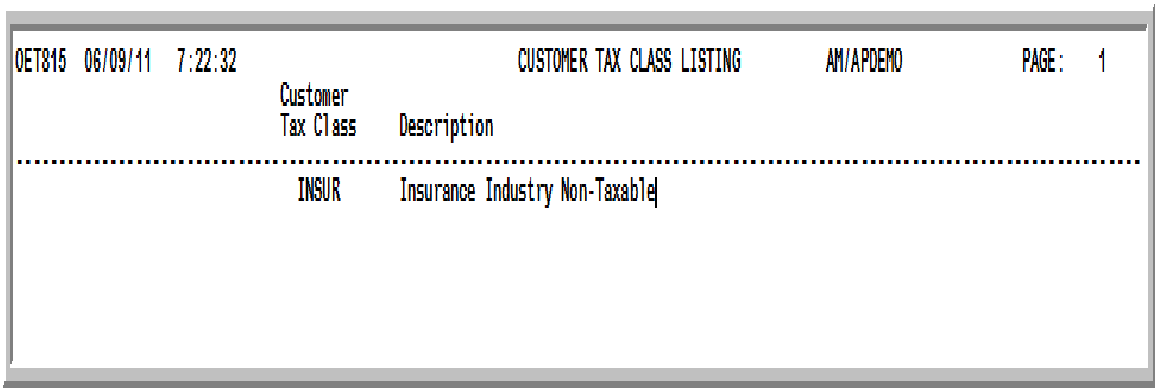
Field/Function Key	Description
Description	Use this field to enter the description for the selected customer tax class. (A 30) Required
F12=Return	Press F12=RETURN to return to the Customer Tax Class Maintenance Selection Screen (p. 58-3) without saving information keyed on this screen.
Enter	Press ENTER to confirm your selections. The Customer Tax Class Maintenance Selection Screen (p. 58-3) will appear.

Customer Tax Classes 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
Customer Tax Class Listing	Prints a list of customer tax class IDs and descriptions.

Customer Tax Class Listing



OET815 06/09/11 7:22:32 CUSTOMER TAX CLASS LISTING AM/APDEMO PAGE: 1

Customer Tax Class	Description
INSUR	Insurance Industry Non-Taxable

This listing is produced following your responses on the Report Options Screen which appears after you select option 18 - Customer Tax Classes Listing (MENU OEFIL2).

The customer tax classes, and their descriptions, as defined through Customer Tax ClassCustomer Tax Classes Maintenancees Maintenance (MENU OEFIL2), are printed. The sequence is alphabetical, according to the customer tax class code.

CHAPTER 59

Maintaining Item Tax Classes

59

NOTE: You should not maintain item tax classes through this option if you selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE).

Use the Item Tax Classes Maintenance option to add or change item tax classes. Item tax classes are used to group together items for tax exemption purposes. When maintaining an item through Item Master Maintenance (MENU IAFILE), you can assign one of the item tax classes, defined through this option, to that item. Additionally, when maintaining an item in a particular warehouse through Item Balance Maintenance (MENU IAFILE), you can assign one of the item tax classes, defined through this option, to that item in that particular warehouse. An item tax class defined at the Item Balance level will supersede an item tax class defined at the Item Master level.

Once a item tax class is assigned to that item, the tax exemption status of any tax override, created through Tax Overrides Maintenance (MENU OEFIL2), involving that item tax class is automatically associated with that item. Through Tax Overrides Maintenance (MENU OEFIL2), tax overrides may be assigned at the Item Master level, or at the Item Balance level. A tax class override defined at the Item Balance level will supersede a tax class override defined at the Item Master level. Any orders entered through Enter, Change & Ship Orders (MENU OEMAIN - Option 1) or Off Line Order Entry (MENU OEMAIN) for the indicated customer(s)/item(s) will automatically reflect the tax override status.

NOTE: Order entry and off-line order entry will only acknowledge those levels of tax overrides deemed allowable through Order Entry Options Maintenance (MENU XAFILE). Also note, in order for a customer to receive any tax exempt status, a tax exempt certification number must be keyed in the Customer Master File through Customer/Ship to Master Maintenance (MENU ARFILE).

:

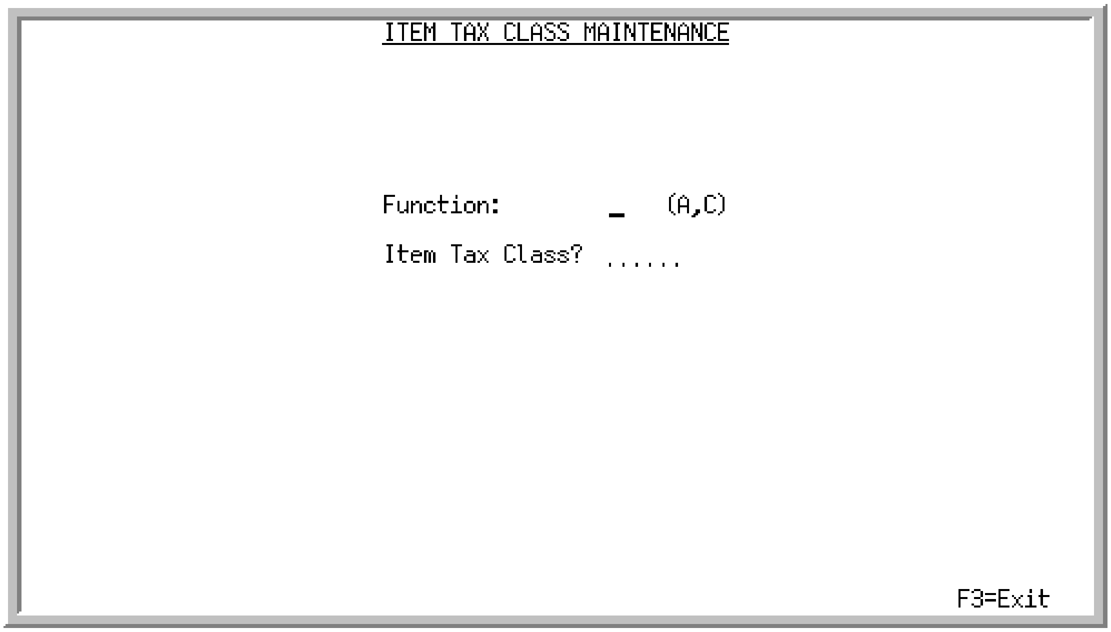
Example:
Item tax class IT1 is defined through this option. Items A100, A200, and A300, are assigned the item tax class of IT1 through Item Master Maintenance (MENU IAFILE). Item tax class IT1 is used to create a tax override with customer 100 through Tax Overrides Maintenance (MENU OEFIL2), indicating a tax exempt status of 1 (this being user-defined, outside of Distribution A+.) Any time customer 100 orders item A100, A200, or A300, that customer will automatically be assigned a tax exempt status of 1.

Item Tax Classes 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
Item Tax Class Maintenance Selection Screen	Use to specify the item tax class ID.
Item Tax Class Maintenance Screen	Use to provide a description for the tax class ID.

Item Tax Class Maintenance Selection Screen

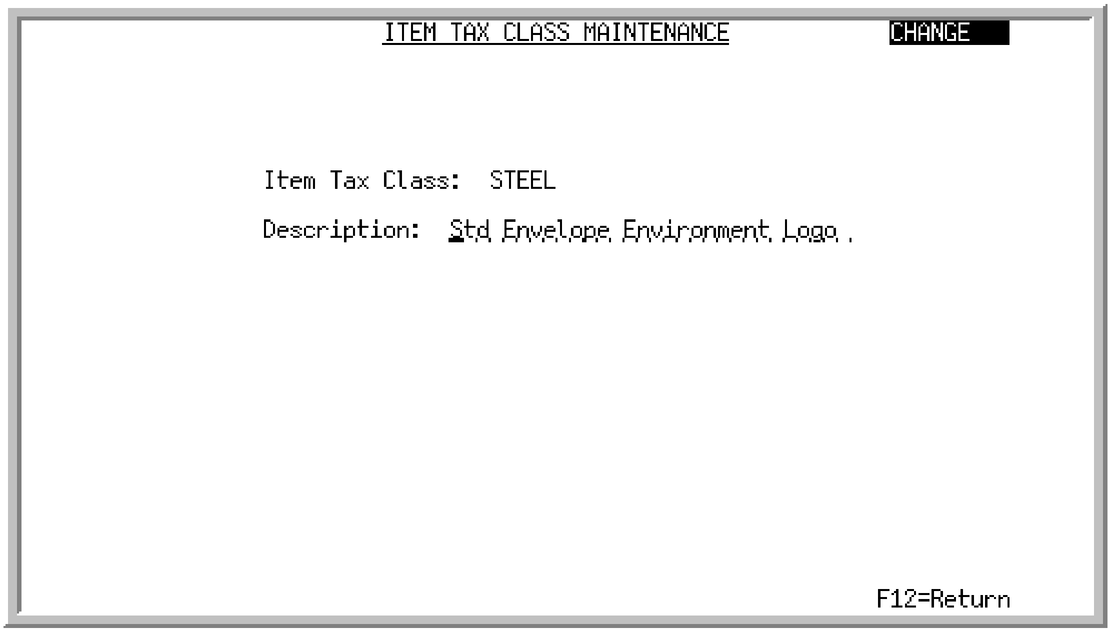


This screen appears after you select option 9 - Item Tax Classes Maintenance (MENU OEFIL2). Use this screen to select the item tax class to add or change.

Item Tax Class Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to determine the function to be performed. Key A to add a item tax class. Key C to change an existing item tax class. (A 1) Required
Item Tax Class	Use this field to enter the item tax class you want to add or change. An item tax class is identified by this 5 character code. If you are changing an existing item tax class, the value you key here must have been previously defined through this option. (A 5) Required
F3=Exit	Press F3=Exit to cancel this option and return to the menu.
Enter	Press Enter to confirm your selections. The Item Tax Class Maintenance Screen (p. 59-4) will appear.

Item Tax Class Maintenance Screen



This screen appears after you press ENTER on the Item Tax Class Maintenance Selection Screen (p. 59-3). Use this screen to further define the item tax class you are adding or maintaining.

Item Tax Class Maintenance Screen Fields and Function Keys

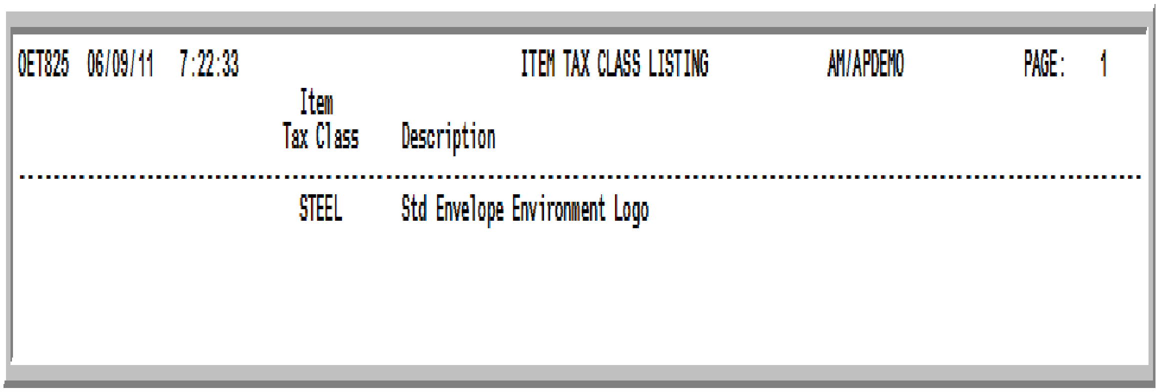
Field/Function Key	Description
Description	Use this field to enter the description for the selected item tax class. (A 30) Required
F12=Return	Press F12=RETURN to return to the Item Tax Class Maintenance Selection Screen (p. 59-3) without saving information keyed on this screen.
Enter	Press ENTER to confirm your selections. The Item Tax Class Maintenance Selection Screen (p. 59-3) will appear.

Item Tax Classes 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
Item Tax Class Listing	Prints a list of defined item tax IDs and descriptions.

Item Tax Class Listing



```
OET825  06/09/11  7:22:33                 ITEM TAX CLASS LISTING        AM/APDEMO        PAGE:   1
                          Item
                        Tax Class   Description
----------------------------------------------------------------------------------------------------
                          STEEL     Std Envelope Environment Logo
```

This listing is produced following your responses on the Report Options Screen which appears after you select option 19 - Item Tax Classes Listing (MENU OEFIL2).

The item tax classes, and their descriptions, as defined through Item Tax Classes Maintenance (MENU OEFIL2), are printed. The sequence is alphabetical, according to the item tax class code.

CHAPTER 60

Maintaining Tax Overrides

60

> NOTE: You should not use this option to add, change, or delete tax overrides if you selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE).

Use the Tax Overrides Maintenance (p. 60-2) option to add, change, or delete tax overrides. Individual customers or groups of customers may be designated as having special tax exemption overrides for individual items or groups of items. Tax overrides allow you to identify one or more customers who are to be tax exempt when ordering an identified item (or items). The tax override may also optionally identify a particular warehouse so that the tax override is defined at the Item Balance level. A tax override defined at the Item Balance level will supersede a tax override defined at the Item Master level. 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 customers/items and optional warehouse.

Tax overrides, created and maintained through this option, are used for these customer/item/warehouse relationships. To create a tax exempt relationship between one customer and one item and, optionally, one warehouse, utilize this menu option identifying the desired customer number and item number, and optional warehouse. Once this tax exempt relationship is established, you identify the tax exempt status (one, two, or three, which you defined, outside of Distribution A+.) From then on, any orders entered through Enter, Change & Ship Orders (MENU OEMAIN) or Off Line Order Entry (MENU OEMAIN) for the indicated customers/items will automatically reflect the tax override status.

> NOTE: Order entry and off-line order entry will only acknowledge those levels of tax overrides deemed allowable through Order Entry Options Maintenance (MENU XAFILE).
> Also note, in order for a customer to receive any tax exempt status, a tax exempt certification number must be keyed in the Customer Master File through Customer/Ship to Master Maintenance (MENU ARFILE).

To create similar relationships using a group of customers and/or a group of items and, optionally, a warehouse, customer tax classes and item tax classes are available. These tax classes are user-defined through Customer Tax Classes Maintenance (MENU OEFIL2) and Item Tax Classes Maintenance (MENU OEFIL2), respectively. After creating the desired customer and item tax classes, they must be assigned to the desired customers and items and optional warehouse.

When creating or maintaining a customer through Customer/Ship to Master Maintenance (MENU ARFILE), you can assign a customer tax class. When creating or maintaining an item through Item

Master Maintenance (MENU IAFILE) or through Item Balance Maintenance (MENU IAFILE), you can assign an item tax class.

Once the customer tax classes and item tax classes have been established, the tax exempt relationship is defined through this option, in much the same manner as was done for the single customer/single item/optional warehouse relationship previously described. The difference is that rather than identifying a customer number and an item number, you identify the customer tax class and item tax class and optional warehouse.

The flexibility provided for by these tax overrides encompasses the following customer/item relationships:

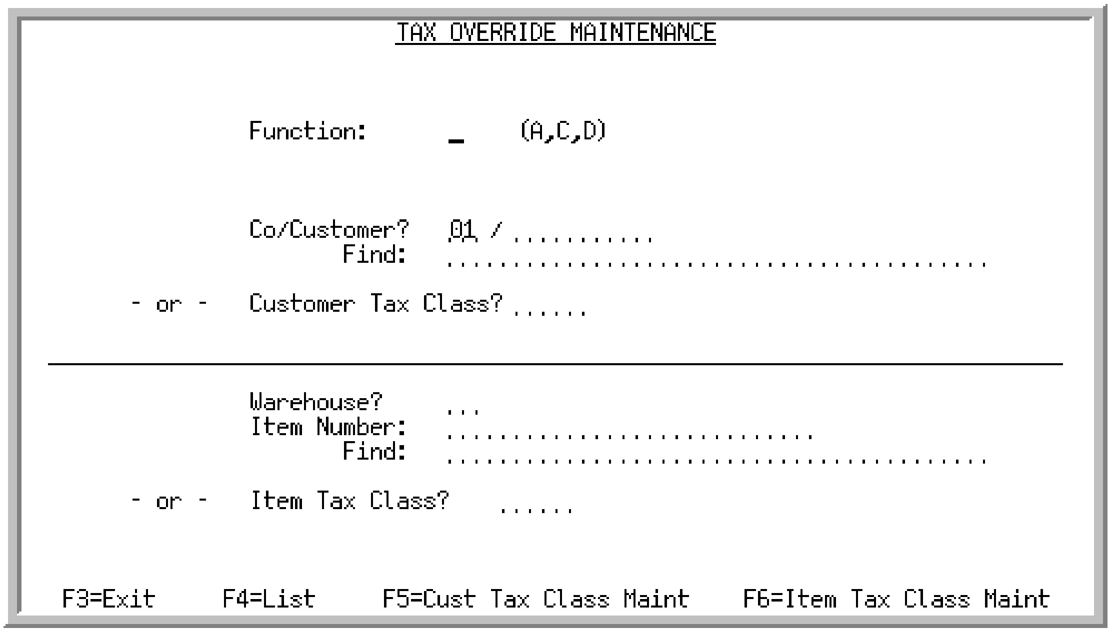
- one customer/one item
- one customer/many items (item tax class)
- many customers (customer tax class)/one item
- many customers (customer tax class)/many items (item tax class)
- one customer/one item/warehouse
- one customer/many items (item tax class)/warehouse
- many customers (customer tax class)/one item/warehouse
- many customers (customer tax class)/many items (item tax class)/warehouse

Tax Overrides 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
Tax Override Maintenance Selection Screen	Use to specify the customer, item, and warehouse information associated with the override.
Tax Override List Screen	Provides a list of defined overrides. Use to select an override to maintain.
Tax Override Maintenance Screen	Use to provide the tax exemption code for the override.

Tax Override Maintenance Selection Screen



This screen appears after selecting option 10 - Tax Overrides Maintenance (MENU OEFIL2). This screen also appears after pressing the F9=Tax Overrides function key from the Customer/Ship To File Maintenance Screen in Customer/Ship to Master Maintenance (MENU ARFILE). Use this screen to select the items or item tax class, and optional warehouse, for which tax overrides will be added, changed, or deleted, for a specific customer or customer tax class.

Tax Override Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a tax override. Key C to change an existing tax override. Key D to delete an existing tax override. Even though you are allowed to create any of the available levels of overrides, order entry and off-line order entry will only acknowledge those levels of tax overrides deemed allowable through Order Entry Options Maintenance (MENU XAFILE). Also note that in order for a customer to receive any tax exempt status, a tax exempt certification number must be keyed in the Customer Master File through Customer/Ship to Master Maintenance (MENU ARFILE). (A 1) Required

Tax Override Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	If the **Customer Tax Class** field is left blank, these fields become required. Otherwise, they are optional. Use these fields to identify the company and customer for which tax overrides will be added, changed, or deleted. Key a unique company and customer ID to identify for whom tax override maintenance is to be performed. NOTE: Since both these fields are required to uniquely identify a customer, if you key a company in the **Co** field, you must also identify a customer in the **Customer** field. To activate the customer search function to select a customer, use the **(Customer) Find** field. Refer to the **(Customer) Find** field description. (N 2,0/N 10,0) Optional
(Customer) Find	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 the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 40) Optional
Customer Tax Class	If the **Co/Customer** fields are left blank, this field becomes required. Otherwise, it is optional. Use this field to identify the customer tax class for which tax overrides will be added, changed, or deleted. Key a unique customer tax class for which tax override maintenance is to be performed. (A 5) Optional

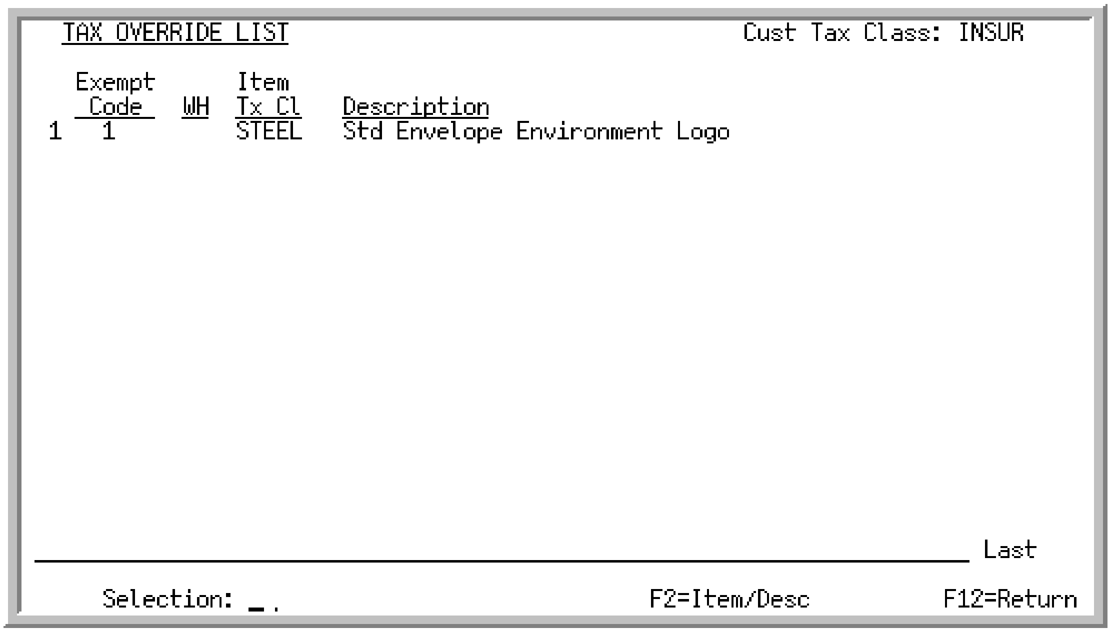
Tax Override Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to select the warehouse for which you would like to maintain a tax override (i.e., the tax override will be at the Item Balance level). If you leave this field blank, the tax override that you maintain will be at the Item Master level. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name 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
Item Number	If the **Item Tax Class** field is left blank, this field becomes required. Otherwise, it is optional. Use this field to identify the item for which tax overrides will be added, changed, or deleted. Key the item number to identify the item for which tax override maintenance is to be performed. To activate the item search function to select an item, use the **(Item) Find** field. Refer to the **(Item) Find** field description. (A 27) Optional
(Item) 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 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

Tax Override Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Tax Class	If the **Item Number** field is left blank, this field becomes required. Otherwise, it is optional. Use this field to identify the item tax class for which tax overrides will be added, changed, or deleted. Key a unique item tax class for which tax override maintenance is to be performed. (A 5) Optional
F3=Exit	Press F3=EXIT to cancel this option and return to either Menu OEFIL2, or to the Customer/Ship To File Maintenance Screen in Customer/Ship to Master Maintenance (MENU ARFILE), depending how you accessed this screen.
F4=List	Press F4=LIST to display a list of existing tax overrides, previously created through this option, for the customer or customer tax class keyed on this screen. The Tax Override List Screen (p. 60-7) will appear.
F5=Cust Tax Class Maint	Press F5=CUST TAX CLASS MAINT to access Customer Tax Classes Maintenance (MENU OEFIL2).
F6=Item Tax Class Maint	Press F6=ITEM TAX CLASS MAINT to access Item Tax Classes Maintenance (MENU OEFIL2).
Enter	Press ENTER to confirm your selections. • With search criteria in the **(Customer) Find** field, pressing ENTER will present the Customer Search Screen Screen. Refer to this screen as described in the Accounts Receivable User Guide. • With search criteria in the **(Item) Find** field, pressing ENTER will present the Item Description Search Screen will appear. Refer to this screen as described in the Inventory Accounting User Guide. • If you identify a valid company/customer or customer tax class, and a valid item or item tax class, the Tax Override Maintenance Screen (p. 60-9) will display. If a value was keyed in the **Warehouse** field, then you will be maintaining tax overrides at the Item Balance level. If the **Warehouse** field is blank, then you will be maintaining tax overrides at the Item Master level. NOTE: In order for a customer to receive any tax exempt status, a tax exempt certification number must be keyed in the Customer Master File through Customer/Ship to Master Maintenance (MENU ARFILE). If you select a customer on this screen which does not have a tax exempt certification number, a message will display.

Tax Override List Screen



This screen appears after keying a customer or customer tax class and pressing F4=LIST on the Tax Override Maintenance Selection Screen (p. 60-3).

Use this screen to review the list of existing tax override relationships for the selected customer or customer tax class. The initial display on this screen is for those overrides defined for item tax classes. Using the F2=ITEM/DESC / F2=ITEM TAX CLASS function key, you can change the display to present those overrides defined for individual item numbers. You may select one of the displayed tax overrides to change its exempt code.

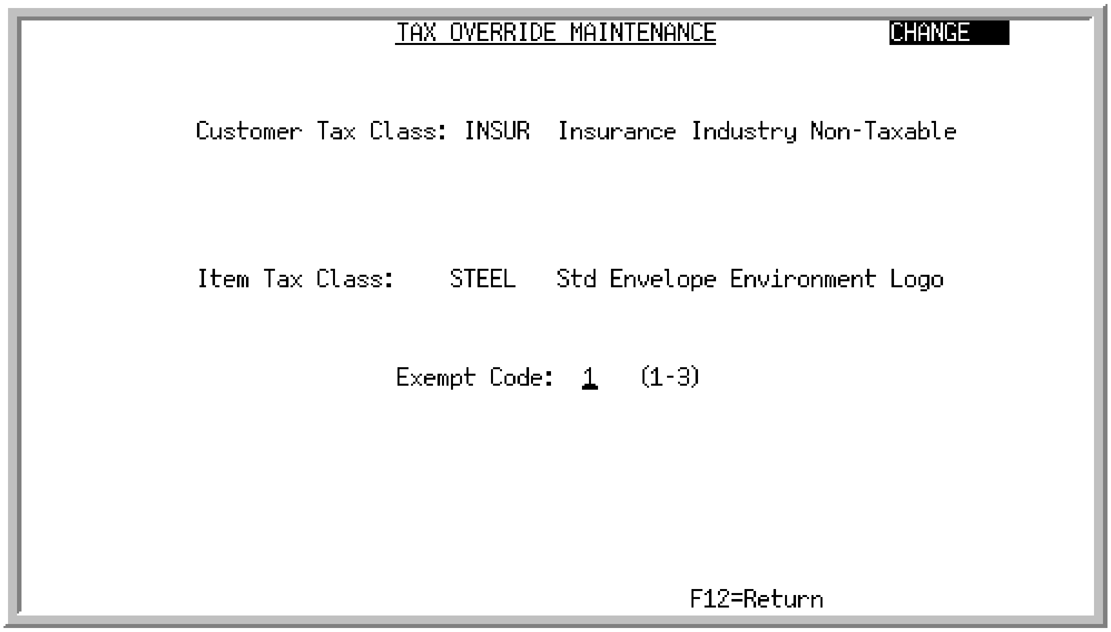
Tax Override List Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer - or - Cust Tax Class	The company and customer or the customer tax class selected on the Tax Override Maintenance Selection Screen (p. 60-3). Display
Reference Number	The number used to reference the displayed tax override. To select one of the tax overrides to change its exempt code, key this number in the **Selection** field and press ENTER. Display
Exempt Code	The exempt code (1, 2, or 3) assigned to the tax override relationship on the Tax Override Maintenance Screen (p. 60-9). Display

Tax Override List Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse that this tax override applies to. This field will be blank for tax overrides defined at the Item Master level. Display
Item Tx Cl or Item/ Description	Using the F2=ITEM/DESC / F2=ITEM TAX CLASS function key you can toggle between displaying those overrides for item tax classes, and those for individual items. • F2=ITEM TAX CLASS: The item tax class for which the customer or customer tax class has an established tax override. • F2=ITEM/DESC: The item number and two lines of description for which the customer or customer tax class has an established tax override. Display
Selection	Key the reference number of the tax override and press ENTER to change the Exempt Code. The Tax Override Maintenance Screen (p. 60-9) will appear. (N 2,0) Required
F2=Item/Desc or Item Tax Class	Use the F2=ITEM/DESC / F2=ITEM TAX CLASS function key to change the display from presenting the tax overrides created for item tax classes to displaying those created for individual items. Press F2=ITEM/DESC to display the item numbers and two lines of description for each, for which the customer or customer tax class has an established tax override. Press F2=ITEM TAX CLASS to display the item tax classes for which the customer or customer tax class has an established tax override.
F12=Return	Press F12=RETURN to return to the Tax Override Maintenance Selection Screen (p. 60-3).
Enter	After keying a reference number in the **Selection** field, press ENTER to display the Tax Override Maintenance Screen (p. 60-9). From this screen, you can change the **Exempt Code** for the selected override.

Tax Override Maintenance Screen



This screen appears after you press ENTER on the Tax Override Maintenance Selection Screen (p. 60-3), or after making a selection from the Tax Override List Screen (p. 60-7).

Use this screen to define the tax exemption code for the selected customer or customer tax class and item or item tax class, and optional warehouse.

You may also delete a tax override using the F24=DELETE function key, which displays only if you selected the delete function on the previous screen.

NOTE: The lines displayed above the **Exempt Code** field may vary from what is pictured in the above figure. If the displayed tax override applies to a specific company/ customer, then the **Co/Customer** line will display. If the displayed tax code applies to a customer tax class, then the **Customer Tax Class** line will display. If the displayed tax code applies to a specific item, then the Item line will display. If the displayed tax code applies to an item tax class, then the **Item Tax Class** line will display.

Tax Override Maintenance Screen fields and Function Keys

Field/Function Key	Description
Exempt Code	This field indicates the tax exemption for this override when the displayed customer/customer tax class orders the displayed item/item tax class, and, if applicable, from the displayed warehouse. Key 1, 2, or 3 to indicate this customer/customer tax class is tax exempt when ordering this item/item tax class from this warehouse (if applicable), in one of three categories. You define (outside of Distribution A+) what type of tax exemption each of these categories represent. (N 1,0) Required
F12=Return	Press F12=RETURN to return to the Tax Override Maintenance Selection Screen (p. 60-3) without saving information keyed on this screen.
F24=Delete	The F24=DELETE function key displays in “delete” mode only. Press F24=DELETE o delete the tax override displayed. You will be prompted to press F24=DELETE twice to confirm deletion. The Tax Override Maintenance Selection Screen (p. 60-3) will display.
Enter	Press ENTER to confirm your selections. The Tax Override Maintenance Selection Screen (p. 60-3) will appear.

CHAPTER 61

Maintaining Customer EIC Groups

61

Use the Customer EIC Groups Maintenance option to add or change customer extended item comment (EIC) groups. Customer EIC groups are used to group similar customers, so they can all use the same EICs. When maintaining a customer through Customer/Ship-to Master Maintenance (MENU ARFILE), you can assign a customer EIC group, defined through this option, to that customer.

Refer to Item Master Maintenance (MENU IAFILE) as described in the Inventory Accounting User Guide or Customer/Ship-to Master Maintenance (MENU ARFILE) in the Accounts Receivable User Guide for details about defining EICs.

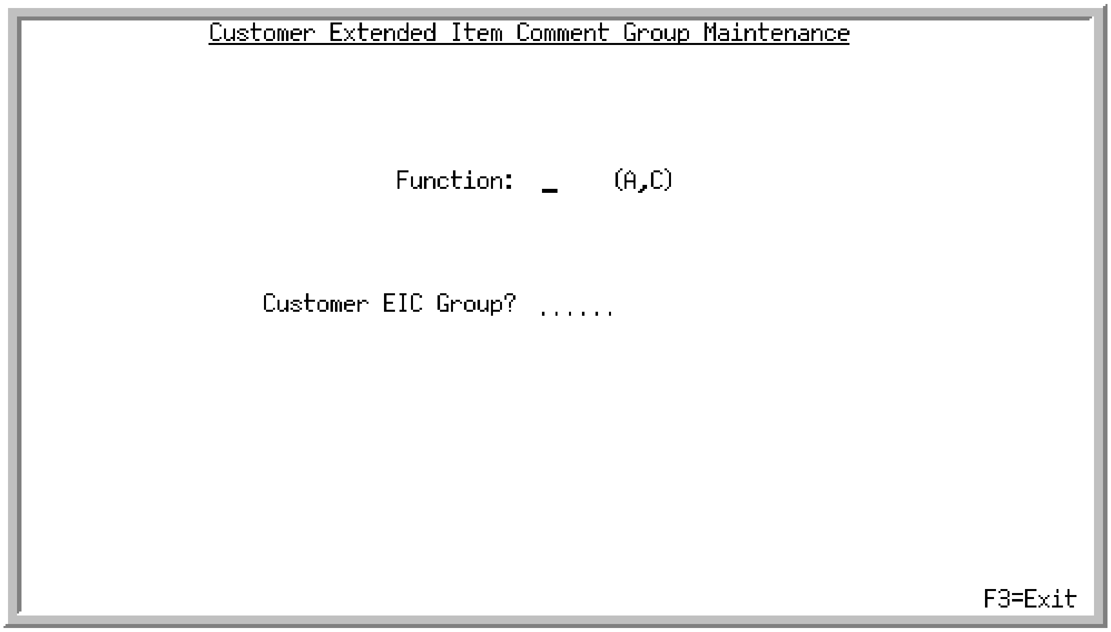
NOTE: In order to add to customers and items, the **Use Extend Item Cmnt** and **Use Cust EIC Groups** fields must be set to Y through System Options Maintenance (MENU XAFILE).

Customer EIC Groups 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
Customer EIC Group Maintenance Selection Screen	Use to specify the customer EIC group ID.
Customer EIC Group Maintenance Screen	Use to provide a description for the group ID.

Customer EIC Group Maintenance Selection Screen

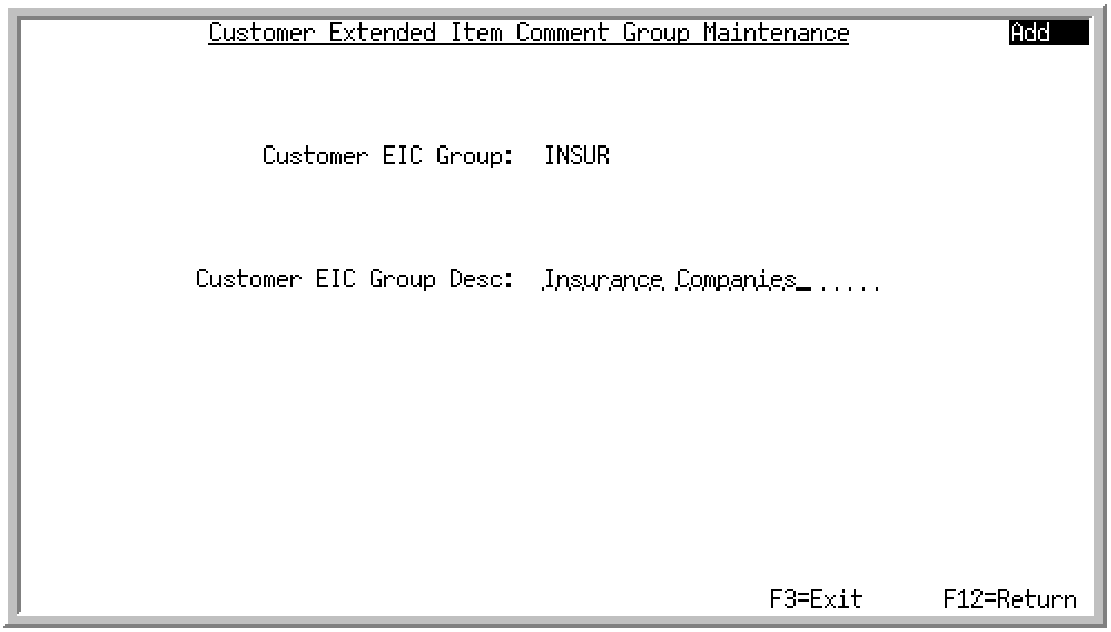


This screen appears after selecting option 21 - Customer EIC Groups Maintenance option from MENU OEFIL2. Use this screen to select the customer EIC group to add or change.

Customer EIC Group Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to determine the function to perform. Key A to add a customer EIC group. Key C to change an existing customer EIC group. (A 1) Required
Customer EIC Group	Use this field to enter the customer EIC group you want to add or change. A customer EIC group is identified by this one to five character code. If you are changing an existing customer EIC group, the value you key here must have been previously defined through this option. (A 5) Required
F3=Exit	Press F3=Exit to cancel this option and return to the menu.
Enter	Press Enter to confirm your selections. The Customer EIC Group Maintenance Screen (p. 61-3) will appear.

Customer EIC Group Maintenance Screen



This screen appears after you press ENTER on the Customer EIC Group Maintenance Selection Screen (p. 61-2). Use this screen to add or change the description of the customer EIC group selected.

Customer EIC Group Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to enter or modify the description for the selected customer EIC group. (A 30) Required
F3=Exit	Press F3=EXIT to return to MENU OEFIL2 without saving information keyed on this screen.
F12=Return	Press F12=RETURN to return to the Customer EIC Group Maintenance Selection Screen (p. 61-2) without saving information keyed on this screen.
Enter	Press ENTER to confirm your selections. The Customer EIC Group Maintenance Selection Screen (p. 61-2) will appear.

Customer EIC Groups 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
Customer EIC Group Listing	Prints a list of defined customer EIC group IDs and descriptions.

Customer EIC Group Listing

```
AR916  08/12/11                    CUSTOMER EIC GROUP LIST                    AM/APDEMO   PAGE   1
EIC Group  Description
------------------------------------------------------------------------------------------------
  FINAN    Financial Groups
  INSUR    Insurance Companies
  RETL     Retain
  SCHOL    School Departments
```

This listing is produced following your responses on the Report Options Screen which appears after you select option 31 - Customer EIC Groups Listing option on MENU OEFIL2.

The customer EIC groups, and their descriptions, as defined through Customer EIC Groups Maintenance (MENU OEFIL2), are printed. The sequence is alphabetical, according to the customer EIC group.

CHAPTER 62

Maintaining Item EIC Groups

62

NOTE: You can only use item EIC groups if the **Use Extend Item Cmnt** and **Use Item EIC Groups** fields are set to Y through System Options Maintenance (MENU XAFILE).

Use the Item EIC Groups Maintenance option to add or change item extended item comment (EIC) groups. Item EIC groups are used to group similar items for assigning a single EIC description. When maintaining an item through Item Master Maintenance (MENU IAFILE), you can assign one of the item EIC groups, defined through this option, to that item.

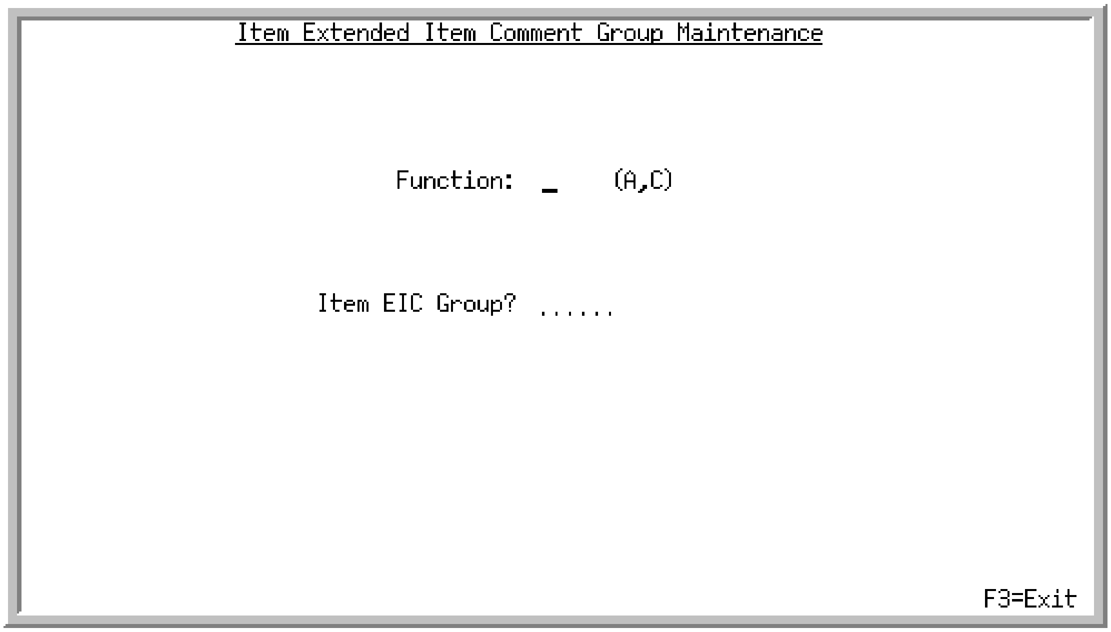
Refer to Item Master Maintenance (MENU IAFILE) as described in the Inventory Accounting User Guide or Customer/Ship-to Master Maintenance (MENU ARFILE) in the Accounts Receivable User Guide for details about defining EICs.

Item EIC Groups 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
Item EIC Group Maintenance Selection Screen	Use to specify the item EIC group ID.
Item EIC Group Maintenance Screen	Use to provide a description for the group ID.

Item EIC Group Maintenance Selection Screen

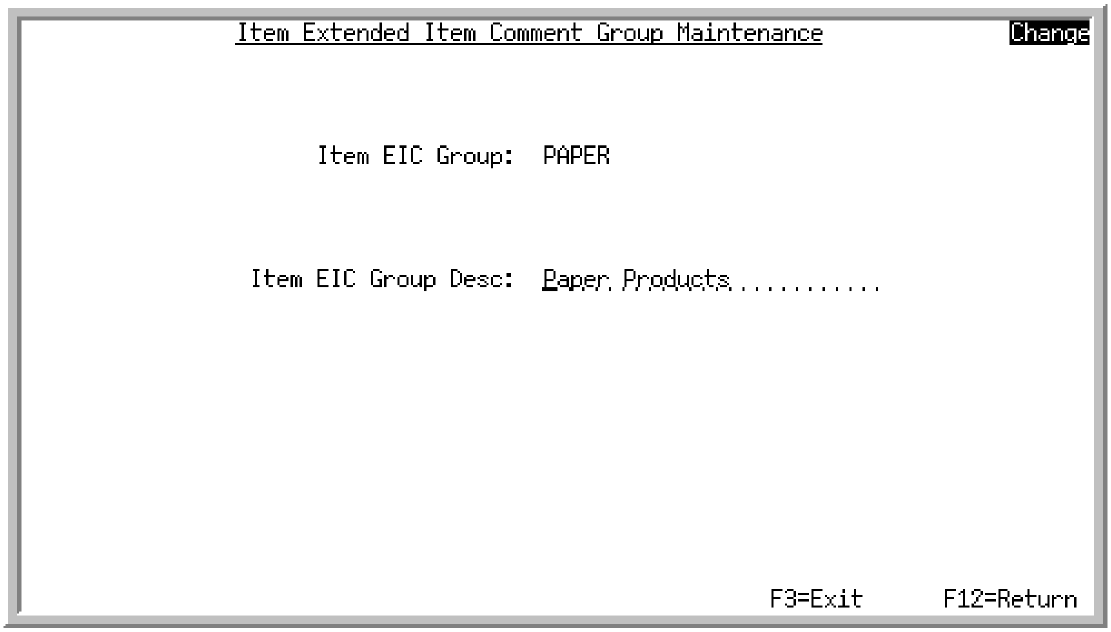


This screen appears after you select option 22 - Item EIC Groups Maintenance option from MENU OEFIL2. Use this screen to select the item EIC group to add or change.

Item EIC Group Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to determine the function to perform. Key A to add a item EIC group. Key C to change an existing item EIC group. (A 1) Required
Item EIC Group	Use this field to enter the item EIC group you want to add or change. A item EIC group is identified by this one to five character code. If you are changing an existing item EIC group, the value you key here must have been previously defined through this option. (A 5) Required
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Item EIC Group Maintenance Screen (p. 62-3) will appear.

Item EIC Group Maintenance Screen



This screen appears after selecting a function with an **Item EIC Group** and pressing ENTER on the Item EIC Group Maintenance Selection Screen (p. 62-2). Use this screen to add or change the description of the item EIC group selected.

Item EIC Group Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to enter or modify the description for the selected item EIC group. (A 30) Required
F3=Exit	Press F3=EXIT to return to MENU OEFIL2 without saving information keyed on this screen.
F12=Return	Press F12=RETURN to return to the Item EIC Group Maintenance Selection Screen (p. 62-2) without saving information keyed on this screen.
Enter	Press ENTER to confirm your selections. The Item EIC Group Maintenance Selection Screen (p. 62-2) will appear.

Item EIC Groups 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
Item EIC Group Listing	Prints a list of defined item EIC group IDs and descriptions.

Item EIC Group Listing

```
IA861  06/09/11                          ITEM EIC GROUP LIST                          AM/APDEMO   PAGE   1
EIC Group  Description
------------------------------------------------------------------------------------------------------------
  BIND     Binders
  ENV      Envelopes
  FOLDR    File Folders
  PAPER    Paper Products
```

This listing is produced following your responses on the Report Options Screen which appears after you select option 32 - Item EIC Group Listing option on MENU OEFIL2.

The item EIC groups, and their descriptions, as defined through Item EIC Groups Maintenance (MENU OEFIL2), are printed. The sequence is alphabetical, according to the item EIC group.

CHAPTER 63

Maintaining the Physical Presence Table

63

Use the Physical Presence Table Maintenance option to add, change, or delete Vertex Geographical Codes (GeoCodes) for states in which you have a physical presence. For each state you add to the physical presence table through this option, a corresponding GeoCode will be assigned. This will be used by Vertex to determine the correct taxes for customers and items, including the appropriate ship-to and ship-from information when you use a State Code in Order Entry that has been defined through this option.

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).

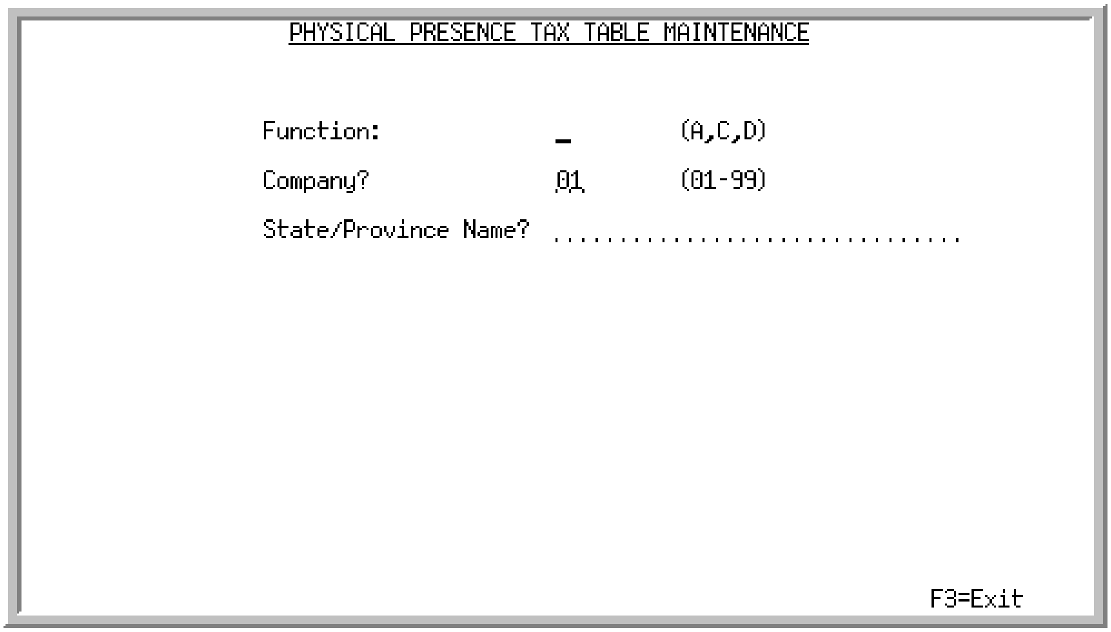
Use the Physical Presence Table Listing option to print the a list of the state codes and their corresponding Vertex GeoCodes.

Physical Presence Table 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
Physical Presence Table Maintenance	Use to specify the state/province ID being maintained in the Physical Presence Table.

Physical Presence Tax Table Maintenance Screen



This screen appears after you select option 23 - Physical Presence Table Maintenance option from MENU OEFIL2. Use this screen to add, change, or delete a State Code and its corresponding Vertex GeoCode.

Physical Presence Tax Table Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to add, change, or delete a state code and its corresponding Vertex GeoCode. Key A to add a State/Vertex GeoCode. Key C to change a State/Vertex GeoCode. Key D to delete an existing State/Vertex GeoCode. (A 1) Required

Physical Presence Tax Table Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to indicate the company for which this State/Vertex GeoCode is being added, changed, or deleted. Key the company number for which you are defining this State/Vertex GeoCode. *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
State/Province Name	Key the 2-character code for the state for which you are adding, changing, or deleting a State/Vertex GeoCode. NOTE: The Vertex software uses only the first two characters in this field. This field is case-sensitive. Be sure to key the code exactly as it was defined. If you are selecting a code from the pop-up window, be sure to select the correct code. *Valid Values:* A two-character state code defined in the Vertex software files. (A 30) Required
F3=Exit	Press the F3=EXIT function key to exit this option and return to MENU OEFIL2.
Enter	Press the ENTER key to confirm your selections. The selected state will be added, changed, or deleted from the physical presence table. If you adding or changing a state, the corresponding GeoCode will be updated and the screen will redisplay and the fields will be protected.

Physical Presence Table 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
Physical Presence Tax Table Listing	Prints a list of the Vertex GeoCodes and the associated state/province.

Physical Presence Tax Table Listing

OET921 10/20/14 15:25:28 PHYSICAL PRESENCE TAX TABLE LISTING AC/APDEMO PAGE: 1

Company	Company Name	State/Province Name	State/Province Desc.	Geo Code
01	A & C Office Supply	CA	California	05-000-0000
01	A & C Office Supply	GA	Georgia	11-000-0000
01	A & C Office Supply	IL	Illinois	14-000-0000
01	A & C Office Supply	MS	Mississippi	25-000-0000
01	A & C Office Supply	RI	Rhode Island	40-000-0000
01	A & C Office Supply	TX	Texas	44-000-0000

This listing is produced following your responses on the Report Options Screen which appears when you select option 33 - Physical Presence Table Listing option from MENU OEFIL2. This listing prints the Vertex Geographical code and its corresponding state name and description as defined through Physical Presence Table Maintenance (MENU OEFIL2).

CHAPTER 64

Maintaining Global Item Tax Overrides

64

Item tax overrides may be set up for an item through Item Master Maintenance in the Inventory Accounting module. This feature allows an item to be taxable under one tax body and tax exempt under another tax body; tax bodies are defined through Tax Body Maintenance (MENU ARFILE). Use this option to globally assign item tax overrides to a group of items in the Item Master File, or if you enter a warehouse, in the Item Balance File. You may select a range of items or all items to which the selected item tax override will be assigned.

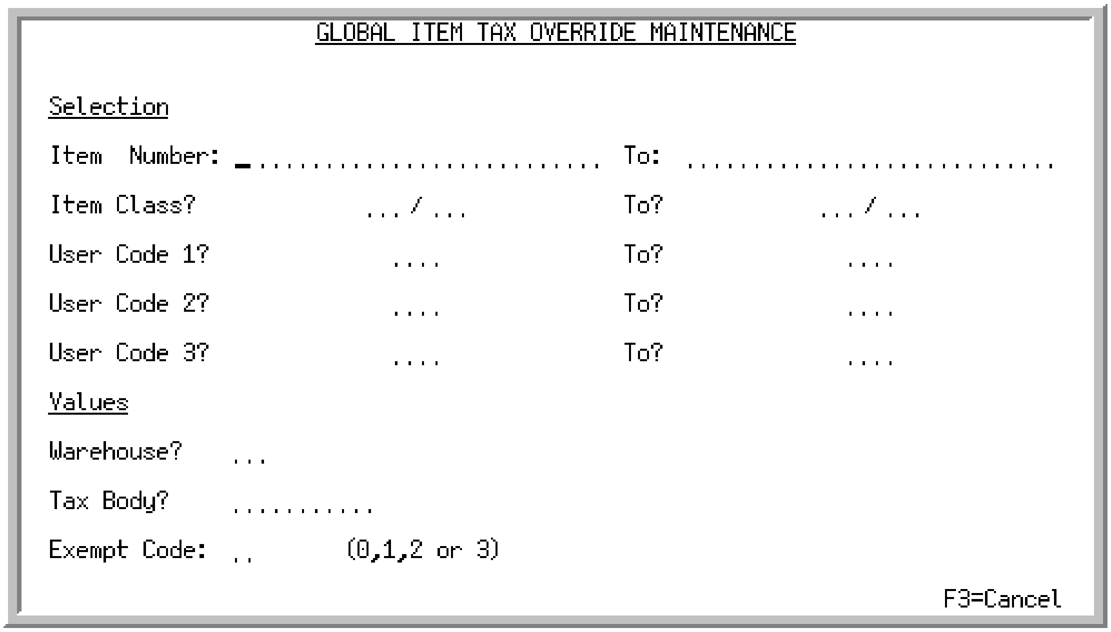
For additional information on assigning item tax overrides to an individual item, refer to Item Master Maintenance (MENU IAFILE) as explained in the Inventory Accounting User Guide.

Global Item Tax Override 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
Global Item Tax Override Maintenance Screen	Use to specify the selection criteria for the global overrides.

Global Item Tax Override Maintenance Screen



This screen appears after you select option 30 - Global Item Tax Override Maintenance from MENU OEFIL2. Use this screen to designate the range of items to which the selected item tax override/exempt will be assigned.

Global Item Tax Override Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Item) Selection	At least one of the selection criteria must be entered. Enter criteria in the following fields to designate the items to which the selected item tax override (tax body/exempt) will be assigned in the Item Master File, or if you enter a value in the **Warehouse** field, the Item Balance File: • Item Number • Item Class • User Code 1, 2, 3 For example, if you select a range of items from 100 to 200 and also specify an item class IC, the criteria must match in order for the items to be selected for assignment. Only those items in the item range designated with an item class of IC will be selected. Required

Global Item Tax Override Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to select the warehouse for which the selected tax override will be assigned. *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional
Tax Body	Use this field to select the tax body code to which the items designated will be assigned. Key the desired tax body code and press ENTER to display the code’s description. *Valid Values:* Any tax body defined through Tax Body Maintenance (MENU OEFILE) (A 10) Required
Exempt Code	Use this field to select the tax exempt status code that this item tax override will contain. This value will be used in place of the normal tax exempt code when the item is placed on an order with this tax body. *Valid Values:* 0, 1, 2, or 3 (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
Enter	Press ENTER to globally update the selected items with the item tax override designated on this screen. You will not be able to use your workstation momentarily while processing is occurring. When processing is complete, the Item Master File, or the Item Balance File if you entered a warehouse, will be updated with the selected tax body override for the selected items.

CHAPTER 65

Maintaining Time Zone Codes

65

Distribution A+ records the user ID, date, and time whenever you perform any of the following activities:

- Enter an order
- Print a Pick List
- Print an Acknowledgement
- Confirm a shipment
- Print an Invoice

The dates, times, and user IDs associated with these activities are displayed when you inquire on orders through the Inquiry options on the Order Entry Main Menu (MENU OEMAIN) and are retained in the Order History File. The user ID, date, and time associated with deleted orders and line items are retained in the Deleted Order History File.

Each user is assigned a time zone code when first added to the system through Register A+ User IDs (MENU XACFIG). Times for the specific activities are displayed on the Order Entry Inquiry screens in the user's time zone.

The Time Zone Codes Maintenance option allows you to add or change time zone codes and the Time Zone Code Listing option prints a list of the defined time zone codes.

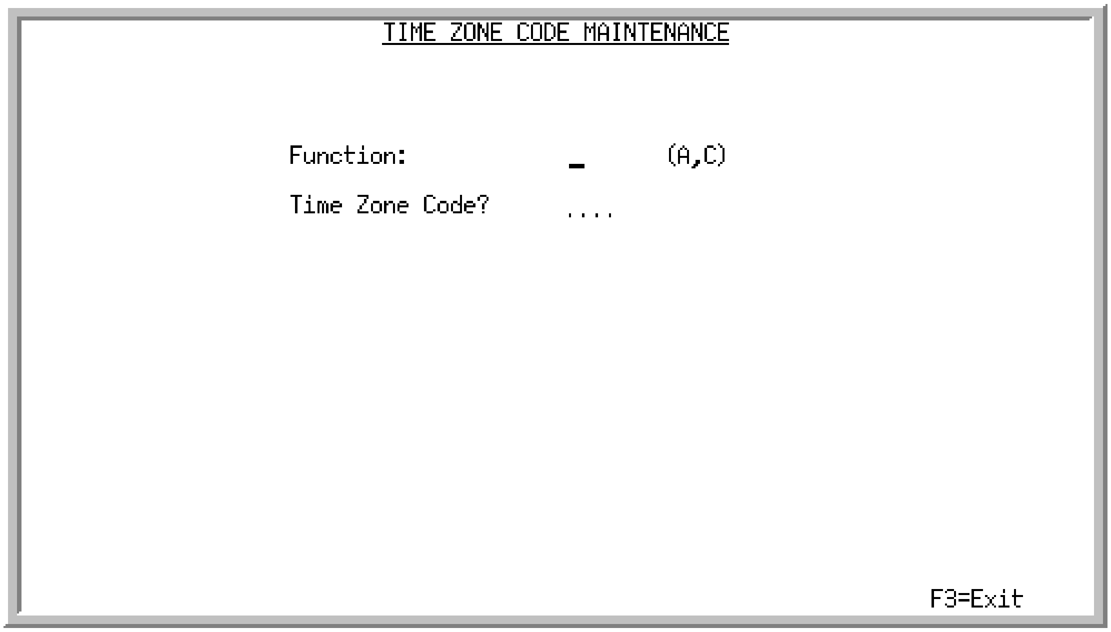
Time Zone Codes Maintenance

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
Time Zone Code Maintenance Selection Screen	Use to specify the time zone code.

Title	Purpose
Time Zone Code Maintenance Screen	Use to provide a description for the time zone code and its relation to the system time.

Time Zone Code Maintenance Selection Screen

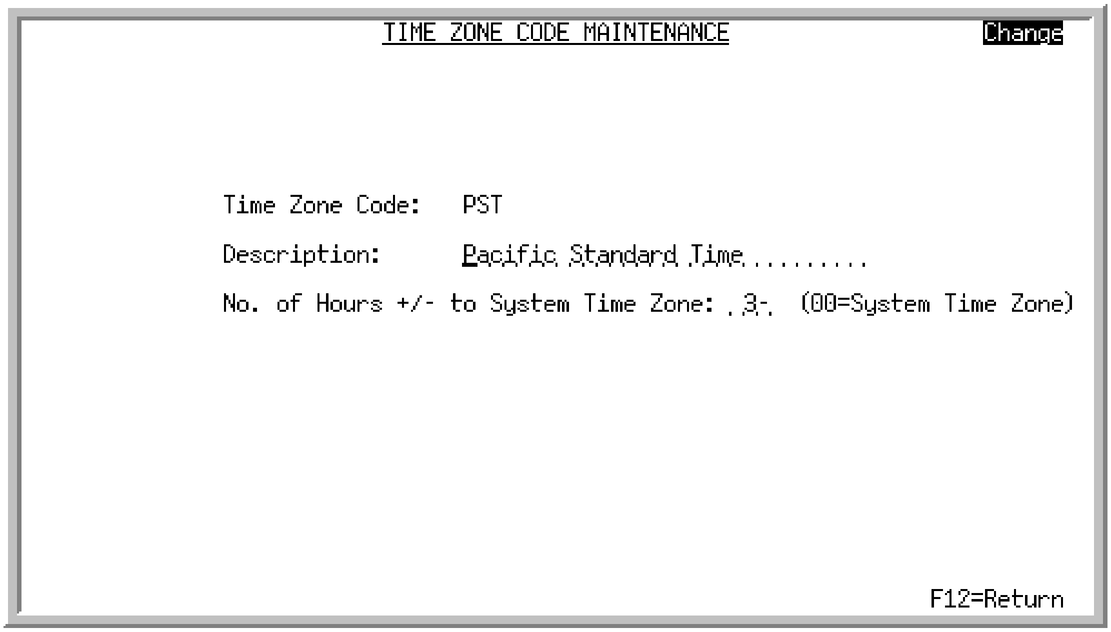


This screen appears after selecting option 1 - Time Zone Codes Maintenance (MENU OEFIL3). Use this screen to add a time zone code or change the definition of an existing code. Once a time zone code has been added, you cannot delete it.

Time Zone Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to select whether you are adding or changing a time zone code. Key A to add a new time zone code. Key C to change the definition of an existing code. *Default Value:* A (A1) Required
Time Zone Code	Use this field to enter the time zone code you want to add or change. Key the three-character time zone code. *Valid Values:* If you keyed a C in the **Function** field, your entry must be a time zone code previously defined through this option. (A3) Required
F3=Exit	Press F3=EXIT to cancel this option and return to MENU OEFIL3.
Enter	Press ENTER to confirm your selections. The Time Zone Code Maintenance Screen (p. 65-4) will appear.

Time Zone Code Maintenance Screen



This screen appears after you press ENTER on the Time Zone Code Maintenance Selection Screen (p. 65-3). Use this screen to enter or change the definition of the time zone code.

Time Zone Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to enter or change the description of the time zone code. Key the description for the code. (A 30) Required

Time Zone Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
No. of Hours +/- to System Time Zone	Use this field to specify the relationship of this time zone code to the system time zone. Your entry in this field indicates how many hours Distribution A+ should add to or subtract from the system time zone to determine the correct time in the time zone you are defining. For example, assume that the system time zone is U.S. Central Standard Time (CST). To define a time zone code of CST, key 00 in the **No. of Hours +/- System Time Zone** field. Although you must enter 00 here to define the system time zone, when you look up time zones or print the Time Zone Code Listing, the **No. of Hours +/-System Time Zone** field will be blank for system time zone code. The 00 will not display or print Pacific Standard Time (PST) is two hours earlier than CST. To define a time zone code of PST, key 2 in the **No. of Hours +/- System Time Zone** field and press the FIELD MINUS key. Eastern Standard Time (EST) is one hour later than CST. To define a time zone code of EST, enter 1 in the **No. of Hours +/- System Time Zone** field. NOTE: The number of hours you enter here is constant throughout the year and will not change automatically to accommodate U.S. Daylight Savings Time or other seasonal time changes. If you are in a time zone where the time is adjusted for any part of the year (e.g., moved forward one hour in the summer months), this shift will not be reflected in the times displayed on reports and inquiries unless your system time clock is changed by the system administrator, or you change the number of hours in this field manually. *Valid Values:* If you are defining the code for the system time zone, you must enter 00 in this field; otherwise, any number from 1 to 23. (N 2,0) Required
F12=Return	Press F12=RETURN to return to the Time Zone Code Maintenance Selection Screen (p. 65-3) without saving the information you keyed on this screen.
Enter	Press ENTER to confirm that the information you have entered is correct. The Time Zone Code Maintenance Selection Screen (p. 65-3) will appear.

Time Zone Code 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
Time Zone Codes Listing	Prints a list of defined time zone codes.

Time Zone Codes Listing

```
OE778  09/04/10   8.43.14                        TIME ZONE CODE LIST                        AF/APDEMO    PAGE    1
                       Time Zone Code    Description                  Hours to System Time
-----------------------------------------------------------------------------------------------------------------
                              AT         Atlantic Time                          1
                              CST        Central Standard Time                 -1
                              EEU        Eastern Europe Time                    5
                              EST        Eastern Standard Time
                              MST        Mountain Standard Time                -2
                              PST        Pacific Standard Time                 -3
```

This report prints following your selections on the Report Options Screen, which appears by selecting option 11 from Time Zone Codes Listing (MENU OEFIL3). Time zone codes are listed in alphabetical order.

Time Zone Codes Listing

Report/Listing Fields	Description
Time Zone Code	This field prints the time zone code.
Description	This field prints the description of the time zone code.
Hours to System Time	This field prints the number of hours by which the time zone differs from the system time zone. Negative numbers are subtracted from the time in the system time zone to arrive at the time for this time zone code; positive numbers are added to the time in the system time zone. This field will be blank for the time zone defined as the system time zone.

CHAPTER 66

Maintaining Packer/Picker/Driver ID 66

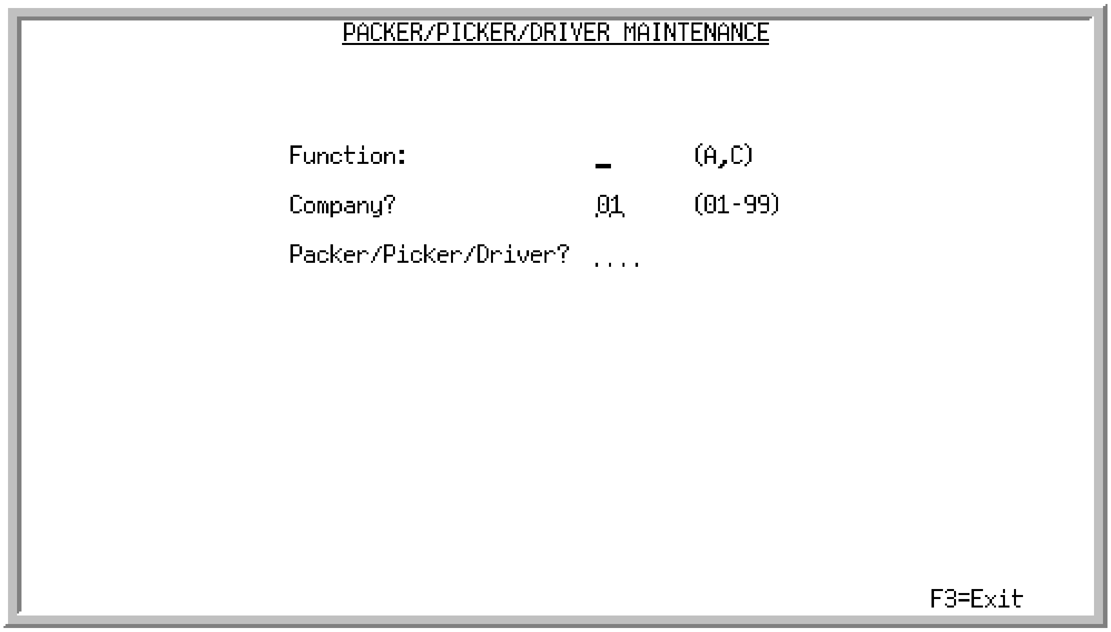
In Order Entry Options Maintenance (MENU XAFILE), you can require that a picker, packer, and/or driver ID be entered whenever an order is ship confirmed. Use the Packer/Picker/Driver ID Maintenance option to add or change packer, picker, and/or driver IDs. You can print a list of defined IDs using the Packer/Picker/Driver ID Listing option.

Packer/Picker/Driver ID 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
Packer/Picker/Driver Maintenance Selection Screen	Use to specify the company and packer/picker/driver ID.
Packer/Picker/Driver Maintenance Screen	Use to provide a description and code for the ID.

Packer/Picker/Driver Maintenance Selection Screen



This screen appears after selecting option 2 - Maintaining Packer/Picker/Driver ID option from MENU OEFIL3. Use this screen to add or change a packer, picker, or driver ID.

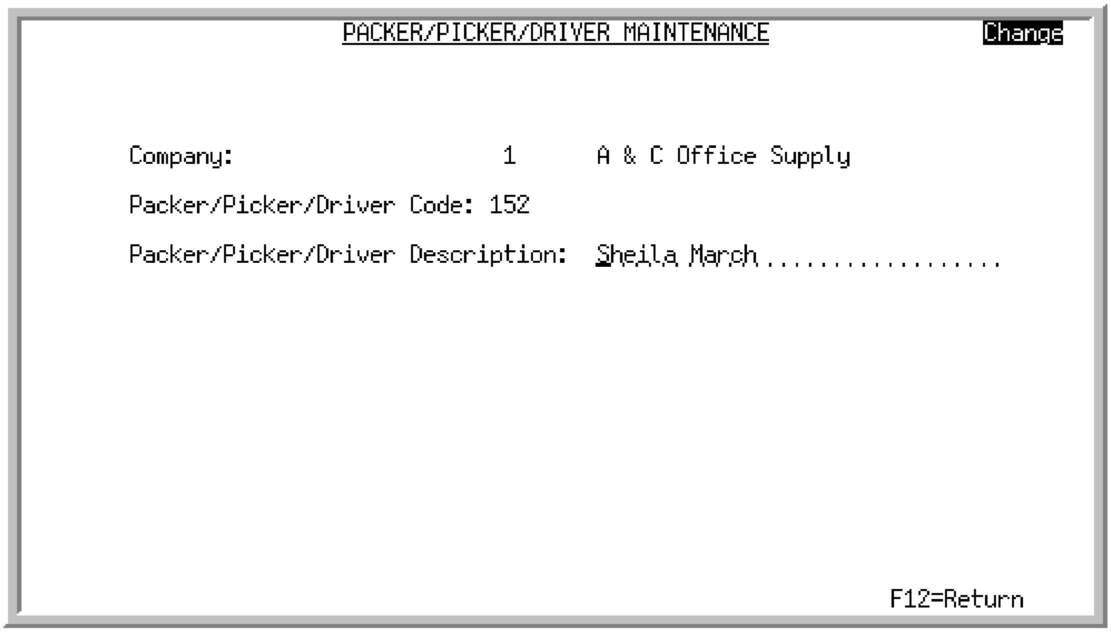
Packer/Picker/Driver Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to specify if you want to add or change an ID code. Key A to add a new packer, picker, or driver ID code. Key C to change an existing packer, picker, or driver ID code. (A 1) Required
Company	Use this field to select the company number for which you want to add or change a packer, picker, or driver ID code. *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

Packer/Picker/Driver Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Packer/Picker/Driver	Use this field to specify the ID code you want to add or change. Key the three-character packer, picker, or driver ID. *Valid Values:* If you keyed a C in the **Function** field, your entry must be an ID code previously defined through this option. (A 3) Required
F3=Exit	Press F3=EXIT to cancel this option and return to MENU OEFIL3.
Enter	Press ENTER to confirm your selections. The Packer/Picker/Driver Maintenance Screen (p. 66-4) will appear.

Packer/Picker/Driver Maintenance Screen



This screen appears after you press ENTER on the Packer/Picker/Driver Maintenance Selection Screen (p. 66-2). Use this screen to add or change the description of a packer/picker/driver ID code.

Packer/Picker/Driver Maintenance Screen Fields and Function Keys

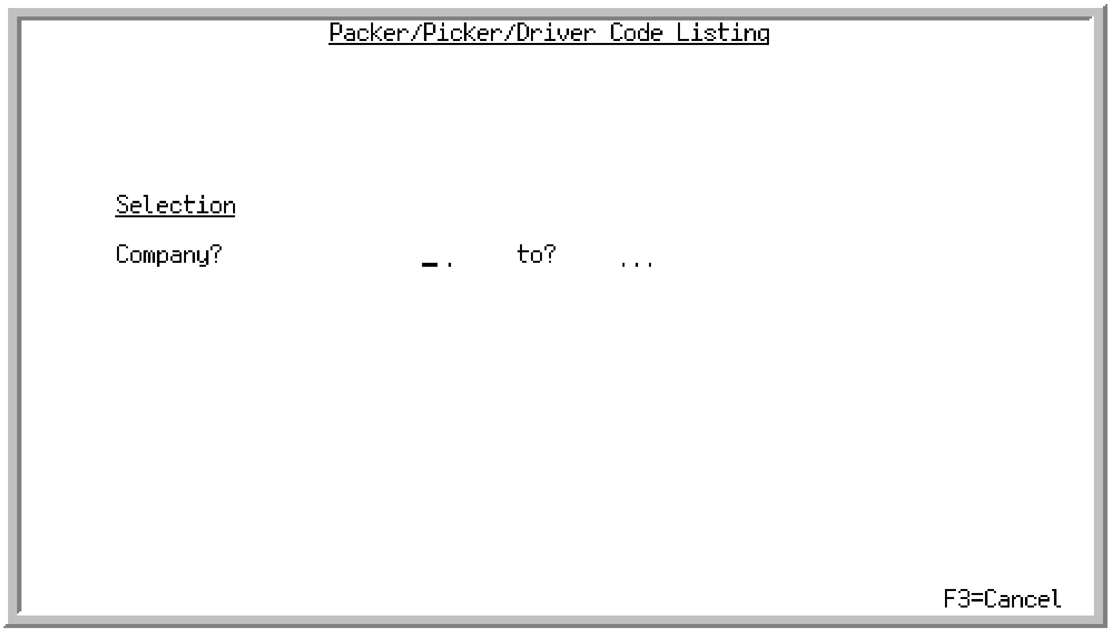
Field/Function Key	Description
Description	Use this field to enter the description of the ID code or to change an existing description. Key the description for this packer/picker/driver ID code. (A 30) Required
F12=Return	Press F12=RETURN to return to the Packer/Picker/Driver Maintenance Selection Screen (p. 66-2) without saving the information you keyed on this screen.
Enter	Press ENTER to indicate that the information you have entered is correct. The Packer/Picker/Driver Maintenance Selection Screen (p. 66-2) will appear.

Packer/Picker/Driver ID 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**
Packer/Picker/Driver Code Listing Screen	Use to specify the company for which to print a list of packer/picker/driver IDs
Packer/Picker/Driver Code Listing	Prints a list of IDs for the specified companies.

Packer/Picker/Driver Code Listing Screen



This screen appears after you select option 12 - Packer/Picker/Driver ID Listing option from MENU OEFIL3. Use this screen to select the companies for which you want to print a listing. Only packer/picker/driver ID codes defined for the companies you select will print on the Packer/Picker/Driver Code Listing (p. 66-7).

Packer/Picker/Driver Code Listing Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the range of companies for which packer/picker/driver ID codes will print on the listing. Leave these fields blank to print the listing for all companies. (2 @ N 2,0) Required
F3=Exit	Press F3=EXIT to cancel this option and return to MENU OEFIL3.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Packer/Picker/Driver Code Listing

```
OE796  08/12/11  13.26.43                    PACKER/PICKER DRIVER CODE LISTING                    AM/APDEMO    PAGE    1
                                             01- A & C Office Supply
                              Packer/Picker/Driver        Description
------------------------------------------------------------------------------------------------------------------------
                                       145                Brian Albertson
                                       152                Sheila March
                                       163                Bruno Tanner

OE796  08/12/11  13.26.43                    PACKER/PICKER DRIVER CODE LISTING                    AM/APDEMO    PAGE    2
                                             02- B & B Office Supply
                              Packer/Picker/Driver        Description
------------------------------------------------------------------------------------------------------------------------
                                       214                Marie Major
                                       247                John Florio
                                       287                Ralph Emerson

OE796  08/12/11  13.26.43                    PACKER/PICKER DRIVER CODE LISTING                    AM/APDEMO    PAGE    3
                                             03- The Office Connection
                              Packer/Picker/Driver        Description
------------------------------------------------------------------------------------------------------------------------
                                       321                Dorothy Parker
                                       336                Thomas Filler
                                       374                Sam Butler
```

This report prints after you press ENTER on the Report Options Screen, which appears by selecting option 12 from Packer/Picker/Driver ID Listing (MENU OEFIL3). The reports lists packer/picker/driver ID codes in alphabetical order.

Packer/Picker/Driver Code Listing Fields

Report/Listing Fields	Description
Packer/Picker/Driver	This field prints the packer/picker/driver ID code.
Description	This field prints the description of the packer/picker/driver ID code.

CHAPTER 67 **Maintaining State/Province Codes** 67

Maintaining State/Province Codes

Use the State/Province Codes Maintenance option to define state and province codes, which are keyed as part of each address you enter in Distribution A+. You can also use this menu option to add or delete related counties (administrative divisions of the state or province).

If **Validate State/Province** is Y in Systems Options Maintenance (MENU XAFILE), during Distribution A+, before you can enter the state/province as part of an address, you will be required to define the state or province code through this menu option first.

If **Validate State/Province** is N in Systems Options Maintenance (MENU XAFILE), during Distribution A+, you can enter the state/province as part of an address and the system will not validate the information entered. Therefore, you are not required to define the state or province code through this menu option first, but you can do so, if desired. For more information, refer to the System Options Maintenance Screen 1 in Systems Options Maintenance (MENU XAFILE).

NOTE: Storefront requires that states be associated with a country. In Distribution A+ however, this relationship between state codes and country codes does not exist. Currently, both US and Canadian Postal State Abbreviation codes are preloaded into your Storefront environment in a property table dbo.xstate and the country codes are in the dbo.xcountry table. Please validate that the state codes and country codes in the Storefront tables exist in and match what you have setup in Distribution A+ [State/Province Code Maintenance (MENU OEFILE), Country Name Maintenance (MENU ARFIL2)]. Both the country codes and state codes setup in these Storefront tables must match or else you may receive errors on your data imports. If you need to add or maintain state codes in the dbo.xstate table or the country codes are in the dbo.xcountry tables file to match what is setup in Distribution A+, you can do so by changing the appropriate record in those tables.

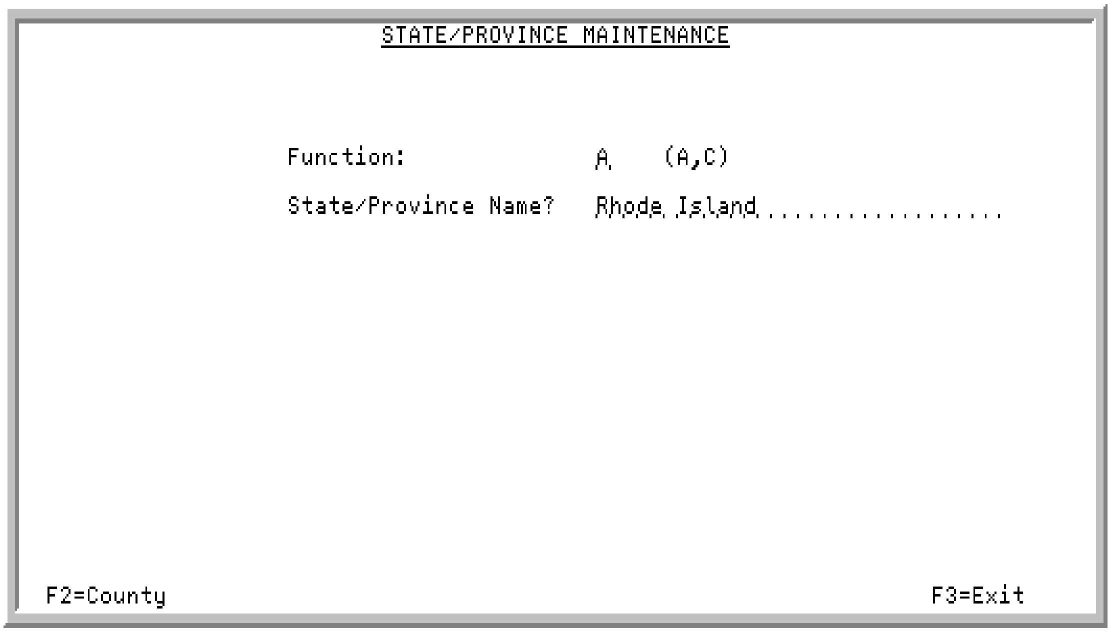
Use the State/Province Codes Listing option to print a list of all defined state/province codes and related counties, if available.

State/Province Codes 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
State/Province Maintenance Selection Screen	Use to specify the state/province code.
County Maintenance Screen	Use to add or delete a county (administrative divisions of the state or province).
State/Province Code Maintenance Screen	Use to provide a description for the state/province code.

State/Province Maintenance Selection Screen



This screen appears when you select option 3 - State/Province Codes Maintenance from MENU OEFIL3. Use this screen to specify the state or province code you are adding or changing. You can also add or delete related counties (administrative divisions of the state or province) using the F2=COUNTY function key.

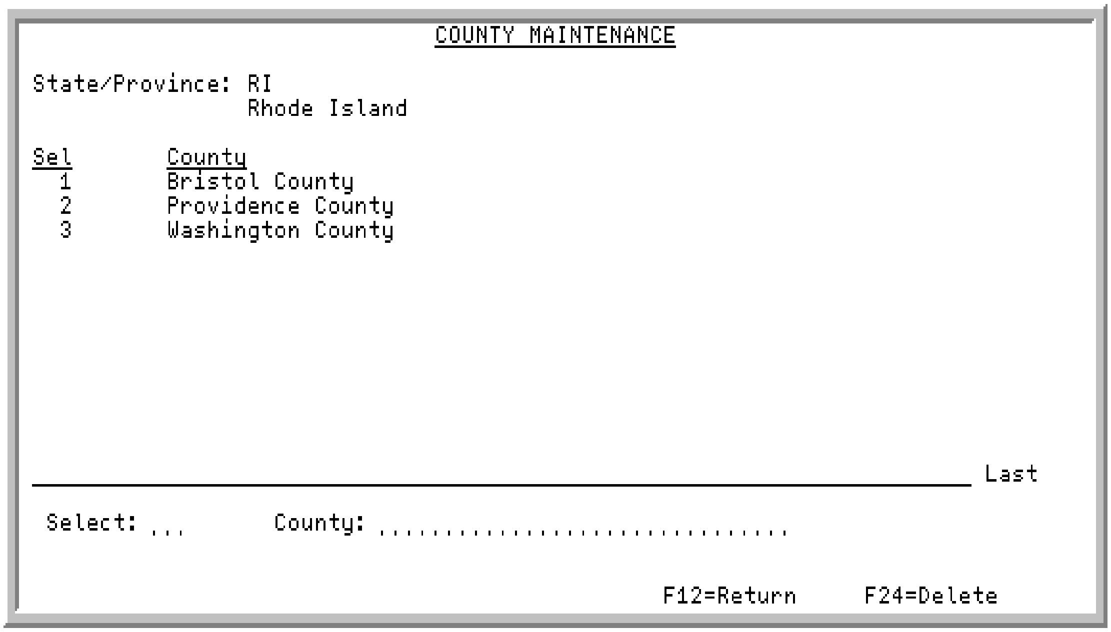
State/Province Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a state or province code. Key C to change an existing state or province code. (A 1) Required
State/Province Name	Key the state or province code to be added or changed. This field is case-sensitive. You can key any combination of upper and lower-case letters; however, if **Validate State/Province** is Y in Systems Options Maintenance (MENU XAFILE), when a state or province code is entered on other screens, the entry must match exactly to one of the codes defined here. If you are using Vertex Taxing software, key a 2-character code. The Vertex software uses only the first 2 characters in **State/Province** fields. If you are using Storefront, note that it uses only the first two characters of the **State/Province** fields. (A 30) Required

State/Province Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
F2=County	After entering a **Function** and **State/Province Name**, press F2=COUNTY to add or delete related counties (administrative divisions of the state or province). The County Maintenance Screen (p. 67-5) appears.
F3=Exit	Press F3=EXIT to cancel this option and return to MENU OEFIL3.
Enter	Press ENTER to confirm your selections. The State/Province Code Maintenance Screen (p. 67-7) appears.

County Maintenance Screen



This screen appears when you press F2=COUNTY on the State/Province Maintenance Selection Screen (p. 67-3). Use this screen to add or delete a county for the state or province.

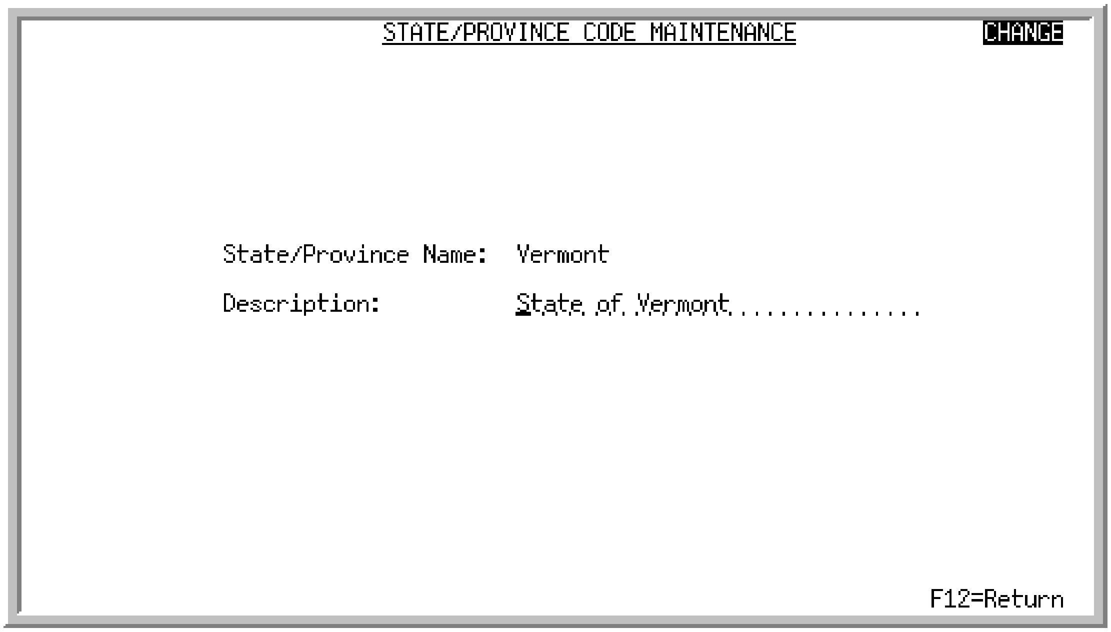
County Maintenance Screen Fields and function Keys

Field/Function Key	Description
State/Province	The name of the state/province you selected on the State/Province Maintenance Selection Screen (p. 67-3). The description for the state/province displays below the name. Display
Sel	This field represents the selection number for the corresponding county displayed on this screen. A number in this column may be entered in the **Select** field to delete the corresponding county. Display
County	The county of the state or province that has previously been defined. Display
Select	Use this field to select a county to delete. Key the selection number from the **Sel** field of the county you want to delete and press F24=DELETE. (A 2,0) Optional

County Maintenance Screen Fields and function Keys

Field/Function Key	Description
County	Use this field to add a county for the state or province. A county is an administrative division of the state or province, which is not part of the address but another characteristic of a customer/ship-to record. For example, if the state is Rhode Island, a county might be Providence County or Washington County. *Valid Values:* A county not previously defined. (A 30) Optional
F12=Return	Press F12=RETURN to return to the State/Province Maintenance Selection Screen (p. 67-3).
F24=Delete	After keying a selection number in the Select field of a county you want to delete, press F24=DELETE to delete the county. You will be prompted to press F24=DELETE again to confirm the deletion.
Enter	After keying a county to add, press ENTER to confirm your entry. The county will display in the top portion of this screen.

State/Province Code Maintenance Screen



This screen appears when you press ENTER on the State/Province Maintenance Selection Screen (p. 67-3). Use this screen to specify a description for the state or province code you are adding or changing.

State/Province Code Maintenance Screen Fields and function Keys

Field/Function Key	Description
Description	Key a description for the state or province you are adding or changing. In most cases, you will enter either the full name or an abbreviation of the state or province. (A 30) Required
F12=Return	Press F12=RETURN to return to the State/Province Maintenance Selection Screen (p. 67-3) without saving your entries.
Enter	Press ENTER to save your entries. The State/Province Maintenance Selection Screen (p. 67-3) appears.

State/Province Codes 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
State/Province Codes Listing	Prints a list of defined state/province codes and their descriptions, as well as related counties, if available.

State/Province Codes Listing

```
OE899  08/11/14  16.57.17                       STATE/PROVINCE CODE LISTING                                AQ/APDEMO      PAGE     1
STATE/PROVINCE NAME                 DESCRIPTION
-------------------------------------------------------------------------------------------------------------------------------------
AB                                  Alberta
AK                                  Alaska
   Counties:
     Anchorage County
     Bristol Bay Borough County
AL                                  Alabama
AR                                  Arkansas
AZ                                  Arizona
BC                                  British Columbia
CA                                  California
CO                                  Colorado
CT                                  Connecticut
DC                                  District of Columbia
DE                                  Delaware
EU                                  Europe
FL                                  Florida
GA                                  Georgia
HI                                  Hawaii
IA                                  Iowa
ID                                  Idaho
IL                                  Illinois
IN                                  Indiana
KS                                  Kansas
KY                                  Kentucky
LA                                  Louisiana
MA                                  Massachusetts
MB                                  Manitoba
```

This listing is produced following your responses on the Report Options Screen, which appears by selecting option 13 - State/Province Codes Listing from MENU OEFIL3.

This listing shows all state and province codes and their corresponding descriptions, as defined through State/Province Codes Maintenance (MENU OEFIL3). Counties defined for the states or province codes will also print below the **State/Province Name**, if available.

CHAPTER 68

Maintaining FOB Codes

68

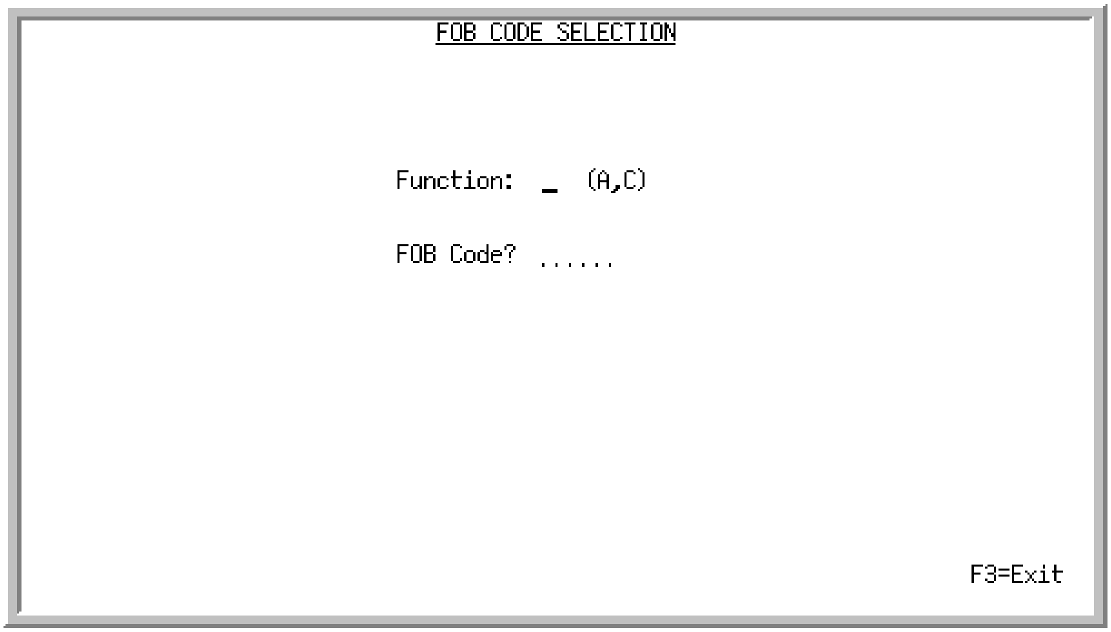
Use the FOB Codes Maintenance option to define FOB codes to track cost liability and freight liability on orders that you process and ship, as well as on orders that you purchase and receive. Additionally, if your company is located in a European Community member country and is required to submit a monthly Intrastat Report (MENU IAREPT), the FOB code contains Intrastat delivery terms information that is used for the report.

FOB Codes 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
FOB Code Maintenance Selection Screen	Use to specify the FOB code.
FOB Code Maintenance Screen	Use to provide a description for the code and its liability and terms.

FOB Code Maintenance Selection Screen

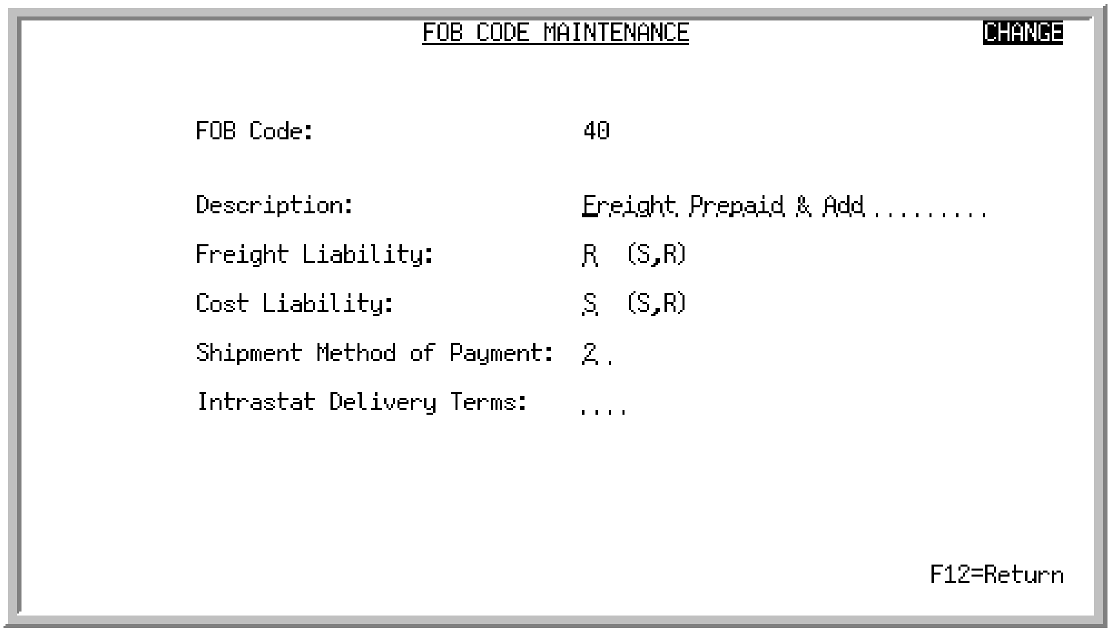


This screen appears after selecting option 4 - FOB Codes Maintenance (MENU OEFIL3/MENU POFIL2). Use this screen to add or change an FOB code.

FOB Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to specify if you want to add or change an FOB code. Key A to add a new FOB code. Key C to change an existing FOB code. (A 1) Required
FOB Code	Key the FOB code you want to add or change. (A 5) Required
F3=Exit	Press F3=EXIT to cancel this option and return to MENU OEFIL3.
Enter	Press ENTER to confirm your selections. The FOB Code Maintenance Screen (p. 68-3) will appear.

FOB Code Maintenance Screen


FOB CODE MAINTENANCE CHANGE

FOB Code: 40

Description: Freight Prepaid & Add ....

Freight Liability: R (S,R)

Cost Liability: S (S,R)

Shipment Method of Payment: 2 .

Intrastat Delivery Terms: ....

F12=Return

This screen appears after you press ENTER on the FOB Code Maintenance Selection Screen (p. 68-2). Use this screen to add or change information about an FOB code.

FOB Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Key the description for the FOB code. (A 30) Required
Freight Liability	Use this field to indicate who is responsible for freight damages on any goods shipped with this FOB code. Key S to specify that the shipper is responsible for freight damages. Key R to specify that the recipient is responsible for freight damages. (A 1) Required

FOB Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Cost Liability	Use this field to indicate who is responsible for the shipping charges for any goods shipped with this FOB code. If the **Freight Charges Required to Ship Confirm Orders** field in Order Entry Options Maintenance (MENU XAFILE) is Y, an FOB code is required on each customer order you enter. Additionally, if the FOB code on the order has an R in this field, you will not be able to ship confirm the order unless it contains at least 1 order level special charge that is defined as a freight charge through Special Charge Definitions Maintenance (MENU OEFILE). Key S to specify that the shipper is responsible for the shipping charges. Key R to specify that the recipient is responsible for the shipping charges. (A 1) Required
Shipment Method of Payment	This field displays only if EDI is installed. Use this field to specify the shipping method of payment associated with the FOB code. Your entry should be a shipping method of payment code defined in the ANSII X12 standard. If an outgoing Invoice, Acknowledgement, or Advance Shipping Notice being sent via EDI has an FOB code, the code in this field is included with the order header information. Key the code you want used with this FOB code. (A 2) Required
Intrastat Delivery Terms	Companies in European Community (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 delivery terms for each shipment or receipt are included on the report. The Intrastat delivery terms code you enter here will be used in Order Entry and Purchasing whenever this FOB code is used on an order or purchase order. Key the Intrastat delivery terms code you want used for shipments and receipts with this FOB code. Intrastat delivery terms codes are defined by each EC member country for use within their own country. Use the codes required by the country to which you submit reports. (A 3) Optional
F12=Return	Press F12=RETURN to return to the FOB Code Maintenance Selection Screen (p. 68-2) without saving the information you keyed on this screen.
Enter	Press ENTER to indicate that the information you have entered is correct. The FOB Code Maintenance Selection Screen (p. 68-2) will appear.

FOB Codes 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
FOB Code Listing	Prints a list of defined FOB codes and their settings.

FOB Code Listing

```
XA825   9/06/10  20.01.03                          FOB CODE LISTING                          AF/APDEMO     PAGE    1
      FOB                                 Freight   Cost      Shipment Method  Intrastat
      Code    Description                 Liability Liability   of Payment     Delivery Terms
-----------------------------------------------------------------------------------------------------------------
      10      Delivered to Dock               S         S           1
      20      Customer Pickup                 R         R           1
      30      Third Party                     R         R           1
      40      Freight Prepaid & Add           R         S           2
```

This listing prints after you press ENTER on the Report Options Screen, which displays after selecting option 14 - FOB Code Listing. Refer to FOB Codes Maintenance (MENU OEFIL3) for an explanation of the fields on this report.

CHAPTER 69

Maintaining Transport Modes

69

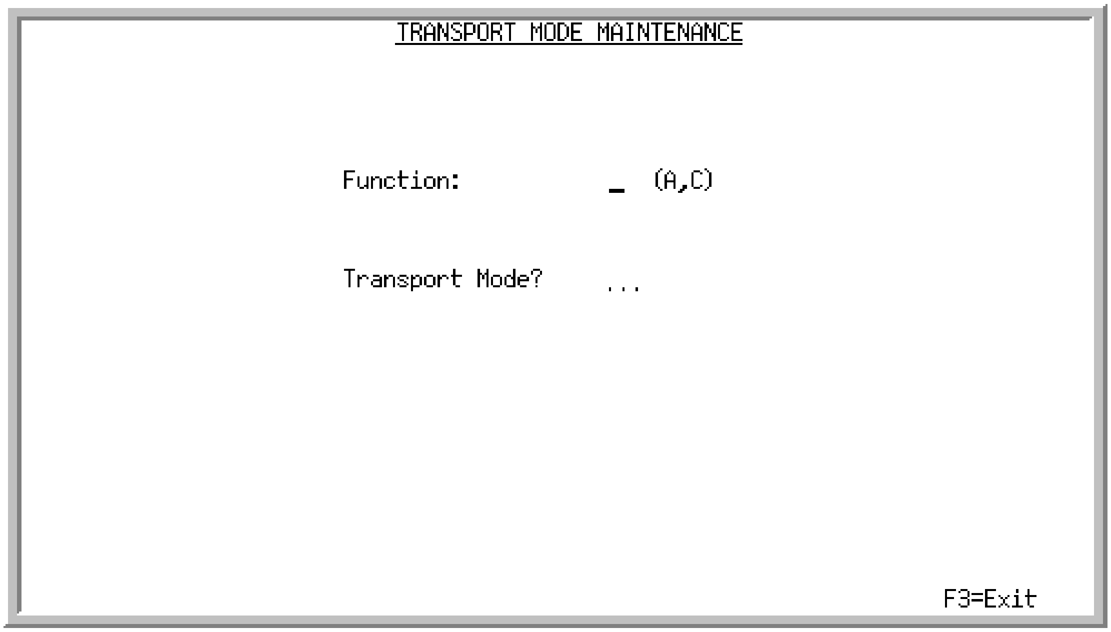
Companies located in European Community (EC) member countries must submit a monthly Intrastat Report (MENU IAREPT). This report details all receipts from and shipments to other EC member countries in the past month. For each receipt or shipment, the Intrastat Report must include the mode of transport. The Transport Modes Maintenance option allows you to define codes for the modes of transport required on your company's Intrastat Report. Use the Transport Modes Listing option to print a lost of the code and description for each mode of transport defined through Transport Mode Maintenance (MENU OEFIL3).

Transport Modes 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
Transport Mode Maintenance Selection Screen	Use to specify the transport mode.
Transport Mode Maintenance Screen	Use to provide a description for transport mode.

Transport Mode Maintenance Selection Screen

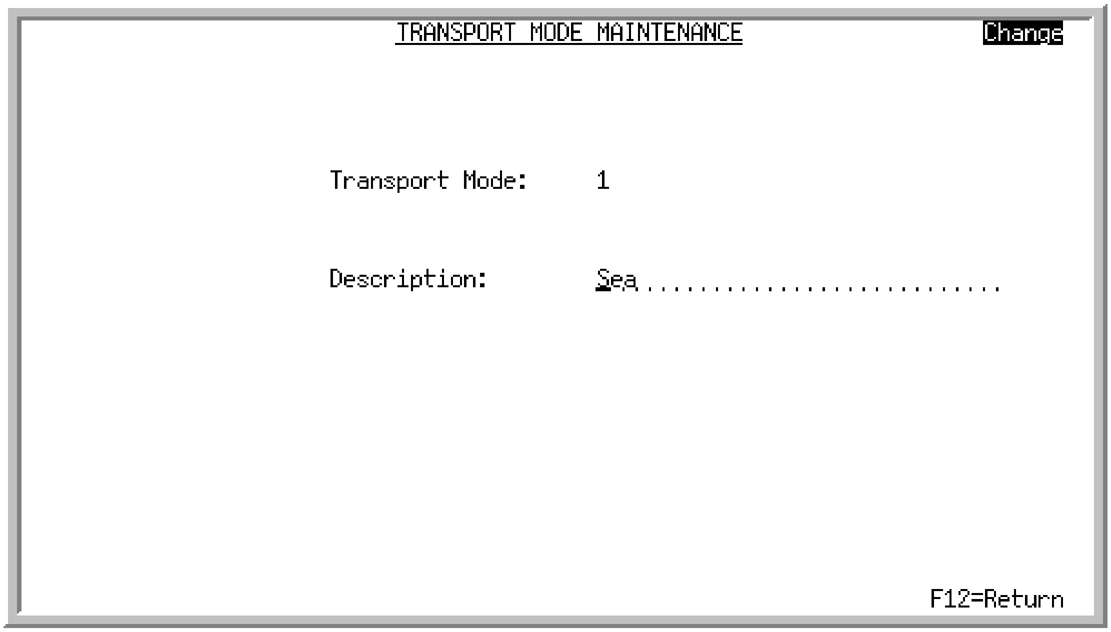


This screen appears by selecting option 5 - Transport Modes Maintenance (MENU OEFIL3). Use this screen to select the transport mode code you want to add or change.

Transport Mode Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new transport mode code. Key C to change an existing transport mode code. (A 1) Required
Transport Mode	Key the transport mode code you want to add or change. *Valid Values:* If you typed a C in the **Function** field, your entry in this field must be a transport mode code defined previously through this option. (A 2) Required
F3=Exit	Press F3=EXIT to cancel this option and return to MENU OEFIL3.
Enter	Press ENTER to confirm your entries. The Transport Mode Maintenance Screen (p. 69-3) appears.

Transport Mode Maintenance Screen



This screen appears after pressing ENTER on the Transport Mode Maintenance Selection Screen (p. 69-2). Use this screen to add or change the description of a transport mode code.

Transport Mode Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Key the description of the transport mode code. The description you key here will appear on screens and reports with the transport mode code. (A 30) Required
F12=Return	Press F12=RETURN to return to the Transport Mode Maintenance Selection Screen (p. 69-2) without saving the information you keyed on this screen.
Enter	Press ENTER to indicate that the information you entered is correct. Press ENTER again to return to the Transport Mode Maintenance Selection Screen (p. 69-2).

Transport Mode 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
Transport Mode Listing	Prints a list of defined transport modes and their descriptions.

Transport Mode Listing

```
XA355  09/06/10  20.02.00                    TRANSPORT MODE LISTING                     AF/APDEMO    PAGE    1
Mode Code   Description
------------------------------------------------------------------------------------------------------------
     1      Sea
     2      Rail
     3      Road
     4      Air
     5      Post
     6      Not Allocated
     7      Fixed Installations
     8      Inland Waterway
     9      Own Propulsion
```

This report prints after you press ENTER on the Report Options Screen, which displays from option 15 - Transport Mode Listing. The report prints all transport mode codes defined through Transport Modes Maintenance (MENU OEFIL3), in numerical order.

CHAPTER 70

Maintaining Auto Day-End Invoicing Jobs

70

Use this option to maintain automated Day-End and Invoicing jobs. These jobs will perform Day-End Processing and/or Invoicing automatically on the days and times specified by you.

Through this option, you also have the option to create your own job parameters on-the-fly for the automated Day-End jobs (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. During this option, on the Auto Day-End Invoicing Job Name Maintenance Screen (p. 70-5), you would simply enter the job template name you want used, and all of the criteria pre-established for that template will be utilized each time this automated Day End job is submitted. 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 through this option. This would be of great benefit if you wanted to only manipulate one or two selections for a particular automated 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 changes you wanted for just this automated job. The jobs are submitted to the IBM i Job Scheduler where you can view/manage them (WRKJOBSCDE).

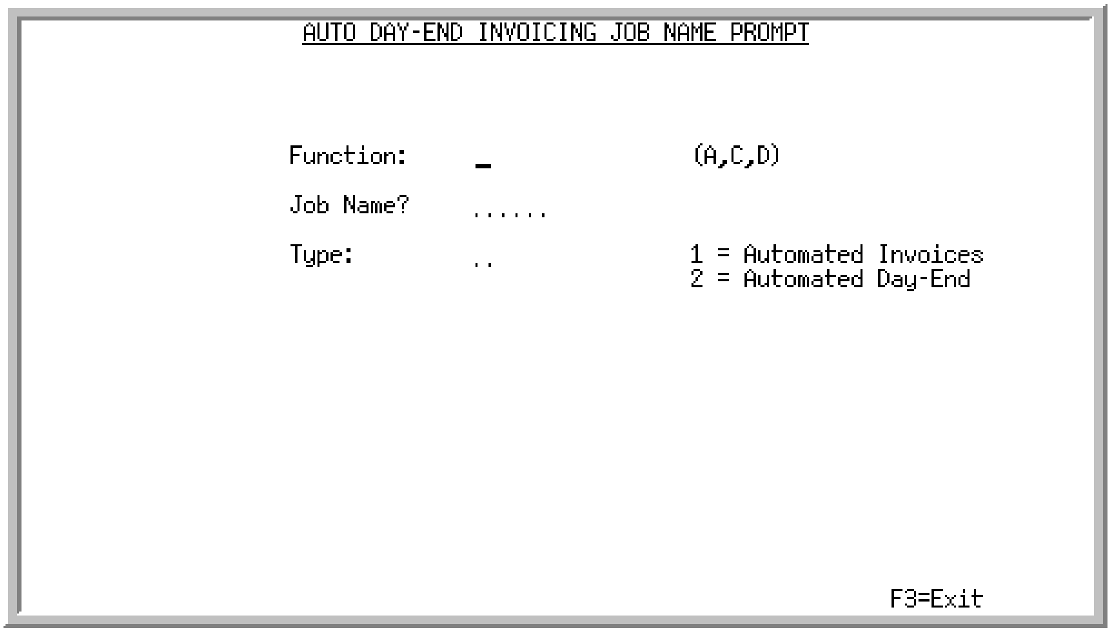
Auto Day-End Invoicing Job Name Maintenance

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
Auto Day-End Invoicing Job Name Prompt Screen	Use to specify the job name and the type of job it is.
Auto Day-End Invoicing Job Name Maintenance Screen	Use to provide a description for the job and to set its run times.

Title	Purpose
Automated Invoice Maintenance Screen	Use to provide additional processing settings for automated invoicing jobs.
Automated Invoice - Route List Screen	Use to limit the automated invoicing job to the list of routes entered.
Automated Invoice - Carrier List Screen	Use to limit the automated invoicing job to the list of carriers entered.

Auto Day-End Invoicing Job Name Prompt Screen



This screen appears when you select option 6 - Auto Day-End Invoicing Job Name Maintenance from MENU OEFIL3. Use this screen to add, change, or delete a job name. A job name is the name you define for a Day-End and/or Invoicing job that will run automatically.

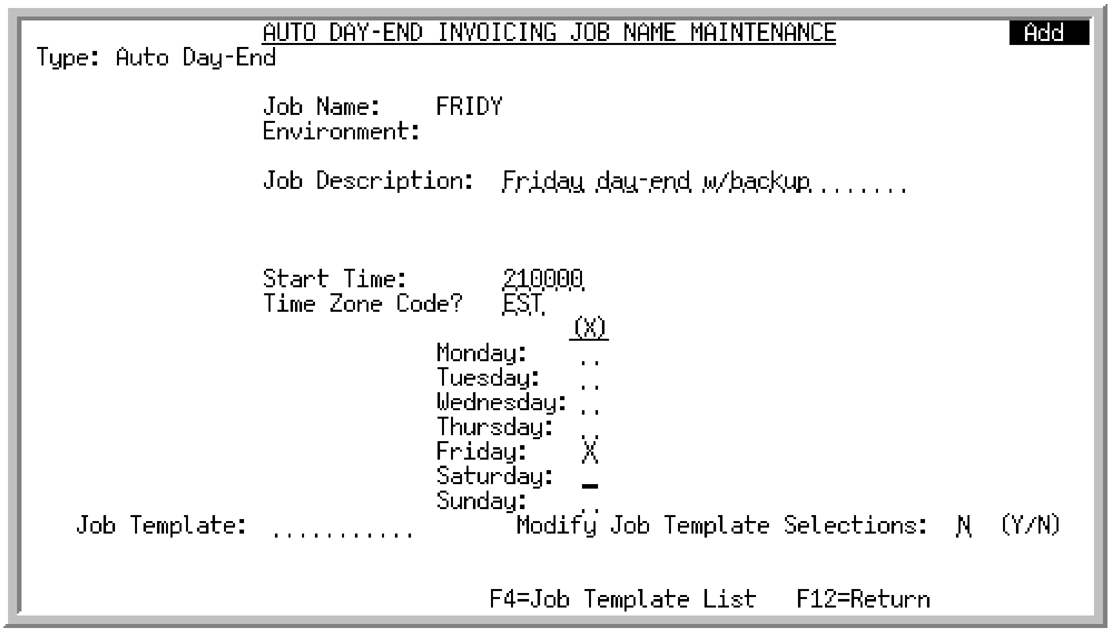
Auto Day-End Invoicing Job Name Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a job name. Key C to change a job name. Key D to delete a job name. (A 1) Required
Job Name	Key the name of the automated Day-End or Invoicing job that you want to maintain. The job name must begin with a character from A-Z; the first position of the job name cannot be a number or a special character. (A 5) Required
Type	Use this field to specify the type of automated job you want to maintain. Key 1 if the job is an automated Invoicing job. Key 2 if the job is an automated Day-End job. (A 1) Required
F3=Exit	Press F3=Exit to exit this option and return to MENU OEFIL3.

Auto Day-End Invoicing Job Name Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your entries and continue. The Auto Day-End Invoicing Job Name Maintenance Screen (p. 70-5) will appear.

Auto Day-End Invoicing Job Name Maintenance Screen



This screen appears after you press ENTER on the Auto Day-End Invoicing Job Name Prompt Screen (p. 70-3). Use this screen to provide a description for the job you are maintaining, specify which days the automated job should run, and what time the job should start. If the job type is for an Automated Day-End (**Auto Day-End** displays in the **Type** field on the top of this screen), also use this screen to indicate whether or not you want to use a job template for the specified job or enter your own job parameters on-the-fly for use by this automated job.

If the job type is automated invoicing, you can associate it with an automated Day End job, so that the two would run in concert with each other. If you are maintaining an Automated Invoicing job and you specify an Automated Day-End job in the **Day-End Job Name** field, you must leave the **Start Time**, **Time Zone Code**, and **(Days)** fields blank. Conversely, if you are maintaining an automated Invoicing job and you do not specify an automated day-end job in the **Day-End Job Name** field, you must specify values in the **Start Time**, **Time Zone Code**, and **(Days)** fields.

Auto Day-End Invoicing Job Name Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Job Description	Use this field to key a description for the job you are maintaining. (A 30) Required

Auto Day-End Invoicing Job Name Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Day-End Job Name	This field appears only if you are maintaining an automated Invoicing job [the **Type** field was set to 1 on the Auto Day-End Invoicing Job Name Prompt Screen (p. 70-3)]. Use this field to specify the name of an automated Day-End job with which the selected automated Invoicing job should run. When the automated Day-End job you specify in this field runs, the Invoicing job you are maintaining will also run. If you specify a Day-End job in this field, you must leave the **Start Time**, **Time Zone Code**, and **(Days)** fields blank. Conversely, if you are maintaining an automated Invoicing job and you do not specify an automated Day-End job in this field, you must specify values in the **Start Time, Time Zone Code**, and **(Days)** fields. (A 5) Required/Blank
Start Time	If you are maintaining an automated Invoicing job and you keyed a job name in the **Day-End Job Name** field, you must leave this field blank. Use this field to specify the time of day that the automated job will run. The automated job will run at the time keyed in this field on each day selected in the **(Days)** field on this screen. *Valid Values:* A time entered in military (24 hr.) time format. For example, 2:00 p.m. = 14:00 in military time. (N 6,0) Required/Blank
Time Zone Code	If you keyed a job name in the **Day-End Job Name** field, you must leave this field blank. The Time Zone code you specified for the automated Day-End job will be used. If you did not key a job name in the **Day-End Job Name** field and you leave this field blank, the default time zone code specified for your user ID through Register A+ User IDs (MENU XACFIG) will be used. Use this field to specify the time zone to apply to the start time for the automated job. Key the code for the time zone you want to use. *Valid Values:* A time zone defined through Time Zone Codes Maintenance (MENU OEFIL3). (A 3) Required/Blank
(Days)	If you are maintaining an automated Invoicing job and you keyed a job name in the **Day-End Job Name** field, you must leave this field blank. Use this field to specify on which days the automated job should run. Key X by each day on which you want the automated job to run. (7 @ A 1) Required/Blank

Auto Day-End Invoicing Job Name Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Job Template	This field displays on this screen only if the job type is Automated Day-End (**Auto Day-End** displays in the **Type** field on the top of this screen). For the specified automated Day End job, 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). If you key a predefined job template, its selections will be copied into this auto Day End invoicing job. Once copied, modifications can be made or not and will be used for this auto Day End invoicing job only. In other words, by identifying a job template name in this field, you are simply using it as a keying aid and once selections are copied, the job template name will no longer be presented. If at any time you wish to use a different set of selections, you can simply select a different job template name, or you can make manual modifications through this option. Key the name of the job template you wish to use. All of the criteria will be copied from this job template into this auto Day End invoicing job. Leave this field blank if you want to enter your own job parameters for the specified job. NOTE: You also have the option to use a template but modify the selections if only a few changes are needed. *Valid Values:* A job template created through Job Template Maintenance (MENU XAFILE). (A 10) Optional

Auto Day-End Invoicing Job Name Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Modify Job Template Selections	This field displays on this screen only if the job type is Automated Day-End (**Auto Day-End** displays in the **Type** field on the top of this screen). 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 specified automated Day End job. 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 this option will not impact the actual predefined template. The changes apply for this specified automated Day End job 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 Job Template Maintenance (MENU XAFILE). 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. If you left the **Job Template** field blank on this screen and want to enter your own job parameters, this field must be N. A series of selection screens will display, where you can enter your own job parameters on-the-fly. *Valid Values:* Y or N; must be N if the **Job Template** field is blank. (A1) Optional
F4=Job Template List	F4=JOB TEMPLATE LIST displays on this screen only if the job type is Automated Day-End (**Auto Day-End** displays in the **Type** field on the top of this screen). Press F4=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE).
F12=Return	Press F12=RETURN to return to the previous screen without saving your entries. The Auto Day-End Invoicing Job Name Prompt Screen (p. 70-3) will appear.
F24=Delete	F24=DELETE appears only if you keyed D in the **Function** field on the Auto Day-End Invoicing Job Name Prompt Screen (p. 70-3). Press F24=DELETE to delete the selected automated job. You will be prompted to press F24=DELETE again to confirm deletion.
Enter	Press ENTER to save your entries and proceed to the next screen. For details about job template selection screens that may display (depending on your responses on this screen), refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

Automated Invoice Maintenance Screen

```
                    AUTOMATED INVOICE PROMPT                          Add

        Job Name: DAILY Daily Invoice Print

        Company Number?         01   A & C Office Supply
        Warehouse?              1    Hartford, CT
        Order Type:             ..  I = Invoice Only  R = Returns  B = Both
        Cust Commit Code?       ....
        Customer PO Number:     ......................
        Customer No:            ..........   AR Customer: ..  (Y, )

        Output Queue:           QPRINT....

        Cancel Date Through:    .......
        Route:                  .....
        Carrier        From?    ......      To?  ......
        Order Number   From:    ......      To:  ......
        Customer Class?         .../...     To?  .../...
        Terms Code?             ...         To?  ...



    F2=Route List     F4=Carrier List                          F12=Return
```

This screen appears only if you are adding or maintaining an automated Invoicing job [the **Type** field was set to 1 on the Auto Day-End Invoicing Job Name Prompt Screen (p. 70-3)]. This screen appears after you press ENTER on the Auto Day-End Invoicing Job Name Maintenance Screen (p. 70-5).

Use this screen to specify additional information about the automated invoicing job.

Refer to the Cross Applications User Guide for an explanation of the FROM and TO ranges.

NOTE: If multi-warehouse split orders are being consolidated, split orders outside the ranges and limits you specify on this screen may be included so that if a split order matches the limits, associated split orders outside the limits can also be included if they are ready for consolidation. For more information about consolidating multi-warehouse split orders, refer to "Multi-Warehouse Split Order Invoice Consolidation" on page 4-49.

Automated Invoice Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company Number	This field is available only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Use this field to specify the company for which this automated invoicing job will run. *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). (A 2) Required
Warehouse	Use this field to specify the warehouse for which this automated invoicing job will run. Key the warehouse ID. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name 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
Order Type	Use this field to limit the automated invoicing job by order type. Key I if you want only orders with a status of 3 (Invoice Ready) to be included in the automated invoicing job. Key R if you want only Return (R type) orders to be included in the automated invoicing job. Key B if you want both orders with a status of 3 (Invoice Ready) and Return orders to be included in the automated invoicing job. NOTE: Consolidated Invoice orders will not be included in the automated invoicing job. (A 1) Required

Automated Invoice Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Cust Commit Code	Use this field to limit the automated invoicing job to a specific customer commitment code. Key the customer commitment code. *Valid Values:* A customer commitment code defined through Customer Commitment Code Maintenance (MENU ARFIL2). (N 3,0) Optional
Customer PO Number	Use this field to limit the automated invoicing job to a specific customer PO number. Key the PO number entered for the customer in the **PO No** field on the Order Header Screen (p. 6-18) in Enter, Change & Ship Orders (MENU OEMAIN). (A 22) Optional
Customer No	Use this field to limit the automated invoicing job to a specific customer number. Only orders entered for the customer number you key in this field will be processed when the automated invoicing job runs. Key the customer number. *Valid Values:* A customer number defined through Customer / Ship to Master Maintenance (MENU ARFILE). (N 10,0) Optional
AR Customer	Use this field to determine if the customer you keyed in the **Customer No** field is an AR customer and will therefore be responsible for paying invoices processed by the automated invoicing job. Key Y in this field if the customer is an AR customer and will be responsible for paying Invoices processed by the automated invoicing job. Leave this field blank if the customer is not an AR customer. (A 1) Optional
Output Queue	Use this field to specify the output queue to which this automated invoicing job should print. Any reports generated by the job will be sent to this output queue. Key the name of the output queue. (A 10) Required

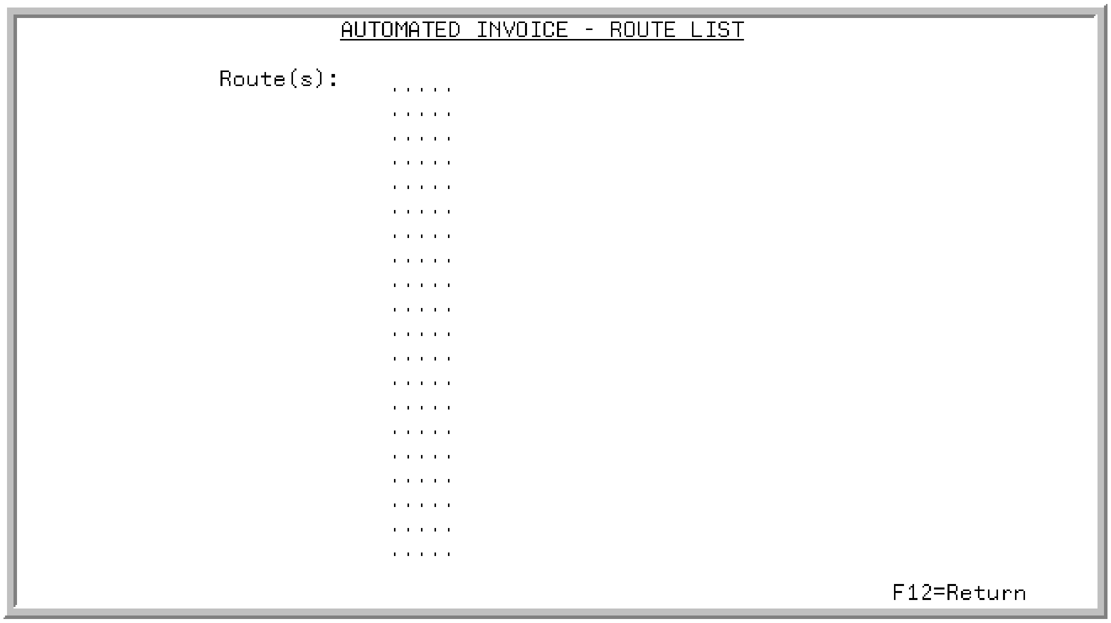
Automated Invoice Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Cancel Date Through	Use this field to specify the cancel date through which Invoices will be processed by the automated invoicing job. Orders with cancel dates up until the date you key in this field will be processed by the automated invoicing job. Key the cancel 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
Route	This field appears only if the **Use Route/Stop** field is set to Y in Order Entry Options Maintenance (MENU XAFILE). Use this field and/or the routes selected via F2=ROUTE LIST to limit the automated invoicing job to a route number.If a list of routes is specified via F2=ROUTE LIST, the first route keyed in the list on the Automated Invoice - Route List Screen (p. 70-14) will appear in this field. Key the route number set up for the customer or shipping address. *Valid Values:* A route number set up for the customer or shipping address through Customer / Ship to Master Maintenance (MENU ARFILE). (N 4,0) Optional
Carrier	Use this field to limit the automated invoicing job to a carrier ID or a range of carrier IDs. Key the carrier ID or a range of carrier IDs. NOTE: You cannot use both the Carrier from and to range and F4=CARRIER LIST. *Valid Values:* A carrier code defined through Carrier Codes Maintenance (MENU OEFIL2). (2 @ A 5) Optional
Order Number	Use this field to limit the automated invoicing job to a specific order number or a range of order numbers. Key the order number or a range of order numbers. (2 @ A 5) Optional

Automated Invoice Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Customer Class	This field is used to limit the automated invoicing job to the range of customer classes/subclasses entered in this field (note that the "from" customer classes/subclasses cannot be greater than the "to" customer classes/ subclasses). *Valid Values:* A valid customer class defined through Customer Classes Maintenance (MENU ARFILE). (2 @ A 2 /A 2) Optional
Terms Code	This field is used to limit the automated invoicing job to the range of terms codes entered in this field (note that the "from" terms code cannot be greater than the "to" terms code). *Valid Values:* Any terms code defined through A/R Terms Codes Maintenance (MENU ARFILE). (2 @ A 2 /A 2) Optional
F2=Route List	The F2=ROUTE LIST function key displays only if **Use Route/Stop** is Y in Order Entry Options Maintenance (MENU XAFILE). Press F2=ROUTE LIST to select more than one route for the selection criteria of the automated invoicing job. The Automated Invoice - Route List Screen (p. 70-14) will appear.
F4=Carrier List	Press F4=CARRIER LIST to select more than one carrier for the selection criteria of the automated invoicing job. The Automated Invoice - Carrier List Screen (p. 70-15) will appear. NOTE: You cannot use both the Carrier from and to range and F4=CARRIER LIST.
F12=Return	Press F12=RETURN to return to the previous screen without saving your entries. The Auto Day-End Invoicing Job Name Maintenance Screen (p. 70-5) will appear.
Enter	Press ENTER to save your entries and continue. The automated invoicing job will be saved and MENU OEFIL3 will appear. Saved jobs are submitted to the IBM Job Scheduler and can be reviewed using the `wrkjobscde` command on the IBM i Server.

Automated Invoice - Route List Screen



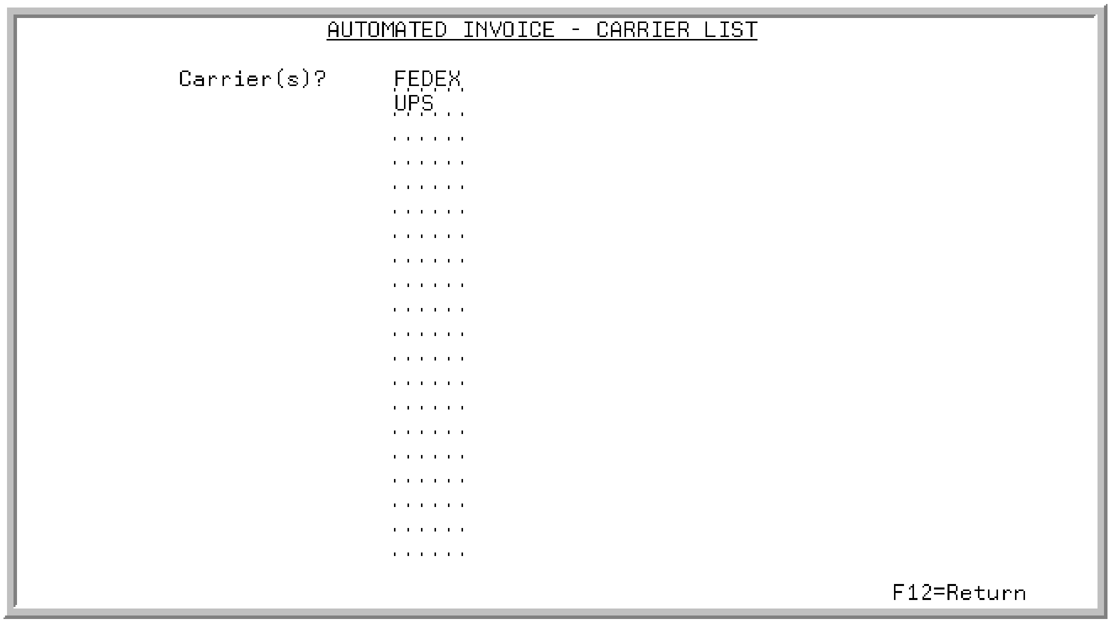
This screen appears after you press F2=ROUTE LIST on the Automated Invoice Maintenance Screen (p. 70-9).

Use this screen to limit the automated invoicing job to the list of routes entered. You can specify up to 20 routes.

Automated Invoice - Route List Screen Fields and Function Keys

Field/Function Keys	Description
Route(s)	Key a list of routes to be used to limit the automated invoicing job. You can specify up to 20 routes. *Valid Values:* A route number set up for the customer or shipping address through Customer / Ship to Master Maintenance (MENU ARFILE). (20 @ A 4) Optional
F12=Return	Press F12=RETURN to return to the Automated Invoice Maintenance Screen (p. 70-9) and save the list of routes.

Automated Invoice - Carrier List Screen



This screen appears after you press F4=CARRIER LIST on the Automated Invoice Maintenance Screen (p. 70-9).

Use this screen to limit the automated invoice job to the list of carrier codes entered. You can specify up to 20 carrier codes.

Automated Invoice - Carrier List Screen Fields and Function Keys

Field/Function Keys	Description
Carrier(s)	Key a list of shipping carriers (UPS, FedEx, etc.) to be used to limit the automated invoice job. You can specify up to 20 carriers. *Valid Values:* A carrier code defined through Carrier Code Maintenance (MENU OEFIL2). (20 @ A 5) Optional
F12=Return	Press F12=RETURN to return to the Automated Invoice Maintenance Screen (p. 70-9) and save the list of carriers.
Enter	Press ENTER to confirm the carrier(s) entered. The description of each carrier entered will display to the right of the field.

Auto Day-End Invoicing Job Name Listing

Use this option to print the Auto Day-End Invoicing Job Name Listing. This listing contains the specific information defined for each automated job defined through Auto Day-End Invoicing Job Name Maintenance (MENU OEFIL3).

Auto Day-End Invoicing Job Name Listing

```
XA845            11/13/15  15:36:26       AUTO DAY-END INVOICING JOB NAME LISTING              AK/APDEMO                    PAGE:   1
-------------------------------------------------------------------------------------------   ------------------------------ ---------
Job Name:  CARR1  My Carriers
Type:      Automated Invoicing
             Start Time: 10:10:10  PST
             Mon _ Tue _ Wed _ Thr _ Fri _ Sat _ Sun _
                     Company:                 01
                     Warehouse:                1
                     Order Type:              I
                     AR Customer:
                     Customer Commit Code:
                     Customer PO Number:
                     Customer Number:
                     Output Queue:             APLUSOUTQ
                     Cancel Date Through:
                     Route(s):
                     Carrier(s):              UPS       FEDEX     AIRBO
                     Order Number:            All order numbers
                     Customer Class:          All Customer Classes
                     Terms Code:              All Terms Codes
Job Name:  IN013  Company 01 Warehouse 3
Type:      Automated Invoicing
             Start Time: 15:09:00  EST
             Mon _ Tue _ Wed _ Thr _ Fri _ Sat _ Sun _
                     Company:                 01
                     Warehouse:               3
                     Order Type:              B
                     AR Customer:
                     Customer Commit Code:
                     Customer PO Number:
                     Customer Number:
                     Output Queue:            APLUSOUTQ
                     Cancel Date Through:
                     Route(s):
                     Carri er:                 All carriers
                     Order Number:            All order num bers
                     Customer Class:          All Customer Classes
                     Terms Code:              All Terms Codes
```

```
XA845            08/12/11  13:47:20       AUTO DAY-END INVOICING JOB NAME LISTING              AM/APDEMO                    PAGE:   1
------------------------------------------------------------------------------------------------------------------------------------
Job Name:  DAYED   Day-End Processing
Type:      Automated Day-End
             Start Time: 19:00:00  EST
             Mon _ Tue _ Wed _ Thr _ Fri _ Sat _ Sun _
   Global                                                  Selected
     EDI Day-End                                              Y
     Auto/Suggested Moves                                     Y
     Post IA Transactions to GL                               Y
     Kit Exception Report                                     N
     Perform Open Order Recap Extract/Update                  N
     Credit Card Settlement                                   Y
     Open Order Summary Report                                N
     MSDS Picking Instructions                                Y
     Backorder Report                                         N
     Contract File Errors                                     Y
     Calculate Inventory Stockouts                            Y
     Purchasing Day-End                                       Y
     Purchase Order Summary Report                            N
     Location Audit Report                                    N
     Unattended Tape Backup                                   N
     Global Output Queue                                      QPRINT
     Inventory Transaction Update Register                    Prt: Y  Hld: N  OQLvl: G  OQue:              FrmT:            Cpys:   1
     Inventory Transaction Update Register Recap              Prt: Y  Hld: N  OQLvl: G  OQue:              FrmT:            Cpys:   1
     Recommended Move Report                                  Prt: Y  Hld: N  OQLvl: G  OQue:              FrmT:            Cpys:   1
     Exceptions to Recommended Move Report                    Prt: Y  Hld: N  OQLvl: G  OQue:              FrmT:            Cpys:   1
     Safety Stock Audit Report                                Prt: Y  Hld: N  OQLvl: G  OQue:              FrmT:            Cpys:   1
     Model Change Report                                      Prt: Y  Hld: N  OQLvl: G  OQue:              FrmT:            Cpys:   1
     Inventory Planning Exception Report                      Prt: Y  Hld: N  OQLvl: G  OQue:              FrmT:            Cpys:   1
     Minimum/Maximum Balance Calculation                      Prt: Y  Hld: N  OQLvl: G  OQue:              FrmT:            Cpys:   1
     Kit Exception Report                                     Prt: Y  Hld: N  OQLvl: G  OQue:              FrmT:            Cpys:   1
     Customer Inventory Reservation Exception Repo            Prt: Y  Hld: N  OQLvl: G  OQue:              FrmT:            Cpys:   1
     Location Audit Report                                    Prt: Y  Hld: N  OQLvl: G  OQue:              FrmT:            Cpys:   1
     A+ Could Not Be Stopped                                  Prt: Y  Hld: N  OQLvl: G  OQue:              FrmT:            Cpys:   1
   Company: 01   A & C Office Supply                       Selected
     Post IA Transactions to GL                               Y
     Perform Open Order Recap Extract/Update                  N
     Credit Card Settlement                                   Y
     Open Order Summary Report                                N
     MSDS Picking Instructions                                Y
     Backorder Report                                         N
     Contract File Errors                                     Y
     Calculate Inventory Stockouts                            Y
     Purchase Order Summary Report                            N
```

This listing prints after you press ENTER on the Report Options Screen, which displays by selecting option 16 - Auto Day-End Invoicing Job Name Listing. This listing contains the specific information defined for each automated job defined through Auto Day-End Invoicing Job Name Maintenance (MENU OEFIL3). The top listing shows the fields that print for an automatic invoice print job and the second listing is a partial sample showing the fields that print for an automatic day-end job. Refer to the fields as described for Auto Day-End Invoicing Job Name Maintenance for more information.

CHAPTER 71 Maintaining Freight Rates

71

Use the Freight Rates Maintenance option to maintain freight rate ranges for use in Storefront Commerce. This option allows you to define estimated freight costs for specific carriers defined through Carrier Codes Maintenance (MENU OEFIL2) based on each of the calculation methods (total order weight, total order value, item value, or postal/ zone code). The Postal/Zone Codes Maintenance (MENU OEFIL3) would be set up based on the unique delivery zones of the individual carriers and then referenced in this option to establish the freight rates to those zones.

A default calculation method is assigned to the customers that works in conjunction with the customer's account freight selections in the Storefront Commerce set up. Based on the customer's freight method, the estimated freight values that display in Storefront Commerce are based on the algorithm of data defined in these options. For customers that are authorized to freight shopping in Storefront Commerce, a selection of carriers and an estimated rate may display in Storefront Commerce for the user to pick from.

If International Currency is installed, you can set up rates for specific currencies, which allows freight charges to be applied in that currency.

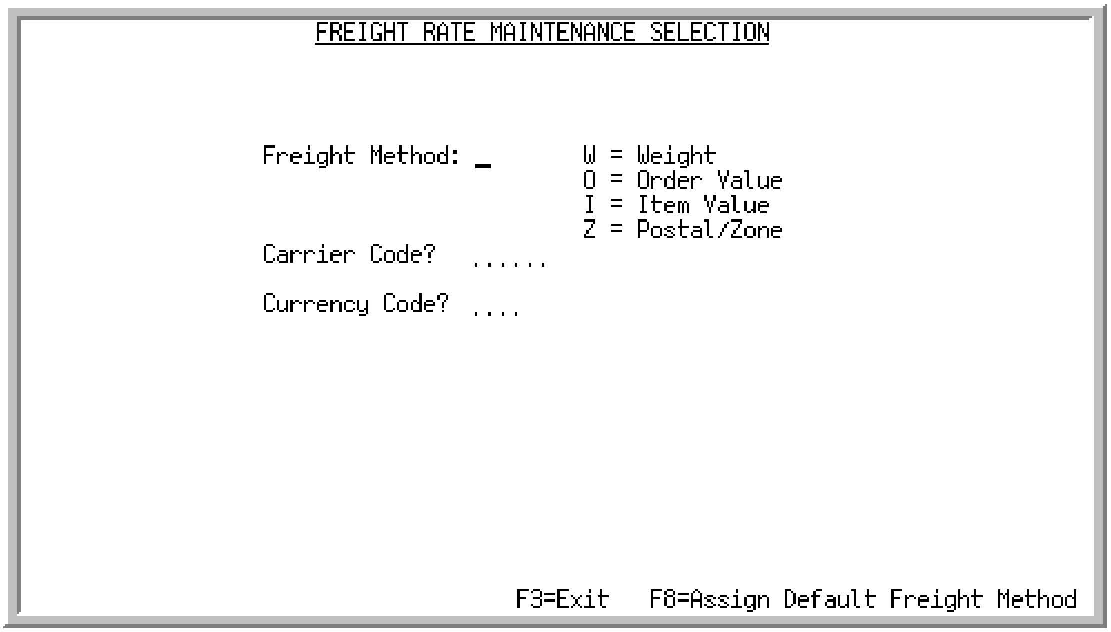
Freight Rates Maintenance

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
Freight Rate Maintenance Selection Screen	Use to specify the freight rate method and carrier code.
Default Freight Method Assignment Screen Default Freight Method Assignment Change Screen	Use to assign a default freight rate to a customer or a customer/ship-to.

Title	Purpose
Freight Rate Maintenance Screen	Use to provide zone, weight, and freight charge values.
Default Freight Method Assignment Change Screen	

Freight Rate Maintenance Selection Screen



This screen appears when selecting option 7 - Freight Rates Maintenance from MENU OEFIL3. Use this screen to add a freight rate for use in Storefront Commerce. A freight rate is an estimated shipping charge based on an order's total weight, an order's total value, an item's value, or a zone code. These values are set up for specific carrier codes and, if you are using International Currency, currency code. For example, assume that the following freight rate ranges are set up by order value:

Total Value	Freight Charge
10.00	2.00
15.00	3.00
20.00	4.00
25.00	5.00

Orders with a total order value from $0 to $10 will have a $2.00 freight charge applied. Orders with a total order value of $10.01 to $15.00 will have a $3 freight charge applied, and so on. Note that if the total order value is above the highest range you have identified, *no* freight charge will be applied to the order. If you want a freight charge applied to the order in this situation, you need to define an upper limit amount on the total value.

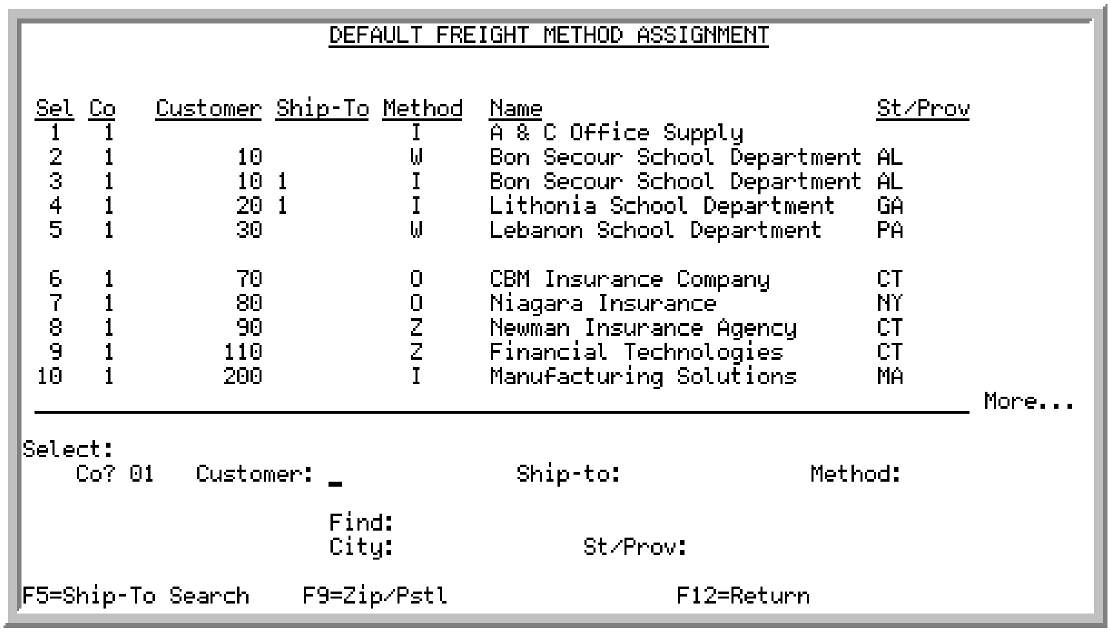
Freight Rate Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Freight Method	Use this field to specify the freight calculation method used for the freight rate you are adding or maintaining. Freight rates can be calculated by: • total order weight • total order value • item value • zone code Key W if you want to add a freight rate that calculates freight charges by total order weight. NOTE: If you set up freight rates by order weight, be sure that you have weights set up for items that can be purchased through Storefront Commerce. Item weights can be defined through Item Master Maintenance (MENU IAFILE). Catch weights and actual weights are not used in freight calculations. Key O if you want to add a freight rate that calculates freight charges by total order value. Key I if you want to add a freight rate that calculates freight charges by item value. Key Z if you want to add a freight rate that calculates freight charges by zone code. Zone codes are defined through Postal/Zone Codes Maintenance (MENU OEFIL3). (A 1) Required
Carrier Code	Use this field to specify the shipping carrier (UPS, FedEx, etc.) for which you want to set up a freight rate. Key the carrier code. *Valid Values:* A carrier code defined through Carrier Codes Maintenance (MENU OEFIL2) (A 5) Required
Currency Code	This field appears only if International Currency is installed. Use this field to specify the currency code to be associated with the freight rate you are adding. Freight charges calculated as a result of this freight rate will be applied in the currency specified in this field. Key the currency code. *Valid Values:* A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE) (A 3) Required

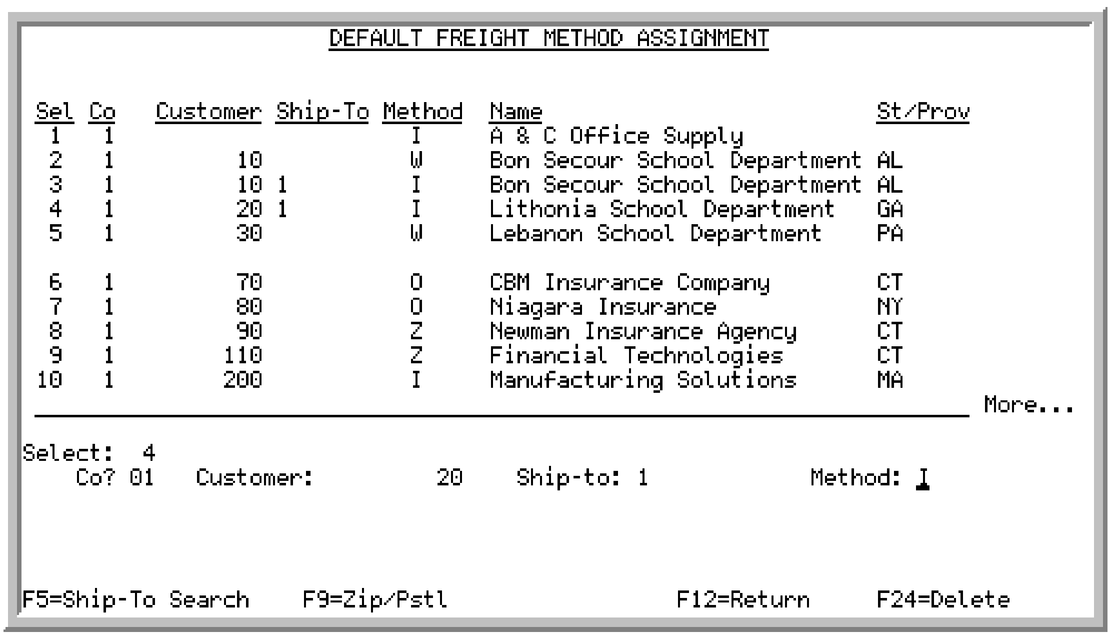
Freight Rate Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press the F3=EXIT function key to cancel this option and return to MENU OEFIL3.
F8=Assign Default Freight Method	Press the F8=ASSIGN DEFAULT FREIGHT METHOD to assign a default freight method to specific customers.
Enter	Press ENTER to confirm your entries and continue. The Freight Rate Maintenance Screen (p. 71-11) appears.

Default Freight Method Assignment Screen



Default Freight Method Assignment Change Screen



The Default Freight Method Assignment Screen displays when you press F8=ASSIGN DEFAULT FREIGHT METHOD on the Freight Rate Maintenance Selection Screen (p. 71-3).

The Default Freight Method Assignment Change Screen displays when you select to change a line on the Default Freight Method Assignment Screen.

Use these screens to identify the freight method that the customer will use when freight rate shopping in Storefront Commerce. A company default freight method is required before customer or customer/ship-to default freight methods are defined.

Default Freight Rate Method Assignment Fields and Function Keys

Field/Function Key	Description
Sel	The selection number is used to identify the line number for use in the **Select** field at the bottom of the screen. Display
Co	This field is the company number. Display
Customer	This field is the customer number for which a freight method was assigned. Display
Ship-To	This field identifies the ship-to location for the co/customer. Display
Method	This field displays the freight calculation method assigned. Display
Name	The name of the customer or the customer Display
St/Prov or Zip/Pstl	This column will toggle to display the state/province field or the zip/postal code field based on the F9=ST/PROV / F9=ZIP/PSTL toggle function key. Display
Select	Use to select a line to be maintained or deleted. Key the **Sel** number shown at the top of the screen to select a company, customer, or customer/ship-to for maintenance or deletion. (A 2,0) Optional

Default Freight Rate Method Assignment Fields and Function Keys

Field/Function Key	Description
Co	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Use to identify the company for which you are creating customer freight method assignments. A default company record is required before you can add customer assignments. Key a valid 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) Optional/Required
Customer	Use to identify the customer for which you are creating customer freight method assignments. A default customer record is required before you can add customer/ship-to assignments. Key a valid customer number. (N 10,0) Optional/Required
Ship-To	Use to identify the ship-to location of the customer for which you are creating customer/ship-to freight method assignments. A default customer record is required before you can add customer/ship-to assignments. Key a valid ship-to customer number. (A 8) Optional
Method	Use this field to specify the freight calculation method used for the company, customer, or customer/ship-to you are adding or maintaining. Key W if you want to use a freight method that calculates freight charges by total order weight. Key O if you want to use a freight method that calculates freight charges by total order value. Key I if you want to use a freight method that calculates freight charges by item value. Key Z if you want to use a freight method that calculates freight charges by zone code. Zone codes are defined through Postal/Zone Codes Maintenance (MENU OEFIL3). (A 1) Required

Default Freight Rate Method Assignment 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 the Cross Applications 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 the Cross Applications User Guide. (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 the Cross Applications User Guide. (A 10) Optional
F5=Ship-To Search	Press F5=SHIP-TO SEARCH to launch the ship-to search for the co/customer number that was keyed. The **Co** and **Customer** fields are required to begin a ship-to search.
F9=St/Prov F9=Zip/Pstl	Press the F9=ST/PROV / F9=ZIP/PSTL toggle function key to toggle the St/Prov column to reflect the Zip/Pstl information.
F12=Return	Press F12=RETURN to the Freight Rate Maintenance Selection Screen (p. 71-3). All changes made on this screen are saved.
F24=Delete	The F24=DELETE key only displays when you select a line in change mode. After selecting a company, customer, or customer ship-to from the list, press the F24=DELETE function key to delete the assigned freight method. You will be prompted to press F24=DELETE again to confirm the deletion.
Enter	Press the ENTER key to confirm your entries and continue. The Default Freight Method Assignment Screen (p. 71-6) will display.

Freight Rate Maintenance Screen

```
                        FREIGHT RATE MAINTENANCE
                         METHOD: ORDER VALUE

  Carrier:  FEDEX  Federal Express
  Currency: USD    US Dollars

                       Total Value        Freight Charge
        1                 25.00                 4.95
        2                 50.00                 7.95
        3                 75.00                10.95





 ______________________________________________________________ Last


  Total Value:   _..........00       Freight Charge:  ...........00


                                    F12=Return  F13-20 to Change
```

Freight Rate Maintenance Change Screen

```
                        FREIGHT RATE MAINTENANCE
                       METHOD: POSTAL/ZONE CODE

  Carrier:  UPS    United Parcel Service
  Currency: USD    US Dollars

          WH Zone    Total Weight        Freight Charge






 ______________________________________________________________ Last

  Warehouse? _.  Zone: ....

  Total Weight:  .........0000       Freight Charge:  ...........00


                                    F12=Return  F13-20 to Change
```

This screen appears after you press ENTER on the Freight Rate Maintenance Selection Screen (p. 71-3). This screen displays a list of freight rates previously defined through this option that match the freight method selected on the Freight Rate Maintenance Selection Screen (p. 71-3). Use this screen to add a new freight rate or to maintain an existing freight rate.

To add a new freight rate, specify the total order weight, order value, or item value and the freight charge in the fields provided. To maintain an existing freight rate, use the F13-F20 function keys to select a freight rate from the list.

NOTE: The **Zone** field is unique to the specific carrier and is defined through Postal/Code Zone Maintenance Screen (MENU OEFIL3). Most carriers provide their shipping zone information on their specific web-sites.

Freight Rate Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Carrier	The carrier code selected on the Freight Rate Maintenance Selection Screen (p. 71-3) to which freight rates will be assigned. Display
Currency	The **Currency** field only appears when International Currency is installed. The currency code selected on the Freight Rate Maintenance Selection Screen (p. 71-3) for use in assigning currency specific freight rates. Display
WH	This field displays only if you selected to work with freight rates that are calculated by zone code. This field displays the warehouse associated with the zone code. Display
Zone	This field displays only if you selected to work with freight rates that are calculated by zone code. This field displays the zone code associated with the freight rate. Display
Total Weight / Total Value	If you selected to work with freight rates that are calculated by weight or zone, this column appears as **Total Weight**; otherwise, this field appears as **Total Value**. This field displays the total order weight, total order value, or item value on which the freight rate will be calculated when a user enters an order through Storefront Commerce. Display
Freight Charge	This field displays the freight charge that will be applied when a user enters an order through Storefront Commerce that matches the corresponding order weight, order value, or item value displayed in the **Total Weight**/**Total Value** fields. Display

Freight Rate Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	This field appears only if you selected to work with freight rates that are calculated by zone code. Use this field to specify the warehouse associated with the zone code in the **Zone** field. Key the warehouse. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name 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) Required
Zone	Use this field to specify the zone code for which you want to define a freight rate. Storefront Commerce orders that are to be shipped to zip codes within the range this zone code comprises, and that match the total weight specified in the **Total Weight** field, will be charged the freight charge amount you specify in the **Freight Charge** field. *Valid Values:* A zone code defined through Postal/Code Zone Maintenance Screen (MENU OEFIL3) and associated with the warehouse in the **Warehouse** field. (A 3) Required
Total Weight/Value	If you selected to work with freight rates that are calculated by total order weight or zone code, this field appears as **Total Weight**; otherwise, this field appears as **Total Value**. Use this field to specify the total order weight, total order value, or item value on which to calculate freight charges for orders entered through Storefront Commerce. (N 9,4) Required
Freight Charge	Use this field to specify the freight charge to be added to orders entered through Storefront Commerce that match the corresponding order weight, order value, item value, or warehouse, zone code, and order weight. (N 11,2) Required
F12=Return	Press the F12=RETURN function key to return to the previous screen.
F13-F20 to Change	Press the F13-F20 TO CHANGE function key that corresponds to the freight rate in the list that you want to maintain. For example, to maintain the first freight rate in the list, press F13; to maintain the second, press F14, etc. The selected freight rate's information will be made available for you to change and the F24=DELETE function key will appear to allow you to delete the freight rate.

Freight Rate Maintenance Screen Fields and Function Keys

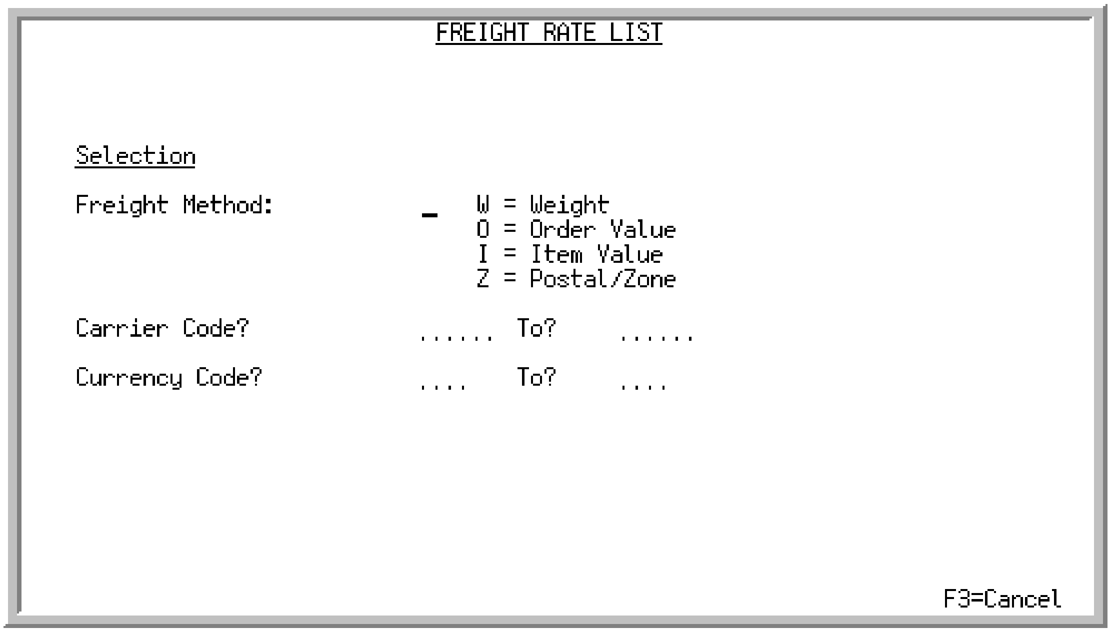
Field/Function Key	Description
F24=Delete	After selecting a freight rate from the list, press the F24=DELETE function key to delete the freight rate. You will be prompted to press F24=DELETE again to confirm the deletion.
Enter	Press ENTER to confirm your entries and continue. Your changes will be updated in the list of freight rates.

Freight Rate 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
Freight Rate List Screen	Use to specify limiting criteria for the listing.
Freight Rates Listing	Prints a list of freight rates that match the limiting criteria.

Freight Rate List Screen



This screen appears after selecting option 17 - Freight Rate Listing from MENU OEFIL3. Use this screen to enter limiting criteria for the Freight Rates Listing which lists all of the freight rates defined through Freight Rates Maintenance (MENU OEFIL3) that match the limiting criteria you enter on this screen.

Freight Rate List Screen Fields and Function Keys

Field/Function Key	Description
Freight Method	Use this field to limit the freight rates that print on the Freight Rates Listing to a specific freight calculation method. Key W if you want only those freight rates that are calculated by total order weight to print on the listing. Key O if you want only those freight rates that are calculated by total order value to print on the listing. Key I if you want only those freight rates that are calculated by item value to print on the listing. Key Z if you want only those freight rates that are calculated by zone code to print on the listing. (A 1) Required

Freight Rate List Screen Fields and Function Keys

Field/Function Key	Description
Carrier Code	Use this field to limit the freight rates that print to those rates associated with a specific carrier code or a range of carrier codes. Key the carrier code or range of carrier codes. *Valid Values:* Carrier codes defined through Carrier Codes Maintenance (MENU OEFIL2). (A 5) Optional
Currency Code	This field appears only if International Currency is installed. Use this field to limit the freight rates that print to those rates associated with a specific currency code or a range of currency codes. Key the currency code or range of currency codes. *Valid Values:* Currency codes defined through Currency/ Exchange Codes Maintenance (MENU ICFILE) (A 3) Optional
F3=Cancel	Press F3=CANCEL to exit this option and return to MENU OEFIL3.
Enter	Press ENTER to confirm your entries and continue. The Report Options Screen appears.

Freight Rates Listing

OEF806 11/30/10 15:31:48 FREIGHT RATES LISTING AC/APDEMO PAGE: 1

METHOD: POSTAL/ZONE

Carrier Fr: All Carriers Currency Fr: All Currencies

Carrier	Carrier Name	Curr Code	WH	Zone Code	Total Weight	Freight Charge
FEDEX	Federal Express	USD	1	7	100.0000	12.99
			1	8	100.0000	16.67
UPS	United Parcel Service	USD	1	12	100.0000	11.97
			1	13	100.0000	14.98
YELLW	Yellow Freight	USD	2	4	100.0000	13.87
			2	5	100.0000	15.78

This report prints after you press ENTER on the Report Options Screen. This listing contains the specific information defined for the freight rates defined through Freight Rates Maintenance (MENU OEFIL3) that meet the selection criteria entered on the Freight Rate List Screen (p. 71-15).

CHAPTER 72

Maintaining Postal/Zone Codes

72

Use this option to define zone codes for use in Storefront Commerce. Postal/zone codes are three-characters associated with a range of zip/postal codes. Postal/zone codes are defined for a specific carrier, warehouse, and country. Freight charges for Storefront Commerce orders can be calculated based on the postal/zone code for a customer's zip/postal code. Each carrier will have their own unique delivery zones so you should contact your carriers for their delivery zones and rates to deliver in those zones.

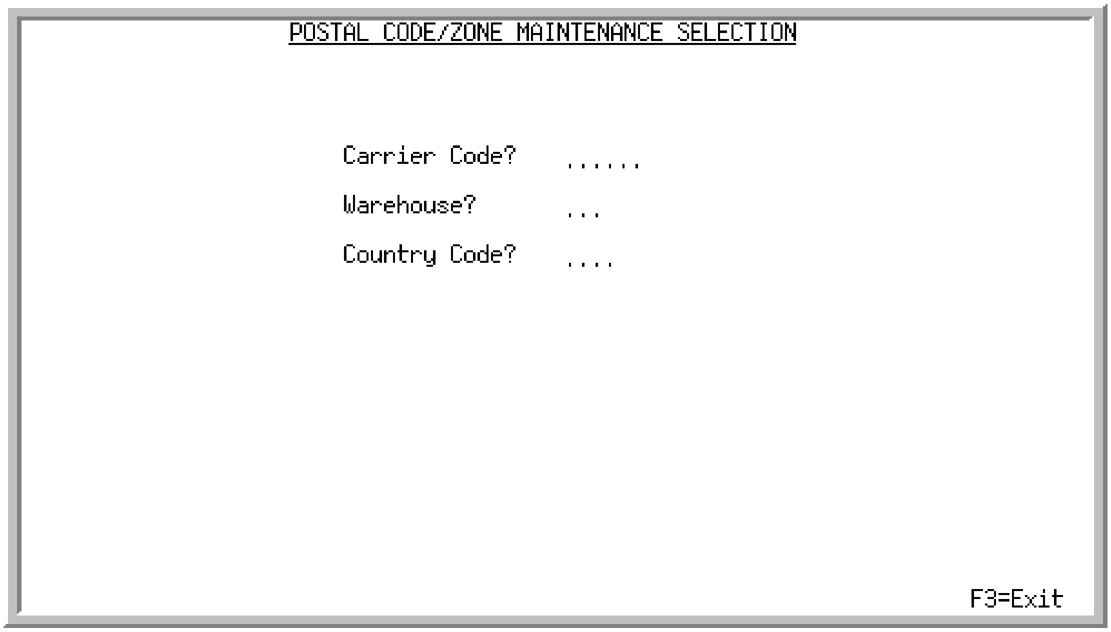
Once you define postal/zone codes, you can define estimated freight costs for specific carriers and warehouses based on total weight and postal/zone code through Freight Rate Maintenance (MENU OEFIL3). The estimated freight costs are then available for customers with a default **Freight Method** of Z for postal/zone whose accounts are set up to allow freight rate shopping in Storefront Commerce.

Postal/Zone Codes 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
Postal/Code Zone Maintenance Selection Screen	Use to specify the carrier code, warehouse ID, and country code for the postal/zone code.
Postal/Code Zone Maintenance Screen	Use to provide zip/postal code range for each zone.

Postal/Code Zone Maintenance Selection Screen



This screen appears when selecting option 8 - Postal/Zone Codes Maintenance from MENU OEFIL3.

Use this screen to specify the carrier code, warehouse, and country code for which you want to define zone codes. Zone codes are defined by assigning a range of zip/postal codes to a three-character code through this option. Zone codes are used to calculate freight charges for Storefront Commerce orders by setting up freight rates using zone codes through Freight Rate Maintenance (MENU OEFIL3).

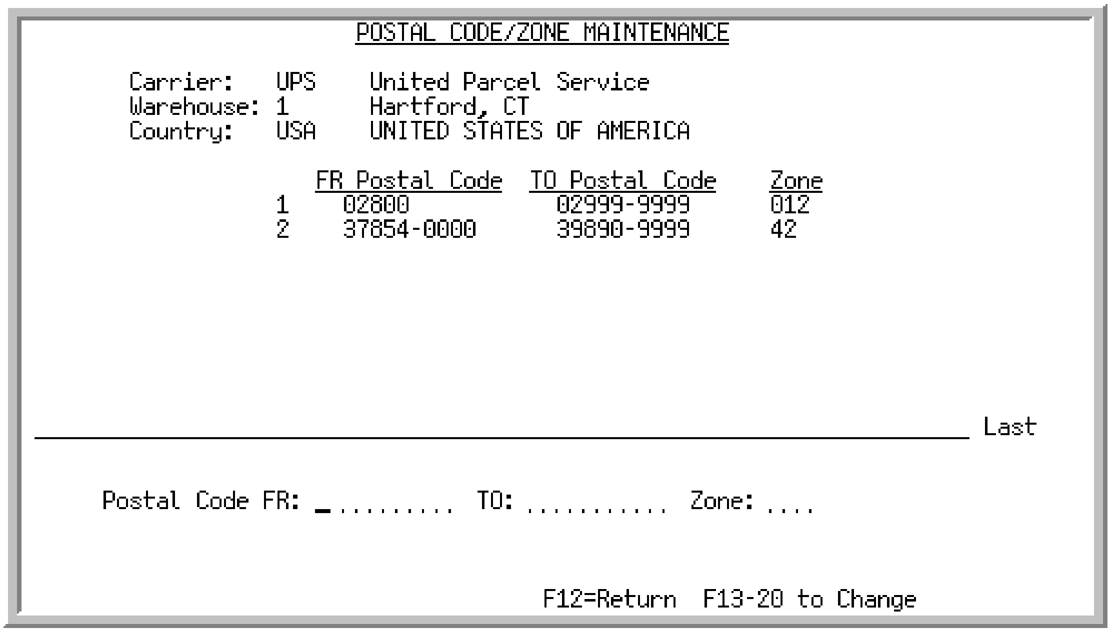
Postal/Code Zone Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Carrier Code	Use this field to specify the shipping carrier (UPS, FedEx, etc.) for which you want to set up a zone code. Key the carrier code. *Valid Values:* A carrier code defined through Carrier Codes Maintenance (MENU OEFIL2). (A 5) Required
Warehouse	Use this field to specify the warehouse for which you want to define zone codes. Key the warehouse. *Valid Values:* A warehouse defined through Warehouse Number Maintenance (MENU IAFILE). (A 2) Required

Postal/Code Zone Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Country Code	Use this field to specify the country code of the country for which you want to define zone codes. Key the country code. *Valid Values:* A country code defined through Country Name Maintenance (MENU ARFIL2). (A 3) Required
F3=Exit	Press F3=EXIT to cancel this option and return to MENU OEFIL3.
Enter	Press ENTER to confirm your entries and continue. The Postal/Code Zone Maintenance Screen (p. 72-4) appears.

Postal/Code Zone Maintenance Screen



This screen appears after you press ENTER on the Postal/Code Zone Maintenance Selection Screen (p. 72-2). This screen displays a list of zone codes previously defined through this option that match the selection criteria entered on the Postal/Code Zone Maintenance Selection Screen (p. 72-2). Use this screen to add a new zone code or to maintain an existing zone code.

To add a new zone code, specify the range of zip/postal codes that comprise the zone code in the fields provided. To maintain an existing zone code, use the F13-F20 function keys to select a zone code from the list.

NOTE: Zip/postal codes entered in the from and to range must be of equal length. For example, if you specify a five character zip/postal code in the **FR** field, you must specify a five character zip code in the **TO** field. Also, if you do not use all ten spaces provided in the **TO** field, a 9 will be inserted in each blank space following your entry. These nines will not display; they are used for calculation purposes only. For example, if you enter a zip/postal code of 02809 in the **FR** field and a zip/postal code of 02818 in the **TO** field, the system will read the zip/postal code range as 02809 to 028189999. Zip/postal codes that fall between this range will be considered part of the zone code to which the range is assigned. It is also important to note that zip/postal codes in one range cannot overlap zip/postal codes in other ranges.

Postal/Code Zone Maintenance Screen Fields and Function Keys

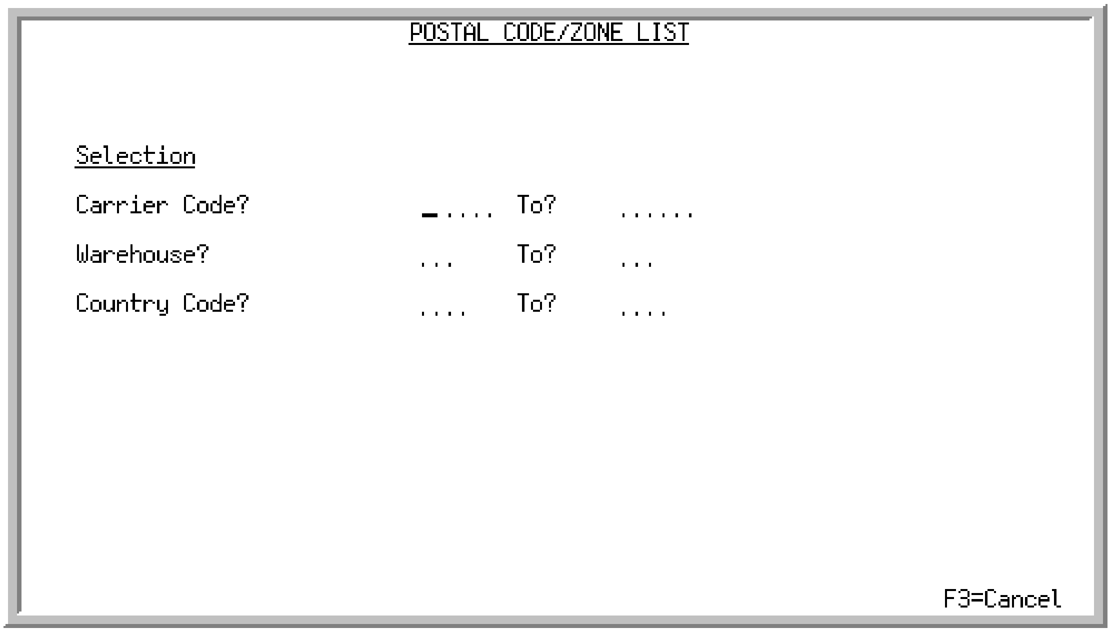
Field/Function Key	Description
FR Postal Code	The first zip/postal code in the range of zip/postal codes that comprise the zone code. Display
To Postal Code	The last zip/postal code in the range of zip/postal codes that comprise the zone code. Display
Zone	The three character zone code that is comprised of the range of zip/postal codes represented by the zip/postal codes in the **FR Postal Code** and **TO Postal Code** columns. Display
Postal Code	Use this field to specify the range of zip/postal codes that will comprise the zone code you are maintaining. Key the range of zip/postal codes. (2 @ A 10) Required
Zone	Use this field to define the zone code that is associated with the range of zip/postal codes specified in the **Postal Code** fields. For example, you can create a zone code that represents zip codes in a particular region of a city/state. Key the zone code. (A 3) Required
F12=Return	Press F12=RETURN to return to the Postal/Code Zone Maintenance Selection Screen (p. 72-2).
F13-F20 to Change	Press the F13-F20 TO CHANGE function key that corresponds to the zone code in the list that you want to maintain. For example, to maintain the first zone code in the list, press F13; to maintain the second, press F14, etc. The selected zone code's information will be made available for you to change and the F24=DELETE function key will appear to allow you to delete the zone code.
F24=Delete	After selecting a zone code from the list, press the F24=DELETE function key to delete the zone code. You will be prompted to press F24=DELETE again to confirm the deletion.
Enter	Press ENTER to confirm your entries and continue. Your changes will be updated in the list of zone codes.

Postal/Zone Codes 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
Postal/Code Zone List Screen	Use to specify limiting criteria for the report.
Postal/Code Zone Listing	Prints a list of defined postal codes for the specified criteria.

Postal/Code Zone List Screen



This screen appears after selecting option 18 - Postal/Zone Codes Listing from MENU OEFIL3. Use this screen to enter limiting criteria for the Postal/Code Zone Listing which lists all of the zone codes defined through Postal/Zone Codes Maintenance (MENU OEFIL3) that match the limiting criteria you enter on this screen.

Postal/Code Zone List Screen Fields and Function Keys

Field/Function Key	Description
Carrier Code	Use this field to limit the zone codes that print on the Postal/Code Zone Listing to those zone codes associated with a specific carrier code or a range of carrier codes. Key the carrier code or range of carrier codes. *Valid Values:* Carrier codes defined through Carrier Codes Maintenance (MENU OEFIL2). (2 @ A 5) Optional

Postal/Code Zone List Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to limit the zone codes that print to those zone codes associated with a warehouse or a range of warehouses. Key the warehouse or range of warehouses. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name 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
Country Code	Use this field to limit the zone codes that print to those zone codes associated with a specific country code or a range of country codes. Key the country code or range of country codes. *Valid Values:* Country codes defined through Country Names Maintenance (MENU ARFIL2) (2 @ A 3) Optional
F3=Cancel	Press F3=CANCEL to exit this option and return to MENU OEFIL3.
Enter	Press ENTER to confirm your entries and continue. The Report Options Screen appears.

Postal/Code Zone Listing

```
OEF816  11/30/10  15:50:39                          POSTAL CODE/ZONE LISTING            AC/APDEMO           PAGE:   1
 Carrier Fr: All Carriers    Warehouse Fr: All Warehouses  Country Fr: All Countries
                                                                                   |--- Postal Codes ---| Zone
 Carrier Carrier Name                WH Warehouse Name            CntyCountry Name            From      To          Code
-------------------------------------------------------------------------------------------------------------------------
  FEDEX  Federal Express              1  Hartford, CT              USA UNITED STATES OF AMERICA  061       06299       7
                                                                                                 063       06499       8
  UPS    United Parcel Service        1  Hartford, CT              USA UNITED STATES OF AMERICA  061       06299       12
                                                                                                 063       06499       13
  UPS    United Parcel Service        3  Dallas, TX                USA UNITED STATES OF AMERICA  300       30399       1
  USPS   United States Postal Service 1  Hartford, CT              USA UNITED STATES OF AMERICA  00500     00599       2
                                                                                                 00600     00999       7
                                                                                                 01000     01300       2
                                                                                                 25500     25799       5
                                                                                                 74000     75999       7
  YELLW  Yellow Freight               1  Hartford, CT              USA UNITED STATES OF AMERICA  900       92999       4
                                                                                                 930       94999       5
  YELLW  Yellow Freight               2  Los Angeles, CA           USA UNITED STATES OF AMERICA  900       92999       4
                                                                                                 930       94999       5
  YELLW  Yellow Freight               3  Dallas, TX                USA UNITED STATES OF AMERICA  900       92999       1
                                                                                                 930       95999       2
```

This report prints after you press ENTER on the Report Options Screen. This listing contains the specific information defined for the zone codes defined through Postal/Zone Codes Maintenance (MENU OEFIL3) that meet the selection criteria entered on the Postal/Code Zone List Screen (p. 72-7).

CHAPTER 73

Maintaining Authorized Item Codes

73

Use the Authorized Item Codes Maintenance option (MENU OEFIL3) to create and maintain Authorized Item Codes (AICs). AICs allow you to designate which items you want your customers or ship-to's to be authorized to purchase.

Once AICs are created, you can assign items and/or item classes/sub classes to each applicable AIC, and then add the AIC to each customer or ship-to number. Those customers or ship-to's will then only be able to place orders for items specified on the assigned AIC.

If any unauthorized requests to purchase items were made for customers set up with an AIC, you can also select (through this option) to have the unauthorized requests logged/recorded. If so, whenever a customer attempts to purchase an item that is not included on their AIC, a record will be recorded in the OE Unauthorized Orders File (OEUAU) even if the request was overridden by an authorized user during Order Entry. You can then print the Unauthorized Requests for Authorized Item Code Report (p. 36-9) through Unauthorized Req for Restricted Products (MENU OEREPT) to view all unauthorized requests that were made.

In addition to defining AICs through Authorized Item Codes Maintenance, you will also be able to assign a system defined AIC of *CONTR to a customer or ship-to through Customer Master Maintenance. This system defined value of *CONTR will allow the customer or ship-to to only order items for which a current contract has been set up, if **Use Customer Contracts** is Y in Order Entry Options Maintenance (MENU XAFILE).

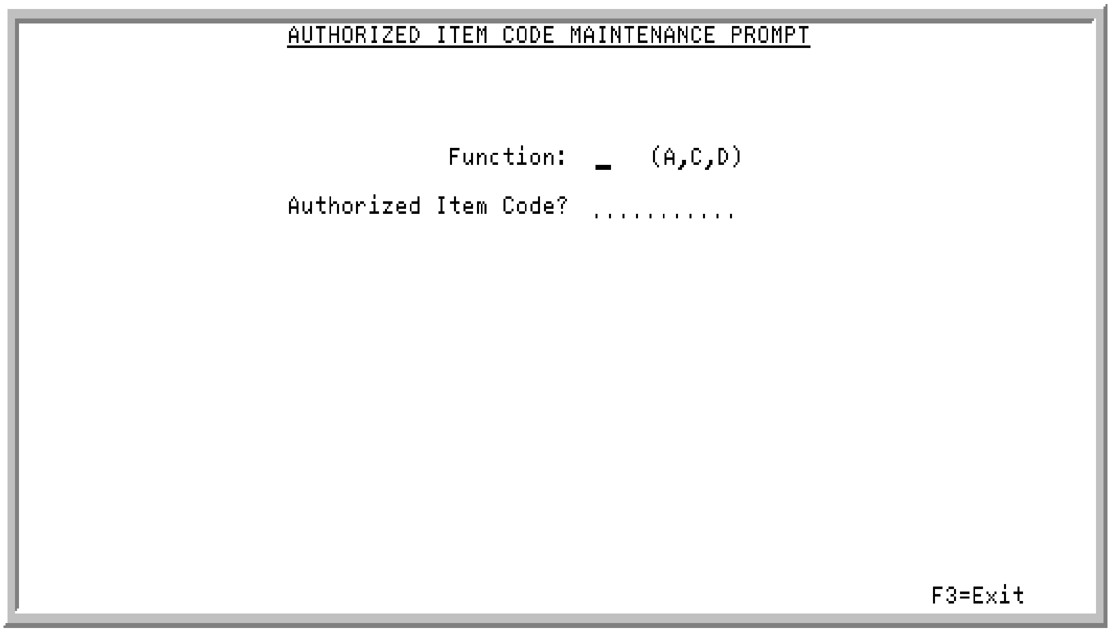
If the User ID does not have authority to perform an override, based on this action, then a hard halt error will be issued stating: "Customer is not authorized to purchase this item." If the User ID does have authority to perform an override, then a warning message only will be issued stating: "Warning! Customer is not authorized to purchase this item." You can then perform the override by pressing ENTER to confirm the item, if desired.

Authorized Item Codes 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
Authorized Item Code Maintenance Prompt Screen	Used to add, change, or delete an Authorized Item Code (AIC).
Authorized Item Code Maintenance Screen	Used to enter a description for the Authorized Item Code (AIC) and determine whether or not you want unauthorized requests recorded.
Authorized Item Code Maintenance - Item Selection Screen	Used to assign items or item classes/subclasses to the Authorized Item Code (AIC), designating which items or item classes/subclasses you want your customers or ship-to's to be authorized to purchase.

Authorized Item Code Maintenance Prompt Screen



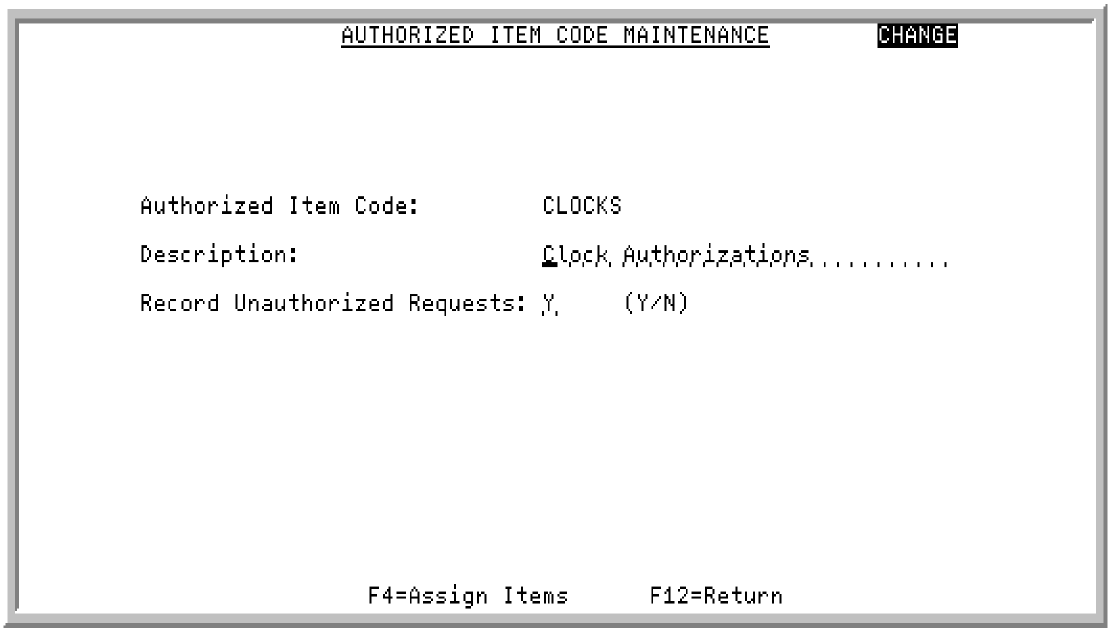
This screen appears after selecting option 9 - Authorized Item Codes Maintenance from MENU OEFIL3.

Use this screen to add, change, or delete an Authorized Item Code (AIC).

Authorized Item Code Maintenance Prompt Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add an AIC. Key C to change an existing AIC. Key D to delete an existing AIC. (A 1) Required
Authorized Item Code	Use this field to identify the AIC that you are adding, changing, or deleting. This AIC is used to designate which items or item classes/subclasses you want your customers or ship-to's to be authorized to purchase. Key the AIC. (A 10) Required
F3=Exit	Press F3=EXIT to exit Authorized Item Codes Maintenance and return to MENU OEFIL3.
Enter	Press ENTER to confirm your entries on this screen. The Authorized Item Code Maintenance Screen (p. 73-4) will appear.

Authorized Item Code Maintenance Screen



This screen displays after you press ENTER on the Authorized Item Code Maintenance Prompt Screen (p. 73-3).

Use this screen to enter a description for the Authorized Item Code (AIC) and determine whether or not you want unauthorized requests recorded in the OE Unauthorized Orders File (OEUAU). This screen also allows you to assign items or item classes/subclasses to the AIC.

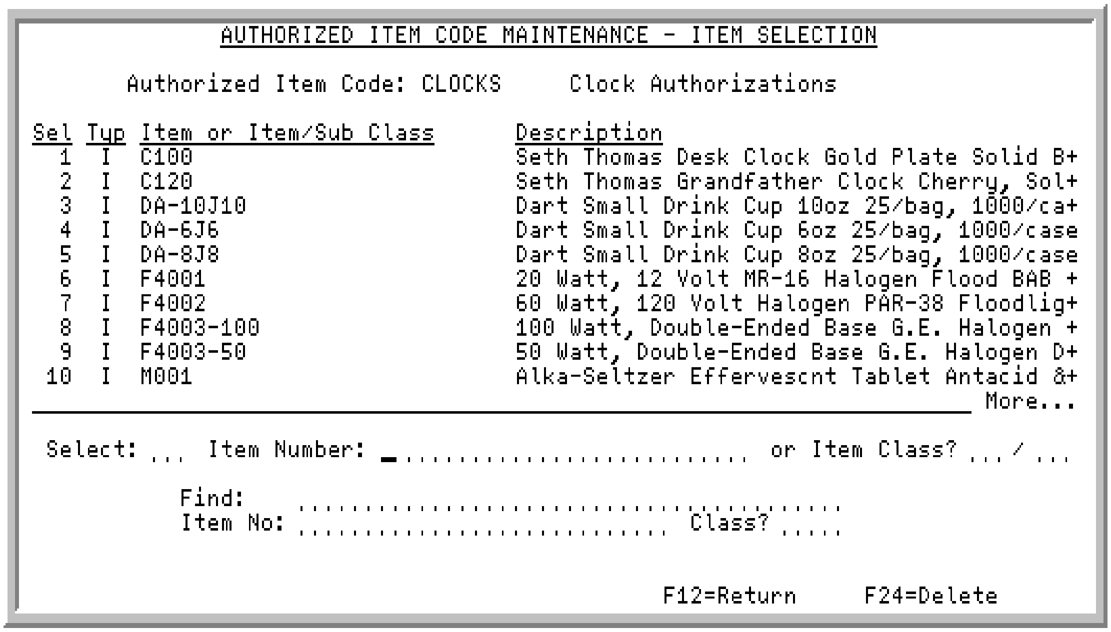
Authorized Item Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Authorized Item Code	This field displays the AIC you entered on the Authorized Item Code Maintenance Prompt Screen (p. 73-3) for which you are adding, changing, or deleting information. Display
Description	Use this field to select a unique description for the AIC. Key the AIC description you are adding or maintaining. (A 30) Required

Authorized Item Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Record Unauthorized Requests	This field determines if unauthorized requests will be logged (recorded) for customers that are set up with this code. If so, whenever a customer attempts to purchase an item that is not included on their authorized item code, a record will be recorded in the OE Unauthorized Orders File (OEUAU). Key Y to record unauthorized requests for customers that are set up with this Authorized Item Code. You may then run the Unauthorized Req for Restricted Products (MENU OEREPT) to view unauthorized requests that were made. Key N if you do not want unauthorized requests recorded. Any unauthorized requests made will not be recorded in the OE Unauthorized Orders File (OEUAU) and therefore will not be printed on the Unauthorized Req for Restricted Products (MENU OEREPT). (A 1) Required
F4=Assign Items	The F4=Assign Items function key displays in the add or change modes only. Press F4=Assign Items to assign items or item classes/subclasses to the AIC. When you press F4=Assign Items, any additions or changes you make on this screen will be updated, and the Authorized Item Code Maintenance - Item Selection Screen (p. 73-6) will appear.
F12=Return	Press F12=Return to return to the Authorized Item Code Maintenance Prompt Screen (p. 73-3), without updating this screen. Note: If you add or change information on this screen and then press F4=Assign Items (instead of F12=Return) to assign an item to the AIC, the AIC will be updated with any changes at that point, even if you return here and press F12=Return.
F24=Delete	The F24=Delete function key displays in the delete mode only. Press F24=Delete to delete the indicated AIC as well as its assigned items and item classes/subclasses. You will be prompted to press F24=Delete again to confirm deletion.
Enter	Press Enter to confirm your entries on this screen. You will be returned to the Authorized Item Code Maintenance Prompt Screen (p. 73-3). If you have not yet assigned items to this AIC (via the F4=Assign Items function key), when you press Enter, a warning message will appear. You can select to assign items now by pressing F4=Assign Items, or press Enter again to return to the Authorized Item Code Maintenance Prompt Screen (p. 73-3) without assigning items at this time.

Authorized Item Code Maintenance - Item Selection Screen



```
                AUTHORIZED ITEM CODE MAINTENANCE - ITEM SELECTION

       Authorized Item Code: CLOCKS     Clock Authorizations

Sel Typ Item or Item/Sub Class      Description
  1  I  C100                        Seth Thomas Desk Clock Gold Plate Solid B+
  2  I  C120                        Seth Thomas Grandfather Clock Cherry, Sol+
  3  I  DA-10J10                    Dart Small Drink Cup 10oz 25/bag, 1000/ca+
  4  I  DA-6J6                      Dart Small Drink Cup 6oz 25/bag, 1000/case
  5  I  DA-8J8                      Dart Small Drink Cup 8oz 25/bag, 1000/case
  6  I  F4001                       20 Watt, 12 Volt MR-16 Halogen Flood BAB +
  7  I  F4002                       60 Watt, 120 Volt Halogen PAR-38 Floodlig+
  8  I  F4003-100                   100 Watt, Double-Ended Base G.E. Halogen +
  9  I  F4003-50                    50 Watt, Double-Ended Base G.E. Halogen D+
 10  I  M001                        Alka-Seltzer Effervescnt Tablet Antacid &+
                                                                       More...

 Select: ...  Item Number: _........................... or Item Class? ... / ...

          Find:   .........................................
          Item No: ........................... Class? .....

                                                F12=Return     F24=Delete
```

This screen displays after you press F4=Assign Items on the Authorized Item Code Maintenance Screen (p. 73-4).

Use this screen to assign items or item classes/subclasses to the Authorized Item Code (AIC), designating which items or item classes/subclasses you want your customers or ship-to's to be authorized to purchase. Which type of authorization you are defining or has been defined, item (I) or item class (C), is identified in the **Typ** field.

The **Select** field on this screen is used in conjunction with the F24=Delete key, allowing you to select an item or item class/subclass record to delete from the AIC.

Item search fields are also available should you not recall the item you want to set up with an AIC.

Authorized Item Code Maintenance - Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Authorized Item Code	This field displays the AIC you entered on the Authorized Item Code Maintenance Prompt Screen (p. 73-3) for which you are adding or deleting items for the AIC. The description of the AIC displays to the right. Display
Sel	This field indicates the reference number of the associated item or item/subclass line. Key this number in the **Select** field and press F24=Delete to delete the corresponding line from the AIC. Display

Authorized Item Code Maintenance - Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Typ	This field indicates if this line is an item number, or an item class/subclass. I displays if the line is an item number. C displays if the line is an item class/subclass. Display
Item or Item/Sub Class	This field displays the items and/or item classes/subclasses defined for the AIC. Display
Description	This field displays the description of the item or item classes/subclasses. Display
Select	This field is used only with the F24=DELETE function key. Use this field to select the item or item/subclass to delete from the AIC. Key the reference number of the item or item/subclass you want to delete from the AIC and press F24=DELETE. You will be prompted to press F24=DELETE again to confirm deletion. (N 2,0) Optional
Item Number	Use this field to add an item number to the AIC. Key the item number you want your customers or ship-to's to be authorized to purchase. *Valid Values:* a item number defined through Item Master Maintenance (MENU IAFILE) (A 27) Optional
Item Class	Use this field to add an item class or item class/subclass to the AIC. Key the item class or item class/subclass you want your customers or ship-to's to be authorized to purchase. *Valid Values:* a item class/subclass defined through Item Class/Sub Class Maintenance (MENU IAFILE) (A 2 / A 2) Optional

Authorized Item Code Maintenance - Item Selection Screen Fields and Function Keys

Field/Function Key	Description
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 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
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
F12=Return	Press F12=RETURN to return to the Authorized Item Code Maintenance Screen (p. 73-4). Any items or item/subclasses will be saved as long as you pressed ENTER prior to F12=RETURN.

Authorized Item Code Maintenance - Item Selection Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	The F24=DELETE function key is used in conjunction with the **Select** field only. After keying a reference number in the **Select** field of an item or item class/subclass to delete from the AIC, press F24=DELETE to delete the indicated record. You will be prompted to press F24=DELETE again to confirm deletion.
Enter	After keying an item or item class/subclass to add to the AIC, press ENTER to confirm your entry. The item or item class/subclass will be added to the AIC and will be displayed in the top portion of this screen.

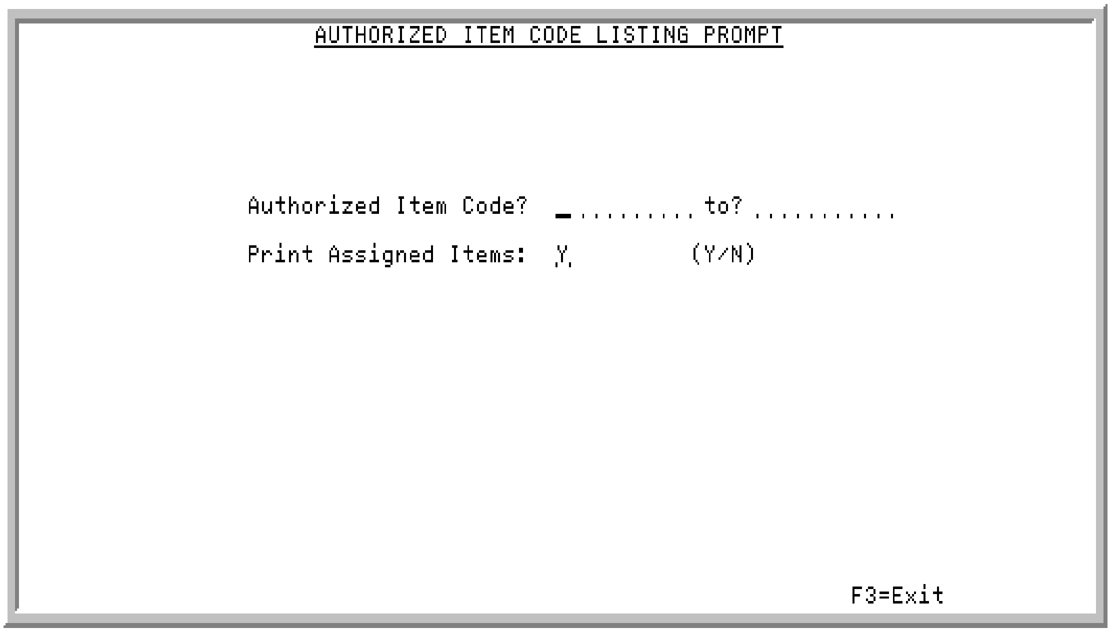
Authorized Item Codes Listing

Use the Authorized Item Codes Listing option (MENU OEFIL3) to print a listing of the current AICs, and which items or item classes/subclasses have been assigned to each AIC.

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
Authorized Item Code Listing Prompt Screen	Used to select the Authorized Item Codes (AICs) to print on the listing, and to determine if you want to include or exclude assigned items and item classes/subclasses on the listing.
Authorized Item Codes Listing	Used to review Authorized Item Codes (AICs), and items and/or item classes/subclasses assigned to those codes, if selected to be included on this listing.

Authorized Item Code Listing Prompt Screen



This screen appears after selecting option 19 - Authorized Item Codes Listing (MENU OEFIL3).

Use this screen to select the Authorized Item Codes (AICs) to print on the listing, and to determine if you want to include or exclude assigned items and item classes/subclasses on the listing.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To ranges.

Authorized Item Code Listing Prompt Screen Fields and Function Keys

Field/Function Key	Description
Authorized Item Code	This field determines the AIC(s) to print on the listing. Key the AIC or range of AICs to print. *Valid Values:* AICs defined through Authorized Item Codes Maintenance (MENU OEFIL3). (A 10) Optional

Authorized Item Code Listing Prompt Screen Fields and Function Keys

Field/Function Key	Description
Print Assigned Items	This field determines if the items and item classes/subclasses assigned to the selected AIC(s) will be included on the listing. Key Y to include the items and item classes/subclasses that have been assigned to the selected range of AIC(s) to print. Key N to exclude assigned items and item classes/subclasses from printing on the listing. Only the selected range of AIC(s) will print. *Default Value:* Y (A 1) Required
F3=Exit	Press F3=EXIT to return to MENU OEFIL3 and not print the listing.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear, and the listing will be printed following your selections on that screen. Refer to the Cross Applications User Guide for details about the Report Options Screen.

Authorized Item Codes Listing

```
OE809   04/15/13  15:24:19                   AUTHORIZED ITEM CODES LISTING              BG/APDEMO              PAGE:    1
Report Selections:              Authorized Item Code Fr: CLOCKS             Print Assigned Items: Y
                                Authorized Item Code To: ITEM_CLASS
Authorized Item Code  Description                                     Record Unauthorized Requests
-----------------------------------------------------------------------------------------------------------------------------
CLOCKS                Clock Authorizations                                      Y
  Type    Item or Item/Sub Class        Item/Class Description
  -----------------------------------------------------------------------------------------------------
  Item    C100                          Seth Thomas Desk Clock Gold Plate Solid Brass Roman Nm
  Item    C120                          Seth Thomas Grandfather Clock Cherry, Solid Brass Pendulum
  Item    DA-10J10                      Dart Small Drink Cup 10oz 25/bag, 1000/case
  Item    DA-6J6                        Dart Small Drink Cup 6oz 25/bag, 1000/case
  Item    DA-8J8                        Dart Small Drink Cup 8oz 25/bag, 1000/case
  Item    F4001                         20 Watt, 12 Volt MR-16 Halogen Flood BAB Bulbs
  Item    F4002                         60 Watt, 120 Volt Halogen PAR-38 Floodlight
  Item    F4003-100                     100 Watt, Double-Ended Base G.E. Halogen Desk Lamp Bulb
  Item    F4003-50                      50 Watt, Double-Ended Base G.E. Halogen Desk Lamp Bulb
  Item    M001                          Alka-Seltzer Effervescnt Tablet Antacid & Pain Relief 36 tabs
  Item    M002                          One-A-Day Vitamins 50 ea All Day Energy
  Item    M003                          Tylenol Extra Strength Gels 500 mg 24 capsules
  Item    M004                          Bayer Aspirin Pain Reliever 325 mg 100 tablets
  Item    M005                          Pepto-Bismol Liquid 16 oz Regular Strength
ITEM_CLASS            Item Classes                                              N
  Type    Item or Item/Sub Class        Item/Class Description
  -----------------------------------------------------------------------------------------------------
  Class   30                            Toner
  Class   40                            Glue & Adhesives
```

This listing prints following your selections on the Authorized Item Code Listing Prompt Screen (p. 73-10) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

Use this listing to review Authorized Item Codes (AICs), and items and/or item classes/subclasses assigned to those codes, if selected to be included on this listing.

Authorized Item Codes Listing

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the listing followed by run date and time, listing title, workstation ID, User ID, and page number. A summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Authorized Item Code	The selected from and to range of AICs included on this listing, as determined on the Authorized Item Code Listing Prompt Screen (p. 73-10).
Print Assigned Items	Indicates with Y or N if items and item classes/subclasses assigned to the selected AICs are included on this listing, as determined on the Authorized Item Code Listing Prompt Screen (p. 73-10).
Authorized Item Code	The AIC you selected to include on this listing.

Authorized Item Codes Listing

Report/Listing Fields	Description
Description	The description of the AIC.
Record Unauthorized Requests	Indicates with Y or N if unauthorized requests will be logged (recorded) for customers that are set up with this AIC, as determined on the Authorized Item Code Maintenance Screen (p. 73-4).
Type	This field is only included if **Print Assigned Items** in the header of this listing is Y. Identifies if this line is an **Item** or **Class**.
Item or Item/Sub Class	This field is only included if **Print Assigned Items** in the header of this listing is Y. The item or item class/subclass assigned to the AIC.
Item/Class Description	This field is only included if **Print Assigned Items** in the header of this listing is Y. The description of the item or item class/subclass.

CHAPTER 74

Maintaining Automated Line Charges

74

Automated line charges will be used to generate Order Entry item level special charges automatically based on specific criteria without user intervention. Each automated line item charge will be reviewed for every order in multiple order processes to determine if it should be applied to the specific order.

There are multiple selection criterion that will be used in conjunction with each other to provide you with the most versatile item charge definitions.

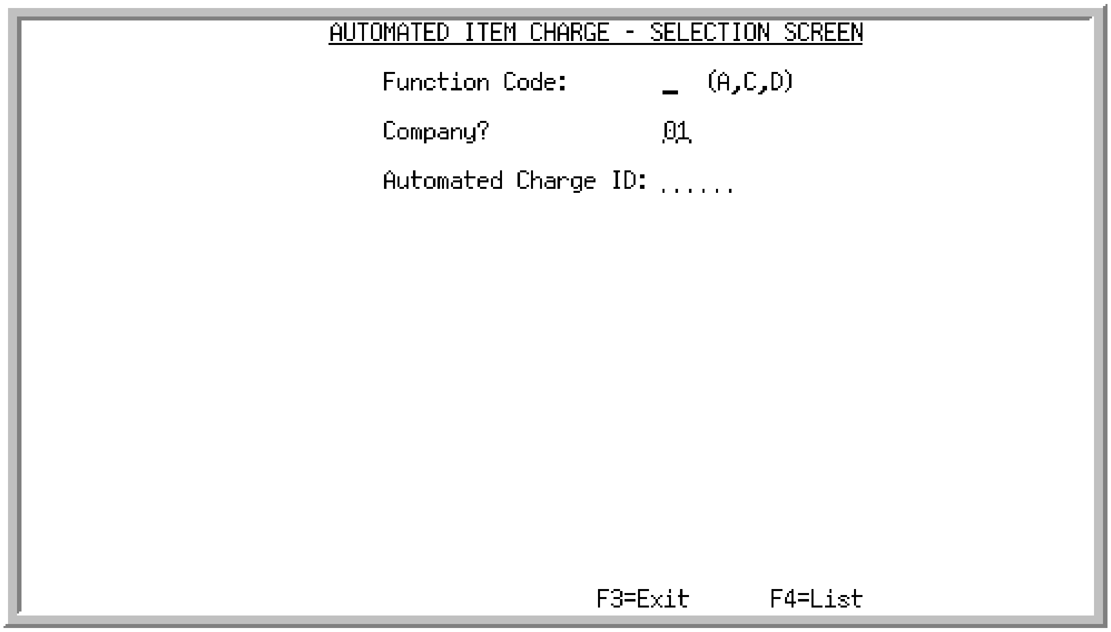
Automated Line Charge Maintenance

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**
Automated Item Charge - Selection Screen	Use to select the automated line item charge to be maintained.
Automated Item Charge - Charge List Screen	Use to review the existing automated line item charges for a company.
Automated Item Charge - Customer/Ship-To Charge Definition Screen	Use to define the amount of the special charge, when it will be created, how it will be maintained, and the specific criteria to qualify an order for this automated line item charge.
Automated Item Charge - Item Charge Definition Screen	Use to include and exclude items, item classes, and/or item class/subclass values.
Automated Item Charge - Charge Extension Screen	Use to specify charge set up values that are different than those specified on the Automated Item Charge - Charge Definition Screen.

Title	Purpose
Automated Item Charge - Customer/Ship-To Charge Definition Screen	Use to identify exclude or include customers, customer/ ship-to, customer classes, and/or customer class/ subclass values.
Automated Item Charge - User Instructions Screen	Use to create User Instructions that may be displayed within Enter, Change, and Ship Orders, and/or be included as line item comments that may or may not print on special forms for Order Entry.
Automated Item Charge - Customer/Item Charge Definition Screen	Use to include and exclude items, item classes, and/or item class/subclass values with a customers, customer/ ship-to, customer classes, and/or customer class/ subclass value.

Automated Item Charge - Selection Screen



This screen appears after selecting option 10 - Automated Line Charge Maintenance (MENU OEFIL3). Use this screen to add, change, or delete an automated item charge.

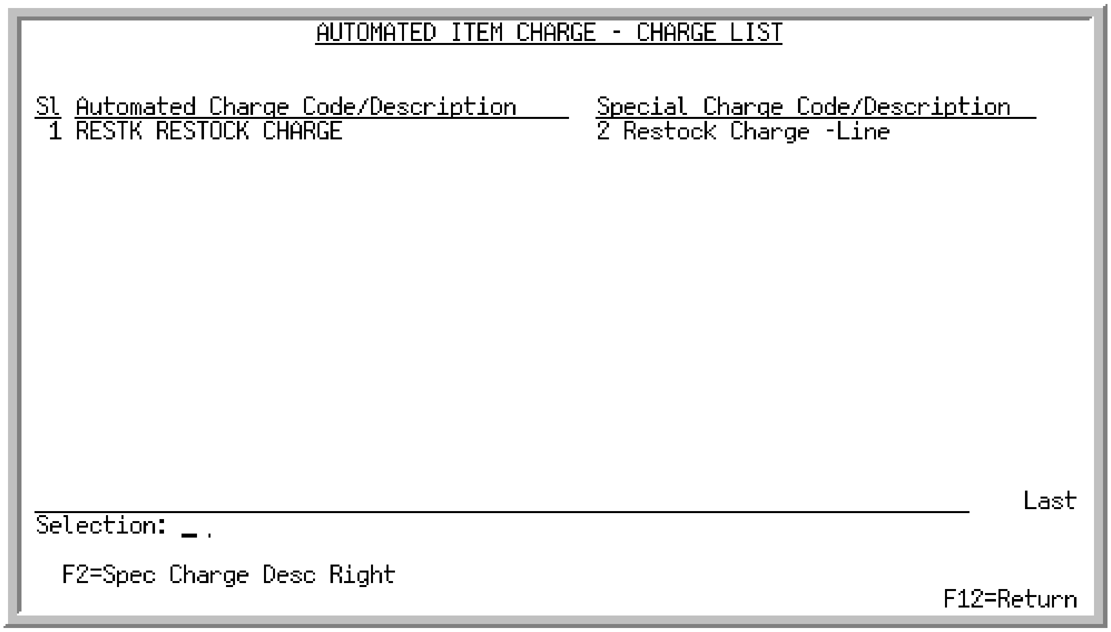
Automated Item Charge - Selection Screen Fields and Function Keys

Field/Function Key	Description
Function Code	Key A to add an automated line item charge ID. Key C to change an automated line item charge ID. Key D to delete an automated line item charge ID. (A 1) Required
Company	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE). Key the company number for which you want to create automated line item charges. *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

Automated Item Charge - Selection Screen Fields and Function Keys

Field/Function Key	Description
Automated Charge ID	Use this field to identify the automated item charge ID that you are adding, changing, or deleting. The automated item charge ID will be linked to an item level special charge code and specific setup criteria will be defined. Key the automated item charge ID. (A 5) Required
F3=Exit	Press F3=EXIT to exit Automated Line Charge Maintenance and return to the menu.
F4=List	Press F4=LIST to display a selection of automated line item charges for the specific company. The Automated Item Charge - Charge List Screen (p. 74-5) appears.
Enter	Press ENTER to accept the data on the screen and continue. The -Automated Item Charge - Charge Definition Screen (p. 74-7) appears.

Automated Item Charge - Charge List Screen



AUTOMATED ITEM CHARGE - CHARGE LIST

Sl Automated Charge Code/Description   Special Charge Code/Description
 1 RESTK RESTOCK CHARGE   2 Restock Charge -Line

Last

Selection: _ .

F2=Spec Charge Desc Right

F12=Return

This screen displays when you press F4=LIST on the Automated Item Charge - Selection Screen (p. 74-3). Use this screen to review and select an item charge to be maintained.

Automated Item Charge - Charge List Screen Fields and Function Keys

Field/Function Key	Description
Sl	This field is the reference number to enter in **Selection** field to select an Automated Item Charge. Display
Automated Charge Code/Description	The Automated Charge Code field is shown followed by the description for the automated charge code. Display
Special Charge Code/ Description	This field is the Special Charge Code and either it's standard description or the Override Special Charge Code Description. Display
Selection	Use this field to select the special charge to be maintained. Key the reference number to select an Automated Charge Code. (N 2,0) Optional
F2=Spec Charge Description Right / F2=Spec Charge Description Left	Use the F2=SPEC CHARGE DESC RIGHT / F2=SPEC CHARGE DESC LEFT function key to toggle the first and second lines of the special charge description.

Automated Item Charge - Charge List Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to the Automated Item Charge - Selection Screen (p. 74-3) without selecting an Automated Item Charge.
Enter	Press ENTER after keying a reference number in the **Selection** field. The Automated Item Charge - Charge Definition Screen (p. 74-7) will appear.

Automated Item Charge - Charge Definition Screen

```
                  AUTOMATED ITEM CHARGE - CHARGE DEFINITION               Change

Company:  1 A & C Office Supply              US Dollars
Automated Charge ID: HEAVY   Description: WT/ORD/EV CHG/5%P/CLC ORD
Charge Code? W       Warehouse?              Apply Charges to:
Min Item Sales Amt:              0  US$      Returns:   N (Y/N)
Max Item Sales Amt:              0  US$      Invoices:  N (Y/N)
Min Item Weight:               100           Orders:    Y (Y/N)
Max Item Weight:               500           Calculate Charge During:
Override Special Charge Code Description:    Original Entry Only: N (Y/N)
  Desc-1:                                    Ship Confirm Only:   N (Y/N)
  Desc-2:                                    After Every Change:  Y (Y/N)
                    Charge       Percent  Type
U/M-1:                 .00  US$     5.00    P  (F/P)
U/M-2:                 .00  US$     5.00    P  (F/P)
U/M-3:                 .00  US$     5.00    P  (F/P)
Original Generation Only:  Y (Y/N)        Calc on Shipped or Ordered: O (S/O)
Exclude Drop Ships:        Y (Y/N)        Prompt for Overrides:       N (Y/N)
Auto Display Instructions: Y (Y/N)        All Items Included:         N (Y/N)
All Customers Included:    N (Y/N)        All Ship-Tos Included:      Y (Y/N)


  F2=Item Setup                 F6=User Instructions             F12=Return
  F4=Customer/Ship-To Setup     F8=Customer/Item Setup
```

This screen appears after completing the selection criteria on the Automated Item Charge - Selection Screen (p. 74-3) and pressing ENTER or selecting a charge code on the Automated Item Charge - Charge List Screen (p. 74-5) and pressing ENTER. Use this screen to define the amount of the special charge, when it will be created, how it will be maintained, and the specific criteria to qualify an item for this automated item charge.

Set Up Considerations

- Return orders (order type R) are never ship confirmed: **Apply Charges to Returns** set to Y and **Calculate Charge During Ship Confirm Only** set to Y will not create a charge amount.
- Return orders (order type R) have negative order values. If using **Min/Max Item Sales Amounts** to calculate the amount of the automated charge, be sure to key them as negative numbers and set the **Apply Charges to Returns** to Y, **Apply Charges to Invoices** to N and **Apply Charges to Orders** to N.
- If using Min/Max Item Sales Amounts and Min/Max Item Weights, the item would have to fall in between the Item Sales Amounts and Item Weight totals to qualify for the charge.
    - If either one is outside the range entered in min/max values the charge will not be applied.
- If the **Calculate Charge During: After Every Change** field set to Y, and the **Prompt for Overrides** field set to Y, and you override the calculated value of the special charge, the next time the order is changed, the prompt will redisplay and show the newly re-calculated item charge amount as the **Calculated Amount** with your override value as the **Charge Amount** for review.
- Items and customers must be included and/or excluded before selecting F8=CUSTOMER/ITEM SETUP on to further identify inclusions and exclusions of customer/item combinations.

Automated Item Charge - Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Company	The number and name of the company for this automated item charge. When International Currency is installed, the **Currency Description** for the company's default currency displays. Display
Automated Charge ID	The automated item charge ID entered on the Automated Item Charge - Selection Screen (p. 74-3). Display
Description	Use this field to describe the automated item charge being added or changed. Key the description that will display for the automated item charge. (A 31) Required
Charge Code	Use the special charge code to associate the automated charge ID to a specific special charge that is defined as an item level special charge. Key the special charge code. *Valid Values:* 1 through 9, A through Z. (A 1) Required
Warehouse	Use to calculate the automated item charge only for orders whose order detail item level warehouse matches this warehouse. Key the warehouse to be used in selection of automated item charges. *Valid Values:* a valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 1) Optional
Apply Charges to: Returns	Use this field to determine if the automated item charge will be applied to items in orders that are defined as order type R for return. Key Y to apply this charge to items in return orders. Key N to not apply this charge to items in return orders. *Default Value:* N (A 1) Required
Apply Charges to: Invoices	Use this field to determine if the automated item charge will be applied to items in orders that are defined as order type I for invoice-only. Key Y to apply this charge to items in invoice type orders. Key N to not apply this charge to items in invoice type orders. *Default Value:* N (A 1) Required

Automated Item Charge - Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Apply Charges to: Orders	Use this field to determine if the automated item charge will be applied to items in orders that are defined as order type O for orders. Key Y to apply this charge to items in orders that are type O. This includes orders, future orders, quote orders, and releases on blanket orders. Key N to not apply this charge to items in orders, releases on blanket orders, future orders, and quote orders. *Default Value:* Y (A 1) Required
Min Item Sales Amt	Use this field to identify the minimum amount that must be met or exceeded before the automated item charge will be calculated. This calculation will be based on the **Calc on Shipped or Ordered** field being set to S for shipped or O for ordered. NOTE: When checking both item sales amounts and item weights, the item would have to fall in between the Min/Max Item Sales Amount and Min/Max Item Weight totals to qualify for the charge. If either one is outside the range entered in min/max values, the charge will not be applied. When International Currency is installed, the company's **Currency Symbol** displays to the right of the amount field. Key the minimum item sales amount. If this charge will be for return orders (order type R), the amount should be a negative number. (N 11,0) Optional
Max Item Sales Amt	Use this field to identify the maximum amount that if exceeded will cause the automated item charge not to be calculated. This calculation will be based on the **Calc on Shipped or Ordered** field being set to S for shipped or O for ordered. When International Currency is installed, the company's **Currency Symbol** displays to the right of the amount field. Key the maximum item sales amount. If this charge will be for return orders (order type R), the amount should be a negative number. (N 11,0) Optional

Automated Item Charge - Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Min Item Weight	Use this field to identify the minimum item weight that must be met or exceeded before the automated item charge will be calculated. This calculation will be based on the **Calc on Shipped or Ordered** field being set to S for shipped or O for ordered. For the item information the value is accumulated as: Calculation: : unit weight for the item in the Order Detail File * item quantity shipped or quantity ordered Key the minimum order weight. (N 9,0) Optional
Max Item Weight	Use this field to identify the maximum weight that if exceeded will cause the automated item charge not to be calculated. For the item information the value is accumulated as: Calculation: : unit weight for the item in the Order Detail File * item quantity shipped or quantity ordered Key the maximum order weight. (N 9,0) Optional
Calculate Charge During: Original Entry Only	The **Calculate Charge During: Original Entry Only** field restricts the calculation of the automated item charges to only occur when orders are first being entered. When entering a new order in Enter, Change & Ship Orders on the Start Order Screen (p. 6-6), the **Function** code will be O, I, or R. Additionally, releases against blanket orders, split orders, and orders processed through off-line order processing will be considered based on other selection criteria. Only one of the three **Calculate Charge During** fields can be Y. Key Y to calculate the automated item charges during the new order creation process. Key N to not calculate automated item charges when orders are initially created. *Default Value:* N (A 1) Required

Automated Item Charge - Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Calculate Charge During: Ship Confirm Only	The **Calculate Charge During: Ship Confirm Only** field restricts the calculation of the automated item charges to occur only when orders are being ship confirmed; either through Enter, Change & Ship Orders (MENU OEMAIN) on the Start Order Screen (p. 6-6), where the **Function** code will be S or through Ship Confirm Multiple Orders (MENU OEMAIN). Only one of the three **Calculate Charge During** fields can be Y. Key Y to calculate the automated item charges during the ship confirmation process. Key N to not calculate automated item charges when orders are being ship confirmed. *Default Value:* N (A 1) Required
Calculate Charge During: After Every Change	This field determines if the automated item charges will re-calculate every time an order is changed. When orders are changed, the original charge line is deleted from the order and a new charge line is added with the newly recalculated charge amount. When there are line comments from the User Instructions, those comments will also be deleted and re-added with the new item charge. **Important** When your charge is based on minimum/maximum amounts or weights, and is being recalculated for every change to the order, when the item value no longer meets the minimum/ maximum criteria, the charge will no longer be changed, nor will it be deleted from the order. It remains calculated at the last valid value based on set up. Only one of the three **Calculate Charge During** fields must be Y. Key Y to always re-calculate the automated item charge when the order is changed. Key N to not re-calculate automated item charges when orders are changed. *Default Value:* Y (A 1) Required

Automated Item Charge - Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Override Special Charge Code Description: Desc1 and Desc2	Use this field to create an override description for the item level special charge code that will print when the special charge code is added to the order as an automated item charge. When this field is blank, the normal special charge description will be used. For example, item charge 1 may have a description of Special Packaging that is used when that charge is manually added to an order for a specific item. However, there may be a few items that require additional or different packaging for every order for a customer or group of customers and you may want to assess an additional amount to cover materials; use this field to set the description to Custom Packaging. Key the description to be used in the customer orders for the automated item charge. (2 @ A 31) Optional
Charge Amount: Charge U/M-1, U/M-2, U/M-3	Use these fields for each unit of measure to establish a monetary amount for the automated item charge. Regardless the value or the weight of the item, every item that qualifies for this charge will be assessed a charge that is the same amount. When the **Type** field is P for per unit, this amount will then be multiplied by the value selected for the **Calc on Shipped or Ordered** field. When the **Type** field is F for fixed amount, the value specified in the **Charge** field is the amount of the item charge that will be added to the order. When International Currency is installed, the company's **Currency Symbol** displays to the right of the **Charge** amount field. Key the fixed currency amount for the charge. Be aware of additional criterion (i.e. minimum sales amounts keyed as positive numbers and return orders that are negative numbers) used in the qualification of the special charge. (3 @ N 13,2) Optional
Charge Amount: Percent U/M-1, U/M-2, U/M-3	Use this field to establish the charge amount using a percentage of the total item sales amount. The percentage will then also be qualified by the value selected for the **Calc on Shipped or Ordered** field. When the **Type** field is P for per unit, this amount will then be multiplied by the value selected for the **Calc on Shipped or Ordered** field. When the **Type** field is F for fixed amount, the value specified in the **Percent** field is the total percentage amount of the item charge that will be added to the order. Key the percentage to be used to calculate the charge. (3 @ N 5,2) Optional

Automated Item Charge - Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Charge Amount: Type U/M-1, U/M-2, U/M-3	Use this field for each unit of measure to identify that the charge is a fixed amount for the total quantity purchased or is per unit purchased charge. Key F to have the item charge created as a fixed amount or percentage of for the total quantity purchased. Key P to have the item charge created as a per unit amount. The **Charge** or **Percent** field will be multiplied by the quantity ordered or shipped, based on the **Calc on Shipped or Ordered** field, to determine the amount of the item level special charge. (3 @ A 1) Required
Original Generation Only	This field determines if the calculation of the automated item charges will be limited to original generation of an order thereby calculating only when the generation is 00 or 50. Key Y to only calculate the automated item charges when the **Order Generation** field is 00 for new orders or 50 for releases against blanket orders. Key N to not limit the calculation of the automated item charges based on the order generation. *Default Value:* Y (A 1) Required
Calc on Shipped or Ordered	This field is the basis for the calculation; the shipped item value or the total item value. The minimum/maximum items sales amounts, minimum/ maximum item weights, and the percent of item sales will use either the shipped or ordered values for the item. Key O to calculate the automated item charges based on the total item value. Key S to calculate the automated item charges based on the shippable quantity item values. *Default Value:* O *Valid Values:* O, S (A 1) Required

Automated Item Charge - Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Exclude Drop Ships	Use this field to exclude orders and items that are identified as drop shipments from the calculation of this automated item charge; using the **Drp Shp** field as displayed on the Enter, Change & Ship Orders (MENU OEMAIN) Order Header Screen (p. 6-18) or the Item Review Screen (p. 6-115). Key Y to only calculate the automated item charges when the **Drp Shp** field is N. Key N to not limit the calculation of the automated item charges based on the value of the **Drp Shp** field. *Default Value:* N (A 1) Required
Prompt for Overrides	Use this field to display the Automated Item Charge - Charge Override Window (p. 6-227) during the order entry process to prompt the user for each automated item charge being added with this setting. When prompted, the calculated automated item charge amount may be overridden by the user. Key Y to display the Automated Item Charge - Charge Override Window (p. 6-227) during Enter, Change & Ship Orders (MENU OEMAIN) when the ENTER key is pressed on the Item Review Screen (p. 6-115) to review and/or change the amount of the automated item charge being added to this order. Additionally, other interactive order processes [i.e. Ship Confirm Multiple Orders MENU OEMAIN)] will also display Automated Item Charge - Charge Override Window (p. 6-227). Key N to not provide the ability for the user to change the amounts of the item level special charges as they are being added to the order. *Default Value:* N (A 1) Required
Auto Display Instructions	Use to prompt the user with the Automated Item Charge - User Instructions Screen (p. 74-29) in inquiry only mode. Key Y to prompt the user with Automated Item Charge - User Instructions Screen so to view important information about this item charge. User instructions that are also defined as Line Comments will be copied into the sales order. Key N to not display the Automated Item Charge - User Instructions Screen to the user. User instructions that are also defined as Line Comments will be copied into the sales order. *Default Value:* N (A 1) Required

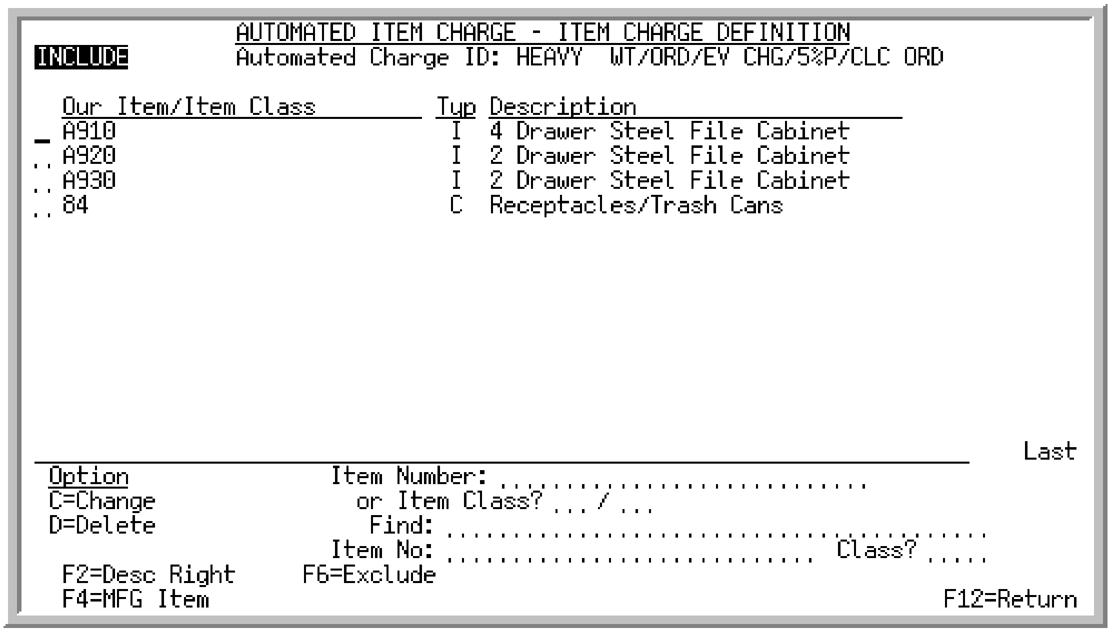
Automated Item Charge - Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
All Items Included	Use to determine that this automated item charge will apply to all items. Key Y to indicate that this automated item charge will apply to all items. Key N to indicate that items will be included or excluded and not applied to all items for this automated item charge. Press F2=ITEM SETUP to select the items to be included or excluded. *Default Value:* N (A 1) Required
All Customers Included	Use to determine that this automated item charge will apply to all customers. Key Y to indicate that this automated item charge will apply to all customers. Key N to indicate that customers will be included or excluded and not applied to all customers for this automated item charge. Press F4=CUSTOMER/SHIP-TO SETUP to select the customers to be included or excluded. *Default Value:* N (A 1) Required
All Ship-tos Included	Use to determine that this automated item charge will apply to all customer ship-to addresses. Key Y to indicate that this automated item charge will apply to all customers ship-to addresses. Key N to indicate that customers ship-to addresses will be included or excluded and not applied to all customer ship-to addresses for this automated item charge. *Default Value:* N (A 1) Required
F2=Item Setup	Press F2=ITEM SETUP to enter exclude or include limiting criteria and/or override charge amount setup for an item, item class, or item class/subclass. The Automated Item Charge - Item Charge Definition Screen (p. 74-17) appears. NOTE: Further limitations can be made using the F8=CUSTOMER/ITEM SETUP function key.
F4=Customer/Ship-To Setup	Press F4=CUSTOMER/SHIP-TO SETUP to enter exclude or include limiting criteria and/or override charge amount setup for a customer, customer/ship-to, or customer class. The Automated Item Charge - Customer/Ship-To Charge Definition Screen (p. 74-25) appears. NOTE: Further limitations can be made using the F8=CUSTOMER/ITEM SETUP function key.

Automated Item Charge - Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
F6=User Instructions	Press F6=USER INSTRUCTIONS to define User Instructions that can be automatically displayed to the user based on the **Auto Display Instructions** field name being set to Y. Additionally, these user instructions can automatically be copied into each order as line comments. The Automated Item Charge - User Instructions Screen (p. 74-29) displays.
F8=Customer/Item Setup	Press F8=CUSTOMER/ITEM SETUP to enter exclude or include limiting criteria and/or override charge amount setup for a customer, customer/ship-to, or customer class and item or item class. The Automated Item Charge - Customer/Item Charge Definition Screen (p. 74-31) appears. Note that before using the F8=CUSTOMER/ITEM SETUP function key, you must first use the F2=ITEM SETUP and F4=CUSTOMER/SHIP-TO SETUP function keys to include the item/customer. Items and customers are included or excluded on the Automated Item Charge - Item Charge Definition Screen (p. 74-17) and Automated Item Charge - Customer/Ship-To Charge Definition Screen (p. 74-25). The F2=ITEM SETUP and F4=CUSTOMER/SHIP-TO SETUP function keys are used as the main criteria for selecting/omitting the charge and default values, and the F8=CUSTOMER/ITEM SETUP function key allows you to be more specific. For example, F2=ITEM SETUP and F4=CUSTOMER/SHIP-TO SETUP could be by item class and customer class indicating that the particular group of items and group of customers get this charge as a rule, and then the F8=CUSTOMER/ITEM SETUP allows you to setup something specific for the item/customer.
F12=Return	Press F12=RETURN to return to the Automated Item Charge - Selection Screen (p. 74-3) without adding, changing, or deleting this automated line charge code.
F24=Delete	Press F24=DELETE to the automated line charge. The F24=DELETE function key only displays when a **Function** of D is selected on the Automated Item Charge - Selection Screen (p. 74-3).
Enter	Press ENTER to accept the data and add/update the automated line charge. The Automated Item Charge - Selection Screen (p. 74-3) appears.

Automated Item Charge - Item Charge Definition Screen



This screen displays when F2=ITEM SETUP is pressed on theAutomated Item Charge - Charge Definition Screen (p. 74-7). Use this screen to add include or exclude items, item classes, and/or item class/ subclasses.

The F6=EXCLUDE / F6=INCLUDE function key will toggle the display of the **INCLUDE** and **EXCLUDE** heading. When the heading shows **INCLUDE**, the item values that you key will be included on this automated item charge. When the heading shows **EXCLUDE**, the item values that you key will be excluded from this automated item charge.

Items and customers must be included and/or excluded before selecting F8=CUSTOMER/ITEM SETUP on the Automated Item Charge - Charge Definition Screen (p. 74-7) to further identify inclusions and exclusions of customer/item combinations.

Automated Item Charge - Item Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Option	Use to select an item to be changed or deleted. Key D to delete the exclusion/inclusion of this item, item class, or item class/ subclass. Key C to change the exclusion/inclusion detail information. *Valid Values:* C, D (A 1) Optional

Automated Item Charge - Item Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Our Item/Item Class / MFG Item/Item Class	This column initially displays our item number and will toggle to the manufacturer's item number with the F4=MFG ITEM / F4=OUR ITEM function key. The item class or item class/subclass remains constant. Display
Typ	This field identifies the value in the previous column. When the **Typ** field shows as I, the include/exclude exclusion is an item number. When the **Typ** field shows as C, the include/exclude exclusion is by item class. Display
Description	For items, this is the item description from the Item Master File (ITMST) or the manufacturer's item description from Vendor/Item File (VNITM) based on the primary vendor from the Item Master File (ITMST). For item classes/subclasses, this is the description of the class and with the F2=DESC RIGHT / F2=DESC LEFT toggle, it will display the description of the sub-class when appropriate. Display
Item Number	Use to add an item number for an exclusion/inclusion. Key the item number to be included or excluded on this automated item charge. *Valid Values:* a item number defined through Item Master Maintenance (MENU IAFILE) (A 27) Optional
Item Class	Use to add an item class or an item class/subclass for an exclusion/inclusion. Key the item class or an item class/subclass to be included or excluded on this automated item charge. *Valid Values:* a item class / subclass defined through Item Class/Sub Class Maintenance (MENU IAFILE) (A 2 / A 2) Optional
Find	If you do not recall the complete item number that you want to include/exclude, key item description search criteria to activate the item search. Items with descriptions matching the search criteria keyed will display on the Item Description Search Screen. Refer to the Inventory Accounting User Guide for information on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 40) Optional

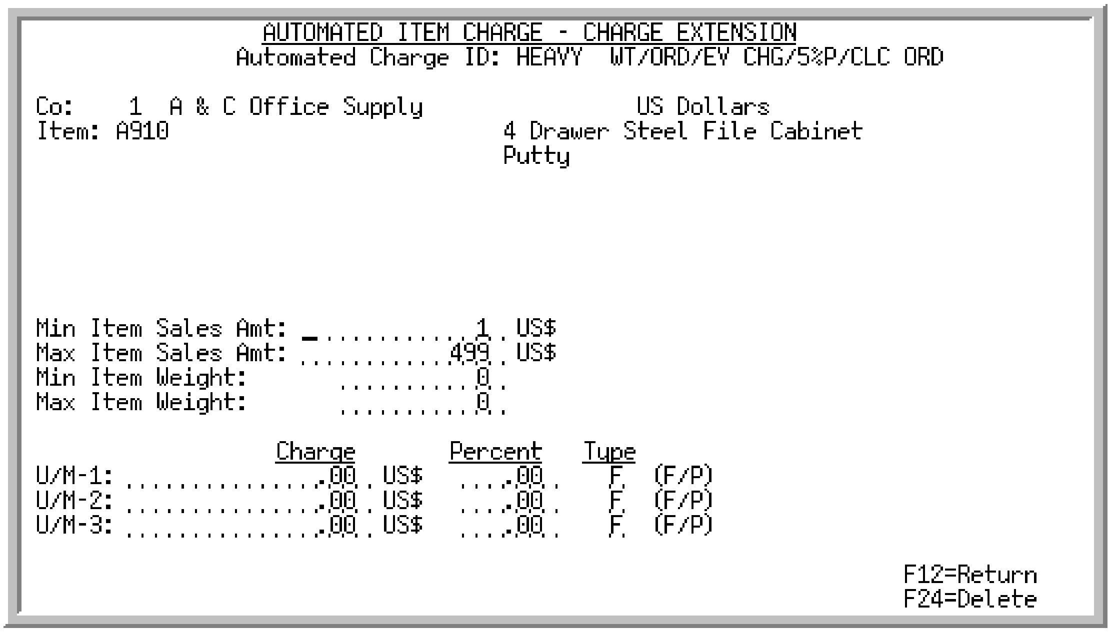
Automated Item Charge - Item Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
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. Refer to the Inventory Accounting User Guide for information on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional
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. Refer to the Inventory Accounting User Guide for information 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 Right / F2=Desc Left	Press the F2=DESC RIGHT / F2=DESC LEFT function key to toggle between Our Item Description 1 and 2 and MFG Item Description 1 and 2. When the line represents an item class the F2=DESC RIGHT / F2=DESC LEFT function key toggles the Item Class Description and Item Subclass Description. If the subclass is not used, the field will display blank.
F4=MFG Item / F4=Our Item	Press the F4=MFG ITEM / F4=OUR ITEM to toggle between viewing **Our Item** and the **MFG Item** fields.
F6=Exclude / F6=Include	The F6=EXCLUDE / F6=INCLUDE toggle key changes the view from including items on this automated item charge to excluding items from this automated item charge.
F12=Return	Press F12=RETURN to return to the Automated Item Charge - Charge Definition Screen (p. 74-7).

Automated Item Charge - Item Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Enter	Pressing ENTER will accept the data that you have keyed and various tasks will happen next. If you keyed a C in the option column, the Automated Item Charge - Charge Extension Screen (p. 74-21) will display. If you keyed a D, the item is removed from the inclusion/exclusion and you remain on this screen. If you keyed an item number or item class/subclass, it will be added as an inclusion/exclusion. For inclusions, the Automated Item Charge - Charge Extension Screen (p. 74-21) will display. For exclusions, you remain on this screen. If you keyed item search criteria, the standard Item Search Screen displays. For information on the Item Description Search Screen, refer to the Inventory Accounting User Guide.

Automated Item Charge - Charge Extension Screen



This screen displays when you press ENTER on the Automated Item Charge - Item Charge Definition Screen (p. 74-17), the Automated Item Charge - Customer/Ship-To Charge Definition Screen (p. 74-25), or the Automated Item Charge - Customer/Item Charge Definition Screen (p. 74-31).

Use this screen to specify charge set up values that are different than those specified on the Automated Item Charge - Charge Definition Screen (p. 74-7).

Automated Item Charge - Charge Extension Screen Fields and Function Keys

Field/Function Key	Description
Headings	The screen headings include the company number and company name; and when International Currency is installed, the currency code description displays to the right of the company information. Based on the previous screen, the item number and description or the item class, subclass and description will display for Item Setup. For Customer Setup, the customer number and name, ship-to number and name, or the customer class/subclass will display. Display

Automated Item Charge - Charge Extension Screen Fields and Function Keys

Field/Function Key	Description
Min Item Sales Amt	Use this field to identify the minimum amount that must be met or exceeded before the automated item charge will be calculated. This calculation will be based on the **Calc on Shipped or Ordered** field being set to S for shipped or O for ordered. NOTE: When checking both item sales amounts and item weights, the item would have to fall in between the Min/Max Item Sales Amount and Min/Max Item Weight totals to qualify for the charge. If either one is outside the range entered in min/max values, the charge will not be applied. When International Currency is installed, the company's **Currency Symbol** displays to the right of the amount field. Key the minimum item sales amount. If this charge will be for return orders (order type R), the amount should be a negative number. (N 11,0) Optional
Max Item Sales Amt	Use this field to identify the maximum amount that if exceeded will cause the automated item charge not to be calculated. This calculation will be based on the **Calc on Shipped or Ordered** field being set to S for shipped or O for ordered. When International Currency is installed, the company's **Currency Symbol** displays to the right of the amount field. Key the maximum item sales amount. If this charge will be for return orders (order type R), the amount should be a negative number. (N 11,0) Optional
Min Item Weight	Use this field to identify the minimum item weight that must be met or exceeded before the automated item charge will be calculated. This calculation will be based on the **Calc on Shipped or Ordered** field being set to S for shipped or O for ordered. For the item information the value is accumulated as: Calculation: : unit weight for the item in the Order Detail File * item quantity shipped or quantity ordered Key the minimum order weight. (N 9,0) Optional
Max Item Weight	Use this field to identify the maximum weight that if exceeded will cause the automated item charge not to be calculated. For the item information the value is accumulated as: Calculation: : unit weight for the item in the Order Detail File * item quantity shipped or quantity ordered Key the maximum order weight. (N 9,0) Optional

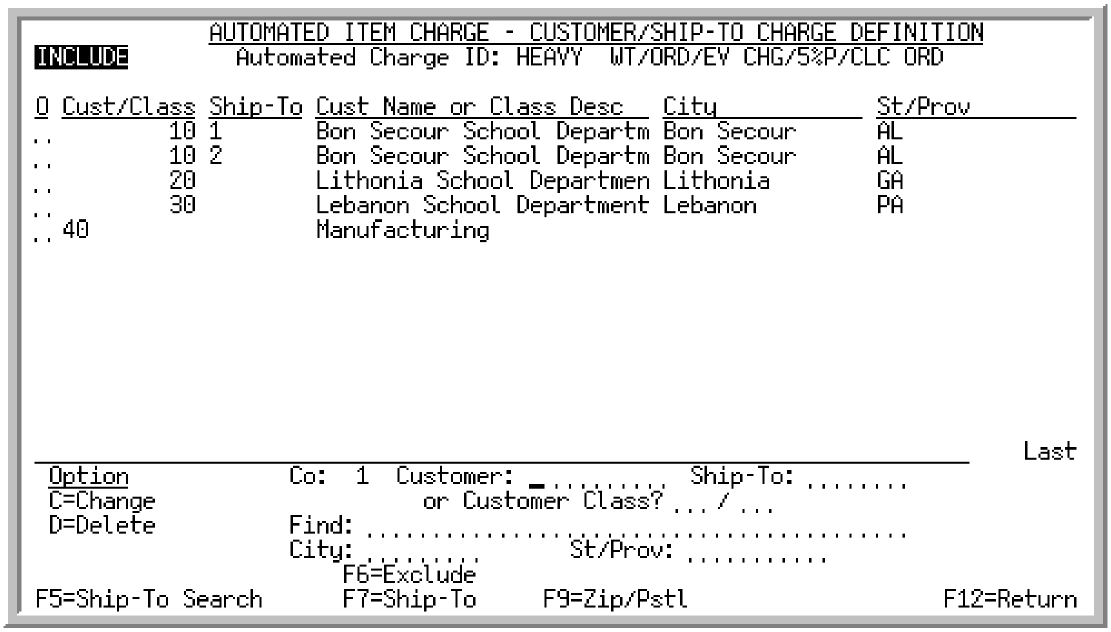
Automated Item Charge - Charge Extension Screen Fields and Function Keys

Field/Function Key	Description
Charge Amount: Charge U/M-1, U/M-2, U/M-3	Use these fields for each unit of measure to establish a monetary amount for the automated item charge. Regardless the value or the weight of the item, every item that qualifies for this charge will be assessed a charge that is the same amount. When the **Type** field is P for per unit, this amount will then be multiplied by the value selected for the **Calc on Shipped or Ordered** field. When the **Type** field is F for fixed amount, the value specified in the **Charge** field is the amount of the item charge that will be added to the order. When International Currency is installed, the company's **Currency Symbol** displays to the right of the **Charge** amount field. Key the fixed currency amount for the charge. Be aware of additional criterion (i.e. minimum sales amounts keyed as positive numbers and return orders that are negative numbers) used in the qualification of the special charge. (3 @ N 13,2) Optional
Charge Amount: Percent U/M-1, U/M-2, U/M-3	Use this field to establish the charge amount using a percentage of the total item sales amount. The percentage will then also be qualified by the value selected for the **Calc on Shipped or Ordered** field. When the **Type** field is P for per unit, this amount will then be multiplied by the value selected for the **Calc on Shipped or Ordered** field. When the **Type** field is F for fixed amount, the value specified in the **Percent** field is the total percentage amount of the item charge that will be added to the order. Key the percentage to be used to calculate the charge. (3 @ N 5,2) Optional
Charge Amount: Type U/M-1, U/M-2, U/M-	Use this field for each unit of measure to identify that the charge is a fixed amount for the total quantity purchased or is per unit purchased charge. Key F to have the item charge created as a fixed amount or percentage of for the total quantity purchased. Key P to have the item charge created as a per unit amount. The **Charge** or **Percent** field will be multiplied by the quantity ordered or shipped, based on the **Calc on Shipped or Ordered** field, to determine the amount of the item level special charge. (3 @ A 1) Required
F12=Return	Press F12= RETURN to the previous screen without updating, adding, or deleting the inclusion record. Based on where you started, the Automated Item Charge - Item Charge Definition Screen (p. 74-17), the Automated Item Charge - Customer/Ship-To Charge Definition Screen (p. 74-25), or the Automated Item Charge - Item Charge Definition Screen (p. 74-17) will display.

Automated Item Charge - Charge Extension Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	Press F24=DELETE the inclusion of this item, item class, or item class/subclass from the automated item charge.
Enter	Press ENTER to accept the data keyed and complete the inclusion of this record to the automated item charge.

Automated Item Charge - Customer/Ship-To Charge Definition Screen



This screen appears when F2=CUSTOMER/SHIP-TO SETUP is pressed on the Automated Item Charge - Charge Definition Screen (p. 74-7). Use this screen to add customers, customer/ship-to's, customer classes, and/or customer class/subclasses to be included on or excluded from this automated item charge. The **EXCLUDE** or **INCLUDE** setting for this screen is a toggle set by the F6=EXCLUDE / F6=INCLUDE function key.

Items and customers must be included and/or excluded before selecting F8=CUSTOMER/ITEM SETUP on the Automated Item Charge - Charge Definition Screen (p. 74-7) to further identify inclusions and exclusions of customer/item combinations.

Automated Item Charge - Customer/Ship-To Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Headings	The screen headings include the automated charge ID, description, and the screen basis will display as **INCLUDE** or **EXLCLUDE** at the top left corner of screen. Display

Automated Item Charge - Customer/Ship-To Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
O	The **O** field is presented as the first field of each data line displayed. Use the option column to select to change or delete a customer, customer/ship-to, or customer class from inclusion or exclusion on this automated item charge. Key C to change the details of the exclusion/inclusion. Key D to delete the exclusion/inclusion. *Valid Values:* C or D (A 1) Optional
Cust/Class	The customer number or the customer class that will be included on or excluded from this automated item charge. Display
Ship-To	The specific ship-to number of a customer to be included on or excluded from this automated item charge. Display
Cust Name or Class Desc / ShipTo Name or Class Desc	The customer name or the customer class description (based on the type of data added). These values will be toggled to the ship-to name or ship-to customer class description with the F7=SHIP-TO / F7=CUSTOMER function key. Display
City	The city for the customer or ship-to. Display
St/Prov / Zip/Pstl	The state/province for the customer or ship-to. These values will be toggled with the zip/postal code field using the F9=ZIP/PSTL / F9=ST/PROV function key. Display
Co	The company number selected on the Automated Item Charge - Selection Screen (p. 74-3) for the charge being added/maintained. Display
Customer	Use this field to identify the customer number that will be included on or excluded from this automated item charge. Key the customer number for the company displayed. This field is required if you are specifying a ship-to number. *Valid Values:* A valid customer created through Customer/Ship-to Maintenance (MENU ARFILE). (N 10,0) Optional/Required

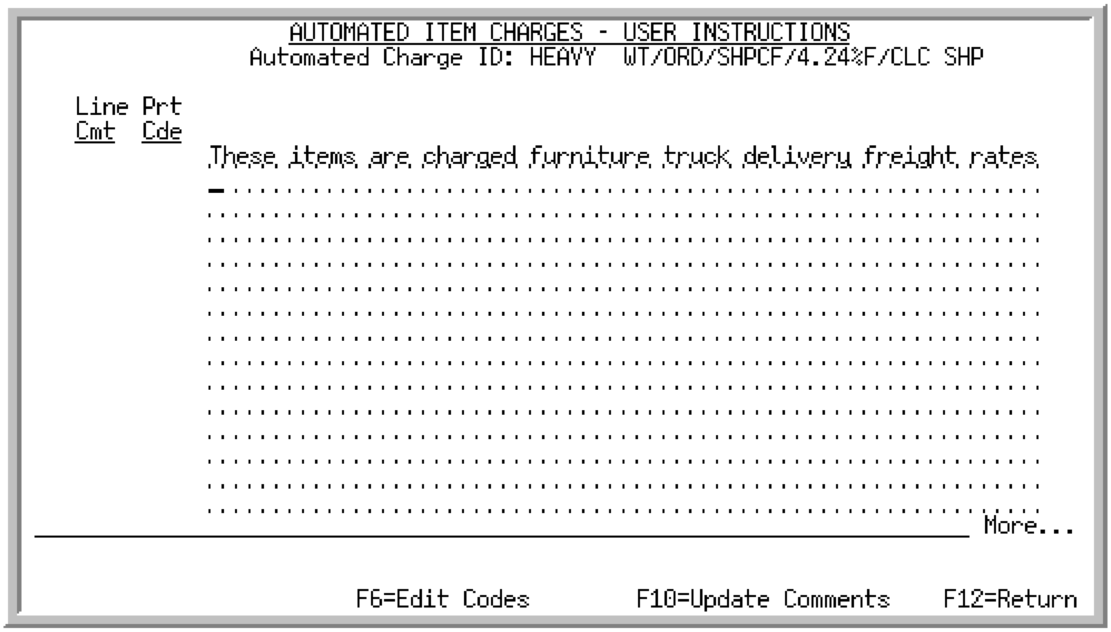
Automated Item Charge - Customer/Ship-To Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Ship-To	Use this field to identify the specific ship-to of a customer to be included on or excluded from this automated item charge. Key the ship-to number to be excluded/included. A customer number is required to key a ship-to number. *Valid Values:* A valid customer/ship-to created through Customer/Ship-to Maintenance (MENU ARFILE). (A 7) Optional
Customer Class	The customer class can be used to include or exclude all customers that are assigned the specific class. Key the customer class to be excluded/included. *Valid Values:* A valid customer class defined through Customer Classes Maintenance (MENU ARFILE). (A 2) Optional
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 the *Searches* topic in the *Introduction* section of the Cross Applications 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 the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (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 the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 10) Optional

Automated Item Charge - Customer/Ship-To Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
F5=Ship-To Search	Press the F5=SHIP-TO SEARCH to search for shipping addresses for the selected customer. If you select a ship-to address from the search screen, this screen is redisplayed with that ship to filled in the **Ship-To** field. Refer to the Ship-To Search Screen as described in the Cross Applications User Guide.
F6=Exclude / F6=Include	The F6=EXCLUDE / F6=INCLUDE toggle key changes the view from including customers on this automated item charge to excluding customers from this automated item charge.
F7=Ship-to / F7=Customer	Press the F7=SHIP-TO / F7=CUSTOMER to toggle between displaying the name of the customer with the ship-to name. The customer class description remains unchanged.
F9=Zip/Pstl / F9=St/Prov	Press the F9=ZIP/PSTL / F9=ST/PROV to toggle between displaying the state/province information with the zip/postal code information.
F12=Return	Press F12=RETURN to return to the Automated Item Charge - Charge Definition Screen (p. 74-7). All additions/changes/deletions have already been saved.
Enter	Press ENTER to accept the data keyed and complete the inclusion of this record to the automated item charge.

Automated Item Charge - User Instructions Screen



This screen displays when F6=User Instructions is pressed on the Automated Item Charge - Charge Definition Screen (p. 74-7) or it displays automatically during Enter, Change, and Ship Orders and other interactive order processing procedures when the **Auto Display Instructions** is set to Y on the Automated Item Charge - Charge Definition Screen (p. 74-7). Use this screen to identify the instructions to the sales staff or create line item comments that can be added to a sales order when this automated item charge is added to a sales order.

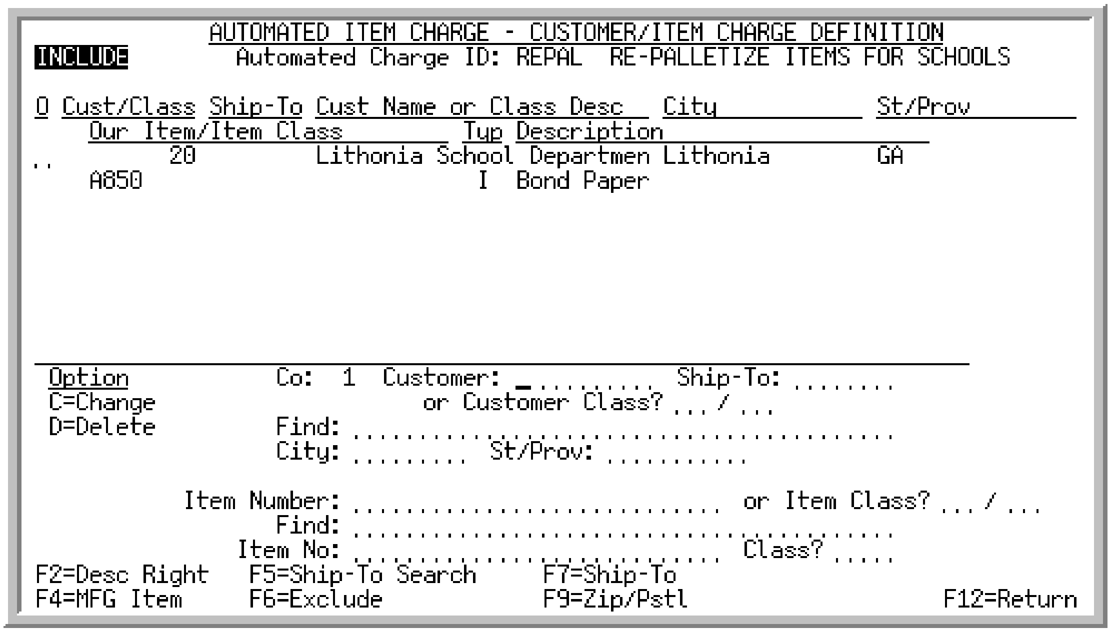
Automated Item Charge - User Instructions Screen Fields and Function Keys

Field/Function Key	Description
Line Cmt	This field displays the line comment code associated with each line of comment text. Use the line comment code (of Y or N) to indicate that this comment will be added as a line comment in the sales order. Maintain this field when the F6 function key displays as F6=Edit Comment. When the function key displays as F6=Edit Codes, you will be able to maintain the comment only. Key Y to automatically add the comment as a line comment to a sales order when the item is ordered. Key N if you do not want the comment automatically added as a line comment to an order when the item is ordered but use it as internal user instructions/comments. *Default Value:* Blank for new comments (A 1) Display/Required

Automated Item Charge - User Instructions Screen Fields and Function Keys

Field/Function Key	Description
Prt Cde	This field displays the print code, if there is one, associated with each line of comment text. The print code identifies if the line of text will print out on selected output, such as a Pick List or Invoice. During maintenance, you will only be able to maintain this field when the F6 function key displays as F6=EDIT COMMENT. When the function key displays as F6=EDIT CODES, you will be able to maintain the comment only. Leave the print code blank to indicate that the line comment will print on the pick list and the invoice; key P to print the line comment on the pick list, key an I to print the line comment on the pack list and the invoice, or key an X to mark the line comment as internal for inquiry and not print the comment on any forms. *Default Value:* Blank for new comments *Valid Values:* I, P, X, blank (A 1) Display/Required
(Comment)	Use this field to record the text for the comment. Key the comment text as it should display and/or print. Clear the text from the line to delete the comment. (9999 @ A 62) Display/Optional
F6=Edit Codes / F6=Edit Comments	When you press F6=EDIT CODES / F6=EDIT COMMENTS you can toggle between editing the comment text or the **Line Cmt** and **Prt Cde** fields. When F6=EDIT CODES displays, pressing it enables you to edit the **Line Cmt** and **Prt Cde** fields that appear to the left of each comment line while protecting the individual lines of text. When F6=EDIT COMMENTS displays, pressing it enables you to edit only the comment text and protects the **Line Cmt** and **Prt Cde** fields.
F10=Update Comments	Use F10=UPDATE COMMENTS to update any newly entered comments or changes to existing comments. Any blank lines after the last line of text are disregarded. The Automated Item Charge - Charge Definition Screen (p. 74-7) will appear.
F12=Return	Press F12=RETURN to cancel this function and return to the Automated Item Charge - Charge Definition Screen (p. 74-7).

Automated Item Charge - Customer/Item Charge Definition Screen



This screen displays when F8=CUSTOMER/ITEM SETUP is pressed on the Automated Item Charge - Charge Definition Screen (p. 74-7). Items and customers must be included and/or excluded before selecting F8=CUSTOMER/ITEM SETUP on the Automated Item Charge - Charge Definition Screen (p. 74-7).

Use this screen to add combinations of customers, customer/ship-to's, customer classes, and/or customer class/subclasses with items, item classes, item class/subclasses to be included on or excluded from this automated item charge. The **EXCLUDE** or **INCLUDE** setting for this screen is a toggle set by the F6=EXCLUDE / F6=INCLUDE function key.

For example, you may have selected to include a customer and item class, but want to exclude one of the specific item numbers in that item class for the customer.

Automated Item Charge - Customer/Item Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Headings	The screen headings include the automated charge ID, description, and the screen basis will display as **INCLUDE** or **EXLCLUDE** at the top left corner of screen. Display
O	Use the option to select a customer/item for change or for deletion. Key a D to delete the exclusion/inclusion of this customer/item. Key a C to select to change the customer/item exclusion/inclusion. *Valid Values:* C, D (A 1) Optional

Automated Item Charge - Customer/Item Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Cust/Class	This field displays the customer number or customer class of the exclusion/ inclusion. Display
Ship-To	When an exclusion/inclusion is by a specific ship-to number, that value displays in this field. Display
Cust Name or Class Desc / ShipTo Name or Class Desc	The customer name or customer class description will toggle with the ship-to name or customer sub class description for the exclusion/inclusion with the F7=SHIP-TO / F7=CUSTOMER function key. NOTE: The Ship-To name will be the customer name when no ship-to number is shown. Display
City	The customer or ship-to city of the exclusion/inclusion based on the F7=SHIP-TO / F7=CUSTOMER function key. Display
St/Prov / Zip/Pstl	The customer or ship-to state/province of the exclusion/inclusion toggles with the customer or ship-to zip/postal code based on the F7=SHIP-TO / F7=CUSTOMER function key. Display
Our Item/Item Class / MFG Item/Item Class	The item number or the item class of the exclusion/inclusion and toggles with the manufacturer's item number or item subclass with the F4=MFG ITEM / F4=OUR ITEM function key. Display
Typ	This field identifies the value in the previous column. When the **Typ** field shows as I, the include/exclude exclusion is an item number. When the **Typ** field shows as C, the include/exclude exclusion is by item class. Display
Description	The description field is the item description 1 or the Item Class description and toggles with the manufacturer's item description 1 and the Item Subclass description using the F4=MFG ITEM / F4=OUR ITEM function key. Display
Co	The company number selected for this automated item charge as selected on the Automated Item Charge - Selection Screen (p. 74-3). Display

Automated Item Charge - Customer/Item Charge Definition Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Customer</td><td>Use this field to identify the customer number that will be included on or excluded from this automated item charge.
Key the customer number for the company displayed. This field is required if you are specifying a ship-to number.
Valid Values: A valid customer created through Customer/Ship-to Maintenance (MENU ARFILE).
(N 10,0) Optional/Required</td></tr>
<tr><td>Ship To</td><td>Use this field to identify the specific ship-to of a customer to be included on or excluded from this automated item charge.
Key the ship-to number to be excluded/included. A customer number is required to key a ship-to number.
Valid Values: A valid customer/ship-to created through Customer/Ship-to Maintenance (MENU ARFILE).
(A 7) Optional</td></tr>
<tr><td>Customer Class</td><td>The customer class can be used to include or exclude all customers that are assigned the specific class.
Key the customer class to be excluded/included.
Valid Values: A valid customer class defined through Customer Classes Maintenance (MENU ARFILE).
(A 2) Optional</td></tr>
<tr><td>Find (Customer)</td><td>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 the Searches topic in the Introduction section of the Cross Applications User Guide.
(A 40) Optional</td></tr>
<tr><td>City</td><td>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 the Searches topic in the Introduction section of the Cross Applications User Guide.
(A 8) Optional</td></tr>
</table>

Automated Item Charge - Customer/Item Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
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 the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 10) Optional
Item Number	Use this field to key the item number for the exclusion/inclusion on this automated item charge. If you do not know the item number, you may use the Item Search (refer to the field descriptions for **Find**/**Item No**/**Class**.) Key the item number. *Valid Values:* Any valid item number defined through Item Master Maintenance (MENU IAFILE) (A 27) Optional
Item Class	Use this field to key the item class or the item class/subclass for the exclusion/inclusion on this automated item charge. Key the item class or the item class/subclass for an exclusion/inclusion. *Valid Values:* Any valid item class/subclass defined through Item Class / Subclass Maintenance (MENU IAFILE) (A 2, A 2) Optional
Find (Item)	If you do not recall the complete item number that you want to inquire into, key item description search criteria to activate the item search. Items with descriptions matching the search criteria keyed will display on the Item Description Search Screen. For information on the Item Description Search Screen, refer to the Inventory Accounting User Guide. For information on entering search criteria, refer to the Cross Applications User Guide. (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 the Item Description Search Screen, refer to the Inventory Accounting User Guide. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional

Automated Item Charge - Customer/Item Charge Definition Screen Fields and Function Keys

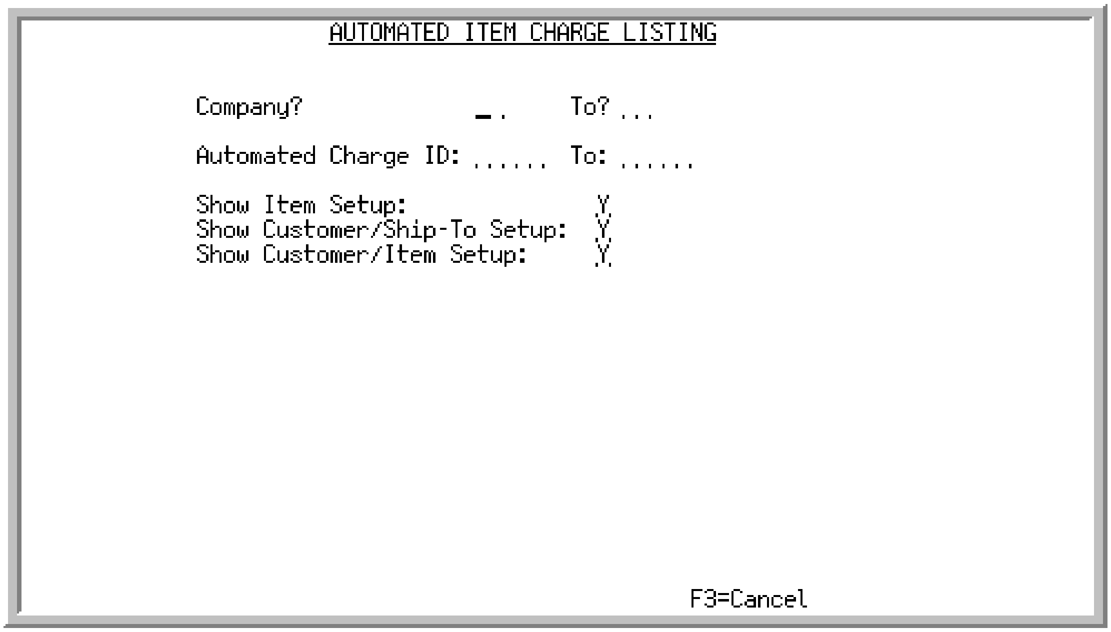
Field/Function Key	Description
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on the Item Description Search Screen, refer to the Inventory Accounting User Guide. For information on entering search criteria, refer to the Cross Applications User Guide. (A 2/A 2) Optional
F2=Desc Right / F2=Desc Left	Press F2=DESC RIGHT / F2=DESC LEFT to toggle between Our Item Description 1 and 2, or MFG Item Description 1 and 2 or Item Class Description and Item Sub Class Description.
F4=MFG Item / F4=Our Item	Press the F4=MFG ITEM / F4=OUR ITEM to toggle between Our Item and MFG Item fields.
F5=Ship-To Search	Press F5=SHIP TO SEARCH to begin the search for the customer number entered in **Customer** field.
F6=Exclude / F6=Include	Press F6=EXCLUDE / F6=INCLUDE to toggle the screen views between Exclusion data and Inclusion data.
F7=Customer / F7=Ship-To	Press F7=CUSTOMER / F7=SHIP-TO to toggle between the Customer Name/ Customer Class Description and the Ship-To Name/Customer Subclass Description fields.
F9=St/Prov / F9=Zip/ Pstl	Press F9=ST/PROV / F9=ZIP/PSTL to toggle the column between the State/ Province and the Zip/Postal Codes fields.
F12=Return	Press F12=RETURN to return to the Automated Item Charge - Charge Definition Screen (p. 74-7).
Enter	Press ENTER to accept the data keyed and complete the inclusion of this record to the automated item charge.

Automated Line Charge 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
Automated Item Charge Listing Screen	Use to key the selection criteria to be used to print a list of the automated line item charges.
Automated Item Charge Listing	Use to view a sample of the Automated Item Charge Listing.

Automated Item Charge Listing Screen



This screen appears after selecting option 20 - Automated Line Charge Listing (MENU OEFIL3). Use this screen complete the selection criteria for the listing to be printed.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Automated Item Charge Listing Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the company number or the range of company numbers to limit the automated charge ID's to only those for the specified company's to print on the report. *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

Automated Item Charge Listing Screen Fields and Function Keys

Field/Function Key	Description
Automated Charge ID	Use this field to identify the automated line charge ID that you are adding, changing, or deleting. The automated line charge ID will be linked to an line level special charge code and specific setup criteria will be defined. Key the automated charge ID or range of automated charge ID's. (A 5) Required
Show Item Setup	Use to print the item, item class, and item class/subclass inclusion/exclusion detail on the listing. Key Y to print the item setup inclusion/exclusion data. Key N to omit the item setup inclusion/exclusion on the listing. *Default Value:* Y (A 1) Required
Show Customer/Ship-To Setup	Use to print the customer, customer/ship-to, customer class, customer, and class/subclass inclusion/exclusion on the listing. Key Y to print the customer setup inclusion/exclusion data. Key N to omit the customer setup inclusion/exclusion on the listing. *Default Value:* Y (A 1) Required
Show Customer/Item Setup	Use to print the combination of item, item class, and item class/subclass with the customer, customer/ship-to, customer class, and customer class/subclass inclusion/exclusion detail on the listing. Key Y to print the customer/item setup inclusion/exclusion data. Key N to omit the customer/item setup inclusion/exclusion on the listing. *Default Value:* Y (A 1) Required
F3=Cancel	Press F3=CANCEL to return to MENU OEFIL3 and not print the listing.
Enter	Press ENTER to accept the selections and print the listing. MENU OEFIL3 will appear.

Automated Item Charge Listing

```
OE806   04/04/11  20:04:55                          AUTOMATED ITEM CHARGE LISTING         AH/APDEMO            PAGE:    1¶
Company: 01 A & C Office Supply                 USD US Dollars                US$¶
Report Selections:       Company Fr: *ALL   Automated Item Charge ID Fr: *ALL    Show Item Setup:              Y¶
                                                                                 Show Customer/Ship-To Setup:  Y¶
                                                                                 Show Customer/Item Setup:     Y¶
ID     Charge Description           Fixed Currency Amount  Chrg %  Typ U/M   Min Sls Amt    Max Sls Amt  Min Ord Wght  Max Ord Wght¶
       Description 1                    Charge   --Apply To-  --Calc At--  Org  Ovr  Calc  Excl       Dsp  All  All  All¶
       Description 2                    Typ Cde  Rtn Inv Ord  Shp Ord Evr  Ord  Prm   On   Drop   WH  Ins  Itm  Cus  Shp¶
----------------------------------------------------------------------------------------------------------------------------¶
DROP   DROP SHIPMENTS                                    11.00   P   1¶
                                                         12.00   P   2¶
                                                         13.00   P   3¶
                                         I   D    N   N   Y   N   N   Y    N    N    O     N          Y    Y    Y    Y¶
HEAVY WT/ORD/EV CHG/5%P/CLC ORD                           5.00   P   1                                          100          500¶
                                                          5.00   P   2¶
                                                          5.00   P   3¶
                                         I   W    N   N   Y   N   N   Y    Y    N    O     Y          Y    N    N    Y¶
        *INCLUDED*                                                                                                  All Itm¶
                 Item/Class                 Type Item Description/Class Description                                Sub Cls¶
                 ----------------------------------------------------------------------------------------------------¶
                 A910                          I   4 Drawer Steel File Cabinet     Putty¶
                 A920                          I   2 Drawer Steel File Cabinet     Black¶
                 A930                          I   2 Drawer Steel File Cabinet     Putty¶
                 84/4                          C   Receptacles/Trash Cans          Receptacles/Trash Cans            Y¶
        *EXCLUDED*                                                                                                  All Itm¶
                 Item/Class                 Type Item Description/Class Description                                Sub Cls¶
                 ----------------------------------------------------------------------------------------------------¶
                 A250                          I   Fax Stand - Walnut              36 x 13 x 5.5¶
        *INCLUDED*                                                                                All Cus¶
                 Cust/Class Ship-To Customer Name/Class Desc      Ship-To Name/Class Desc         Sub Cls  All Shp¶
                 ------------------------------------------------------------------------------------------¶
                        10 1       Bon Secour School Department   Bon Secour School Department¶
                              Fixed Currency Amount  Chrg %  Typ U/M   Min Sls Amt    Max Sls Amt  Min Ord Wght  Max Ord Wght¶
                              ----------------------------------------------------------------------------------------------¶
                                                     10.00   P   1¶
                                                             F   2¶
                                                             F   3¶
                        10 2       Bon Secour School Department   Bon Secour School Department¶
                              Fixed Currency Amount  Chrg %  Typ U/M   Min Sls Amt    Max Sls Amt  Min Ord Wght  Max Ord Wght¶
                              ----------------------------------------------------------------------------------------------¶
                                             25.00           P   1¶
                                                             F   2¶
                                                             F   3¶
                        20         Lithonia School Department                                              Y¶
                        30         Lebanon School Department                                               N¶
                 10/01             Finance                        High Volume¶
                 40/0              Manufacturing                  Manufacturing                  Y¶
        *EXCLUDED*                                                                                All Cus¶
                 Cust/Class Ship-To Customer Name/Class Desc      Ship-To Name/Class Desc         Sub Cls  All Shp¶
                 ------------------------------------------------------------------------------------------¶
                        10         Bon Secour School Department                                            Y¶
```

This listing prints following your selections on the Automated Item Charge Listing Screen (p. 74-37) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

Use Automated Item Charge Listing to review the definitions for each selected charge.

Automated Item Charge Listing

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. The company number and name are also printed. When International Currency is installed, the company's currency code and description, and currency symbol are printed on the same line. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
ID	The automated line item charge ID.
Charge Description	The description of the automated line item charge.
Fixed Currency Amount	When assigned, the amount of the automated line item charge for each unit of measure. When International Currency is installed, this amount is shown in the currency of the company.

Automated Item Charge Listing

Report/Listing Fields	Description
Chrg %	When assigned, the percent that will be used to calculate the automated line item charge on the item sales amount for each unit of measure.
Typ	A P indicates a per unit calculation will be done with either the charge amount or percent fields. An F indicates the charge amount or percent fields are fixed amounts for the item charge.
U/M	Identifies the 3 available units of measure that can have charge amounts/ percents applied.
Min Sls Amt	The minimum amount that must be met or exceeded before the automated line item charge will be calculated and is based on the shipped order value or the total ordered according to **Calc on Shipped or Ordered** option.
Max Sls Amt	The maximum amount that, if exceeded, will cause the automated line item charge not to be calculated and is based on the shipped order value or the total ordered according to **Calc on Shipped or Ordered** option.
Min Ord Wght	The minimum weight that must be met or exceeded before the automated line item charge will be calculated and is based on the shipped order value or the total ordered according to **Calc on Shipped or Ordered** option.
Max Ord Wght	The maximum weight that, if exceeded, will cause the automated line item charge not to be calculated and is based on the shipped order value or the total ordered according to **Calc on Shipped or Ordered** option
Description 1 / Description 2	The override description that will be used on the automated line item charge that is added to the order in place of the normal special charge description.
Charge Type	Type is I for line item level charge.
Charge Code	The available line item charge codes are 1 through 9 and A through Z.
Apply To Rtn	Apply charges to returns will calculate the automated line item charge on return type R orders
Apply To Inv	Apply charges to invoices will calculate the automated line item charge on invoice-only type I orders.
Apply To Ord	Apply charges to orders will calculated the automated line item charge on order type O, Q, and F orders.
Calc At Shp	Calculating the charge at ship confirmation only will calculate the automated line item charge only when order is being shipped confirmed with an order entry **Function** code equal to S.

Automated Item Charge Listing

Report/Listing Fields	Description
Calc At Ord	Calculating the charge during original entry only will calculate the automated line item charge only when order is first being entered with an order entry **Function** code equal to O, I, or R.
Calc At Evr	Calculating the automated line item charge every time the order is changed will calculate the charge when changes are made manually or through other processes such as Release Held Orders (MENU OEMAIN).
Org Ord	Calculate automated line item charge only on the original generation of an order. The original generation can be 00 for orders, quotes, futures, and invoice-only orders and 50 for releases against master blanket orders.
Ovr Prm	Indicates that the pop-up prompt window to key override amounts will appear so the calculated automated line item charge amount be overridden by the user.
Calc On	Calculate the automated line item charge based on the shipped order value or the total order value for minimum/maximum item sales and/or minimum/maximum order weights.
Excl Drop	Determines that drop shipment orders (based on the Order Header File ORHED) will be excluded from the calculation of the automated line item charge.
WH	Identifies the warehouse (based on the Order Detail File ORDET) that will be used for selection of orders for the calculation of the automated line item charge.
Dsp Ins	The **User Instructions** field will be automatically displayed within Enter, Change, and Ship Orders (MENU OEMAIN) when this field is Y. A N indicates that they are available for the user to view with function key access.
All Itm	A Y in this field indicates that all items are included for this automated line item charge. A N indicates that items will be included or excluded.
All Cus	A Y in this field indicates that all customers are included for this automated line item charge. A N indicates that customers will be included or excluded.
All Shp	A Y in this field indicates that all customer ship-to’s are included for this automated line item charge. A N indicates that customer ship-to’s will be included or excluded.

Automated Item Charge Listing

Report/Listing Fields	Description
INCLUDED / *EXCLUDED* Item Information	These lines of information only print when the **Show Item Setup** field is set to Y on the Automated Item Charge Listing Screen (p. 74-37). Based on the sub-heading of ***INCLUDED*** or ***EXCLUDED***, these lines show the item number, item class, item subclass, description lines 1 and 2, and the include all item subclass flag. In an ***INCLUDED*** scenario when the charge values have been overridden at this level, another line prints showing the fixed currency amount, charge percent, type, units of measure, minimum/maximum sales amounts, and minimum/maximum order weights.
INCLUDED / *EXCLUDED* Customer Information	These lines of information only print when the **Show Customer/Ship-To Setup** field is set to Y on the Automated Item Charge Listing Screen (p. 74-37). Based on the sub-heading of ***INCLUDED*** or ***EXCLUDED*,** these lines show the customer, customer class, customer subclass, ship-to number, customer name, class description, ship-to name, and the include all customer subclass and the all ship-to's flags. In an ***INCLUDED*** scenario when the charge values have been overridden at this level, another line prints showing the fixed currency amount, charge percent, type, units of measure, minimum/maximum sales amounts, and minimum/maximum order weights.
INCLUDED / *EXCLUDED* Customer Information Ship-To	These lines of information only print when the **Show Customer/Item Setup** field is set to Y on the Automated Item Charge Listing Screen (p. 74-37). Based on the sub-heading of ***INCLUDED*** these lines show the customer, customer class, customer subclass, ship-to number, customer name, class description, ship-to name, with the include all customer subclass and the all ship-to's flags, followed by the item number, item class, item subclass, description lines 1 and 2, and the include all item subclass flag. In an ***INCLUDED*** scenario when the charge values have been overridden at this level, another line prints showing the fixed currency amount, charge percent, type, units of measure, minimum/maximum sales amounts, and minimum/maximum order weights.

CHAPTER 75

Maintaining Automated Order Charges

75

Automated order charges will be used to generate Order Entry order level special charges automatically based on specific criteria without user intervention. Each automated order charge will be reviewed for every order to determine if it should be applied to the specific order.

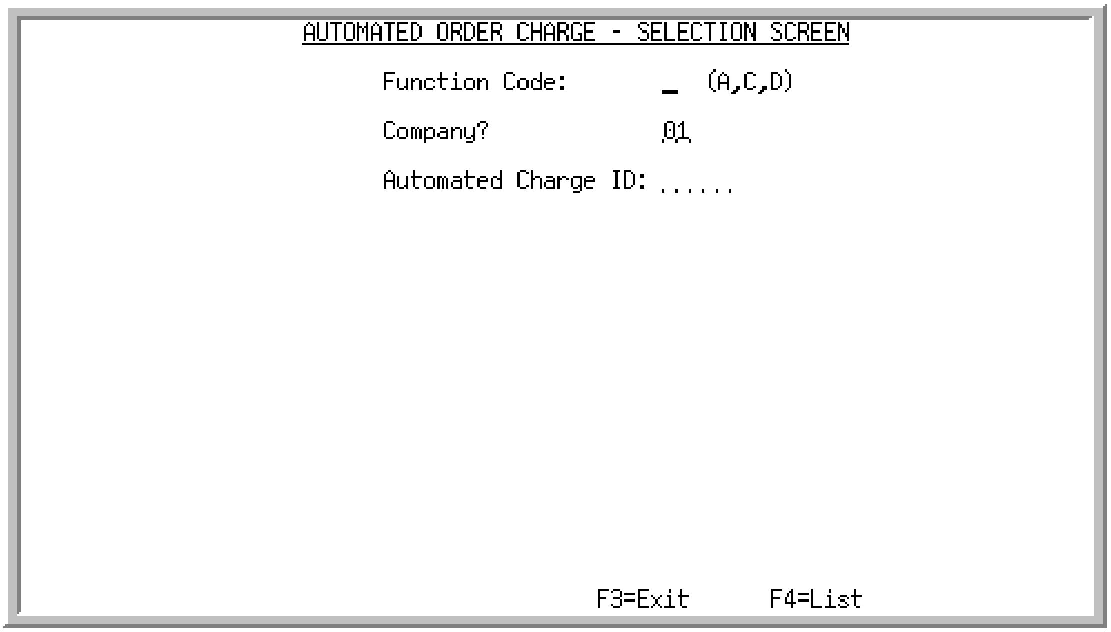
There are multiple selection criterion that will be used in conjunction with each other to provide you with the most versatile charge definitions. Charges can be based on a range of item sales amounts or a range of order weights; apply charges to specific order types, determine when the order charge will be added to the order, and limit to include/exclude specific customers, customer/ship-to, or customer classes are available as well as Warehouse, FOB Code, and Carrier Code fields.

Automated Order Charge 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**
Automated Order Charge - Selection Screen	Use to select the automated order charge to be added, changed, or deleted.
Automated Order Charge - Charge Definition Screen	Use to define the amount of the special charge, when it will be created, how it will be maintained, and the specific criteria to qualify an order for this automated order charge.
Automated Order Charge - Customer/Ship-To Limits Screen	Use to identify exclude or include limiting criteria by customer, customer/ship-to, and/or customer class.

Automated Order Charge - Selection Screen



This screen appears after selecting option 21 - Automated Order Charge Maintenance (MENU OEFIL3). Use this screen to add, change, or delete an automated order charge.

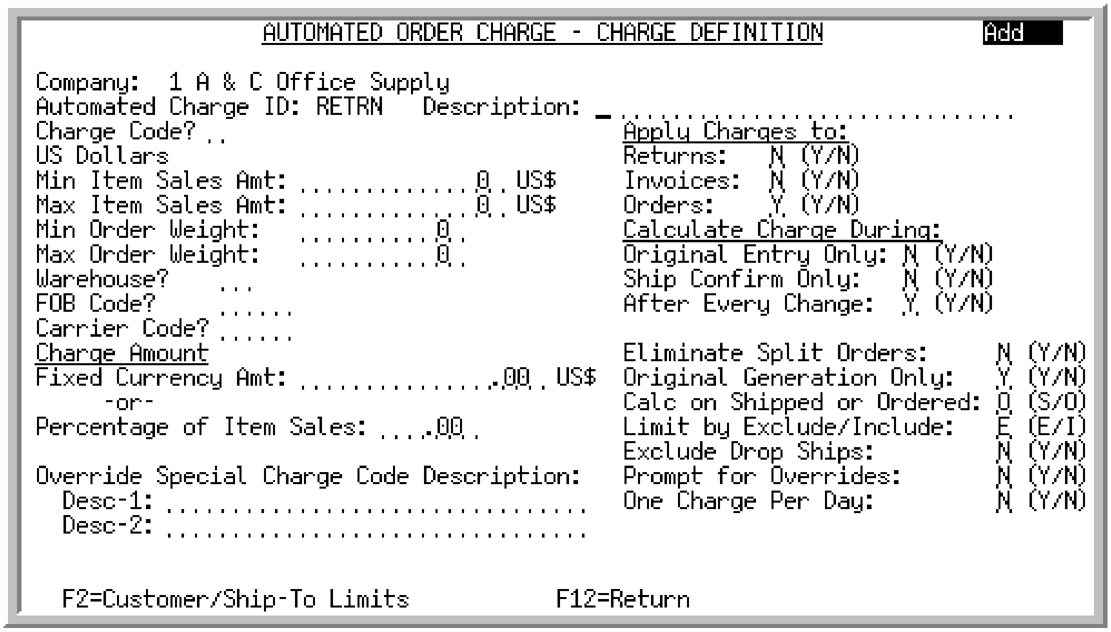
Automated Order Charge - Selection Screen Fields and Function Keys

Field/Function Key	Description
Function Code	Key A to add an automated order charge ID. Key C to change an automated order charge ID. Key D to delete an automated order charge ID. (A 1) Required
Company	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE). Key the company number associated with the items that you want to print on the report. *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

Automated Order Charge - Selection Screen Fields and Function Keys

Field/Function Key	Description
Automated Charge ID	Use this field to identify the automated order charge ID that you are adding, changing, or deleting. The automated order charge ID will be linked to an order level special charge code and specific setup criteria will be defined. Key the automated order charge ID. (A 5) Required
F3=Exit	Press F3=EXIT to exit Automated Order Charge Maintenance and return to the menu.
F4=List	Press F4=LIST to display the pop-up question mark window for the Automated Order Charge ID's.
Enter	Press ENTER to accept the data on the screen and continue. The -Automated Order Charge - Charge Definition Screen (p. 75-4) appears.

Automated Order Charge - Charge Definition Screen



This screen appears after completing the selection criteria on the Automated Order Charge - Selection Screen (p. 75-2) and pressing ENTER. Use this screen to define the amount of the special charge, when it will be created, how it will be maintained, and the specific criteria to qualify an order for this automated order charge.

Set Up Considerations

- Return orders (order type R) are never ship confirmed: **Apply Charges to Returns** set to Y and **Calculate Charge During Ship Confirm Only** set to Y will not create a charge amount.
- Return orders (order type R) have negative order values. If using **Min/Max Item Sales Amounts** to calculate the amount of the automated charge, be sure to key them as negative numbers and set the **Apply Charges to Returns** to Y, **Apply Charges to Invoices** to N and **Apply Charges to Orders** to N.
- If using **Min/Max Item Sales Amounts** and **Min/Max Order Weights**, the order would have to fall in between the Item Sales Amounts and Order Weight totals to qualify for the charge.
  - If either one is outside the range entered in min/max values the charge will not be applied.
- If the **Calculate Charge During: After Every Change** field set to Y, and the **Prompt for Overrides** field set to Y, and you override the calculated value of the special charge, the next time the order is changed, the prompt will redisplay and show the newly re-calculated order charge as the **Calculated Amount** with your override value as the **Charge Amount** for review.

Automated Order Charge - Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Company	The number and name of the company for this automated order charge. Display

Automated Order Charge - Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Automated Charge ID	The automated order charge ID entered on the Automated Order Charge - Selection Screen (p. 75-2). Display
Description	Use this field to describe the automated order charge being added or changed. Key the description that will display for the automated order charge. (A 31) Required
Charge Code	Use the charge code to associate the automated charge ID to a specific special charge that is defined as an order level special charge. Key the special charge code. *Valid Values:* 1 through 9, A through Z. (A 1) Required
Apply Charges to: Returns	Use this field to determine if the automated order charge will be applied to orders that are defined as order type R for return. Key Y to apply this charge to return orders. Key N to not apply this charge to return orders. *Default Value:* N (A 1) Required
Apply Charges to: Invoices	Use this field to determine if the automated order charge will be applied to orders that are defined as order type I for invoice-only. Key Y to apply this charge to invoice type orders. Key N to not apply this charge to invoice type orders. *Default Value:* N (A 1) Required
Apply Charges to: Orders	Use this field to determine if the automated order charge will be applied to orders that are defined as order type O for orders. Key Y to apply this charge to orders that are type O. This includes orders, releases on blanket orders, future orders, and quote orders. Key N to not apply this charge to orders, releases on blanket orders, future orders, and quote orders. *Default Value:* Y (A 1) Required
(Currency Description)	When International Currency is installed, the description of the company's default currency displays above the **Min Item Sales Amt** field. Display

Automated Order Charge - Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Min Item Sales Amt	Use this field to identify the minimum amount that must be met or exceeded before the automated order charge will be calculated. This calculation will be based on the **Calc on Shipped or Ordered** field being set to S for shipped or O for ordered. NOTE: When checking both item sales amounts and order weights, the order would have to fall in between the Min/Max Item Sales Amount and Min/Max Order Weight totals to qualify for the charge. If either one is outside the range entered in min/max values, the charge will not be applied. When International Currency is installed, the company's currency symbol displays to the right of the amount field. Key the minimum item sales amount. If this charge will be for return orders (order type R), the amount should be a negative number. (N 11,0) Optional
Max Item Sales Amt	Use this field to identify the maximum amount that if exceeded will cause the automated order charge not to be calculated. This calculation will be based on the **Calc on Shipped or Ordered** field being set to S for shipped or O for ordered. When International Currency is installed, the company's currency symbol displays to the right of the amount field. Key the maximum item sales amount. If this charge will be for return orders (order type R), the amount should be a negative number. (N 11,0) Optional
Min Order Weight	Use this field to identify the minimum order weight that must be met or exceeded before the automated order charge will be calculated. This calculation will be based on the **Calc on Shipped or Ordered** field being set to S for shipped or O for ordered. For the order information the value is accumulated as: Calculation: : unit weight for the item in the Order Detail File * item quantity shipped or quantity ordered; summed up for all the items in the order Key the minimum order weight. (N 9,0) Optional
Max Order Weight	Use this field to identify the maximum weight that if exceeded will cause the automated order charge not to be calculated. For the order information the value is accumulated as: Calculation: : unit weight for the item in the Order Detail File * item quantity shipped or quantity ordered; summed up for all the items in the order Key the maximum order weight. (N 9,0) Optional

Automated Order Charge - Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to calculate the automated order charge only for orders whose order header warehouse is equal to this value. Key the selected warehouse. (A 2) Optional
FOB Code	Use this field to calculate the automated order charge only for orders whose FOB Code is equal to this value. Key the FOB Code. (A 5) Optional
Carrier Code	Use this field to calculate the automated order charge only for orders whose Carrier Code is equal to this value. Key the Carrier Code. (A 5) Optional
Calculate Charge During: Original Entry Only	The **Calculate Charge During: Original Entry Only** field restricts the calculation of the automated order charge to only occur when the order is first being entered. When entering a new order in Enter, Change & Ship Orders on the Start Order Screen (p. 6-6), the **Function** code will be O, I, or R. Additionally, releases against blanket orders, split orders, and orders processed through off-line order processing will be considered based on other selection criteria. Only one of the three **Calculate Charge During** fields can be Y. Key Y to calculate the automated order charge for every new order created. Key N to not calculate automated order charges when orders are initially created. *Default Value:* N (A 1) Required
Calculate Charge During: Ship Confirm Only	The **Calculate Charge During: Ship Confirm Only** field restricts the calculation of the automated order charge to occur only when the order is being ship confirmed; either through Enter, Change & Ship Orders (MENU OEMAIN) on the Start Order Screen (p. 6-6), where the **Function** code will be S or through Ship Confirm Multiple Orders (MENU OEMAIN). Only one of the three **Calculate Charge During** fields can be Y. Key Y to calculate the automated order charge during the ship confirmation process. Key N to not calculate automated order charges when orders are being ship confirmed. When this field is set to N, the **One Charge Per Day** field must also be set to N. *Default Value:* N (A 1) Required

Automated Order Charge - Charge Definition Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Calculate Charge During: After Every Change</td><td>This field determines if the automated order charge will re-calculate every time the order is changed. When an order is changed, the original charge line is deleted from the order and a new charge line is added with the newly recalculated charge amount.

Important
When your charge is based on minimum/maximum amounts or weights, and is being recalculated for every change to the order, when the order value no longer meets the minimum/maximum criteria, the charge will no longer be changed, nor will it be deleted from the order. It remains calculated at the last valid value based on set up.

Only one of the three Calculate Charge During fields can be Y.
Key Y to always re-calculate the automated order charge when the order is changed.
Key N to not re-calculate automated order charges when orders are changed.
Default Value: Y
(A 1) Required</td></tr>
<tr><td>Eliminate Split Orders</td><td>This field determines of the automated order charge only will be calculated on the original order only and not the orders that were split from it.
Key Y to not create the automated order charge on the additional orders created when the original order is split to different warehouse orders.
Key N to create the automated order charges on all orders created from a single original (parent) order.
Default Value: N
(A 1) Required</td></tr>
<tr><td>Original Generation Only</td><td>This field determines if the automated order charge will be limited to the the original generation of an order thereby calculating only when the generation is 00 or 50.
Key Y to only calculate the automated order charge when the Order Generation field is 00 for new orders or 50 for releases against blanket orders.
Key N to not limit the calculation of the automated order charges when orders are changed.
Default Value: Y
Valid Values: Y, N
(A 1) Required</td></tr>
</table>

Automated Order Charge - Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Calc on Shipped or Ordered	This field is the basis for the calculation; the shipped order value or the total order value. The minimum/maximum items sales amounts, minimum/maximum order weights, and the percent of item sales will use either the shipped or ordered values from the order as displayed on the Enter, Change & Ship Orders (MENU OEMAIN) End Order Screen (p. 6-248). Key O to only calculate the automated order charge based on the total order value of the items in the order. Key S to only calculate the automated order charge based on the shippable quantities of the item values in the order. *Default Value:* O *Valid Values:* O, S (A 1) Required
Limit by Exclude/ Include	Use this field to establish the default display value and entry mode on the Automated Order Charge - Customer/Ship-To Limits Screen (p. 75-13). Key E to establish a list of customers, customer/ship-to's, and/or customer classes to be excluded from this automated order charge. When the value is set to E and you do not add customers on the Exclude screen, you are thereby including every customer. Key I to establish a list of customers, customer/ship-to's, and/or customer classes to be included in the calculation of this automated order charge. When the value is set to I, and you do not add customers on the Include screen, you are thereby excluding everyone and the charge will never be issued. *Default Value:* E *Valid Values:* E, I (A 1) Required
Exclude Drop Ships	Use this field to exclude orders that are identified as drop shipment orders from the calculation of this automated order charge; using the **Drp Shp** field as displayed on the Enter, Change & Ship Orders (MENU OEMAIN) Order Header Screen (p. 6-18). Key Y to only calculate the automated order charge when the **Drp Shp** field is N. Key N to not limit the calculation of the automated order charges based on the value of the **Drp Shp** field. *Default Value:* N (A 1) Required

Automated Order Charge - Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Prompt for Overrides	Use this field to display a pop-up window during the order entry process to prompt the user for each automated order charge being added with this setting. When prompted, the calculated automated order charge amount may be overridden by the user. NOTE: If you have the **Calculate Charge During: After Every Change** field set to Y, the next time the order is changed, your override will be re-calculated. Key Y to display the pop-up window during Enter, Change & Ship Orders (MENU OEMAIN) before the display of the End Order Screen (p. 6-248) to review and/or change the amount of the automated order charge being added to this order. Key N to not provide the ability for the user to change the amounts of the special charges as they are being added to the order. *Default Value:* N (A 1) Required
One Charge Per Day	This field applies when the **Ship Confirm Only** field on this screen is set to Y. Use this field to ensure that only one order for any one customer/ship-to that is shipped on the same day has this charge applied. In other words, for any specific customer/ship-to, only generate one automated order charge amount from this charge definition for the first order that is ship-confirmed on any one day and do not apply a charge from this charge definition to any other orders being ship confirmed on the same day for that same customer/ship to. Automatic order charges generated from this charge definition during the shipping confirmation process will be limited to just one order being shipped on any one day for any one customer/ship to. An automatic order charge for an order being shipped will not be calculated/applied if another order for the same customer/ship-to has already been shipped confirmed on the same day and has already had an automated order charge amount from this charge definition applied to it. Key Y to limit the number of orders to which this charge will be applied during ship confirmation to just one per customer/ship to, per shipping date (this is the ship confirm date, not the requested ship date). Key N to not limit the number of orders to which this charge will be applied so that each and every order shipped on the same day for a customer/ship-to would still incur a charge amount calculated from this charge definition (if applicable). NOTE: This field must be N if the **Ship Confirm Only** field on this screen is set to N. *Default Value:* N (A 1) Required

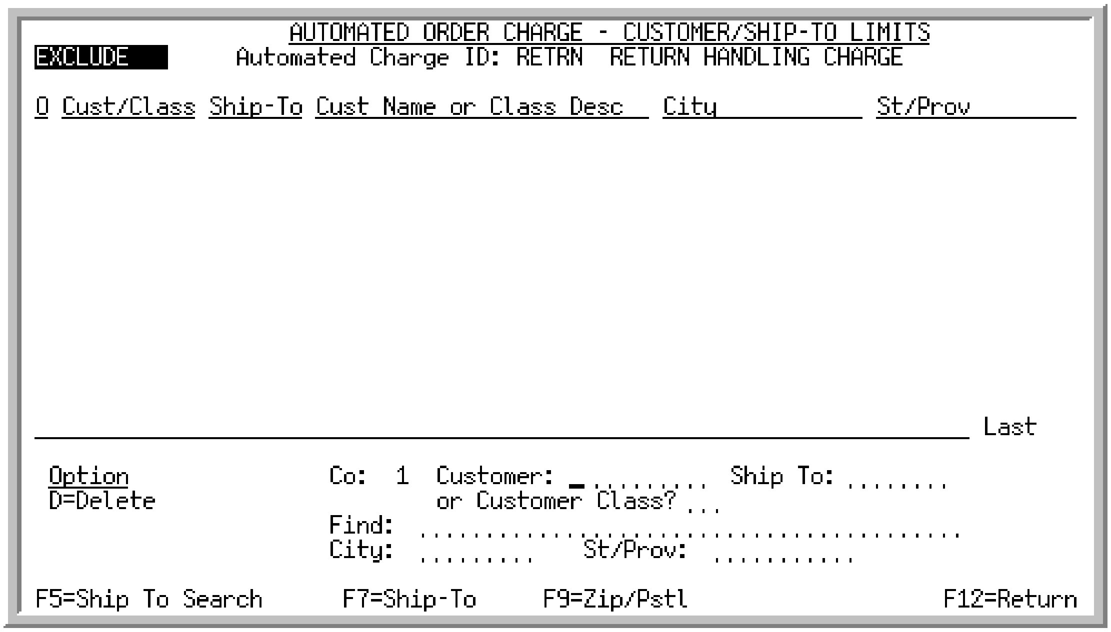
Automated Order Charge - Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
Charge Amount: Fixed Currency Amt	Use this field to establish a flat rate automated order charge. Regardless the value of the order or the weight of the order, every order that qualifies for this charge will be assessed a charge that is the same amount. The set up allows you to choose a charge amount of either a **Fixed Currency Amt** or a **Percentage of Item Sales**. When International Currency is installed, the company's currency symbol displays to the right of the amount field. Key the fixed currency amount for the charge. Be aware of additional criterion (i.e. minimum sales amounts keyed as positive numbers and return orders that are negative numbers) used in the qualification of the special charge. (N 13,2) Optional
Charge Amount: Percentage of Item Sale	Use this field to establish the charge amount using a percentage of the total item sales amount. The percentage will then also be qualified by the value selected for the **Calc on Shipped or Ordered** field. The set up allows you to choose a charge amount of either a **Percentage of Item Sales** or a **Fixed Currency Amt**. Key the percentage to be used to calculate the charge. When the charge amount calculated is a negative amount, that value is changed to be a positive amount; it will become a charge back against a negative order/invoice. (N 5,2) Optional
Override Special Charge Code Description	Use this field to create an override description for the order level special charge code that will print when the special charge code is added to the order as an automated order charge. When this field is blank, the normal order charge description will be used. For example, order charge 1 may have a description of Freight Charge that is used when that charge is manually added to an order during the ship confirmation process. However, based on the value of small orders, you may want to assess an additional amount to cover overhead but you still consider it freight; use this field to set the description to Freight and Handling. Key the description to be used in the customer orders for the automated order charge. (2 @ A 31) Optional
F2=Customer/Ship-To Limits	Press F2=CUSTOMER/SHIP-TO LIMITS to enter exclude or include limiting criteria for a customer, customer/ship-to, or customer class. The Automated Order Charge - Customer/Ship-To Limits Screen (p. 75-13) appears.
F12 =Return	Press F12=RETURN to return to the Automated Order Charge - Selection Screen (p. 75-2) without adding, changing. or deleting this automated order charge.

Automated Order Charge - Charge Definition Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	Press F24=DELETE to the automated order charge. The F24=DELETE function key only displays when a **Function** of D is selected on the Automated Order Charge - Selection Screen (p. 75-2).
Enter	Press ENTER to accept the data and add/update the automated order charge. The Automated Order Charge - Selection Screen (p. 75-2) appears.

Automated Order Charge - Customer/Ship-To Limits Screen



This screen appears when F2=CUSTOMER/SHIP-TO LIMITS is pressed on the Automated Order Charge - Charge Definition Screen (p. 75-4). Use this screen to add customers, customer-ship-to's, and/or customer classes to be included on or excluded from this automated order charge. The **EXLCLUDE** or **INCLUDE** setting for this screen is based on the **Limit by Exclude/Include** field on the Automated Order Charge - Charge Definition Screen (p. 75-4).

Automated Order Charge - Customer/Ship-To Limits Screen Fields and Function Keys

Field/Function Key	Description
Headings	The screen headings include the automated order charge ID and description. Additionally, based on the value of the **Limit by Exclude/Include** field, the screen basis will display as **INCLUDE** or **EXLCLUDE** at the top left corner of screen. Display
O	The **O**-option field is presented as the first field of each data line displayed. Use the option field to delete a customer, customer/ship-to, or customer class from inclusion or exclusion on this automated order charge. Key D to delete the exclusion/inclusion. *Valid Values:* D or blank (A 1) Optional
Cust/Class	The customer number or the customer class that will be included on or excluded from this automated order charge. Display

Automated Order Charge - Customer/Ship-To Limits Screen Fields and Function Keys

Field/Function Key	Description
Ship-To	The specific ship-to of a customer to be included on or excluded from this automated order charge. Display
Cust Name or Class Desc / ShipTo Name or Class Desc	The customer name or the customer class description (based on the type of data added). These values will be toggled to the ship-to name or ship-to customer class description with the F7=SHIP-TO / F7=CUSTOMER function key. Display
City	The city for the customer or ship-to. Display
St/Prov / Zip/Pstl	The state/province for the customer or ship-to. These values will be toggled with the zip/postal code field with the F9=ZIP/PSTL / F9=ST/PROV function key. Display
Co	The company number selected on the Automated Order Charge - Selection Screen (p. 75-2) for the charge being added/maintained. Display
Customer	Use this field to identify the customer number that will be included on or excluded from this automated order charge. Key the customer number for the company displayed. This field is required if you are specifying a ship-to number. *Valid Values:* A valid customer created through Customer/Ship-to Maintenance (MENU ARFILE). (N 10,0) Optional/Required
Ship To	Use this field to identify the specific ship-to of a customer to be included on or excluded from this automated order charge. Key the ship-to number to be excluded/included. A customer number is required to key a ship-to number. *Valid Values:* A valid customer/ship-to created through Customer/Ship-to Maintenance (MENU ARFILE). (A 7) Optional
Customer Class	The customer class can be used to include or exclude all customers that are assigned the specific class. Key the customer class to be excluded/included. *Valid Values:* A valid customer class defined through Customer Classes Maintenance (MENU ARFILE). (A 2) Optional

Automated Order Charge - Customer/Ship-To Limits Screen Fields and Function Keys

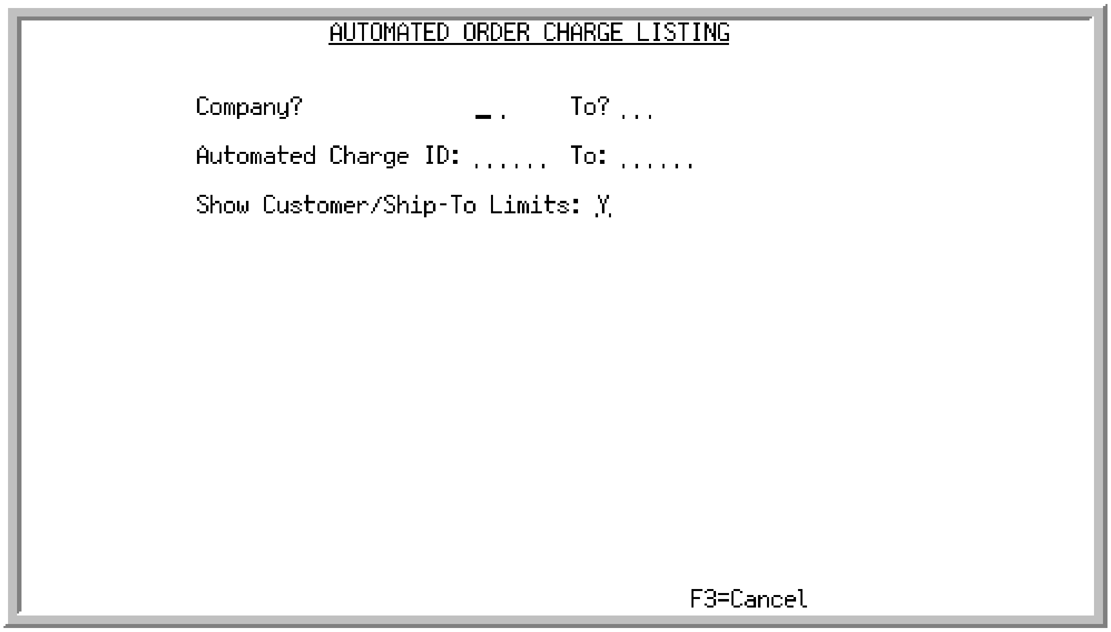
Field/Function Key	Description
Find	Either alone or with the **City** and **St/Prov** fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the 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 the *Searches* topic in the *Introduction* section of the Cross Applications 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 the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (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 the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 10) Optional
F5=Ship To	Press the F5=SHIP-TO SEARCH to search for shipping addresses for the selected customer. If you select a ship-to address from the search screen, this screen is redisplayed with that ship to filled in the **Ship-To Number** field. Refer to the Ship-To Search Screen as described in the Cross Applications User Guide.
F7=Ship-to / F7=Customer	Press the F7=SHIP-TO / F7=CUSTOMER to toggle between displaying the name of the customer with the ship-to name. The customer class description remains unchanged.
F9=Zip/Pstl / F9=St/ Prov	Press the F9=ZIP/PSTL / F9=ST/PROV to toggle between displaying the state/ province information with the zip/postal code information.
F12=Return	Press F12=RETURN to return to the Automated Order Charge - Charge Definition Screen (p. 75-4). All additions/changes/deletions have already been saved.

Automated Order Charge 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
Automated Order Charge Listing Screen	Use to key the selection criteria to be used to print a list of the automated order charges.
Automated Order Charge Listing	Use to view a sample of the Automated Order Charge Listing.

Automated Order Charge Listing Screen



This screen appears after selecting option 31 - Automated Order Charge Listing (MENU OEFIL3). Use this screen complete the selection criteria for the listing to be printed.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Automated Order Charge Listing Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the company number or the range of company numbers to limit the automated charge ID's to only those for the specified company's to print on the report. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Required
Automated Charge ID	Use this field to identify the automated order charge ID that you are adding, changing, or deleting. The automated order charge ID will be linked to an order level special charge code and specific setup criteria will be defined. Key the automated charge ID or range of automated charge ID's. (A 5) Required

Automated Order Charge Listing Screen Fields and Function Keys

Field/Function Key	Description
Show Customer/Ship-To Limits	Use to print the customer/ship-to inclusion/exclusion on the listing. Key Y to print the customer/ship-to inclusion/exclusion data. Key N to omit the customer/ship-to inclusion/exclusion on the listing. *Default Value:* Y (A 1) Required
F3=Cancel	Press F3=CANCEL to return to MENU OEFIL3 and not print the listing.
Enter	Press ENTER to accept the selections and print the listing. MENU OEFIL3 will appear.

Automated Order Charge Listing

```
OE919   11/30/10  18:02:35                         AUTOMATED ORDER CHARGE LISTING         AC/APDEMO           PAGE:    1
Company: 01 A & C Office Supply                 USD US Dollars                US$
Report Selections:      Company Fr: *ALL   Auto Order Charge ID Fr: *ALL     Show Customer/Ship-To Limits: Y
ID    Charge Description           Fixed Currency Amount  Chrg %     Min Sls Amt     Max Sls Amt  Min Ord Wght  Max Ord Wght
      Description 1                    Charge   --Apply To-  --Calc At--  Org  Cus  Elm  Ovr  Per  Calc  Excl  FOB   Carr
      Description 2                    Typ Cde  Rtn Inv Ord  Shp Ord Evr  Ord  Lim  Spl  Prm  Day   On   Drop  Code  Code   WH
-----------------------------------------------------------------------------------------------------------------------------
RETRN RETURN STOCKING CHARGES                   15.00
                                       0   3    Y   N   N    N   Y   N    Y    E    N    N    N    O     N
       *EXCLUDED*   Cust/Class Ship-To Customer Name/Class Desc       Ship-To Name
                    --------------------------------------------------------------------------------
FUEL  FUEL SURCHARGE                                     4.75                                                 15          150
                                       0   2    N   N   Y    Y   N   N    Y    E    N    N    N    S     N          TRUCK
       *EXCLUDED*   Cust/Class Ship-To Customer Name/Class Desc       Ship-To Name
                    --------------------------------------------------------------------------------
PROCS CATALOG PROCESSING                                 3.00
      Special Catalog Packaging        0   1    N   Y   Y    N   N   Y    Y    E    N    N    N    O     N
       *EXCLUDED*   Cust/Class Ship-To Customer Name/Class Desc       Ship-To Name
                    --------------------------------------------------------------------------------
                            10         Bon Secour School Department
                            10 1       Bon Secour School Department   Bon Secour School Department
                            10 2       Bon Secour School Department   Bon Secour School Department
                            20         Lithonia School Department
                    70                 International Sales
```

This listing prints following your selections on the Automated Order Charge Listing Screen (p. 75-17) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

Use Automated Order Charge Listing to review the definitions for each selected charge.

Automated Order Charge Listing

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. The company number and name are also printed. When International Currency is installed, the company's currency code and description, and currency symbol are printed on the same line. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
ID	The automated order charge ID.
Charge Description	The description of the automated order charge.
Fixed Currency Amount	When assigned, the amount of the automated order charge. When International Currency is installed, this amount is shown in the currency of the company.
Chrg %	When assigned, the percent that will be used to calculate the automated order charge on the item sales amount.

Automated Order Charge Listing

Report/Listing Fields	Description
Min Sls Amt	The minimum amount that must be met or exceeded before the automated order charge will be calculated and is based on the shipped order value or the total ordered according to **Calc on Shipped or Ordered** option.
Max Sls Amt	The maximum amount that, if exceeded, will cause the automated order charge not to be calculated and is based on the shipped order value or the total ordered according to **Calc on Shipped or Ordered** option.
Min Ord Wght	The minimum weight that must be met or exceeded before the automated order charge will be calculated and is based on the shipped order value or the total ordered according to **Calc on Shipped or Ordered** option.
Max Ord Wght	The maximum weight that, if exceeded, will cause the automated order charge not to be calculated and is based on the shipped order value or the total ordered according to **Calc on Shipped or Ordered** option
Description 1 / Description 2	The override description that will be used on the automated order charge that is added to the order in place of the normal special charge description.
Charge Type	Type is O for order level charge.
Charge Code	The available order charge codes are 1 through 9 and A through Z.
Apply To Rtn	Apply charges to returns will calculate the automated order charge on return type R orders
Apply To Inv	Apply charges to invoices will calculate the automated order charge on invoice-only type I orders.
Apply To Ord	Apply charges to orders will calculated the automated order charge on order type O, Q, and F orders.
Calc At Shp	Calculating the charge at ship confirmation only will calculate the automated order charge only when order is being shipped confirmed with an order entry **Function** code equal to S.
Calc At Ord	Calculating the charge during original entry only will calculate the automated order charge only when order is first being entered with an order entry **Function** code equal to O, I, or R.
Calc At Evr	Calculating the automated order charge every time the order is changed will calculate the charge when changes are made manually or through other processes such as Release Held Orders (MENU OEMAIN).

Automated Order Charge Listing

Report/Listing Fields	Description
Org Ord	Calculate automated order charge only on the original generation of an order. The original generation can be 00 for orders, quotes, futures, and invoice-only orders and 50 for releases against master blanket orders.
Cus Lim	Identifies that the limits are set to include or exclude which customers, customer/ship-tos and/or customer classes will or will not have automated order charge calculated.
Elm Spl	Determines that the calculate automated order charge only occurs on the original parent order of orders that are split into multiple orders for shipping purposes.
Ovr Prm	Indicates that the pop-up prompt window to key override amounts will appear so the calculated automated order charge amount be overridden by the user.
Per Day	Do not calculate the Auto Order Charge if another order for the same customer/ship-to has been shipped confirmed today and already has an automated order charge added to it.
Calc On	Calculate the automated order charge based on the shipped order value or the total order value for minimum/maximum item sales and/or minimum/maximum order weights.
Excl Drop	Determines that drop shipment orders (based on the Order Header File ORHED) will be excluded from the calculation of the automated order charge.
FOB Code	Identifies the FOB code (based on the Order Header File ORHED) that will be used for selection of orders for the calculation of the automated order charge.
Carr Code	Identifies the carrier code (based on the Order Header File ORHED) that will be used for selection of orders for the calculation of the automated order charge.
WH	Identifies the warehouse (based on the Order Header File ORHED) that will be used for selection of orders for the calculation of the automated order charge.
INCLUDED / *EXCLUDED*	These lines of information only print when the **Show Customer/Ship-To Limits** field is set to Y on the Automated Order Charge Listing Screen (p. 75-17). The appropriate message text will display based on the **Limit by Exclude/Include** field.

Automated Order Charge Listing

Report/Listing Fields	Description
Cust/Class	These lines of information only print when the **Show Customer/Ship-To Limits** field is set to Y on the Automated Order Charge Listing Screen (p. 75-17). Shows the customer number or the customer class selected for the exclude/include on the specific automated order charge.
Ship-To	These lines of information only print when the **Show Customer/Ship-To Limits** field is set to Y on the Automated Order Charge Listing Screen (p. 75-17). Shows the ship-to number selected for the exclude/include on the specific automated order charge.
Customer Name/Class Desc	These lines of information only print when the **Show Customer/Ship-To Limits** field is set to Y on the Automated Order Charge Listing Screen (p. 75-17). Shows the customer name or the customer class description selected for the exclude/include on the specific automated order charge.
Ship-To Name	These lines of information only print when the **Show Customer/Ship-To Limits** field is set to Y on the Automated Order Charge Listing Screen (p. 75-17). Shows the ship-to name selected for the exclude/include on the specific automated order charge.

CHAPTER 76

Reset Inventory Allocations

76

Use the Reset Inventory Allocations option to reset the allocated quantities in the Item Balance File (ITBAL) after the order entry program or the purchasing program is canceled because of power failure or other system interruptions.

This option browses the Order Detail File (ORDET) and the Requisition Detail File (RQDET) and recount the allocated inventory to ensure that the allocated amount equals the amount currently allocated for each item in every warehouse.

NOTE: When this program is run, Point of Sale (POS) orders will be considered. The orders that will be considered are those POS orders that are not saved and that do not have Order Entry order numbers assigned to them. Since inventory is being allocated in POS, a POS order may exist but an Order Entry order might not. If this is the case, the system will use the quantity ordered from the POS order to add to the allocated quantity in the Item Balance File (ITBAL).

Reset Inventory Allocations

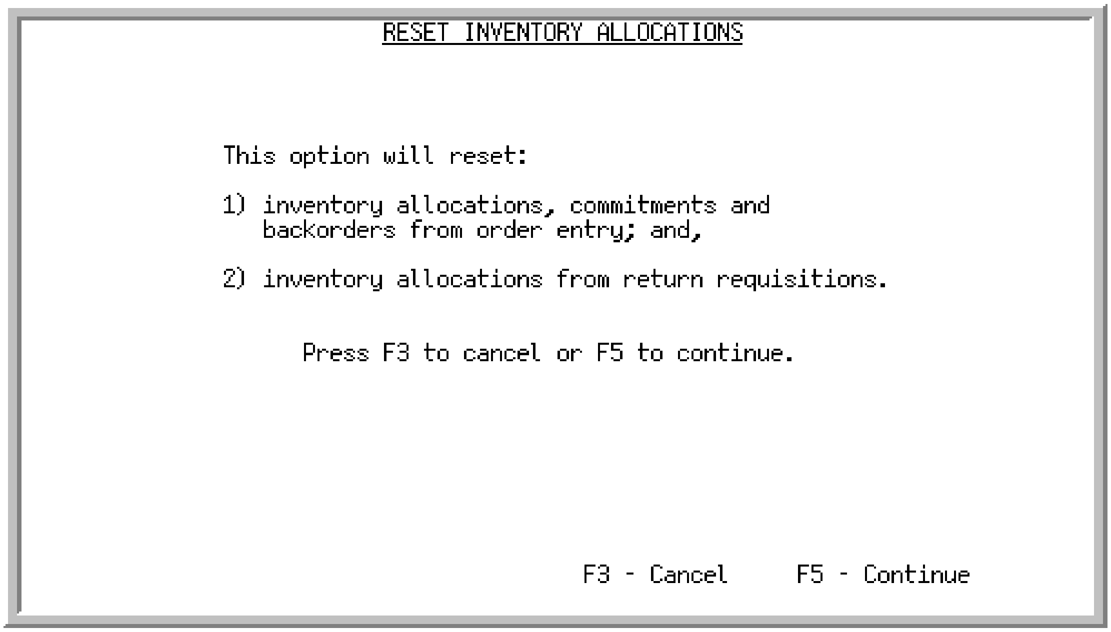
The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Reset Inventory Allocations Confirmation Screen	Use to confirm the reallocation of inventory.

When To Run This Option

It is sometimes necessary to run this option after a power failure. Check the allocation of an item using the Items Inquiry (MENU OEMAIN) if you believe allocations are not correct.

Reset Inventory Allocations Confirmation Screen



This screen appears after selecting option 2 - Reset Inventory Allocations option from MENU OEMAST. This screen is used to confirm the inventory allocation reset.

Reset Inventory Allocations Confirmation Screen Function Keys

Function Keys	Description
F3=Cancel	Press F3=CANCEL to cancel this option. MENU OEMAST will display.
F5=Continue	Press F5=CONTINUE to continue processing. Distribution A+ will browse the Order Detail File (ORDET) and the Requisition Detail File (RQDET) and recount the allocated inventory. The allocated quantities in the Item Balance File (ITBAL) will be updated with the newly calculated values.

CHAPTER 77

Reset Customer Open Order Values

77

The Reset Customer Open Order Values option is used to reset open order values in the Customer Master File (CUSMS) after the order entry program is canceled because of power failure or system interruption. This process will browse the Order Header File (ORHED) and calculate the total order value for each customer and then place this value in the Customer Master File.

The **Open Order Value** in the Customer Master File (CUSMS), is updated through the order entry process. As orders are added, changed or deleted through Enter, Change & Ship Orders (MENU OEMAIN), the order value is added to this field. Occasionally, the amount in this field becomes out of sync with the actual values in the Open Order Header File (ORHED). This reset process will browse the Open Order Header File (ORHED) and calculate the total order value for each customer and then place this value in the Customer Master File (CUSMS). The **Open Order Value** field is displayed on the Customer A/R Inquiry Screen through the Customer A/R Inquiry (MENU OEMAIN).

NOTE: NOTE: The four types of orders not include in this calculation are master orders, future orders, quote orders, and any orders using a payment type where the **Update A/R** field is set to N through Payment Types Maintenance (MENU OEFILE).
If this customer is the Accounts Receivable Customer Number for another customer, then the other customers total order value will appear on this customer's account since it is the responsible account for the bill.
Additionally, in an Electronic Payment (EP) environment, a credit card order will update the **Open Order Value** for the sales order's customer (even though the eventual receivables may post to the credit card receivables customer number instead) if the payment type on the order has the **Update A/R** field is set to Y.

Reset Customer Open Order Values

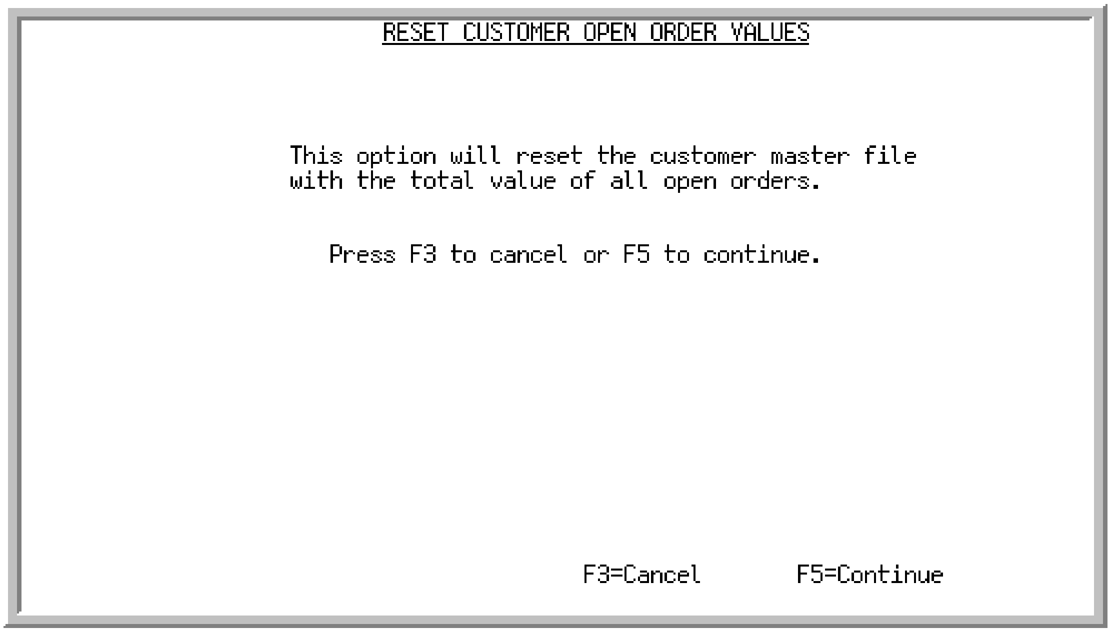
The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Reset Customer Open Order Values Screen	Use to confirm the customer open order values reset.

When To Run This Option

It is sometimes necessary to run this option after a power failure. Check the allocation of a customer's open orders using the Customer A/R Inquiry (MENU ARMAIN) if you believe open order values are not correct.

Reset Customer Open Order Values Screen



This screen appears after you select option 3 - Reset Customer Open Order Values from MENU OEMAST. This screen allows you to continue resetting open order values or cancel the option.

Reset Open Order Values Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU OEMAST will display.
F5=To Continue	Press the F5=TO CONTINUE function key to continue processing. The Order Header File (ORHED) will be read and will recalculate the total open order value. The open order values in the Customer Master File (CUSMS) will be updated with the newly recalculated values.

CHAPTER 78

Changing the “New Customer Order” Customer Number

78

The Change the “New Customer Order” Customer Number option is used to add or change a “New Customer Order” customer number for orders placed by a customer for the first time. This customer must be created through Customer/Ship-To Master Maintenance (MENU ARFILE) before being defined as a “New Customer Order” customer through this option. This customer number is used on an order until a permanent customer number is assigned to the new customer.

Any order created for the “New Customer Order” customer will automatically be put on New Customer Hold with hold code NC. An order may be released from New Customer Hold through Release “New Customer” Orders (MENU OEMAIN) after a permanent customer definition is created (MENU ARFILE).

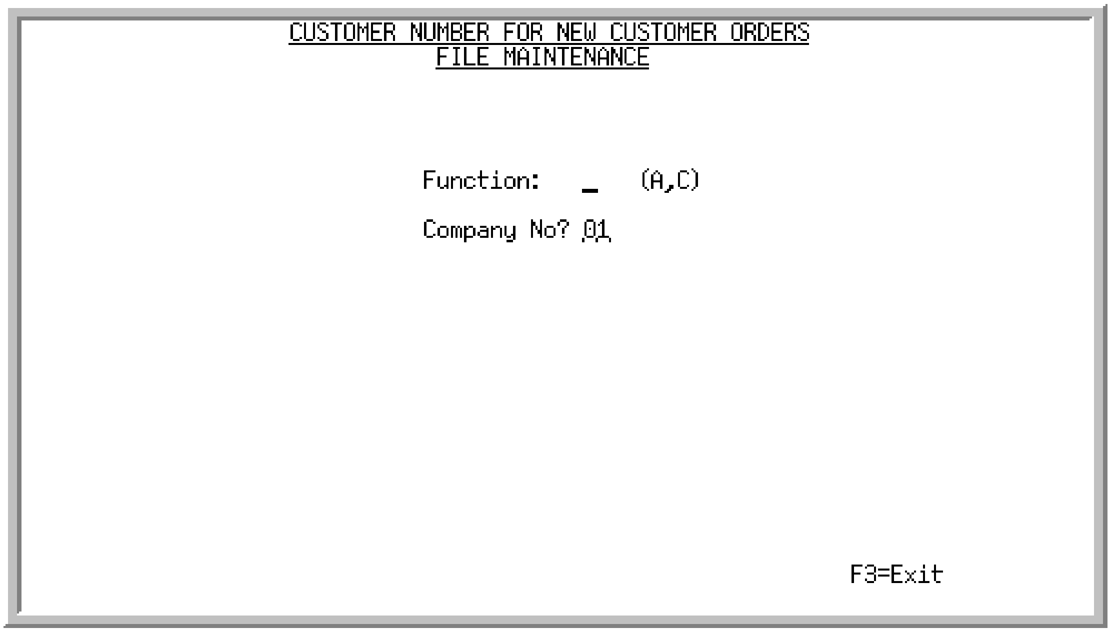
To release orders through Infor Ming.le, the “New Customer Order” customer number must have an **A/R Call Rep** assigned through Customer/Ship-To Master Maintenance (MENU ARFILE). If you are using the Workflow Management alert for Order Placed on Hold with a filter for the NC hold code, the message will be sent to the Distribution A+ **User ID** assigned to the **A/R Call Rep** through A/R Call Reps Maintenance (MENU ARFILE2).

Change the “New Customer Order” Customer Number

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
Customer Number for New Customer Orders Selection Screen	Use to specify the company for the new customer number.
Customer Number for New Customer Orders Screen	Use to specify the new customer order customer number.

Customer Number for New Customer Orders Selection Screen



This screen appears after you select option 4 - Change the "New Customer Order" Customer Number from MENU OEMAST. This screen is used to select the company for which a "New Customer Order" customer number will be added or changed.

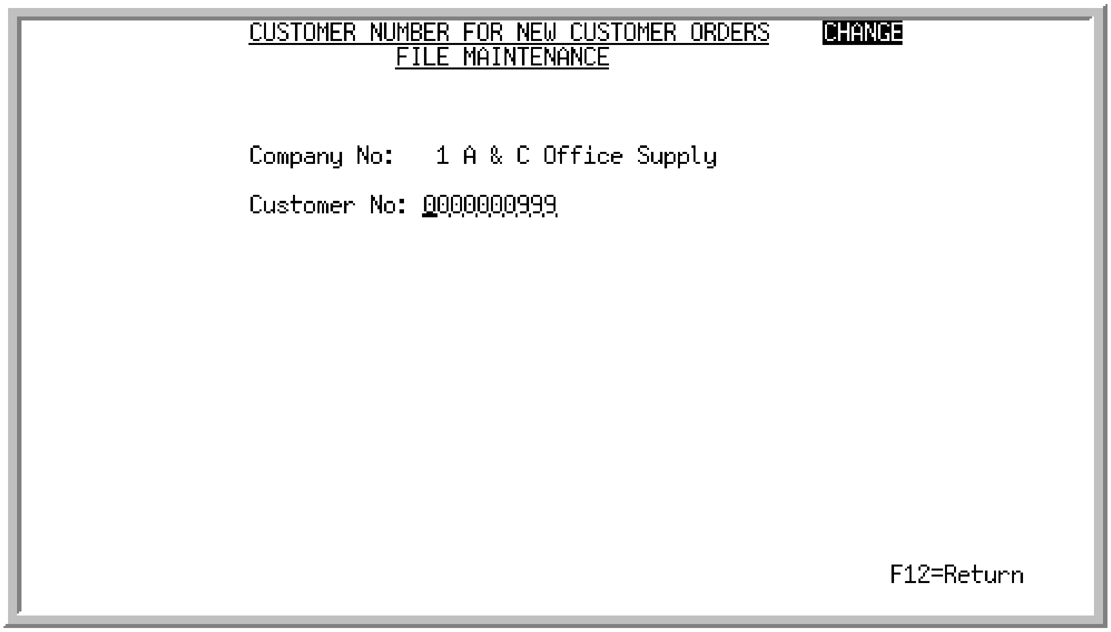
Customer Number For New Customer Orders Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a "new customer order" customer. Key C to change an existing "new customer order" customer. (A 1) Required
Company No	Key the number of the company for which the "new customer order" customer number will be added or changed. Only one "new customer order" customer number may be created per company. *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

Customer Number For New Customer Orders Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press the F3=EXIT function key to cancel this option. MENU OEMAST will appear.
Enter	Press ENTER to confirm your selections. The Customer Number for New Customer Orders Screen (p. 78-4) will appear.

Customer Number for New Customer Orders Screen



This screen appears after you press ENTER from the Customer Number for New Customer Orders Selection Screen (p. 78-2). Use this screen to add or change the “New Customer Order” customer number.

Customer Number For New Customer Orders Screen Fields and Function Keys

Field/Function Key	Description
Customer No	This is the customer number that you will use for the specified company when an order is placed by a new customer. Any order that is placed for this customer number is automatically put on New Customer Hold (hold code **NC**). *Valid Values:* Any customer created through Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Required
F12=Return	Press the F12=RETURN function key to return to the Customer Number for New Customer Orders Selection Screen (p. 78-2) without saving any changes made on this screen.
Enter	Press ENTER to confirm your selections. The Customer Number for New Customer Orders Selection Screen (p. 78-2) will appear.

CHAPTER 79

Automatic Backorder Release

79

Use the Automatic Backorder Release option to release qualified backorders and re-calculate ship quantities for orders which then become pick list ready.

The Automatic Backorder Release program (ABR) is a powerful backorder management tool. With it, the amount of time spent releasing backorders manually is greatly reduced or eliminated. Additionally, backorders may be released in a more timely and systematic fashion, thus improving the delivery schedule to customers.

Since use of ABR may affect many orders in the system, it is important that users have a very clear concept of how it works before running it. Be sure to read the entire section and setup all necessary selection criteria before running this option.

This option executes the ABR program that will release qualified backorders and recalculate ship quantities for Pick List Ready orders based on current inventory availability and user defined selection criteria. An Activity Audit Report will print summarizing the result of the releases.

If you chose to reserve unshipped backordered inventory through Order Entry Options Maintenance (MENU XAFILE), the quantity available to commit to backordered orders will be reduced by the reserved quantity for open orders with backordered line items and a status of Pick List Printed or greater.

If you choose to **Update Order Costs When Backorders Are Released**, when the backorder is released, the item's cost and the order's costs will be updated with the most current values. Refer to Order Entry Options Maintenance (MENU XAFILE) for more information.

If the **Track Order Activity** field is set to Y in Order Entry Options Maintenance (MENU XAFILE), an order activity record will be created only if an order quantity is changed, if the cost is changed, or if the order is released.

Depending on whether or not a carrier-specific delivery schedule is identified for the carrier assigned to an order, the requested ship date of the released order will either reflect the original date or the next carrier scheduled delivery date.

Order Entry Options Maintenance (MENU XAFILE) also provides an option to **Reserve Unshipped Backordered Inventory**. This field changes the ABR process to also reserve inventory for open orders with backordered line items and a status of Pick List Printed or greater. Setting thi option to 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 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

If Value Added Services is installed on your system, you may also release backorders for work orders only or for both work orders and sales orders.

If Electronic Payments is installed, backorders released through this option will be placed on Pending Authorization hold if they are not authorized. 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).

The release function performed through this program will be based on current inventory availability and user defined selection criteria. Refer to CHAPTER 5: *Order Entry Managing Backorders* for guidelines and a detailed description of this option.

When To Run This Option

Run this option on a daily or weekly basis as needed. Running it after Inventory Receipts are posted may be helpful since inventory for backordered items may be become available at that time.

This option may require considerable time to run, especially if there are typically a large number of backorders in the system. Additionally, this option is submitted to the Transaction Processor (which processes one job at a time). Therefore, other posting procedures (like cash posting or inventory transaction posting) will not run while ABR is running. For these reasons, you may consider running ABR overnight or at a time when other posting jobs are not required to run.

How to Restart this Option

This option is submitted to the Transaction Processor. Once the user makes the selections on the prompt screen, the job is submitted to the processor and the screen returns to the menu. See Section II - "Restart Instructions" for information on how to restart the Processor.

If the job is interrupted before it is submitted to the TP, restart by selecting the option from the menu.

If ABR is restarted, it is recommended that the Reset Inventory Allocations (MENU OEMAST) be executed once the restart is complete.

Automatic Backorder Release

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
Automatic Backorder Release Selection Screen	Use to specify the company for which you want to run automatic backorder release.
Automatic Backorder Release Screen	Use to limit and prioritize the orders that will be released.
Automatic Backorder Release - Activity Audit Report	Prints a list of orders that were released or have had inventory committed.

Automatic Backorder Release Selection Screen

This screen appears after selecting option 5 - Automatic Backorder Release from MENU OEMAST, if the multi-company feature is being used as determined through System Options Maintenance (MENU XAFILE). If you are not using the multi-company feature, the Automatic Backorder Release Screen (p. 79-6) displays and this screen is skipped.

When you have International Currency installed with the multi-company feature, the user's default company will default in the **Company** field and Automatic Backorder Release must be run for one company at a time.

This screen is used to select the company for Automatic Backorder Release.

Automatic Backorder Release Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Automatic Backorder Release can be run for one company at a time or all companies. NOTE: When International Currency is installed on your system, you will only be able to run ABR for one company at a time. Enter 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. MENU OEMAST will display.
Enter	Press ENTER to confirm your selections. The Automatic Backorder Release Screen (p. 79-6) will appear.

Automatic Backorder Release Screen

```
                          AUTOMATIC BACKORDER RELEASE

    Company:       3 The Office Connection

    Req. Ship Date Through:  _80409
    Cancel Date Through:     .......  (Leave Blank to Ignore Cancel Date)

    Order Priority:              ..            To:               ..
    Warehouse?                   ...           To?               ...
    Item Number:   ..........................  To: ...........................
    Order Type:              ..  ( ,S,W)
    Cust Commitment Code?    ....
    Customer:                ...........   AR Customer:  ..  (Y, )
    Customer PO Number:      ......................

    Rel partial shipments greater than or equal to    ........100 Canadian Dolla
    Don't rel partial shipments less than or equal to .........10 Canadian Dolla

    Base Partial Release on Value, Qty or Wght:  V  (V,Q,W)
    Release partial shipments with a shippable  value   within a given
    percent of the total order value
        First Pass: . 80 %   Second Pass: . 60 % (opt)   Third Pass: . 10 % (opt)

                                                  F3=Exit       F12=Return
```

This screen appears after you press ENTER on the Automatic Backorder Release Selection Screen (p. 79-4), which appears only if the multi-company feature is activated through System Options Maintenance (MENU XAFILE). If multi-company is defined as N (not activated), this screen appears after selecting option 5 - Automatic Backorder Release option from MENU OEMAST.

Use this screen to limit and prioritize the orders that will be released. You may also select what type of orders to release, if Value Added Services is installed on your system.

Automatic Backorder Release Screen Fields and Function Keys

Field/Function Key	Description
Req. Ship Date Through	All orders that have a requested ship date on or before the date entered in this field will be selected for processing (providing the order meets the other criteria for selection). For work orders, if you have installed Value Added Services, this date used for selection is the **Start Date** field on the Work Order Header Screen in Maintain Work Orders (MENU WOMAIN). Refer to the Value Added Services User Guide for details. *Default Value:* Current system date *Valid Values:* Key the date to be used for order selection 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

Automatic Backorder Release Screen Fields and Function Keys

Field/Function Key	Description
Cancel Date Through	Use this field to enter the cancel date through which you want to process backorders. Backorders with cancel dates on or before this date will be processed depending upon inventory availability. If this field is used, ABR will only process orders with cancel dates meeting this criteria. You have to run ABR again to release orders without cancel dates. This field represents the date that appears in the **Cancel Dt** field on the Second Order Header Screen (p. 6-48) during Enter, Change & Ship Orders (MENU OEMAIN). *Default Value:* blank *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
Order Priority	Use this field to limit the orders processed based on order priority. Odd numbered priority codes (1, 3, 5) and even numbered priority codes (2, 4, 6) behave differently. The odd numbers always commit inventory. The even numbers commit only if the backorder is released. Orders with an order priority 7 are excluded from the ABR option. Generally, orders with a priority code of 1 will be considered for release before orders with priorities 2 through 6. Priority 6 is the lowest that ABR will use. Priority 7 means ABR will never release or commit inventory to these orders. These orders must be released manually through Release Held Orders, Quotes, Backorders and Futures (Menu OEMAIN). The Priority Code is order specific. For a particular sales order, it may be changed on the Second Order Header Screen (p. 6-48) in Enter, Change & Ship Orders (MENU OEMAIN), either when the order is entered or changed. For a work order, the priority field is on the Work Order Maintenance Header Screen in Maintain Work Orders (MENU WOMAIN). Refer to Order Entry Options Maintenance (MENU XAFILE) for more information on order priority codes. *Valid Values:* 1 - 6 (2 @ A 1) Optional
Warehouse	This is the range of warehouses for which you would like to release orders. If an order meets the other criteria on this screen, and is shipped from any warehouse in this range, the backorder is released through Automatic Backorder Release. (2 @ A 2) Optional

Automatic Backorder Release Screen Fields and Function Keys

Field/Function Key	Description
Item Number	Key the range of item numbers which you would like to include in the Automatic Backorder Release process. If an order meets the other criteria on this screen, backorders for the items in the keyed range will be released through ABR. If an order includes backordered items both inside and outside the keyed range, only the items inside the range may have quantity committed to them; however, the order as a whole will be also be considered for release. (2 @ A 27) Optional
Order Type	This field displays only if Value Added Services is installed on your system. This field allows you to process backorders for sales orders only, work orders only, or for both sales orders and work orders. Key S if you wish to process backorders for sales orders only. Key W if you wish to process backorders for work orders only. Leave this field blank if you wish to process backorders for both sales orders and work orders. (A 1) Optional
Cust Commitment Code	This field is used to filter backorders based on the specified customer commitment code. Backorders for customers with this commitment code will be processed. Key a valid customer commitment code. *Valid Values:* Any customer commitment code defined through Customer Commitment Code Maintenance (MENU ARFIL2) for this company (N 3,0) Optional
Customer	You may select a particular customer for which you would like to run ABR. NOTE: If you key Y in the **AR Customer** field, you can only key an AR customer number in this field. (N 10,0) Optional
AR Customer	This field is used to filter backorders according to A/R customer number. It allows the **Customer** field to be used for entry of an A/R customer number. Backorders with this A/R customer number will be processed. Leave this field blank if you are not going to use an A/R customer number for filtering backorders. Key Y and an A/R customer number (**Customer** field) to process backorders associated with this A/R customer. *Default Value:* blank *Valid Values:* blank or Y (A 1) Optional

Automatic Backorder Release Screen Fields and Function Keys

Field/Function Key	Description
Customer PO Number	This field is used to filter backorders according to customer PO number. Backorders with this customer PO number will be released. NOTE: There is no **Customer PO Number** field for work orders. No work orders will be released if this field is used. Key a customer PO number for an order entered through Enter, Change & Ship Orders (MENU OEMAIN). (A 22) Optional
Rel partial shipments greater than or equal to	This field allows you to set a value above which orders will be selected for release through ABR. Partial shipments will be released if the order's value is greater than or equal to the currency amount you select in this field. NOTE: If Value Added Services is installed on your system, this field is not used in the release of work orders. (N 11,0) Optional
Don't rel partial shipments greater than or equal to	NOTE: This field applies only if the orders being reviewed have not already successfully met the criteria in the **Release Partial Shipments** field. This allows you to set a minimum value for orders to be released. Partial shipments will not be released if the order's value is less than or equal to the currency amount you select in this field. NOTE: If Value Added Services is installed on your system, this field is not used in the release of work orders. (N 11,0) Optional

Automatic Backorder Release Screen Fields and Function Keys

Field/Function Key	Description
Base Partial Release on Value, Qty or Wght	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. Partial shipment of items with no shippable value (zero) will not happen if this option is set to value. 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 xx within a given percent of the total order xx** 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
First Pass	Use the **Pass** fields to release orders which do not meet the normal criteria of being able to ship the whole order. 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. 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. NOTE: If Value Added Services is installed on your system, this field is not used in the release of work orders. *Default Value:* The percentage value defined through Order Entry Options Maintenance (MENU XAFILE) on the Automatic Backorder Release Screen. *Valid Values:* 1 - 99 (N 2,0) Optional

Automatic Backorder Release Screen Fields and Function Keys

Field/Function Key	Description
Second Pass (opt)	The percentage value in this 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. NOTE: If Value Added Services is installed on your system, this field is not used in the release of work orders. *Default Value:* The percentage value defined through Order Entry Options Maintenance (MENU XAFILE) on the Automatic Backorder Release Screen. *Valid Values:* 1 - 99 (N 2,0) Optional
Third Pass (opt)	The percentage value in this field must be less than the value in the **Second Pass** field. It will search, release, and commit inventory for backorders which fall between the specified percentage and the percentage in **Second Pass**. NOTE: If Value Added Services is installed on your system, this field is not used in the release of work orders. *Default Value:* The percentage value defined through Order Entry Options Maintenance (MENU XAFILE) on the Automatic Backorder Release Screen. *Valid Values:* 1 - 99 (N 2,0) Optional
F3=Exit	Press the F3=EXIT function key to cancel your selections. MENU OEMAST will display.
F12=Return	Press the F12=RETURN function key to return to the Automatic Backorder Release Selection Screen (p. 79-4) without running ABR.
Enter	Press ENTER to run the ABR program. MENU OEMAST will display. NOTE: During ABR, the program will check to see if the order has been previously put on a specific hold code. It will then check to see if the order qualifies to be put on a particular type of hold during the ABR program.

Automatic Backorder Release - Activity Audit Report

```
OE750  08/04/09  10.09.46                  AUTOMATIC BACKORDER RELEASE - ACTIVITY AUDIT                 AM/APDEMO    PAGE    1
                                                  Company: 01
Req Ship Through: 08/04/09   All Priorities     All Warehouses      All Items                             All Customers
Order Type: All Types
Ignore Cancel Date              All AR Customers          All Cust Commit Codes  All Cust PO Numbers:
Rel. Part. Amount($):           100  No Rel. Part. Amount($):            10 Partial Value Percent(%):   1st- 80  2nd- 60  3rd- 40
                                                                                    |----------- Shipped Value  -------------|
   Order      Type      Status   Pty  Req Ship  Customer                    Order Value    Previous      Current      Committed
--------------------------------------------------------------------------------------------------------------------------------
01/01868/00  Order  HOLD -- SP  3   08/04/09  Lebanon School Department     22,365.00    22,365.00    22,365.00         .00 US$
01/01945/01  Order  RDY-Pckslp  3   08/04/09  CBM Insurance Company            128.10          .00       128.10      128.10 US$
01/01972/00  Order  HOLD -- SP  3   08/04/09  Bon Secour School Departm        817.11       241.68       256.18       14.50 US$
01/01975/01  Order  HOLD -- SP  3   08/04/09  Bon Secour School Departm        694.17       654.88       694.17       39.29 US$
01/02013/00  Order  HOLD -- SP  3   08/04/09  Attleboro School Departme        595.35          .00       595.35      595.35 US$
01/02048/00  Order  HOLD -- SP  3   08/04/09  Mays Department Store            838.35          .00       772.93      772.93 US$
01/02058/01  Order  HOLD -- SP  3   08/04/09  Lebanon School Department         14.85          .00        14.85       14.85 US$
01/02061/00  Order  HOLD -- CR  3   08/04/09  Smithfield School Departm        169.79        44.10       169.79      125.69 US$
01/02062/01  Order  RDY-Pckslp  3   08/04/09  CBM Insurance Company          1,389.19          .00     1,389.19    1,389.19 US$
01/02063/01  Order  RDY-Pckslp  3   08/04/09  Niagara Insurance                151.41          .00       151.41      151.41 US$
01/02064/01  Order  RDY-Pckslp  3   08/04/09  Newman Insurance Agency          213.69          .00       213.69      213.69 US$
01/02065/01  Order  RDY-Pckslp  3   08/04/09  Financial Management Serv        139.62        18.33       139.62      121.29 US$
01/02066/01  Order  HOLD -- SP  3   08/04/09  Financial Technologies         1,354.15          .00     1,354.15    1,354.15 US$
01/02069/01  Order  HOLD -- SP  3   08/04/09  Hartford Medical Associat        217.23        41.67       217.23      175.56 US$
01/02070/00  Order  HOLD -- OM  3   08/04/09  Anniston Medical Center           92.08        86.87        92.08        5.21 US$
01/02074/00  Order  HOLD -- GM  3   02/04/08  Insurance Software               228.53        67.16        75.89        8.73 US$
```

When ABR runs, it prints this activity report to show which orders have been released and/or have had inventory committed toward them.

NOTE: If Value Added Services is installed, work orders may be included on this report.

Automatic Backorder Release - Activity Audit 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). The company number and name are also printed.
Order	This is the company number, order number, and generation of the order. The generation usually indicates how many times this order has been backordered. For example, a generation of 03 indicates the order has been backordered three times.

Automatic Backorder Release - Activity Audit Report

Report/Listing Fields	Description
Type	The type of order released by ABR; it may be: • **Order**: This type indicates that this is a sales order or work order. ABR committed inventory to it and/or released it. The order may now be considered ready to ship. • **Backorder**: This type indicates that the backorder was not released but still had inventory committed toward at least one of its line items.
Status	This is the status of the order. For a sales order, it may be one of the following: • **RDY-Pckslp**: Indicates that a Pick List is ready to be printed for the order. • **Hold — XX** (where XX indicates the hold code): Indicates the current status of the order. During ABR, the orders are still credit checked and put on Slow Pay Hold (SP) or Credit Hold (CR), if necessary. Orders which were already on hold for another reason (such as Gross Margin Hold - GM) will remain on that Hold. They must be released through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN). For a work order, if Value Added Services is installed, it may be one of the following: • **RDY-Pckslp**: Indicates that a Work Order Pick List is ready to be printed for the work order. • **Hold — XX** (where XX indicates the hold code).
Pty	This is the Order Priority assigned to the of the order.
Req Ship	This is the **Requested Ship Date** for the sales order and the **Start Date** for a work order. The **Requested Ship Date** used in this process is entered/changed on the Order Header Screen (p. 6-18) in Enter, Change & Ship Orders (MENU OEMAIN). Do not confuse this with the individual item Requested Ship Date.
Customer	This is the customer name on the order.
Order Value	This is the total value of the order including the following: the sum of the ordered quantities multiplied by the sell price for all line items on the order plus any special charges, any container charges, and any taxes.
Previous Shipped Value	This is the shippable value of the order before it was changed by ABR, including the following: the sum of shippable quantities (before ABR changed them) multiplied by the sell price for all line items on the order plus any special charges, any container charges, and any taxes.

Automatic Backorder Release - Activity Audit Report

Report/Listing Fields	Description
Current Shipped Value	This is the shippable value of the order after it was changed by ABR, including the following: the sum of shippable quantities (before ABR changed them) multiplied by the sell price for all line items on the order plus any special charges, any container charges, and any taxes.
Committed Shipped Value	This is the difference between the **Current Shipped Value** and the **Previous Shipped Value**. It indicates how much ABR increased the shippable value of the order. Committed Shipped Value = Current Shipped Value - Previous Shipped Value

CHAPTER 80

Copy Price Info from Item Master by Warehouse

80

This option allows you to copy pricing information from the Item Master File to the Item Balance File for a particular warehouse. Note that in order to have pricing data at the warehouse level, the **Allow WH Pricing** field described for the System Options Maintenance (MENU XAFILE) must be Y.

Copy Price Info from Item Master by Warehouse

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
Copy Price Info From Item Master By Warehouse Screen	Use to specify the warehouse to which item master price information will be copied.

When To Run This Option

After you have determined, through System Options Maintenance (MENU XAFILE), that warehouse level (balance) pricing will be allowed, you must identify, through Warehouse Numbers Maintenance (MENU IAFILE), which warehouses will use that warehouse level (balance) pricing.

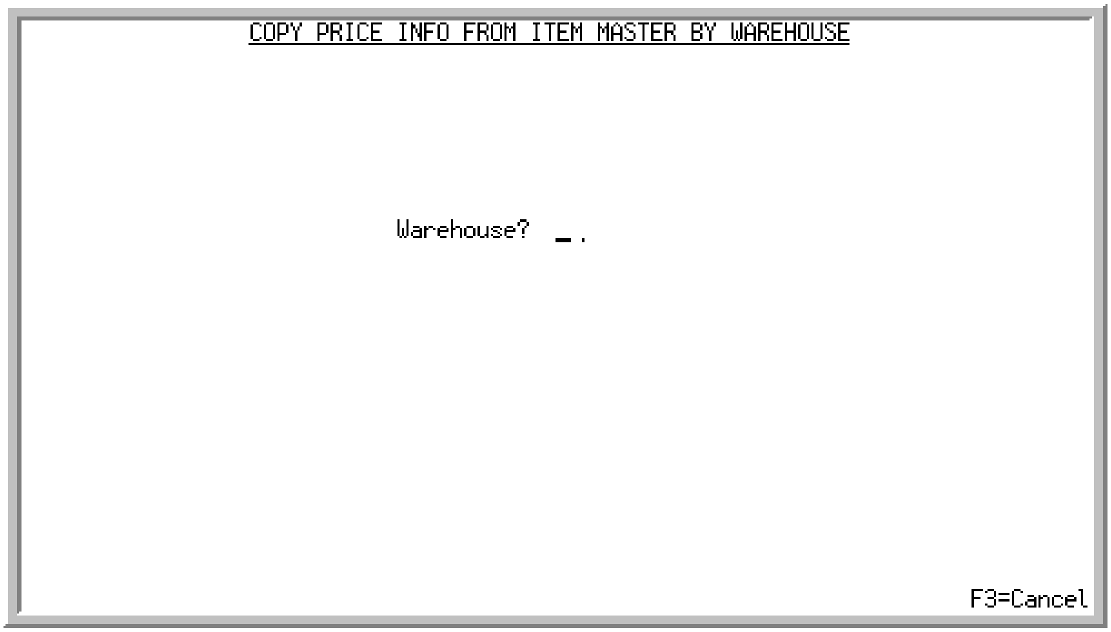
For each warehouse that is defined to use warehouse level (balance) pricing, you must ensure that every item in that warehouses has warehouse level (balance) prices defined. To do this, you can do either of the following:

- “Copy” the Item Master File prices to the item/warehouse balance records in the Item Balance File for all items, and then change those item prices in the balance records which have the unique warehouse prices; or,
- Create the balance records for those items which have unique warehouse prices, and then “copy” the remainder of the items prices from the Item Master File to the Item Balance File.

To perform either of these, the "copy" is done through this option.

NOTE: If at least one list price on an item/warehouse record in the Item Balance File has been identified for a specific item, the "copy" performed through this option will not overwrite those prices. Before the copy of the prices from the Item Master File to the Item Balance File is performed, a check is done to ensure that a balance record with identified list prices does not already exist for that item. If such a balance record does exist, the copy is not performed for that item.

Copy Price Info From Item Master By Warehouse Screen



When you select option 6 - Copy Price Info from Item Master by Warehouse from MENU OEMAST, this screen is presented. Use this screen to identify the warehouse for which Item Master File price data will be copied to Item Balance File records.

NOTE: If item/warehouse records already exist in the Item Balance File for particular item, and at least one list price has been identified for that item, the Item Master File price data will not be copied so that the unique pricing data will not be overwritten.

Copy Price Info From Item Master By Warehouse Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	This is the warehouse for which Item Master File pricing data will be copied to Item Balance File records. Key the ID of the warehouse for which the copy is to be performed. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name 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) already setup through Warehouse Numbers Maintenance (MENU IAFILE) to allow warehouse level (balance) pricin. (N 2,0) Required

Copy Price Info From Item Master By Warehouse Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press the F3=CANCEL function key to cancel your selections. MENU OEMAST will display.
Enter	Press ENTER to run the copy program. MENU OEMAST will display.

CHAPTER 81

Reset Allocation Days of Future Orders

81

The Reset Allocation Days of Future Orders option recalculates the allocation dates on future orders using the most current lead times and order frequencies. Allocation dates are checked against the current date during Day-End Processing to determine if inventory should be allocated for the order and the order should be released.

NOTE: Allocation dates are used only if **Use Allocation Time Period** is set to Y in Warehouse Number File Maintenance (MENU IAFILE) for one or more warehouses. Items that are not planned and have no Vendor/Item Master File or Vendor Master File records in Purchasing cannot have an allocation date calculated due to the missing lead time field value.

Reset Allocation Days of Future Orders

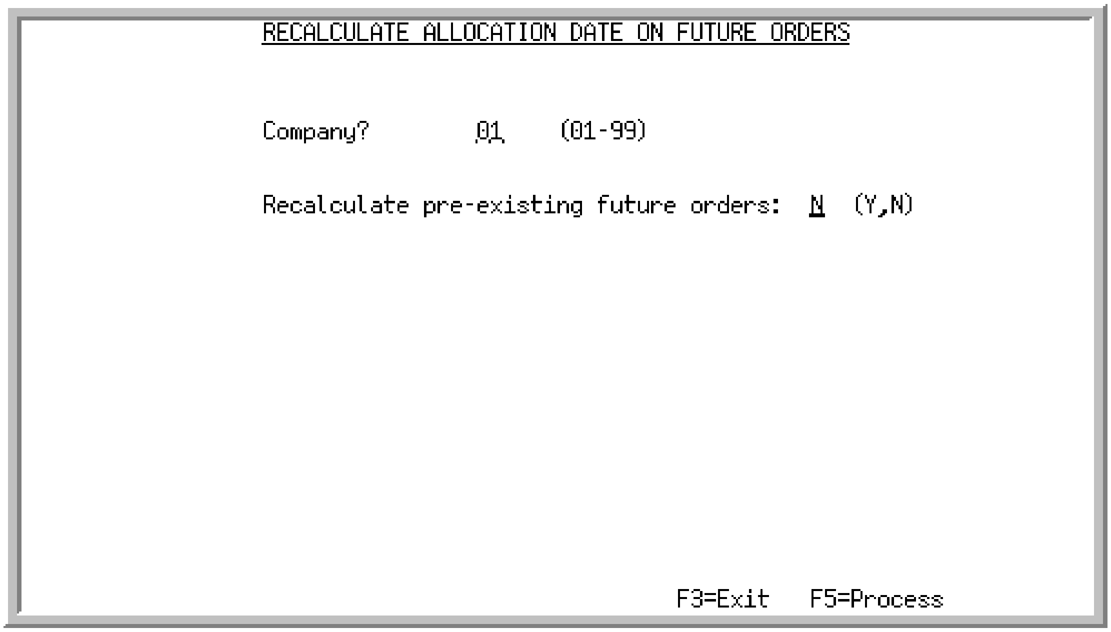
The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Recalculate Allocation Date on Future Orders Screen	Use to specify the company and type of future orders for which allocation dates will be recalculated.

When To Run This Option

You should run this option whenever you have changed the lead time or order frequency for a certain vendor/item combination through Purchasing or Inventory Management & Planning. You may wish to utilize this option after changing the requested ship dates of multiple orders. This option will help to facilitate the system’s automatic order release, when the running of future order releases for each individual order would be too time consuming. You may also run this option whenever you have entered future (type “F”) orders and want to automatically handle order release and inventory allocation for those orders rather than having to track and release them manually.

Recalculate Allocation Date on Future Orders Screen



This screen appears after selecting option 7 - Reset Allocation Days of Future Orders from MENU OEMAST. This screen allows you to select the company and type of future orders for which allocation dates will be recalculated.

Recalculate Allocation Date on Future Orders 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). Key the company for which you want to recalculate allocation dates. *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

Recalculate Allocation Date on Future Orders Screen Fields and Function Keys

Field/Function Key	Description
Recalculate pre-existing future orders	This option will perform a recalculation for every order entered with an **Order Type** of O that was converted to a future (**Order Type** F) order based on the allocation date. Use this field to indicate whether allocation dates should also be calculated for orders entered with an **Order Type** of F. Once an allocation date is calculated for a future order, Day-End Processing will check the allocation date and will automatically release the order and allocate inventory when the allocation date is less than the current date. Key Y to recalculate allocation dates for all future orders, regardless of how the order originated. Keying Y here means that future orders will no longer be held until you release them manually. Key N to limit the recalculation to only those future orders originally entered as regular orders that were converted to future orders by the allocation window. If you want to maintain manual control over future orders, you should key an N. *Default Value:* N (A 1) Required
F3=Exit	Press the F3=EXIT function key to exit from this option and return to MENU OEMAST.
F5=Process	Press the F5=PROCESS function key to continue processing. The allocation date will be recalculated for the selected future orders. The new allocation date will be stored in the Order Header File (ORHED) and will be used during Day-End Processing to determine if inventory should be allocated and the order released.

CHAPTER 82

Inventory Commit/Uncommit

82

The Inventory Commit/Uncommit option is used to manually change inventory commitments for orders (orders with a print pick list date equal to zero). Instead of having Distribution A+ automatically commit inventory to an entire order before committing inventory to another one, you can manually spread inventory commitment across multiple orders.

This option uses the Inventory Commitment Matrix (MENU OEMAST). The manual commitment process works best when **Assume Zero Shipments** is Y in Order Entry Options (MENU XAFILE).

This option offers two processes:

- Committing inventory by item number
- Uncommitting inventory by item number or by order number

Important

Be aware that the quantities available to be committed through this option may not reflect actual quantities if users are entering orders while this option is being used. To avoid this situation, you must either set **Assume Zero Ship** to Y in Order Entry Options (MENU XAFILE) for all your companies or make sure users are maintaining orders at a different time than committing/uncommitting inventory.

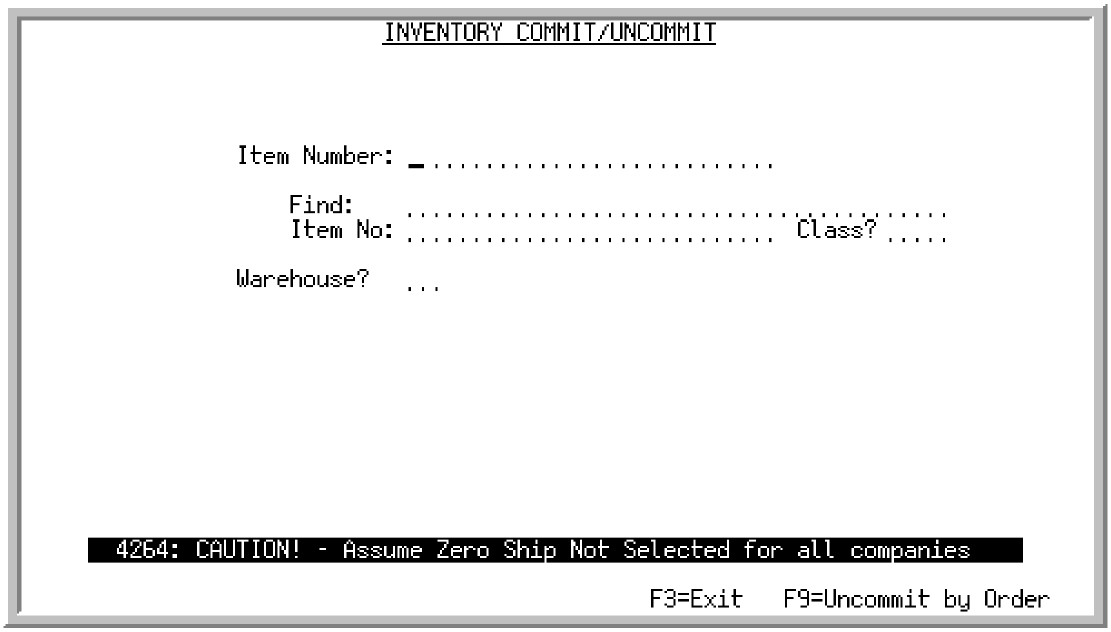
Also, during commit confirmation, when determining the available quantity that can be committed for each order, the system will recalculate the quantity available taking any country of origin restrictions into considerations. Therefore, the quantity committed may not be the full amount based on the quantity available due to any country of origin restrictions specific to the order being processed.

Inventory Commit/Uncommit

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 Commit/Uncommit Prompt Screen	Use to specify the items and/warehouse for inventory commitments by item.
Inventory Uncommit By Order Selection Screen	Use to specify limiting criteria for inventory commitments by order.
Inventory Uncommit By Order Screen	Use to select an order for which to uncommit inventory.
Inventory Commit/Uncommit By Item Screen	Use to select an item for which to change inventory commitments.
Inventory Commit Screen	Use to review order line items for inventory commitments.
Inventory Commit Confirmation Screen	Use to specify the quantities to commit to each line item.
Inventory Uncommit Screen	Use to review order line items for inventory uncommitment.
Inventory Uncommit Confirmation Screen	Use to specify the quantities to uncommit for each line item.

Inventory Commit/Uncommit Prompt Screen



This screen appears after you select option 8 - Inventory Commit/Uncommit from MENU OEMAST. This screen acts as a filter for your inventory and is used to determine which items will appear on the Inventory Commit/Uncommit Screen, if you are committing or uncommitting inventory by item. You can enter a particular item, warehouse, or search criteria.

If you want to uncommit inventory by order, you must press F9=UNCOMMIT BY ORDER from this screen.

Inventory Commit/Uncommit Prompt Screen Fields and Function Keys

Field/Function Key	Description
Item Number	Key the item number that you will either be committing or uncommitting inventory for. *Valid Values:* Any item defined through Item Master Maintenance (MENU IAFILE) (A 27) Optional

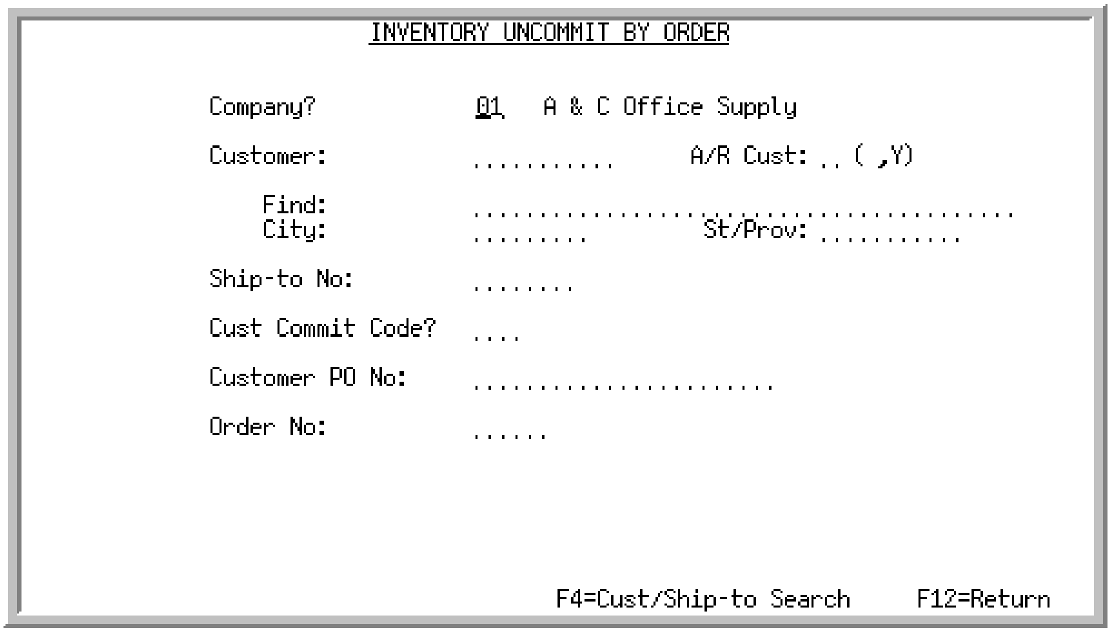
Inventory Commit/Uncommit Prompt Screen Fields and Function Keys

Field/Function Key	Description
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 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
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. Refer to the Inventory Accounting User Guide for information on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 2/A 2) Optional

Inventory Commit/Uncommit Prompt Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key a valid warehouse to limit the items that appear on the Inventory Commit/Uncommit By Item Screen (p. 82-10) to this warehouse only. *Valid Values:* Any warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) (A 2) Optional
F3=Exit	Press the F3=EXIT function key to cancel this option. MENU OEMAST will display.
F9=Uncommit by Order	Press the F9=UNCOMMIT BY ORDER function key to begin the process of uncommitting inventory by order. The Inventory Uncommit By Order Selection Screen (p. 82-6) will appear.
Enter	Press ENTER to confirm your selections. The Inventory Commit/Uncommit By Item Screen (p. 82-10) will appear.

Inventory Uncommit By Order Selection Screen



This screen appears after you press F9=UNCOMMIT BY ORDER on the Inventory Commit/Uncommit Prompt Screen (p. 82-3). Use this screen to limit the orders from which you will be uncommitting inventory.

NOTE: You must key a company number to use any of the other fields on this screen.

Inventory Uncommit By Order Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field is used to select the company whose orders you will be uncommitting inventory from. All orders for this company will display. You must key a company number to use the other fields on this screen. *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

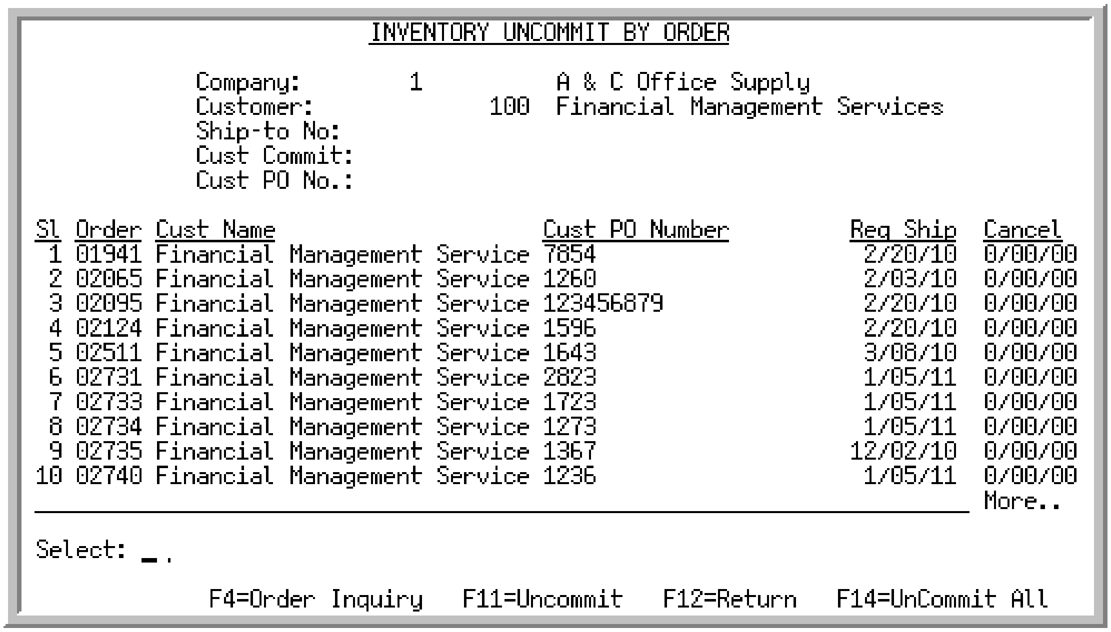
Inventory Uncommit By Order Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer	Key the number of the customer from whom inventory will be uncommitted. All orders for this customer will display. If you do not know the customer number, use the customer search by keying criteria in the **Find**, **City** and/or **State** fields. *Valid Values:* Any valid customer defined through Customer/Ship to Master Maintenance (MENU ARFILE) or any valid A/R customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE) if you key Y in the **A/R Cust** field. (N 10,0) Optional
A/R Cust	This field allows an A/R customer number to be used in the **Customer** field if you key Y. Leaving this field blank means only customer numbers can be used in the Customer field. Key Y and an A/R customer number to display orders associated with that A/R customer. *Default Value:* blank *Valid Values:* blank or Y (A 1) Optional
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 the Cross Applications 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 the Cross Applications User Guide. (A 8) Optional

Inventory Uncommit By Order Selection Screen Fields and Function Keys

Field/Function Key	Description
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 the Cross Applications User Guide. (A 10) Optional
Ship-to No	Key the ship-to number for the customer entered in the **Customer** field to display orders with the associated (pre-defined) shipping address. If you do not know the ship-to number, press F4=CUST/SHIP-TO SEARCH to display the Ship-To Search for this customer. *Valid Values:* Any valid customer ship-to number that has been created through Customer/Ship to Master Maintenance (MENU ARFILE) (A 7) Optional
Cust Commit Code	Key the customer commitment code to display all orders associated with this customer commitment code. *Valid Values:* Any valid customer commitment code that has been defined through Customer Commitment Code Maintenance (MENU ARFIL2) (N 3,0) Optional
Customer PO No.	Use this field to display orders with the customer PO number that you key. Key a customer PO number for orders entered through Enter, Change & Ship Orders (MENU OEMAIN). (A 22) Optional
Order No.	Use this field to display an order from which you will be uncommitting inventory. Key the order number for an order entered through Enter, Change & Ship Orders (MENU OEMAIN). (A 5) Optional
F4=Cust/Ship-To Search	Press F4=CUST/SHIP-TO SEARCH to use the Ship-To Search for the customer selected in the **Customer No** field. The Ship-to Search Screen will appear. Refer to this screen as described in the Accounts Receivable User Guide.
F12=Return	Press F12=RETURN to return to the Inventory Commit/Uncommit Prompt Screen (p. 82-3) without saving any changes made on this screen.
Enter	Press ENTER to confirm your selections on this screen. The Inventory Uncommit By Order Screen (p. 82-9) will appear.

Inventory Uncommit By Order Screen



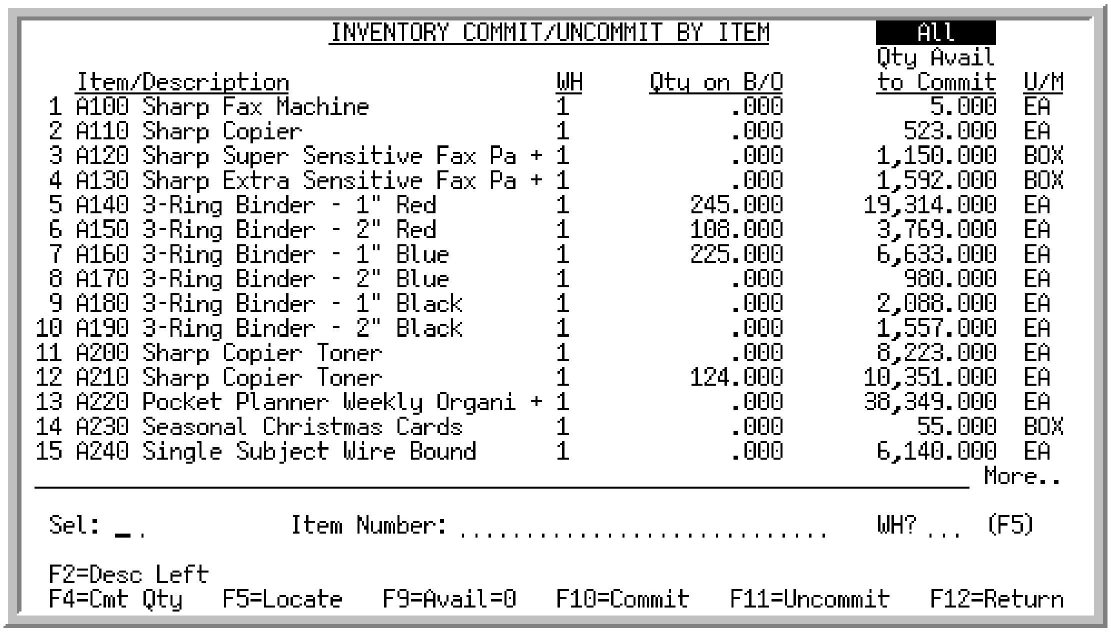
```
                         INVENTORY UNCOMMIT BY ORDER

             Company:        1         A & C Office Supply
             Customer:             100  Financial Management Services
             Ship-to No:
             Cust Commit:
             Cust PO No.:

Sl Order Cust Name                    Cust PO Number          Req Ship  Cancel
 1 01941 Financial Management Service 7854                     2/20/10  0/00/00
 2 02065 Financial Management Service 1260                     2/03/10  0/00/00
 3 02095 Financial Management Service 123456879                2/20/10  0/00/00
 4 02124 Financial Management Service 1596                     2/20/10  0/00/00
 5 02511 Financial Management Service 1643                     3/08/10  0/00/00
 6 02731 Financial Management Service 2823                     1/05/11  0/00/00
 7 02733 Financial Management Service 1723                     1/05/11  0/00/00
 8 02734 Financial Management Service 1273                     1/05/11  0/00/00
 9 02735 Financial Management Service 1367                    12/02/10  0/00/00
10 02740 Financial Management Service 1236                     1/05/11  0/00/00
                                                                        More..

Select: _ .

             F4=Order Inquiry   F11=Uncommit   F12=Return   F14=UnCommit All
```

This screen appears after you press ENTER on the Inventory Uncommit By Order Selection Screen (p. 82-6). Use this screen to uncommit inventory from the order you select.

Inventory Uncommit By Order Screen Fields and Function Keys

Field/Function Key	Description
Select	Use this field to key the reference number shown in the **Sl** column to indicate which order to uncommit inventory from. (N 2,0) Required
F4=Order Inquiry	Press F4=ORDER INQUIRY this key to display the Order Activity Detail Screen (p. 15-36) for the order indicated in the **Select** field. Refer to this screen as described in Open Orders Inquiry (MENU OEMAIN).
F11=Uncommit	Press F11=UNCOMMIT this key to uncommit inventory from the order indicated in the **Select** field. A message saying "**Order(s) processed - Select more orders or Press F12 to return**" will appear, giving you the option of selecting another order to uncommit inventory from.
F12=Return	Press F12=RETURN to return to the Inventory Uncommit By Order Selection Screen (p. 82-6) without saving any changes on this screen.
F14=Un-Commit All	Press F14=UN-COMMIT ALL to uncommit inventory from all orders on this screen. If more orders exist than can be shown on this screen, inventory is uncommitted from those orders also. The Inventory Uncommit By Order Selection Screen (p. 82-6) will appear.

Inventory Commit/Uncommit By Item Screen



```
                    INVENTORY COMMIT/UNCOMMIT BY ITEM          All
                                                             Qty Avail
   Item/Description                    WH     Qty on B/O     to Commit   U/M
 1 A100 Sharp Fax Machine              1            .000         5.000   EA
 2 A110 Sharp Copier                   1            .000       523.000   EA
 3 A120 Sharp Super Sensitive Fax Pa + 1            .000     1,150.000   BOX
 4 A130 Sharp Extra Sensitive Fax Pa + 1            .000     1,592.000   BOX
 5 A140 3-Ring Binder - 1" Red         1         245.000    19,314.000   EA
 6 A150 3-Ring Binder - 2" Red         1         108.000     3,769.000   EA
 7 A160 3-Ring Binder - 1" Blue        1         225.000     6,633.000   EA
 8 A170 3-Ring Binder - 2" Blue        1            .000       980.000   EA
 9 A180 3-Ring Binder - 1" Black       1            .000     2,088.000   EA
10 A190 3-Ring Binder - 2" Black       1            .000     1,557.000   EA
11 A200 Sharp Copier Toner             1            .000     8,223.000   EA
12 A210 Sharp Copier Toner             1         124.000    10,351.000   EA
13 A220 Pocket Planner Weekly Organi + 1            .000    38,349.000   EA
14 A230 Seasonal Christmas Cards       1            .000        55.000   BOX
15 A240 Single Subject Wire Bound      1            .000     6,140.000   EA
                                                                       More..

 Sel: _ .        Item Number: ...........................   WH? ...  (F5)

 F2=Desc Left
 F4=Cmt Qty   F5=Locate   F9=Avail=0   F10=Commit   F11=Uncommit   F12=Return
```

This screen appears after you press ENTER on the Inventory Commit/Uncommit Prompt Screen (p. 82-3). Use this screen to see the inventory status of your items and to select the item you are going to be committing or uncommitting.

Inventory Commit/Uncommit By Item Screen Fields and Function Keys

Field/Function Key	Description
Item/Description	This field displays your items depending upon your selection criteria, if any, from the previous screen. If you entered no selection criteria on the previous screen, all items for all warehouses will display. You can toggle the display of this field to show other descriptions of the item by pressing F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM/DESC. Display
WH	This field displays the warehouse that is associated with the item in the corresponding **Item/Description** field. Display

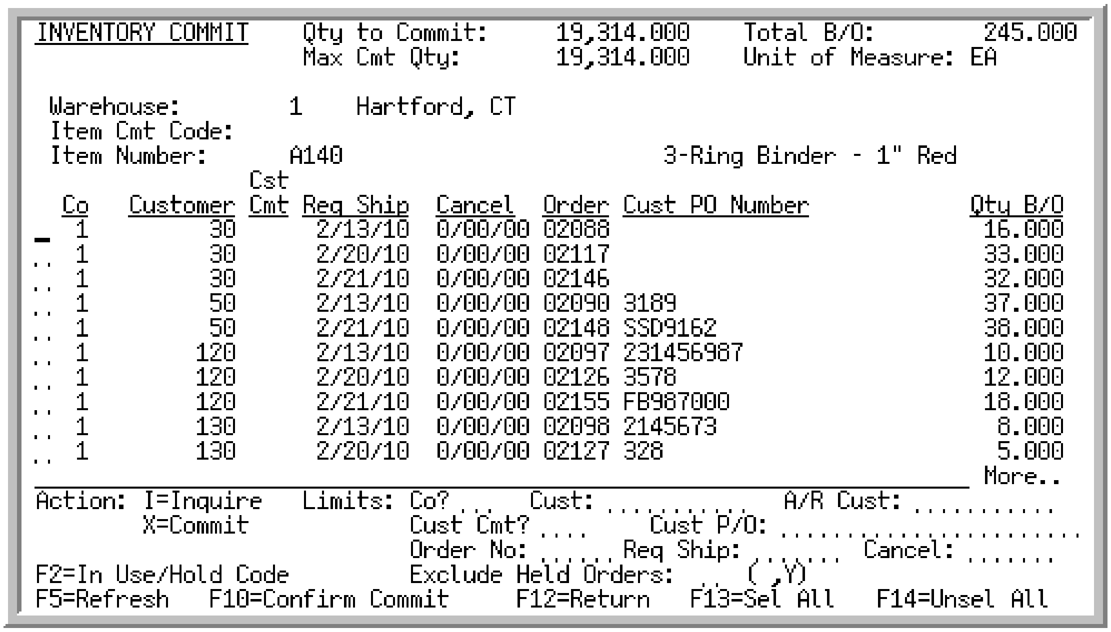
Inventory Commit/Uncommit By Item Screen Fields and Function Keys

Field/Function Key	Description
Qty on B/O / Qty Committed	You can toggle the display of this column to show the quantity backordered or the quantity committed for an item. • **Qty on B/O**: This quantity is the sum of backordered items for all regular orders that contain this item; this information is needed when you are committing inventory. If this field is zero, you cannot commit inventory because it has already been committed. • **Qty Committed**: This quantity is the sum of this item that have already been committed on all regular orders; this information is needed when you are uncommitting inventory by item. If this field is zero, you cannot uncommit inventory. Display
Qty Avail to Commit	This field displays the quantity of the item that is available to be manually committed (on-hand quantity minus the already committed quantity). You can toggle the display of this field to show quantities available to be committed for all items, only those items that have quantities available to be committed above zero, or items that have no quantities available to be committed. If this field is zero for **Qty Avail to Commit**, you cannot commit inventory. Also, if the quantity available is negative, this field will display as zero. NOTE: Be aware that the quantities available to be committed through this option may not reflect actual quantities if users are entering orders while this option is being used. To avoid this situation, you must either set **Assume Zero Ship** to Y in Order Entry Options (MENU XAFILE) for all your companies or make sure users are maintaining orders at a different time than committing/uncommitting inventory. Display
U/M	This field displays the default unit of measure of the corresponding item in the **Item/Description** field.
Sel	Use this field to select the item you are going to commit or uncommit. Key the reference number corresponding to the item you want to work with. If you are committing inventory, press F10=COMMIT; the Inventory Commit Screen (p. 82-13) will display. If you are uncommitting inventory, press F11=UNCOMMIT; the Inventory Uncommit Screen (p. 82-21) will display. (N 2,0) Required

Inventory Commit/Uncommit By Item Screen Fields and Function Keys

Field/Function Key	Description
Item Number	Use this field to locate a particular item in your inventory. You can key a partial or complete item number to locate an item. You must press F5 to use this field. Key a valid item number. (A 27) Optional
WH	Use this field to locate a particular item in your inventory by warehouse. This field requires that an item be keyed in the **Item Number** field. You must press F5 to use this field. Key a valid warehouse number. (A 2) Optional
F2=Desc Left / F2=Desc Right / F2=Item/Desc	Use the F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM/DESC function to toggle between three views of your items. You can see the item and its first line of description, the first line of description only, or the second line of description only.
F4=Cmt Qty / F4=B/O Qty	Use the F4=CMT QTY / F4=B/O QTY function key to toggle between quantities of items that are backordered (for committing inventory) or quantities already committed (for uncommitting inventory).
F5=Locate	Press the F5=LOCATE function key to locate an item you have keyed in the **Item Number** field from the list displayed. This item will appear at the top of the item list on this screen.
F9=Avail=0 / F9=Avail>0 / F9=All	Press the F9=AVAIL=0 / F9=AVAIL>0 / F9=ALL function key to toggle between three views of the “quantity available to commit” of items on all applicable orders. You can see the quantity for all items (those that do and do not have available quantities to commit), only items that have quantities, or only items that have no quantities.
F10=Commit	Press the F10=COMMIT function key to commit inventory using the item you specified in the **Sel** field. The Inventory Commit Screen (p. 82-13) will display.
F11=Uncommit	Press the F11=UNCOMMIT function key to uncommit inventory using the item you specified in the **Sel** field. The Inventory Uncommit Screen (p. 82-21) will appear.
F12=Return	Press the F12=RETURN function key to return to the Inventory Commit/ Uncommit Prompt Screen (p. 82-3) without saving any changes made on this screen.

Inventory Commit Screen



```
INVENTORY COMMIT     Qty to Commit:      19,314.000    Total B/O:         245.000
                     Max Cmt Qty:        19,314.000    Unit of Measure: EA

 Warehouse:         1    Hartford, CT
 Item Cmt Code:
 Item Number:      A140                          3-Ring Binder - 1" Red
                  Cst
  Co   Customer  Cmt Req Ship  Cancel   Order Cust PO Number               Qty B/O
_  1         30       2/13/10  0/00/00 02088                               16.000
.. 1         30       2/20/10  0/00/00 02117                               33.000
.. 1         30       2/21/10  0/00/00 02146                               32.000
.. 1         50       2/13/10  0/00/00 02090 3189                          37.000
.. 1         50       2/21/10  0/00/00 02148 SSD9162                       38.000
.. 1        120       2/13/10  0/00/00 02097 231456987                     10.000
.. 1        120       2/20/10  0/00/00 02126 3578                          12.000
.. 1        120       2/21/10  0/00/00 02155 FB987000                      18.000
.. 1        130       2/13/10  0/00/00 02098 2145673                        8.000
.. 1        130       2/20/10  0/00/00 02127 328                            5.000
                                                                          More..
Action: I=Inquire   Limits: Co? ...   Cust: ...........   A/R Cust: ...........
        X=Commit            Cust Cmt? ....    Cust P/O: ......................
                            Order No: ......Req Ship: .......  Cancel: .......
F2=In Use/Hold Code         Exclude Held Orders:  ..  ( ,Y)
F5=Refresh   F10=Confirm Commit     F12=Return   F13=Sel All   F14=Unsel All
```

This screen appears after you select an item and press F10=COMMIT on the Inventory Commit/ Uncommit By Item Screen (p. 82-10). Use this screen to view order line items so you can decide which ones to commit inventory to. You can limit the display of line items by company, customer number, A/ R customer number, customer commitment code, customer PO number, order number, requested ship date, cancel date, or hold status.

Inventory Commit Screen Fields and Function Keys

Field/Function Key	Description
Qty to Commit	This field displays the quantity available to be committed for all line items associated with this item in this warehouse. It is the same as the **Qty Avail to Commit** field on the Inventory Commit/Uncommit By Item Screen (p. 82-10). This quantity decreases as you commit inventory to orders. Display

Inventory Commit Screen Fields and Function Keys

Field/Function Key	Description
Max Cmt Qty	This field shows the quantity that is available to be committed according to a percentage that has been previously set up in the Inventory Commitment Matrix (MENU OEMAST) for this item. This quantity is a percentage of the quantity in the **Qty to Commit** field and is the maximum quantity of this combination of commitment codes (both item and customer) available for commitment. The field displays in reverse image to alert you that inventory commitment priorities have been set up. NOTE: The Inventory Commitment Matrix percentages are used to calculate the **Max Cmt Qty** when a customer commitment code is keyed in the **Limits** field. The quantity in this field will equal the quantity in the **Qty to Cmt** field if the item you are committing has an item commitment code with no percentages defined for it or if the item does not have an item commitment code. Display
Total B/O	This field displays the total quantity of line items backordered for this item in this warehouse. It is the same quantity as shown in the **Qty on B/O** field on the Inventory Commit/Uncommit By Item Screen (p. 82-10). Display
Unit of Measure	This field is display only if the item you are committing has a single unit of measure. This field is an input field if the item has multiple units of measure so you can change it to make sure you are committing inventory in the correct unit for the customer. If you change the unit of measure, you must press F5=REFRESH to refresh the screen; the **Qty to Commit** and **Max Cmt Qty** (if applicable) fields will refresh in the new unit of measure. Display
Itm Cmt Code	This field displays the item commitment code specified for this item in Item Commitment Codes Maintenance (MENU IAFIL2). This commitment code is linked with one or more customer commitment codes in the Inventory Commitment Matrix (MENU OEMAST) so that you can spread inventory commitment across multiple orders. Display
(Selection)	This field allows you to enter one of two possible values that can be used for line items. You can select line items for commitment or inquire upon a line item for more detail before committing inventory. Key X to select one or more line items for commitment. Key I to inquire on the selected line item. *Valid Values:* X or I (A 1) Required

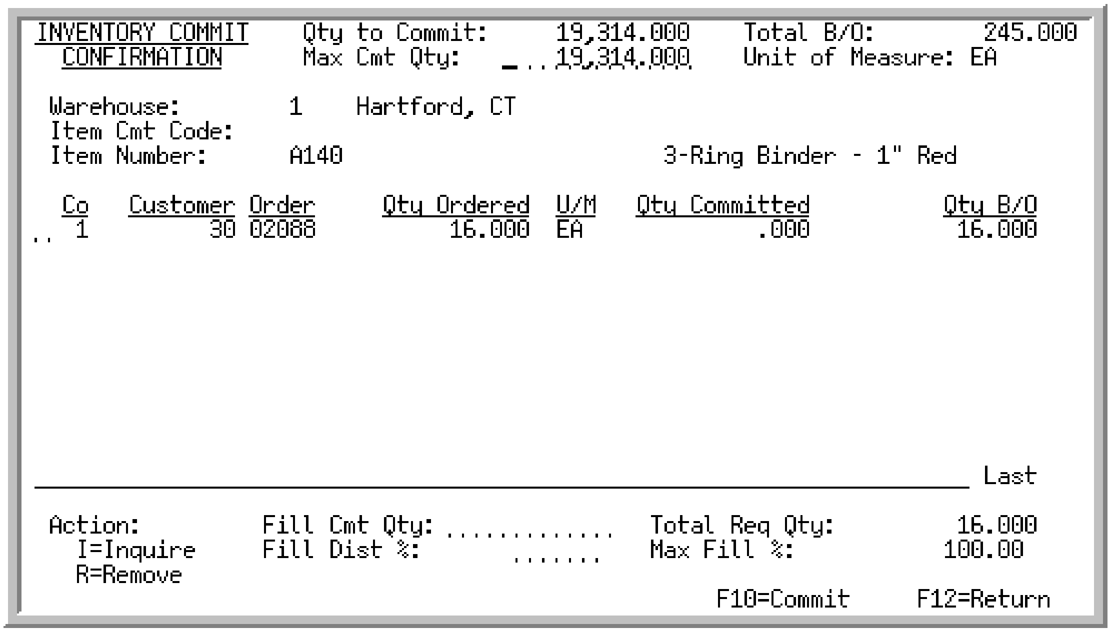
Inventory Commit Screen Fields and Function Keys

Field/Function Key	Description
Limits: Co	Enter a valid company number to limit the display of orders to only this company and only for regular orders. (N 2,0) Optional
Limits: Cust	Enter a valid customer number to limit the display of orders to this only this customer and only for regular orders. (N 10,0) Optional
Limits: A/R Cust	Enter a valid A/R customer number to limit the display of orders to only this A/R customer number and only for regular orders. You must key a company number in the Co field to use this field. (N 10,0) Optional
Limits: Cust Cmt	Enter a valid customer commitment code to limit the display of orders to only this customer commitment code and only for regular orders. When you key a customer commitment code in this field, the value in the Max Cmt Qty field will be recalculated using the Inventory Commitment Matrix percentages defined for the customer commitment code and the item commitment code for the selected item. (A 3) Optional
Limits: Cust P/O	Enter a valid customer PO number to limit the display of orders to only this customer PO number and only for regular orders. (A 20) Optional
Limits: Order No	Enter a regular order number to limit the display on this screen to only this order and only for regular orders. You must key a company number in the **Co** field to use this field. (A 5) Optional
Limits: Req Ship	Enter a requested ship date to limit the display of orders to only those with this date and only for regular orders. *Valid Values:* Key the below dates using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the dates using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Limits: Cancel	Enter a cancel date to limit the display of orders to those with only this cancel date and only for regular orders. *Valid Values:* Key the below dates using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the dates using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Inventory Commit Screen Fields and Function Keys

Field/Function Key	Description
Limits: Exclude Held Orders:	This field allows you to specify whether or not you want to display held orders. The default value for this field is blank to display all orders, including held orders. Key Y to exclude the display of held orders from this screen. NOTE: If you commit inventory to a held order, it remains on hold. (A 1) Optional
F2=In Use / F2=Hold Code / F2=Cancel Date	Press the F2=IN USE / F2=HOLD CODE / F2=CANCEL DATE function key to toggle between a display of in-use orders (identified by workstation IDs), if any, and hold codes, if any, or the cancel date, if any, for orders on this screen.
F5=Refresh	Press the F5=REFRESH function key to redisplay the screen according to the values you specified in the **Limits** field. Also, the word **ACTIVE** appears below the **Limits** section after you key one or more criteria and press F5=REFRESH to inform you that the orders on this screen are limited to the criteria you key
F10=Confirm Commit	Press the F10=CONFIRM COMMIT function key to confirm the selected line items. The Inventory Commit Confirmation Screen (p. 82-17) will appear.
F12=Return	Press the F12=RETURN function key to return to the Inventory Commit/ Uncommit By Item Screen (p. 82-10) without saving any changes made to this screen.
F13=Sel All	Press the F13=SEL ALL function key to select all the line items displayed on this screen. An X will appear in the left-most column for every line item.
F14=Unsel All	Press the F14=UNSEL ALL function key to deselect all line items that have already been selected on this screen.
Enter	Press the ENTER key after you have keyed I in the (**Selection**) field to display the Order Activity Detail Screen (p. 15-36).

Inventory Commit Confirmation Screen



INVENTORY COMMIT CONFIRMATION
Qty to Commit: 19,314.000
Max Cmt Qty: 19,314.000
Total B/O: 245.000
Unit of Measure: EA

Warehouse: 1 Hartford, CT
Item Cmt Code:
Item Number: A140 3-Ring Binder - 1" Red

Co	Customer	Order	Qty Ordered	U/M	Qty Committed	Qty B/O
1	30	02088	16.000	EA	.000	16.000

Last

Action:
I=Inquire
R=Remove
Fill Cmt Qty:
Fill Dist %:
Total Req Qty: 16.000
Max Fill %: 100.00
F10=Commit F12=Return

This screen appears after you select one or more line items and press F10=CONFIRM COMMIT on the Inventory Commit Screen (p. 82-13). Use this screen to specify the quantities to commit to each line item by either a fill quantity or a fill percentage.

Important

During commit confirmation, when determining the available quantity that can be committed for each order, the system will recalculate the quantity available taking any country of origin restrictions into considerations. Therefore, the quantity committed may not be the full amount based on the quantity available due to any country of origin restrictions specific to the order being processed.

Inventory Commit Confirmation Screen Fields and Function Keys

Field/Function Key	Description
Qty to Commit	This field displays the quantity available to be committed for all line items associated with this item in this warehouse. It is the same as the **Qty Avail to Commit** field on the Inventory Commit/Uncommit By Item Screen (p. 82-10). Display

Inventory Commit Confirmation Screen Fields and Function Keys

Field/Function Key	Description
Max Cmt Qty	This field displays the quantity that is available to be committed according to a percentage that has been previously set up in the Inventory Commitment Matrix (MENU OEMAST) for this item. You can override this quantity if desired. NOTE: The Inventory Commitment Matrix percentages are used to calculate the value in this field if a customer commitment code was keyed in the **Limits** field on the Inventory Commit Screen (p. 82-13). (N 14,3) Optional
Total B/O	This field displays the total quantity of line items backordered for this item in this warehouse. It is the same quantity as shown in the **Qty on B/O** field on the Inventory Commit/Uncommit By Item Screen (p. 82-10). Display
(Selection)	This field allows you to inquire upon an order or remove one or more line items from this screen. Key I to inquire upon a single order. When you press ENTER, the Order Activity Detail Screen (p. 15-36) will appear. Key R to remove one or more line items from the screen and therefore from the commitment process. *Valid Values:* I or R (A 1) Optional
Qty Ordered U/M	This is the quantity originally allocated to this line item when it was entered through Enter, Change, & Ship Orders (MENU OEMAIN) expressed in the default unit of measure. Display
Qty Committed	This is the quantity that has already been committed to this order expressed in the default unit of measure. It is equal to the quantity in the **Qty Shp** field on the Item Entry Screen. Display
Qty B/O	This is the line item quantity that remains backordered expressed in the default unit of measure. You can commit any quantity up to this amount. Display
Action	This field shows the two options you have for the (**Selection**) field. Use I to inquire upon a single order. Use R to remove one or more line items from the screen and therefore from the commitment process. Display

Inventory Commit Confirmation Screen Fields and Function Keys

Field/Function Key	Description
Fill Cmt Qty	This field allows you to enter a fill quantity that will be evenly committed to all line items on this screen. For example, if you key a fill quantity of 10 and you have 5 line items displayed on this screen, each of the 5 line items will have 10 items committed to it, as long as the fill quantity does not exceed the **Total Req Qty**. NOTE: If you key a quantity in this field, you cannot key a percentage in the **Fill Dist %** field. Also, quantities are committed to line items until the quantity in the **Total Req Qty** field reaches zero. The program fills line items beginning with the first order. (N 11,3) Required
Fill Dist %	This field allows you to enter a fill percentage that will be used to evenly apply inventory commitment to all line items on this screen. For example, if you key a fill percentage of 10% for 5 line items on this screen, each line item will have 10% of the backordered amount (**Qty B/O** field) committed to it, as long as it does not exceed the percentage in the **Max Fill %** field. NOTE: If you key a percentage in this field, you cannot key a quantity in the **Fill Cmt Qty** field. Also, quantities are filled or committed until the quantity in the **Total Req Qty** field reaches zero. The program fills line items beginning with the first order. (N 5,2) Required
Total Req Qty	This field shows the total quantity required to fill all the backordered line items on this screen. It is also used for calculating the percentage in the **Max Fill %** field. Display
Max Fill %	This field shows the percentage of the quantity in the **Total Req Qty** field that can be used to fill backordered line items, when you are using a fill percentage (**Fill Dist %** field). The percentage is calculated in the following two ways, depending upon whether commitment codes are used or not: • Without commitment codes: Qty to Commit / Total Req Qty • With commitment codes: Max Cmt Qty / Total Req Qty Display
F2=Stk U/M / F2=Ord U/M	Press the F2=STK U/M / F2=ORD U/M function key to toggle between the stocking unit of measure and ordering unit of measure for applicable items. This key appears only if the stocking and ordering unit of measure are different.
F10=Commit	Press the F10=COMMIT function key to confirm the fill quantity or percentage you keyed. The Inventory Commit Screen (p. 82-13) will appear.

Inventory Commit Confirmation Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN function key to return to the Inventory Commit Screen (p. 82-13) without saving any changes made to this screen.
Enter	If you key I in the *(**Selection**)* field, the Order Activity Detail Screen (p. 15-36) will display when you press ENTER. If you key R in one or more of the (**Selection**) fields, those line items will be removed from this screen when you press ENTER.

Inventory Uncommit Screen

```
INVENTORY UNCOMMIT  Qty to Commit:     19,314.000    Total Cmt:      1,403.000
                                                     Unit of Measure: EA

 Warehouse:        1    Hartford, CT
 Item Cmt Code:
 Item Number:      A140                         3-Ring Binder - 1" Red
                  Cst
  Co   Customer Cmt Req Ship  Cancel   Order Cust PO Number              Qty Cmt
_  1         50       2/20/10  0/00/00 02060 761                          38.000
.. 1        100       2/20/10  0/00/00 01941 7854                         70.000
.. 1        100      12/06/10  0/00/00 02742 10                            1.000
.. 1        110       3/08/10  0/00/00 02512 159                          20.000
.. 1        130       3/08/10  0/00/00 02514 485                         125.000
.. 1        160       2/20/10  0/00/00 01843 93770                       100.000



                                                                        Last
Action: I=Inquire   Limits: Co? ...   Cust: ...........   A/R Cust: ...........
        X=Uncommit          Cust Cmt? ....    Cust P/O: ......................
                            Order No: ......Req Ship: ......   Cancel: .......
F2=In Use/Hold Code         Exclude Held Orders:  ..  ( ,Y)
F5=Refresh   F11=Confirm Uncommit   F12=Return   F13=Sel All   F14=Unsel All
```

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is OEC100FM_ORDLST.

This screen appears after you select an item and press F11=UNCOMMIT on the Inventory Commit/Uncommit By Item Screen (p. 82-10). Use this screen to view line items so you can decide which ones to uncommit inventory from. You can limit the display of line items by company, customer number, A/R customer number, customer commitment code, customer PO number, order number, requested ship date, cancel date, or hold status.

NOTE: Refer to the Inventory Commit Screen (p. 82-13) for descriptions of some fields on this screen; only those fields that behave differently in the uncommitting process are defined in this section.

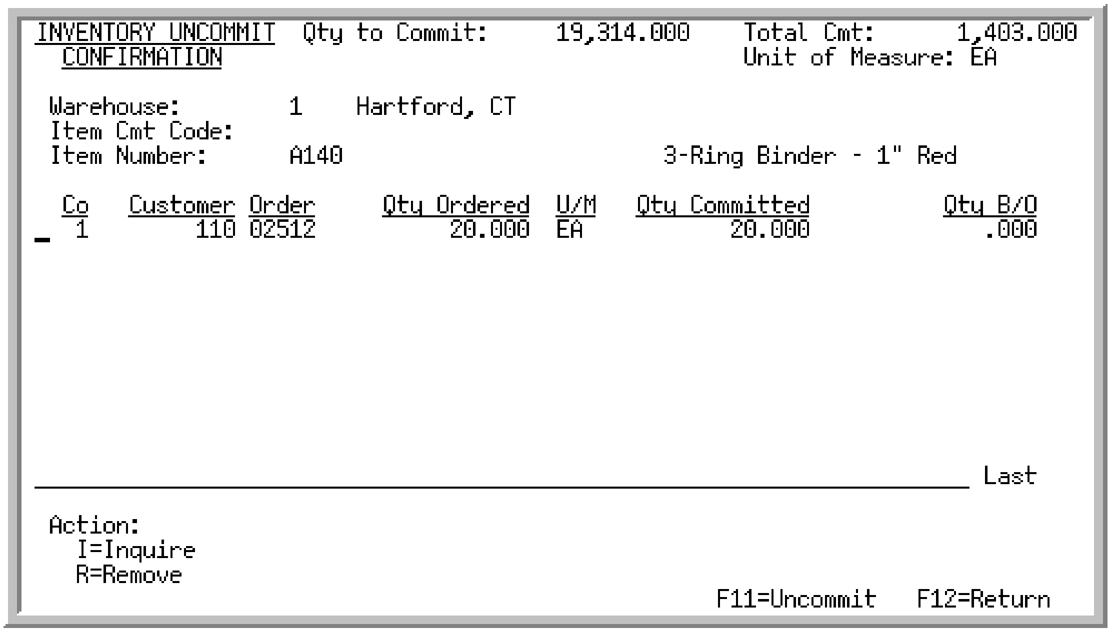
Inventory Uncommit Screen Fields and Function Keys

Field/Function Key	Description
Qty to Commit	This field displays the quantity available to be committed for all line items associated with this item in this warehouse. It is the same as the QTY AVAIL TO COMMIT field on the Inventory Commit/Uncommit By Item Screen (p. 82-10). This quantity will increase by the amount you uncommit from orders. Display
Total Cmt	This field shows the total quantity of line items that have already been committed for this item. It represents the total amount of this item that can be uncommitted from orders. Display

Inventory Uncommit Screen Fields and Function Keys

Field/Function Key	Description
(Selection)	This field allows you to inquire upon an order or select one or more line items for uncommitment. Key I to inquire upon a single order. The Order Activity Detail Screen (p. 15-36) will appear after you press ENTER. Refer to this screen as described in Open Orders Inquiry (MENU OEMAIN). Key X to select one or more line items on this screen. *Valid Values:* I or X Display
Action	This field shows the two options you have for the *(**Selection**)* field. Use I to inquire upon a single line item. Use X to select one or more line items for uncommitment. Display
F2=In Use / F2=Hold Code / F2=Cancel Date	Press the F2=IN USE / F2=HOLD CODE / F2=CANCEL DATE function key to toggle between a display of in-use orders (identified by workstation IDs), if any, and hold codes, if any, or the cancel date, if any, for orders on this screen.
F5=Refresh	Press the F5=REFRESH function key to redisplay the screen according to the values you specified in the **Limits** field.
F11=Confirm Uncommit	Press F11=CONFIRM UNCOMMIT to confirm the selected line items for uncommitment. The Inventory Uncommit Confirmation Screen (p. 82-23) will appear.
F12=Return	Press the F12=RETURN function key to return to the Inventory Commit/ Uncommit By Item Screen (p. 82-10) without saving any changes made to this screen.
F13=Sel All	Press the F13=SEL ALL function key to select all the line items displayed on this screen. An X will appear in the left-most column for every line item.
F14=Unsel All	Press the F14=UNSEL ALL function key to deselect all line items that have already been selected on this screen.
Enter	Press ENTER to display the Order Activity Detail Screen (p. 15-36) after keying I in the (**Selection***)* field.

Inventory Uncommit Confirmation Screen



This screen appears after you select one or more line items and press F11=CONFIRM UNCOMMIT on the Inventory Uncommit Screen (p. 82-21). Use this screen to confirm the line items you are uncommitting.

NOTE: Refer to the Inventory Commit Confirmation Screen (p. 82-17) for descriptions of some of the fields on this screen; only fields that behave differently in the uncommitting process are defined in this section.

Inventory Uncommit Confirmation Screen Fields and Function Keys

Field/Function Key	Description
(Selection)	This field allows you to inquire upon an order or remove one or more line items from this screen. Key I to inquire upon a single order. The Order Activity Detail Screen (p. 15-36) will appear. Key R to remove one or more line items from the screen. *Valid Values:* I or R Optional
Action	This field shows the two options you have for the ***(Selection)*** field. Use I to inquire upon a single line item. Use R to remove one or more line items from the screen and therefore from the uncommitment process.
F11=Uncommit	Press the F11=UNCOMMIT function key to confirm the selected line items for uncommitment. The Inventory Uncommit Screen (p. 82-21) will appear.

Inventory Uncommit Confirmation Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to display the Order Activity Detail Screen (p. 15-36) after keying I in the (**Selection**) field. If you keyed R in one or more of the (**Selection**) fields, those line items will be removed from the screen.

CHAPTER 83

Inventory Commitment Matrix

83

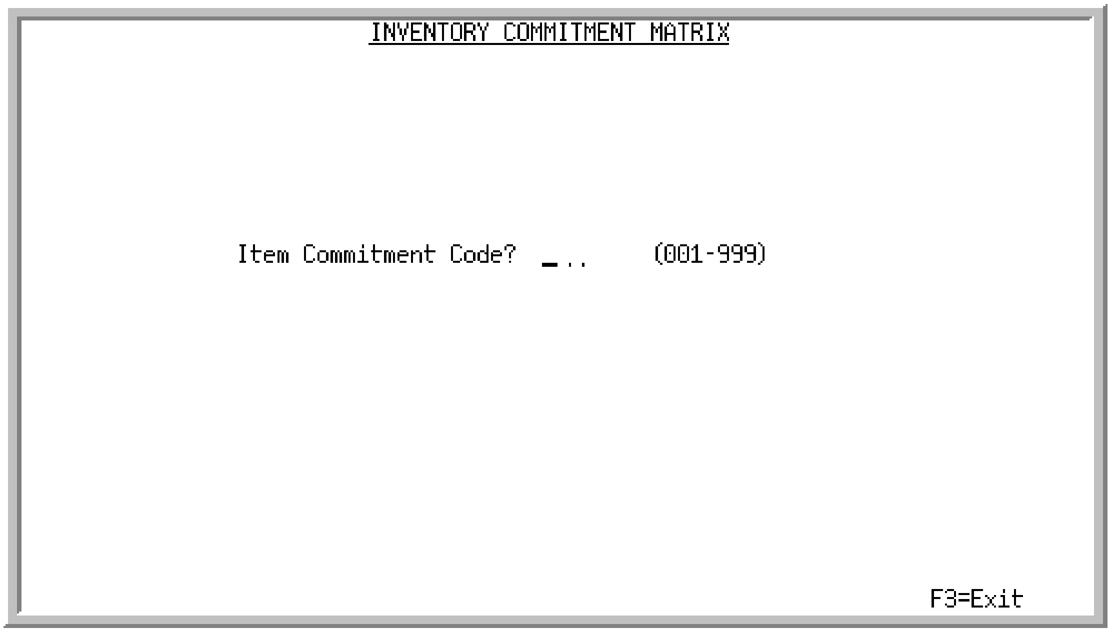
Use the Inventory Commitment Matrix option to create the matrix of commitment codes (item and customer commitment) that are then used during manual committing and uncommitting of inventory through Inventory Commit/Uncommit (MENU OEMAST). This matrix allows you to commit inventory across multiple orders.

Inventory Commitment Matrix

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 Commitment Matrix Selection Screen	Use to specify the items and/warehouse for inventory commitments by item.
Inventory Commitment Matrix Screen	Use to specify limiting criteria for inventory commitments by order.

Inventory Commitment Matrix Selection Screen

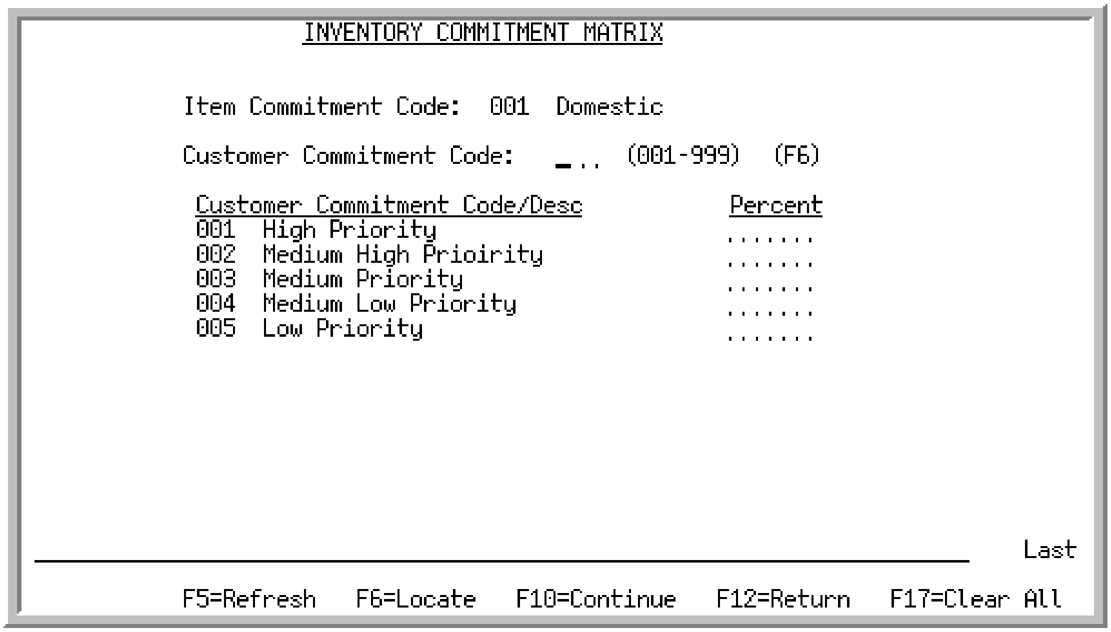


This screen appears after you select option 9 - Inventory Commitment Matrix from MENU OEMAST. This screen is used to select the item commitment code that will be linked with one or more customer commitment codes in the inventory commitment matrix.

Inventory Commitment Matrix Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Commitment Code	Enter the existing item commitment code that will be linked with one or more customer commitment codes in the inventory commitment matrix. (N 3,0) Required
F3=Exit	Press the F3=EXIT function key to cancel this option. MENU OEMAST will appear.
Enter	Press ENTER to confirm your selection. The Inventory Commitment Matrix Screen (p. 83-3) will appear.

Inventory Commitment Matrix Screen



This screen appears after you press ENTER from the Inventory Commitment Matrix Selection Screen (p. 83-2). Use this screen to create a matrix (a combination of groups of items and groups of customers) by adding or changing the customer commitment codes and percentages associated with the displayed item commitment code. The matrix that is created is then used in Inventory Commit/Uncommit (MENU OEMAST).

Inventory Commitment Matrix Screen Fields and Function Keys

Field/Function Key	Description
Customer Commitment Code	Use this field to locate an existing customer commitment code in the list that appears in the **Customer Commitment Code/Desc** field. When you key an existing customer commitment code and press F6=LOCATE, that code appears at the top of the list. *Valid Values:* Any customer commitment code created through Customer Commitment Code (MENU ARFIL2) (N 3,0) Optional
Customer Commitment Code/Desc	A list of existing customer commitment codes and their descriptions is displayed. Use this list to see which customer commitment codes you can assign percentages to in the inventory commitment matrix. Display

Inventory Commitment Matrix Screen Fields and Function Keys

Field/Function Key	Description
Percent	Enter the percentage of available inventory that you want assigned to the corresponding customer commitment code within this item commitment code. This percentage will be used when you are manually committing inventory through Inventory Commit/Uncommit (MENU OEMAST). NOTE: The total of customer commitment code percentages must equal 100% for each item commitment code. (N 5,2) Required
F5=Refresh	Press F5=REFRESH to consolidate percentages that are separated by empty **Percent** fields. You can also press to clear any percentages you have keyed in the **Percent** fields as long as you have not confirmed them by pressing ENTER. Finally, if you are not at the top of the list of existing customer commitment codes, press F5=REFRESH to return to the top of the list.
F6=Locate	Press the F6=LOCATE function key to move the customer commitment code you keyed in the **Customer Commitment Code** field to the top of the list of existing customer commitment codes.
F10=Continue	Press the F10=CONTINUE function key to update your selections. The Inventory Commitment Matrix Selection Screen (p. 83-2) will appear.
F12=Return	Press the F12=RETURN function key to return to the Inventory Commitment Matrix Selection Screen (p. 83-2) without saving changes made on this screen.
F17=Clear All	Press the F17=CLEAR ALL function key to delete all percentages from the **Percent** fields. A delete confirmation message box will appear asking you to confirm the deletion.
Enter	Press ENTER to update percentages that you key in the **Percent** fields. You must press F10=CONTINUE to confirm your selections.

CHAPTER 84

Commitment Matrix Listing

84

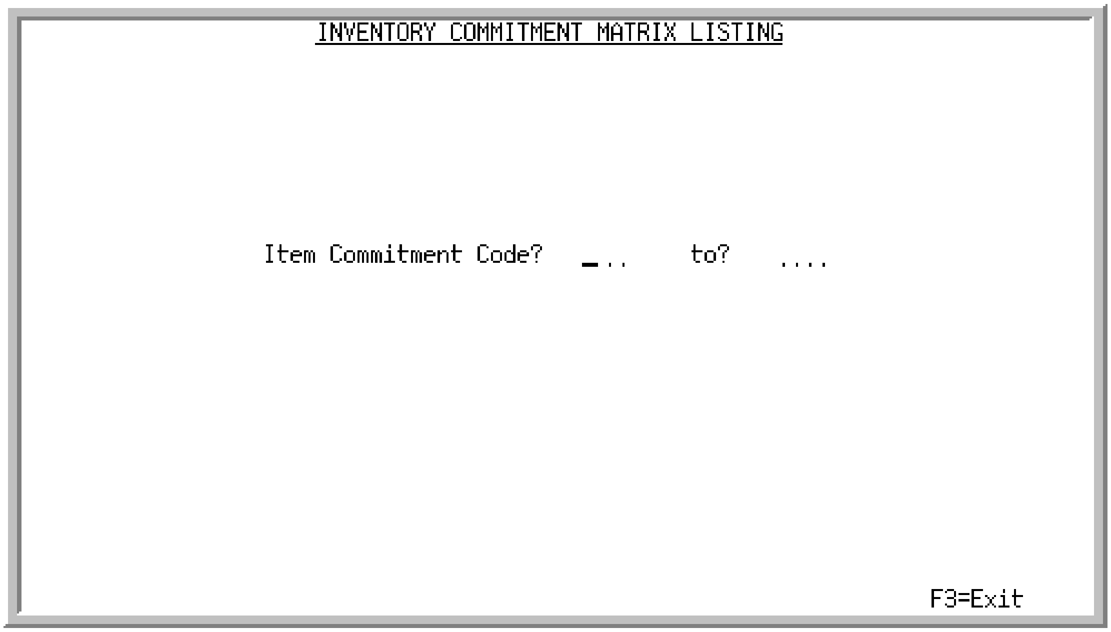
Use the Commitment Matrix Listing option to the combinations of item commitment codes and customer commitment codes that are defined and maintained through Inventory Commitment Matrix (MENU OEMAST).

Commitment Matrix 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
Inventory Commitment Matrix Listing Screen	Use to limit the listing by a range of item commitment codes.
Inventory Commitment Matrix Listing	Prints a list of item commitment codes and the customer commitment codes associated with them.

Inventory Commitment Matrix Listing Screen



This screen appears after you select option 10 - Commitment Matrix Listing from MENU OEMAST. Use this screen to select the range of item commitment codes for which the Inventory Commitment Matrix Listing will print.

Inventory Commitment Matrix Listing Screen Fields and Function Keys

Field/Function Key	Description
Item Commitment Code	Enter the range of item commitment codes that will print on the Inventory Commitment Matrix Listing (p. 84-3). If you do not key an item commitment code, the Inventory Commitment Matrix Listing will print for all item commitment codes. (2@ N3,0) Optional
F3=Exit	Press the F3=Exit function key to cancel this option. MENU OEMAST will display.
Enter	Press Enter to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for a description of this screen. After you have entered your selections and pressed Enter, the Inventory Commitment Matrix Listing (p. 84-3) will print.

Inventory Commitment Matrix Listing

```
OEC355        9/11/18  13:10:03              INVENTORY COMMITMENT MATRIX LISTING               D3/APDEMO            PAGE:    1
           Item Commitment Code: 000     to: 999
---------------------------------------------------------------------------------------------------------------------------------

 Item Commitment Code:  001   Item Commitment Code 00123
   Customer Commitment Code/Description                    Percent
   -------------------------------------------------------------
     1  Customer Commitment Code 001                        25.00
     2  Customer Commitment Code 002                        25.00
     3  Customer Commitment Code 003                        25.00
     4  Customer Commitment Code 004                        25.00
 Item Commitment Code:  002   Item Commitment Code 002
   Customer Commitment Code/Description                    Percent
   -------------------------------------------------------------
     1  Customer Commitment Code 001                        80.00
     2  Customer Commitment Code 002                        10.00
     3  Customer Commitment Code 003                        10.00
 Item Commitment Code:  003   Item Commitment Code 003
   Customer Commitment Code/Description                    Percent
   -------------------------------------------------------------

     1  Customer Commitment Code 001                        10.00
     2  Customer Commitment Code 002                        20.00
     3  Customer Commitment Code 003                        20.00
     4  Customer Commitment Code 004                        50.00
 Item Commitment Code:  004   Item Commitment Code 004
   Customer Commitment Code/Description                    Percent
   -------------------------------------------------------------
     1  Customer Commitment Code 001                        80.00
     2  Customer Commitment Code 002                         5.00
     3  Customer Commitment Code 003                         5.00
     4  Customer Commitment Code 004                        10.00
```

This listing is produced following your responses on the Report Options Screen. Item commitment codes and the customer commitment codes associated with them, as defined through Inventory Commitment Matrix (MENU OEMAST), are printed.

CHAPTER 85

Priority Matrix

85

The Priority Matrix option allows you to assign priorities to orders for inventory commitment purposes. It provides control and flexibility over which backorders to release because each priority sequence can be as specific (order number) or as general (customer commitment code) as desired. You can assign a priority to a single order or group of orders.

Once you create a priority matrix through this option, you can assign it a sequence number in the **ABR Commitment Sequence** field in Order Entry Options Maintenance (MENU XAFILE) where it is one of four possible commitment sequences. When ABR is run through Automatic Backorder Release (MENU OEMAST), the sequence in your priority matrix is used for releasing backorders.

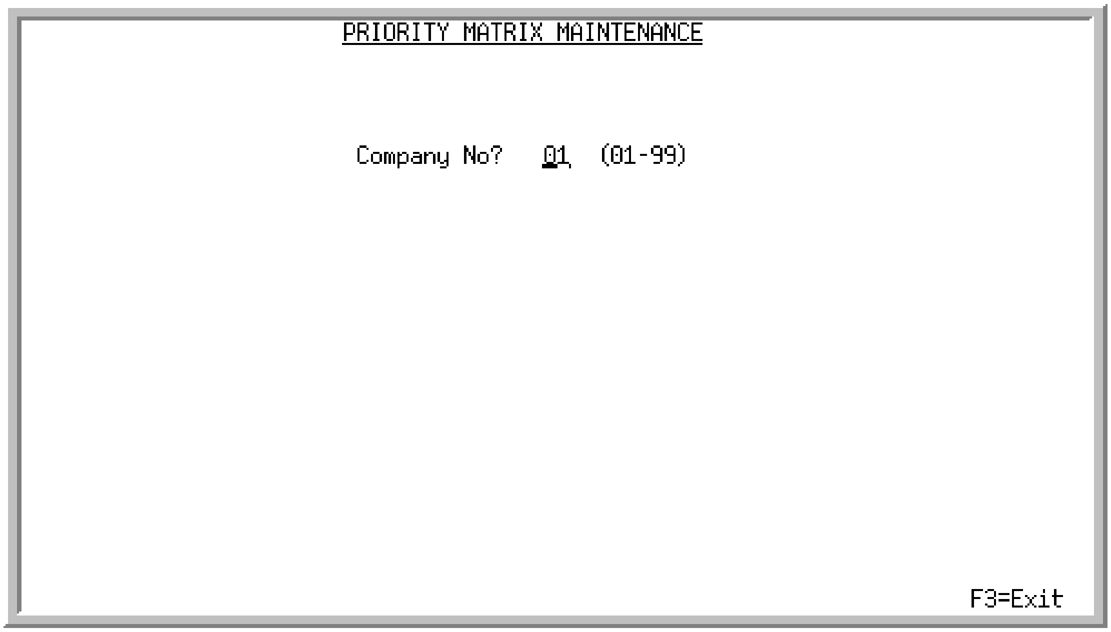
NOTE: The priority matrix is a tool that must be maintained after ABR is run because orders that have been committed or released are not automatically cleared out of the priority matrix. You must remove orders that have been committed or released.

Priority Matrix

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
Priority Matrix Maintenance Selection Screen	Use to specify the company for the matrix.
Priority Matrix Maintenance Limits Screen	Use to locate orders or groups of orders within the matrix.
Priority Matrix Maintenance Screen	Use to maintain priority sequences in the matrix.

Priority Matrix Maintenance Selection Screen

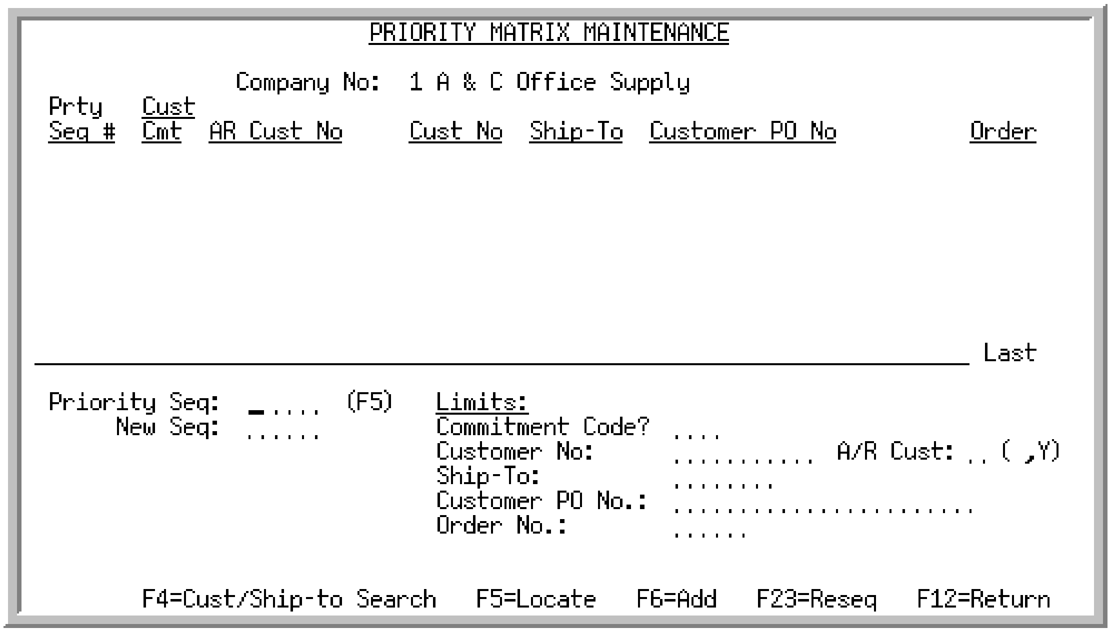


This screen appears after you select option 11 - Priority Matrix from MENU OEMAST. This screen is used to select the company for which a priority matrix will be set up or maintained.

Priority Matrix Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company No	Key the number of the company for which a priority matrix will be set up or maintained. *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 cancel this option. MENU OEMAST will display.
Enter	Press ENTER to confirm your company selection. The Priority Matrix Maintenance Limits Screen (p. 85-3) will appear.

Priority Matrix Maintenance Limits Screen



This screen appear after you press ENTER from the Priority Matrix Maintenance Selection Screen (p. 85-2). Use this screen to locate orders or groups of orders within the priority matrix.

Priority Matrix Maintenance Limits Screen Fields and Function Keys

Field/Function Key	Description
Prty Seq #	This field displays the range of priority sequences for orders. Priority sequences are displayed in ascending intervals of ten. Display
Priority Seq	This field can perform three functions. First, it allows you to locate orders according to their priority sequence within the priority matrix. Key the sequence you are looking for and press F5=LOCATE. The priority sequence appears as the first line on this screen. Second, this field allows you to rearrange priority sequences so that you can easily alter priority sequences as needed. Key the priority sequence you want to change in this field; key the sequence you want to change it to in the **New Seq** field and press ENTER. Third, this field allows you to change (or delete) an existing priority sequence by keying it into this field and pressing ENTER. The Priority Matrix Maintenance Screen (p. 85-7) will appear in Change mode. (N 5,0) Optional

Priority Matrix Maintenance Limits Screen Fields and Function Keys

Field/Function Key	Description
New Seq	This field is used with the **Priority Seq** field to rearrange existing priority sequences. Key a new sequence number (one that is not in use); key an existing sequence number in the **Priority Seq** field that is to be rearranged and press ENTER. (N 5,0) Optional
Limits	This field allows you to limit the priority sequences that appear on this screen to any one of six criteria: commitment code, customer number, A/R customer number, ship-to number, customer PO number, or order number. You can also limit the priority sequences that appear to three combinations of criteria: customer number/customer PO number, A/R customer number/customer PO number, and customer number/ship-to number. Display
Commitment Code	Key the customer commitment code to display the priority sequence associated with this customer commitment code. *Valid Values:* Any valid customer commitment code that has been defined through Customer Commitment Code Maintenance (MENU ARFIL2) (N 3,0) Optional
Customer No	Key a customer number to display priority sequence(s) associated with it. If you keyed Y in the **A/R Cust** field, key an A/R customer number to display the priority sequences associated with it. *Valid Values:* Any valid customer defined through Customer/Ship to Master Maintenance (MENU ARFILE) or any valid A/R customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE) if you key Y in the **A/R Cust** field (N 10,0) Optional
A/R Cust	This field allows an A/R customer number to be used in the **Customer No** field if you key Y. Leaving this field blank means only customer numbers can be used in the **Customer** field. Key Y and an A/R customer number to display the priority sequences associated with that A/R customer. *Default Value:* blank *Valid Values:* blank or Y (A 1) Optional

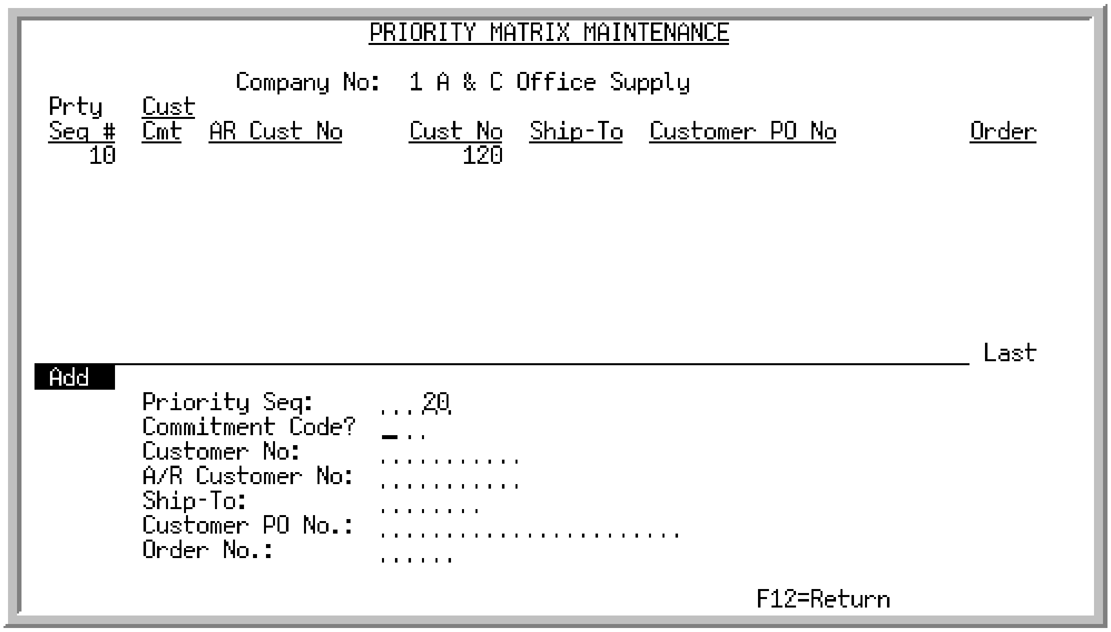
Priority Matrix Maintenance Limits Screen Fields and Function Keys

Field/Function Key	Description
Ship-To	Key the ship-to number for the customer entered in the Customer No field to display the priority sequence associated with this ship-to number. If you do not know the ship-to number, press F4=CUST/SHIP-TO SEARCH to display the ship-to search for this customer. You must enter a valid customer number to use this field. *Valid Values:* Any valid customer ship-to number that has been created through Customer/Ship to Master Maintenance. (A 7) Optional
Customer PO No	Use this field to display the priority sequences associated with the customer PO number that you key. Key a customer PO number for orders entered through Enter, Change & Ship Orders (MENU OEMAIN). (A 22) Optional
Order No.	Use this field to display the priority sequence for an individual order. Key the order number for an order entered through Enter, Change & Ship Orders (MENU OEMAIN). (A 5) Optional
F4=Cust/Ship-to Search	Press the F4=CUST/SHIP-TO SEARCH function key to use the Customer Search if the **Customer No** field is left blank. The Customer Search Screen will appear; or press to use the Ship-To Search for the customer selected in the **Customer No** field. The Ship-To Search Screen will appear. Refer to either screen as described in the Accounts Receivable User Guide.
F5=Locate	Press the F5=LOCATE function key to locate the priority sequence you keyed in the **Priority Seq** field to the top position on this screen.
F6=Add	Press the F6=ADD function key to add a new priority sequence. The Priority Matrix Maintenance Screen (p. 85-7) will appear.
F23=Reseq	Press the F23=RESEQ function key after you have changed the order of priority sequences. All priority sequences will display in ascending intervals of ten.
F12=Return	Press the F12=RETURN function key to return to the Priority Matrix Maintenance Selection Screen (p. 85-2).

Priority Matrix Maintenance Limits Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you rearranged your existing priority sequences, the new sequences will display on this screen. If you used one of the criteria in the **Limits** field, this screen will display only those orders associated with the criterion. If you entered an existing priority sequence in the **Priority Seq** field, the Priority Matrix Maintenance Screen (p. 85-7)) will appear so that you can change or delete that priority sequence.

Priority Matrix Maintenance Screen



This screen appears in Add mode after you press F6=ADD on the Priority Matrix Maintenance Limits Screen (p. 85-3) or in Change mode after pressing ENTER on the Priority Matrix Maintenance Limits Screen (p. 85-3) after you key an existing priority sequence in the **Priority Seq** field.

Use this screen to add a new priority sequence to the priority matrix with the criteria that you specify. You can also use this screen to change or delete an existing priority sequence.

To use the priority matrix, you must enter at least one sequence and for most sequences you can only key one criteria. In addition, backorders are sorted for commitment/release from the most specific criteria (order number) to the least specific criteria (customer commitment code). Below are the possible criteria or combination of criteria (from most specific to least specific) that can be used in priority sequences:

- order number
- customer number/customer PO number
- AR customer number/customer PO number
- customer number/ship-to number
- customer number
- AR customer number
- customer commitment code

NOTE: Field descriptions on this screen have not changed from those on the Priority Matrix Maintenance Limits Screen (p. 85-3). Refer to that screen for more information about these fields.

Priority Matrix Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Priority Seq	This field specifies the priority sequence you are adding, changing, or deleting. If you are adding a new priority sequence, the system enters the next available sequence for you. However, you can key a different priority sequence as long as it has not been used before. (N 5,0) Required
F12=Return	Press the F12=RETURN function key to return to the Priority Matrix Maintenance Limits Screen (p. 85-3) without saving any changes made on this screen.
F24=Delete	The F24=DELETE function key displays in Change mode only Press the F24=DELETE function key to delete an existing priority sequence. A delete confirmation message box will appear.
Enter	Press the ENTER key twice to confirm you selections. The Priority Matrix Maintenance Limits Screen (p. 85-3) will appear.

CHAPTER 86

Priority Matrix Listing

86

Use the Priority Matrix Listing option to print the priority sequences defined and maintained through Priority Matrix (MENU OEMAST).

Priority Matrix 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
Priority Matrix Listing Screen	Use to specify the companies for which to print the listing.
Priority Matrix Listing	Prints a list of priority sequences for the specified companies.

Priority Matrix Listing Screen

This screen appears after you select option 12 - Priority Matrix Listing from MENU OEMAST. Use this screen to select the range of companies for which the Priority Matrix Listing (p. 86-3) will print.

Priority Matrix Listing Screen Fields and Function Keys

Field/Function Key	Description
Company	Enter the range of company numbers for which priority sequences will print on the Priority Matrix Listing (p. 86-3). (2@ N2,0) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU OEMAST will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for a description of that screen. After you have entered you selections and pressed ENTER, the Priority Matrix Listing (p. 86-3) will print.

Priority Matrix Listing

```
OEC305          07/17/17   8:25:35              PRIORITY MATRIX LISTING                  A7/APDEMO          PAGE:    1
                                           Company: 01 A & C Office Supply
                                                    Company: 00    to: 99
Priority Seq.  Commitment Code   A/R Customer No.   Customer No.   Ship-to No.   Customer PO No.          Order No.
------------------------------------------------------------------------------------------------------------------------
         10            310
         20            410
         30                                                  50
         40                                                 130
         50                                                 130    W3
         60                                                 130    W5
```

This listing is produced following your responses on the Report Options Screen. Priority sequences and their descriptions, as defined through Priority Matrix (MENU OEMAST), are printed.

CHAPTER 87

Open Order Recap Extract/Update

87

Use the Open Order Recap Extract/Update option to run a program that extracts and updates open order values. You need to run this open only if you have not enabled automatic extraction and updating of open order information. To enable automatic extraction, key Y in the **Perform Open Order Recap Extract/Update** field, of Day-End Processing (MENU XAMAST). After the program has run, you can view the updated values through the recap feature of Order Snapshot (MENU OEMAIN).

When you select this option, the Report Options Screen appears. For details about this screen, refer to the Cross Applications User Guide.

CHAPTER 88

Invoice Register Reprint

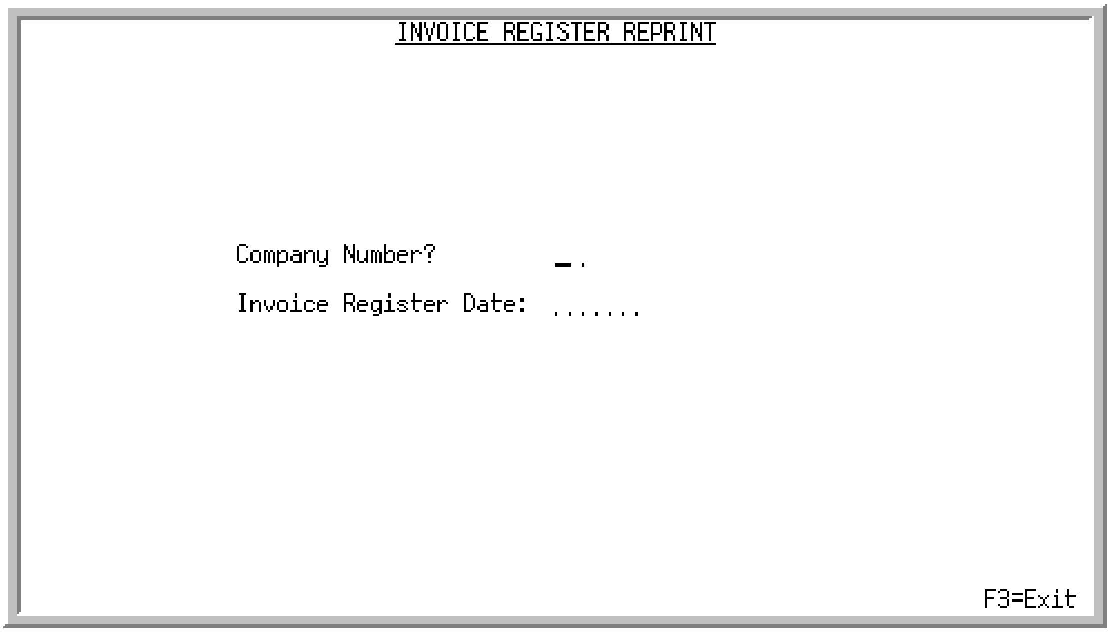
88

Use the Invoice Register Reprint option to reprint the Invoice Register Report from a particular Day-End. You can specify the company number and date of the Day-End for which you want to reprint the Invoice Register Report. The Invoice Register Report is explained with Day-End Processing (MENU XAMAST) in the Cross Applications User Guide.

Invoice Register Reprint

Title	Purpose
Invoice Register Reprint Screen	Use to select the company and invoice register date to be reprinted.

Invoice Register Reprint Screen



This screen appears after selecting option 14 - Invoice Register Reprint from MENU OEMAST. Use this screen to specify the company number and date of the Day End for which you want to reprint the Invoice Register Report.

Invoice Register Reprint Screen Fields and Function Keys

Field/Function Key	Description
Company Number	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Use this field to specify the company number associated with the Day-End for which you want to reprint the Invoice Register Report. Leave this field blank to include all companies on the report. *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) Optional

Invoice Register Reprint Screen Fields and Function Keys

Field/Function Key	Description
Invoice Register Date	Use this field to specify the date of the Day-End for which you want to reprint the Invoice Register Report. If multiple Day-Ends were run on the date you enter in this field, invoices from each Day-End will print on the Invoice Register 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). (N 6,0) Required
F3=Exit	Press the F3=EXIT function key to cancel this option and return to MENU OEMAST.
Enter	Press the ENTER key to confirm your entry and continue.

CHAPTER 89 Maintaining the Price Matrix

89

NOTE: In order to use this option, **Use Price Matrix** must be defined as Y through Order Entry Options Maintenance (MENU XAFILE) for the specified company.

Use the Price Matrix Maintenance option to add or change the discount, markup, or gross margin percentages defined in the price matrix. The price matrix, defined for one company and item price class, defines the discount (list less), markup (cost plus), or gross margin (cost plus) values for up to 999 customer price discount codes. Price matrix data is retained in the Order Entry Price Matrix File (OEMTX).

Item price classes are defined through Price Class Maintenance (MENU OEPRCE). These classes are represented by the codes 001 through 999 and are assigned to individual items at the item level through Item Master Maintenance (MENU IAFILE) and, if applicable, at the warehouse level through Item Balance Maintenance (MENU IAFILE). Customer price discount codes are represented by the codes 001 through 999 and are assigned to individual customers through Customer/Ship to Master Maintenance (MENU ARFILE).

When entering an order through Enter, Change & Ship Orders (MENU OEMAIN), the item price class is cross-referenced with the customer price discount code in the price matrix to determine the discount, markup, or gross margin percent applicable to the item and customer.

NOTE: If an order meets the conditions of a contract and of the price matrix, the discount, markup, or gross margin amount is determined from the contract. This is according to the pricing hierarchy. Refer to CHAPTER 2: *Order Entry Pricing* for details about the pricing hierarchy.

There is one case in which an order can meet the conditions of a contract but still use price matrix pricing. When creating or modifying the terms of a contract in Contract Prices Maintenance (MENU OEPRCE), if a customer Price Discount Code is specified on the Contract File Maintenance Screen (p. 91-33), then that code will redirect you to the discount, markup, or gross margin percentages defined for that price discount code in the price matrix for this company and item price class.

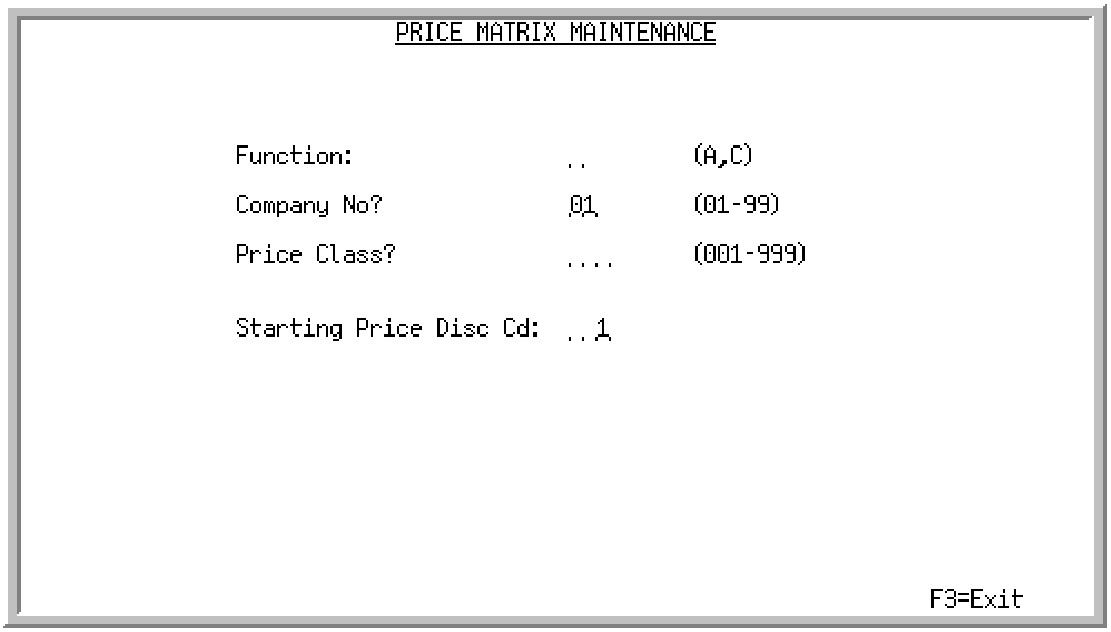
Use the Price Matrix Listing option to print a listing of the price matrix for some or all companies and item price classes.

Price Matrix 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
Price Matrix Selection Screen	Use to specify the company and item price class to maintain in the matrix.
Price Matrix Maintenance Screen	Use to maintain the customer discount codes.

Price Matrix Selection Screen



PRICE MATRIX MAINTENANCE

Function: .. (A,C)

Company No? 01 (01-99)

Price Class? .... (001-999)

Starting Price Disc Cd: ..1

F3=Exit

This screen appears after selecting option 2 - Price Matrix Maintenance from MENU OEPRCE. Use this screen to select the company and item price class to add or change in the price matrix.

Creation of customer price discount class codes will occur through this option and then may be assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). These discounts are in the form of either a discount (list less), markup (cost plus) or gross margin percent (cost plus).

Note that all applicable order entry options must be set in order to create the related customer price discount class code through this option. In other words, if you wish to create a code that will reflect a 3% gross margin, the order entry options must be set, for the selected company, to allow for gross margin pricing. Refer to Order Entry Options Maintenance (MENU XAFILE) as described in the Cross Applications User Guide for details about order entry options.

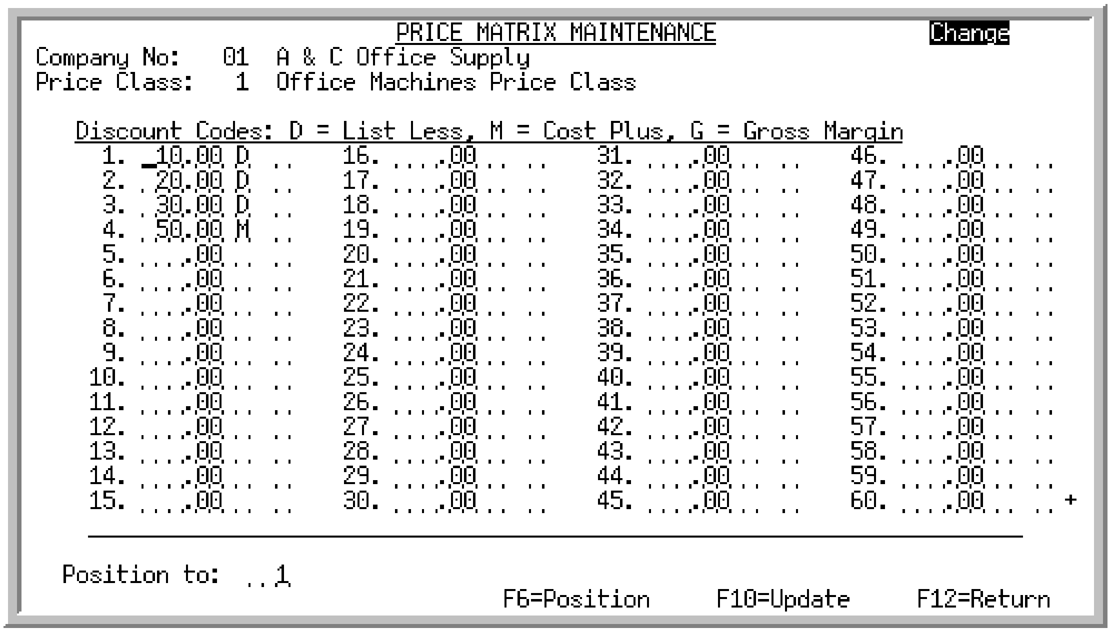
Price Matrix Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to define the price matrix for a company and item price class. Key C to change the information in an existing price matrix defined for a company and item price class. (A 1) Required

Price Matrix Selection Screen Fields and Function Keys

Field/Function Key	Description
Company No	Key the two digit company number for which price matrix percentages will be maintained. For each company, you may specify the price matrix for up to 999 item price classes. *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
Price Class	Use this field to select the desired item price class code for which up to 999 discount, markup, or gross margin percentages will be specified on the Price Matrix Maintenance Screen (p. 89-5). Note that item price classes are assigned at the item level through Item Master Maintenance (MENU IAFILE) and, if applicable, item/warehouse level assignments are made through Item Balance Maintenance (MENU IAFILE). Key the desired item price class code for which the price matrix will be added or changed. *Valid Values:* An item price class created through Price Class Maintenance (MENU OEPRCE). (N 3,0) Required
Starting Price Disc Cd	Since up to 999 customer discount class codes can be defined through this option, use this field to key a starting point at which you would like the codes presented on the Price Matrix Maintenance Screen (p. 89-5). Note that there are 60 class codes identified on each Price Matrix Maintenance Screen presented, so any value keyed in this field between 1 and 60 will always present the first screen; any value between 61 and 120 will present the second screen, etc. Key a value in this field to be used to position the cursor to an exact customer price class code on the Price Matrix Maintenance Screen (p. 89-5). (N 3,0) Optional
F3=Exit	Press the F3=EXIT function key to exit from this option. MENU OEPRCE will appear.
Enter	Press ENTER to confirm your selections. The Price Matrix Maintenance Screen (p. 89-5) will appear.

Price Matrix Maintenance Screen



```
                         PRICE MATRIX MAINTENANCE                 Change
Company No:   01  A & C Office Supply
Price Class:   1  Office Machines Price Class

   Discount Codes: D = List Less, M = Cost Plus, G = Gross Margin
     1. _10.00 D ..    16. ....00.. ..    31. ....00.. ..    46. ....00.. ..
     2. .20.00 D ..    17. ....00.. ..    32. ....00.. ..    47. ....00.. ..
     3. .30.00 D ..    18. ....00.. ..    33. ....00.. ..    48. ....00.. ..
     4. .50.00 M ..    19. ....00.. ..    34. ....00.. ..    49. ....00.. ..
     5. ....00.. ..    20. ....00.. ..    35. ....00.. ..    50. ....00.. ..
     6. ....00.. ..    21. ....00.. ..    36. ....00.. ..    51. ....00.. ..
     7. ....00.. ..    22. ....00.. ..    37. ....00.. ..    52. ....00.. ..
     8. ....00.. ..    23. ....00.. ..    38. ....00.. ..    53. ....00.. ..
     9. ....00.. ..    24. ....00.. ..    39. ....00.. ..    54. ....00.. ..
    10. ....00.. ..    25. ....00.. ..    40. ....00.. ..    55. ....00.. ..
    11. ....00.. ..    26. ....00.. ..    41. ....00.. ..    56. ....00.. ..
    12. ....00.. ..    27. ....00.. ..    42. ....00.. ..    57. ....00.. ..
    13. ....00.. ..    28. ....00.. ..    43. ....00.. ..    58. ....00.. ..
    14. ....00.. ..    29. ....00.. ..    44. ....00.. ..    59. ....00.. ..
    15. ....00.. ..    30. ....00.. ..    45. ....00.. ..    60. ....00.. .. +

  Position to:  ..1
                                F6=Position     F10=Update     F12=Return
```

This screen appears after pressing ENTER on the Price Matrix Selection Screen (p. 89-3). If a customer price discount code value was keyed in the **Starting Disc Class** field, the cursor will be positioned to that code. Use this screen to review or maintain up to 999 customer discount codes for the selected company and price class. These customer discount codes define the discount (list less), markup (cost plus), and/or gross margin percent (cost plus) to be used in determining item prices.

NOTE: Since up to 999 codes may be defined through this option and only 60 codes appear per screen, you may roll forward/backward or use the **Position To** field to position your cursor to the desired code. Refer to the Cross Applications User Guide for details about scrolling, and the **Position To** field description on this screen for details about positioning.

Price Matrix Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Price Matrix Information	The following information is displayed for the price matrix criteria being added or changed: • Company Number and Name • Item Price Class and Item Price Class Description Display

Price Matrix Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Customer Price Discount Information	Each number from one to 999 represents a customer discount code which can be defined here as a discount (list less), markup (cost plus), or gross margin percent (cost plus) and then assigned to a customer as a customer price discount code through Customer/Ship to Master Maintenance (MENU ARFILE). For none, some, or all of these codes, you may assign a positive value representing a discount amount, markup percent, or gross margin percent. During Order Entry (MENU OEMAIN), this value is applied to the base price of an item that is assigned the indicated item price class, and for the customer assigned the corresponding customer price discount code. NOTE: To remove customer price discount information, field exit through both the value and the code portions of this field. (999 @ N 5,2) Optional
Price List Redirect	This field indicates which of an item's five list prices [as defined through Item Master Maintenance (MENU IAFILE) or, if using warehouse level (balance) pricing for a warehouse, through Item Balance Maintenance (MENU IAFILE)] you will be redirected to use as a base price in pricing functions. This field can be used to redirect you to a different list price for this item than the list price defined for a customer in Customer/Ship to Master Maintenance (MENU ARFILE). Key the appropriate redirect list price for the item, or leave this field blank to use the list price defined for a customer in Customer/Ship to Master Maintenance (MENU ARFILE). *Valid Values:* 1 to 5, or Blank (N 1,0) Optional
Position To	Key a value in this field to represent the customer discount class code to which you wish to position your cursor. Use this field in conjunction with the F6=POSITION key to redisplay the screen with the cursor positioned to the selected value. After keying a new code amount and code value, the cursor will automatically be placed at the next field waiting for the next customer price discount information to be keyed. Simultaneously, the value in this **Position To** field will be filled in with the number of that next field. By doing so, even if you scroll, you will know where you last left off and by using the F6=POSITION key, can be returned to that location for continuation of data entry. (N 3,0) Optional
F6=Position	Press the F6=POSITION function key to redisplay the screen with the cursor positioned to the value keyed in the POSITION TO field.

Price Matrix Maintenance Screen Fields and Function Keys

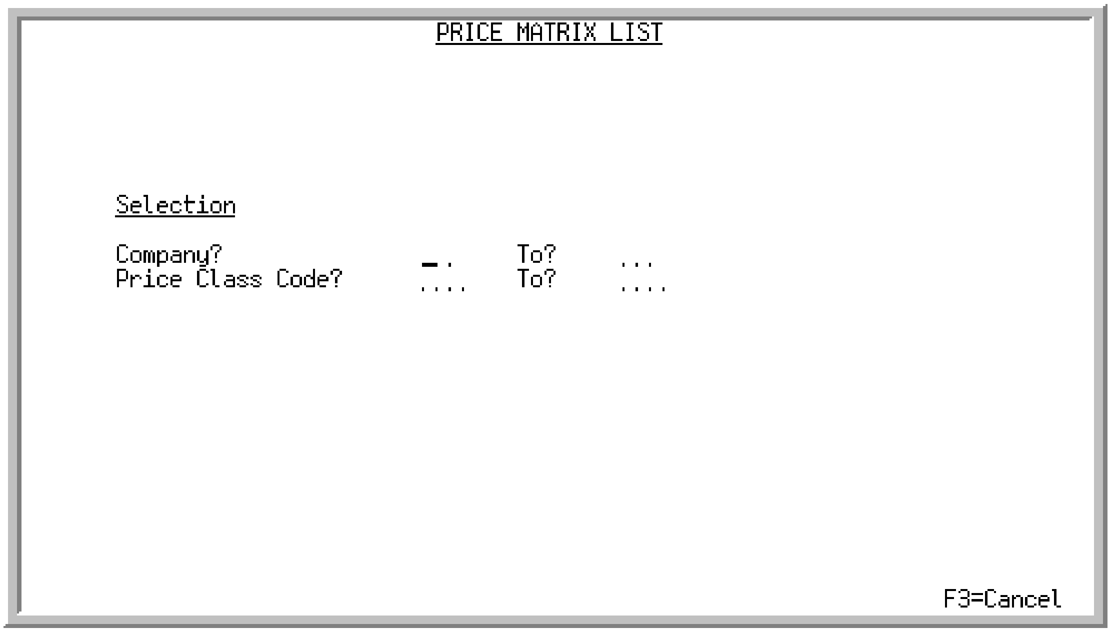
Field/Function Key	Description
F10=Update	Press the F10=UPDATE function key to accept any keyed additions or modifications. The Price Matrix Selection Screen (p. 89-3) will appear.
F12=Return	Press the F12=RETURN function key o return to the previous screen without updating additions or changes made on this screen.
Enter	Press ENTER to confirm your selections. The Price Matrix Selection Screen (p. 89-3) will appear.

Price Matrix 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
Price Matrix List Screen	Use to limit the listing by a range of companies and price class codes.
Price Matrix List	Print the price matrix values for the specified ranges in order by company.

Price Matrix List Screen



This screen appears after you select option 2 - Price Matrix Listing from MENU OEPRCE and is used to select the companies and item price classes to print on the listing.

Price Matrix List Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the range of companies for which price matrix percentages will print on the listing. (2 @ N 2,0) Optional
Price Class Code	Key the range of item price class codes for which price matrix percentages will print on the listing. (2 @ N 3,0) Optional
F3=Cancel	Press the F3=CANCEL function key to exit from this option. MENU OEPRCE will appear.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen. After selecting report options, the Price Matrix List (p. 89-9) will print.

Price Matrix List

```
OE925   13/08/11  20:26:57                    PRICE MATRIX LIST                    AK/APDEMO          PAGE    1
     Co Fr: ALL    Price Class Code Fr: ALL
Price                                 Cust  Item   Disc  Cust
Class Description                    Prc Co/Disc %/Code/Prc Lst
--------------------------------------------------------------------------------------------------------------------
Co: 01 A & C Office Supply
 001  Office Machines Price Class      001: 10.00D    002: 20.00D    003: 30.00D    004: 50.00M
 002  Toner                            001:  5.00D 3  002: 10.00D 2  003: 15.00D 1  004: 20.00M
 003  Notebooks                        001:  3.00D    002:  6.00D    003:  9.00D    004: 12.00M
 004  Furniture                        001: 15.00D    002: 20.00D    003: 25.00D    004: 30.00M
 005  Mailing Envelopes                001:  4.00D    002:  8.00D    003: 12.00D    004: 16.00M
```

This listing prints the price matrix values for the range of companies and item price classes selected on the Price Matrix List Screen (p. 89-8).

The listing is primarily sequenced by company. For each company, price matrix values are printed in order by item price class code. Information for each company is printed on a new page.

Price Matrix List

Report/Listing Fields	Description
Price Class	The item price classes for the indicated company for which a price matrix definition has been entered.
Description	The description of the item price class as defined through Price Class Maintenance (MENU OEPRCE).
Cust Prc Co	The customer price discount codes (from 001 to 999) for which data has been keyed through Price Matrix Maintenance (MENU OEPRCE). If no values were keyed for a customer price discount code, that code will not be included in the report.
Item Disc %	The discount dollar amount, or the gross margin or markup percent.
Disc Code	A D will print to the right of the percent if the value reflects a discount value (list less). A G will print to the right of the percent if the value reflects a gross margin value (cost plus). An M will print to the right of the percent if the value reflects a markup value (cost plus).
Cust Prc Lst	A single digit from 1 to 5 will print to the right of the discount code if there is a price list redirect for a customer price discount code. This value represents the item’s redirected list price.

CHAPTER 90

Maintaining Quantity Discounts

90

A quantity break discount is a discount that is given when an order exceeds a specified item quantity or monetary amount. Use the Quantity Discounts Maintenance option to create up to ten quantity break discounts that will be applied to an order for an item or group of items.You may create a quantity break for either a single item (item quantity discount) or a group of items (class quantity discount).

NOTE: To use this option, **Use Class Quantity Discounts** OR **Use Item Quantity Discounts** must be defined as Y through Order Entry Options Maintenance (MENU XAFILE) for the specified company. Through the same option, you determine whether or not quantity discounts may be defined at the warehouse level; if **Allow Qty Disc Def. at WH Level** is Y, then warehouse level quantity discount definitions may be created.

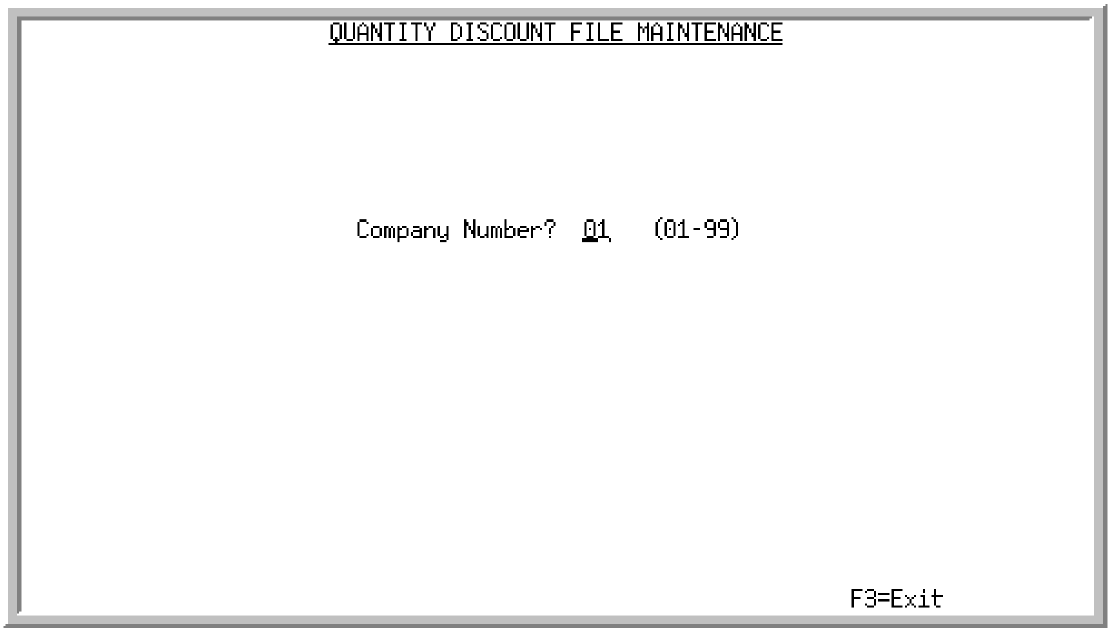
Class quantity discounts are automatically applied to the items that have the same group code after all items have been entered for the sales order and a message is displayed to the user on the End Order Screen (p. 6-248) of Enter, Change & Ship Orders (MENU OEMAIN). Item quantity discounts are automatically applied to the items on the Item Review Screen (p. 6-115) based on the quantity order by the customer.

Quantity Discount 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
Quantity Discounts File Maintenance Company Selection Screen	Use to specify the company for which to maintain quantity discounts.
Quantity Discount File Maintenance Selection Screen	Use to specify the type of discount to maintain and the item or group for the discount.
Quantity Discount File Maintenance Screen	Use to specify the quantity breaks and discounts.

Quantity Discounts File Maintenance Company Selection Screen



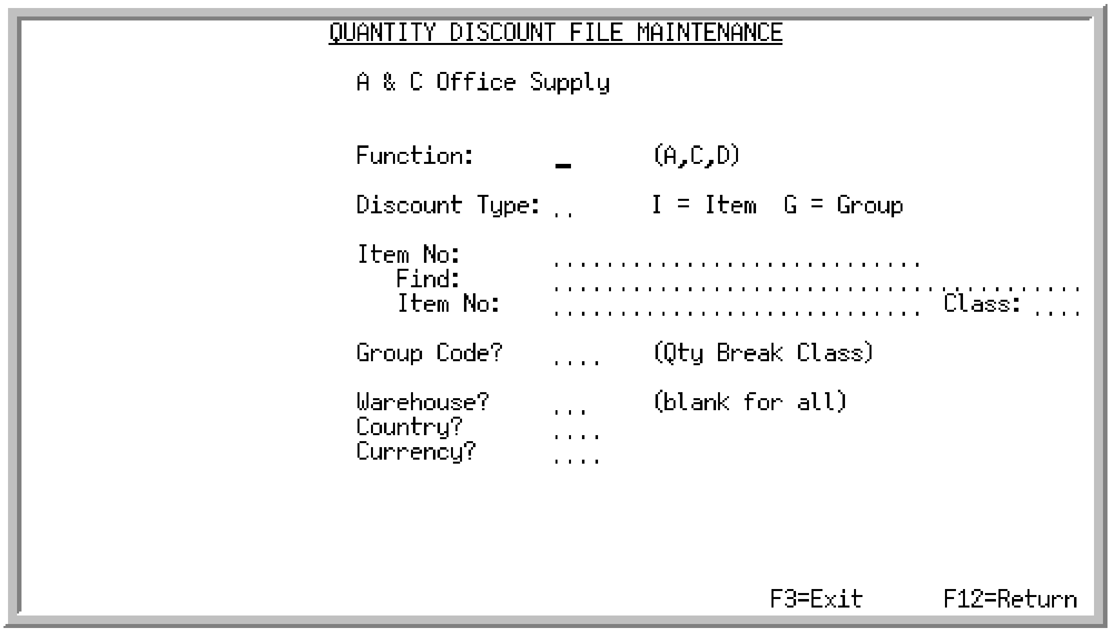
This screen appears after selecting option 3 - Quantity Discount Maintenance from MENU OEPRCE if the multi-company feature is being used. This screen will not appear if the multi-company feature is not being used.

Use this screen to select the company be used to qualify the selection of discount methods allowed for creating / maintaining quantity discounts. The quantity discounts maintained in this option are not company specific. This company number is simply used to limit the fields available, based on the Order Entry Options (MENU XAFILE) selections for type of quantity discounts that will be used for pricing.

Quantity Discounts File Maintenance Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	Key the two digit company number for which quantity break discount percentages will be maintained. (N 2,0) Required
F3=Exit	Press the F3=EXIT function key to exit from this option. MENU OEPRCE will display.
Enter	Press ENTER to confirm your selection. The Quantity Discount File Maintenance Selection Screen (p. 90-3) will appear.

Quantity Discount File Maintenance Selection Screen



This screen appears after pressing ENTER on the Quantity Discounts File Maintenance Company Selection Screen (p. 90-2), which only displayed if the multi-company feature is being used. This screen appears after you select the Quantity Discounts Maintenance option from MENU OEPRCE if the multi-company feature is not being used.

This screen is used to select the quantity break discount type (item or group of items), item for which the quantity break discount is being created or maintained (if individual item is selected), or quantity break class code for which the quantity break discount is being created or maintained (if group of items is selected). A search feature is available to assist in locating item numbers.

When International currency is installed, you may specify the **Country** and **Currency** for the discount you are maintaining. You can maintain a quantity discount for a currency and country or for a currency with no corresponding country. However, you cannot maintain a quantity discount for a country without specifying a currency.

If item pricing information has not been entered for the selected item, country, and currency through Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE), the following message appears:

WARNING: Country/Currency Doesn't Have Matching Price List

Quantity Discount File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add new quantity breaks and discount percentages for an item (**Discount Type** of I) or group of items (**Discount Type** of G). Key C to change existing quantity breaks and discount percentages defined for an item or group of items. Key D to delete existing quantity breaks and discount percentages for an item or a group of items. (A 1) Required
Discount Type	This field defaults to I and cannot be changed if in Order Entry Options Maintenance (MENU XAFILE) **Use Class Quantity Discounts** is N. If in Order Entry Options Maintenance (MENU XAFILE) **Use Item Quantity Discounts** is N, this field defaults to G and cannot be changed. Key I to create or modify a quantity break discount for an individual item. Key G to create or modify a quantity break discount for a group of items. This group of items is represented by a quantity break class. (A 1) Required/Display
Item No	This field does not display if in Order Entry Options Maintenance (MENU XAFILE) **Use Item Quantity Discounts** is N. Key the number of the item for which a quantity break discount will be created or maintained. Leave this field blank if **Discount Type** is G. *Valid Values:* A valid item number if **Discount Type** is I. If **Discount Type** is G, this field must be blank. (A 27) Required/Blank

Quantity Discount File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
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 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
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

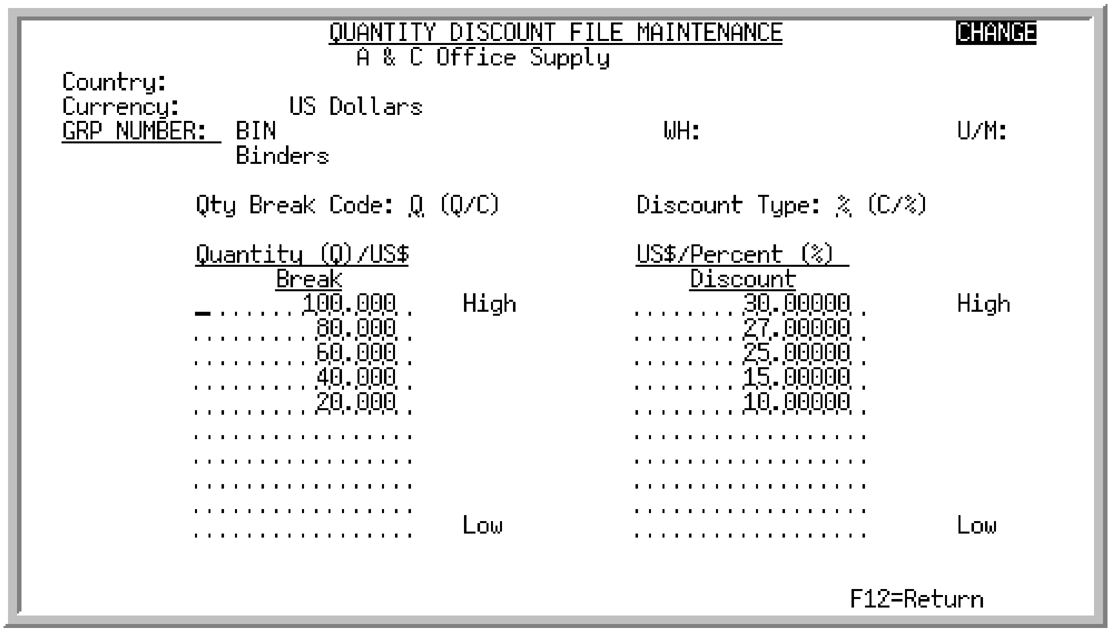
Quantity Discount File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Group Code	This field does not display if in Order Entry Options Maintenance (MENU XAFILE) **Use Class Quantity Discounts** is N. Key a valid quantity break class code for which quantity break discounts will be created or modified. Quantity break classes are created through Quantity Break Class Maintenance (MENU IAFILE). Leave this field blank if **Discount Type** is I. *Valid Values:* A valid quantity break class code if **Discount Type** is G. If **Discount Type** is I, this field must be blank. (A 3) Required/Blank
Warehouse	This field displays only if **Multi Warehouse** is set to Y through System Options Maintenance (MENU XAFILE) and if quantity discount definitions are allowed at the warehouse level for the specified company, as determined through Order Entry Options Maintenance (MENU XAFILE). The identification of the specific shipping warehouse from which the selected item must be shipped in order for it to receive the quantity breaks being defined. This is also the warehouse that would be credited for the sale. If you leave this field blank, the quantity break will not be limited to items in a specific warehouse. (A 2) Optional
Country	This field only displays when International Currency is installed and if **Use Multiple Country/Currency for Discounts** is set to Y for the selected company through International Currency Options (MENU ICFILE). Use this field to specify the country for which the discount applies. Key a country code. *Valid Values:* A country code defined through Country Names Maintenance (MENU ARFIL2). (A 3) Optional
Currency	This field only displays when International Currency is installed and if **Use Multiple Country/Currency for Discounts** is set to Y for the selected company through International Currency Options (MENU ICFILE). Use this field to specify the currency for which the discount applies. Key a currency code. *Valid Values:* A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Optional
F3=Exit	Press the F3=EXIT function key to exit from this option. MENU OEPRCE will display.
F12=Return	Press the F12=RETURN function key to return to the previous screen.

Quantity Discount File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Quantity Discount File Maintenance Screen (p. 90-8) will appear.

Quantity Discount File Maintenance Screen



This screen appears after you press ENTER on the Quantity Discount File Maintenance Selection Screen (p. 90-3). This screen is used to create, modify, or delete the quantity breaks and their associated discounts for the item or quantity break class selected on the previous screen. The quantity break may be a quantity amount, or a monetary (currency) amount. The discount may be either a fixed monetary amount or a percent discount.

Quantity Discount File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Country	This field only displays when International Currency is installed and if **Use Multiple Country/Currency for Discounts** is set to Y for the selected company through International Currency Options (MENU ICFILE). The country code and description for which the discount applies. A blank indicates that the discount applies to all countries. Display
Currency	This field only displays when International Currency is installed and if **Use Multiple Country/Currency for Discounts** is set to Y for the selected company through International Currency Options (MENU ICFILE). The currency code and description for which the discount applies. If a currency code is not selected on the Quantity Discount File Maintenance Selection Screen (p. 90-3) screen, the selected company's local currency will be used and that currency description will display. Display

Quantity Discount File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
ITEM NUMBER/GRP NUMBER	**ITEM NUMBER** displays if you are creating or modifying a quantity break for an individual item (the item number/description are displayed.) **GRP NUMBER** displays if you are creating or modifying a quantity break for a group of items in a quantity break class (the quantity break class code/ description are displayed.) Display
WH	This field displays only if System Options Maintenance (MENU XAFILE) **Multi Warehouse** is set to Y and if quantity discount definitions are allowed at the warehouse level for the specified company, as determined through Order Entry Options Maintenance (MENU XAFILE). The warehouse, if any, selected on the previous screen. Display
U/M	The default unit of measure of the item selected. This unit of measure displays only when creating or modifying a quantity break for an individual item. When keying quantity breaks in the **Break** field, quantities are counted in this unit of measure. Display
Qty Break Code	NOTE: When you maintain breaks for individual items, or for items in particular warehouses, you can only use breaks by quantity (code Q). Thus, this field is display-only if you are maintaining quantity breaks for an individual item. When you maintain breaks for a group of items in a quantity break class, you can select if the break is a quantity break or a currency break. Therefore, this field is required only if you are maintaining a quantity break class. Key Q to define quantity breaks for the selected quantity break class. The values that you key in the **Break** field represent the quantity of items that must be ordered for the corresponding discount in the **Discount** field to be used. This quantity is measured in the item's default unit of measure as defined through Item Master Maintenance (MENU IAFILE). Note that quantity breaks for individual items are assigned at the item level through Item Master Maintenance (MENU IAFILE). Quantity breaks for items in specific warehouses are assigned at the item/warehouse level Item Balance Maintenance (MENU IAFILE). Key C to define currency breaks based on monetary amounts for the selected quantity break class. The values that you key in the **Break** field represent the total monetary value of the item's base price for the quantity of items ordered. *Default Value:* Q (A 1) Required/Display

Quantity Discount File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Discount Type	NOTE: When you maintain quantity or currency breaks for a group of items in a quantity break class, the value in this field can only be a percent discount (code %). Therefore, this field becomes a display-only field when maintaining quantity break classes. Key % if the discount for the individual item will be a percentage. The value that you key in the **Discount** field will be the percentage that is deducted from the total price of the item during Enter, Change & Ship Orders (MENU OEMAIN). Key C if the discount for the individual item will be a currency (monetary) amount. The value that you key in the **Discount** field will be the monetary amount that is deducted from the total price of an item during Enter, Change & Ship Orders (MENU OEMAIN). *Default Value:* % (A 1) Required/Display
Quantity (Q)/Currency (C) Break	The currency or quantity break for the specified item or item quantity class. Breaks must be keyed in descending order. That is, the first break value must be greater than the second; the second must be greater than the third; etc. You do not have to use all ten quantity breaks, but you must use at least one. When keying a quantity break, key the quantity in the item's default unit of measure. During Enter, Change & Ship Orders (MENU OEMAIN), when the quantity of items shipped exceeds this number, or when the extended base price exceeds this monetary value, the corresponding discount in the **Discount** field is used. When International Currency is installed the column heading is changed to display the **Currency Code** instead of the **Currency (C)** text. If a specific currency code was not selected on the Quantity Discount File Maintenance Selection Screen (p. 90-3), the selected company's default local currency code displays. (N 12,3) Required
Currency (C) / Percent (%) Discount	The discount amount/percentage that corresponds with the quantity break in the **Break** column. When the corresponding quantity/currency break is exceeded, this discount is applied to the base price of the item. (You may key a percent value up to two decimal places.) When International Currency is installed the column heading is changed to display the **Currency Code** instead of the **Currency (C)** text. If a specific currency code was not selected on the Quantity Discount File Maintenance Selection Screen (p. 90-3), the selected company's default local currency code displays. (N 8,5) Required

Quantity Discount File Maintenance Screen Fields and Function Keys

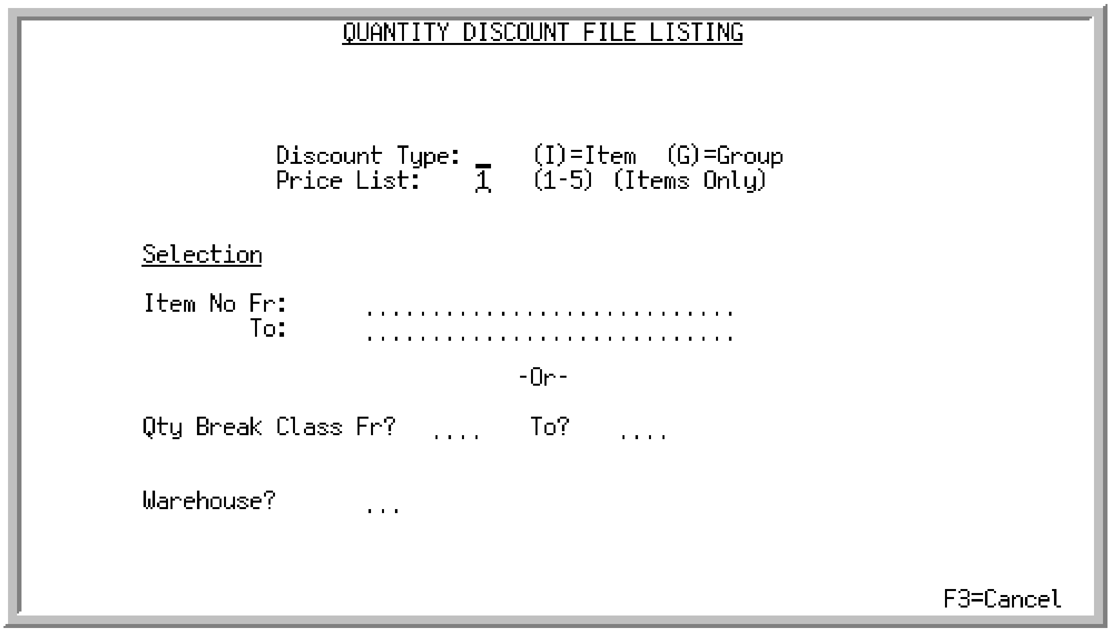
Field/Function Key	Description
F24=Delete	The F24=DELETE function key displays in "delete" mode only. Press the F24=DELETE function key to delete the record displayed.
F12=Return	Press the F12=RETURN function key to return to the Quantity Discount File Maintenance Selection Screen (p. 90-3).
Enter	Press ENTER to confirm your selections. The Quantity Discount File Maintenance Selection Screen (p. 90-3) will appear.

Quantity Discounts 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
Quantity Discounts File Listing Screen	Use to specify limiting criteria for the listing.
Quantity Discount File Listing (Groups)	Prints a list of quantity discounts and breaks for a range of quantity break classes.
Quantity Discount File Listing (Items)	Prints a list of quantity discounts and breaks for a range of items.

Quantity Discounts File Listing Screen



This screen appears after you select option 13 - Quantity Discounts Listing from MENU OEPRCE. This screen is used to select the individual items or item quantity class that will print on the Quantity Discount File Listing (Groups) (p. 90-15).

Quantity Discounts File Listing Screen Fields and Function Keys

Field/Function Key	Description
Discount Type	Used to determine which quantity breaks, individual items, or quantity break classes are printed on the listing. Key I to print the listing for a range of item groups in quantity breaks for individual items. Key G to print the listing for a range of quantity break classes. (A 1) Required

Quantity Discounts File Listing Screen Fields and Function Keys

Field/Function Key	Description
Price List	When printing the listing for a range of items (i.e. **Discount Type** is I), you must select the price list to which items are assigned. Leave this field blank if **Discount Type** is G. Items are assigned up to five list prices at the item level through Item Master Maintenance (MENU IAFILE) and, if warehouse level (balance) pricing is being used, at the warehouse level through Item Balance Maintenance (MENU IAFILE). Each of the five list prices is assigned to one price list (1 through 5). The list price of an item printed on the listing is that which is on the corresponding price list keyed in this field. *Valid Values:* If the **Discount Type** is I: 1 through 5. If the **Discount Type** is G: blank (N 1,0) Required/Blank
Item No	Key the range of item numbers that will print on the listing. You may key a range of item numbers in these fields only if you have selected the **Discount Type** as I. Otherwise, you must leave this field blank. (2 @ A 27) Required/Blank
Qty Break Class	Key the range of quantity break classes to print on the listing. You may key a range of quantity break classes only if you have selected the **Discount Type** as G. Otherwise, you must leave this field blank. (2 @ A 3) Required
Warehouse	This field displays only if System Options Maintenance (MENU XAFILE) is set as Y for **Multi Warehouse**. Key a warehouse identification to narrow the list of quantity breaks included on the listing to only those specifically created for that warehouse. Note that quantity breaks may be defined at the warehouse level (balance) only if so allowed, as determined through Order Entry Options Maintenance (MENU XAFILE). NOTE: Quantity breaks for individual items are assigned at the item level through Item Master Maintenance (MENU IAFILE). Quantity breaks for items in specific warehouses are assigned at the item/warehouse level Item Balance Maintenance (MENU IAFILE). (A 2) Optional
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU OEPRCE will display.

Quantity Discounts File Listing Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen. After selecting report options, the Quantity Discount File Listing (Groups) (p. 90-15) or the Quantity Discount File Listing (Items) (p. 90-16) will print, depending on whether you selected to print the listing for a group of items (quantity break class) or for individual items, respectively.

Quantity Discount File Listing (Groups)

```
OE935C  13/08/11  21:11:27                    QUANTITY DISCOUNT FILE LISTING                AK/APDEMO          PAGE:    1
  Discount Type: Group      Quantity Break Class Fr: ALL       WH: ALL
                                                   Quantity/                  Discount
     Class/Description                            Dollar Break                Percent      WH  Ctry  Cur
----------------------------------------------------------------------------------------------------------
     BIN  Binders                                    100.000 Q                 30.00000 %             USD
                                                      80.000                   27.00000               USD
                                                      60.000                   25.00000               USD
                                                      40.000                   15.00000               USD
                                                      20.000                   10.00000               USD
     FXP  Fax Paper                                   20.000 Q                 30.00000 %             USD
                                                      16.000                   27.00000               USD
                                                      12.000                   25.00000               USD
                                                       8.000                   15.00000               USD
                                                       4.000                   10.00000               USD
```

This listing prints the quantity and dollar breaks, and the corresponding discounts for the range of quantity break classes selected. This report prints only if you keyed G in the **Discount Type** field on the Quantity Discounts File Listing Screen (p. 90-12). The listing is sequenced by the quantity break discount code.

Quantity Discount File Listing (Groups)

Report/Listing Fields	Description
Class/Description	The item quantity class code and description of the quantity breaks.
Quantity/Dollar Break	The quantity or dollar breaks that have been defined for the corresponding quantity break class. Each break is printed on a new line. If the break is a quantity break, Q is printed following the first break; if the break is a dollar break, D is printed following the first break.
Discount Percent	The percent discount that is assigned to the corresponding dollar or quantity break.
WH	The specific warehouse, if any, for which the quantity discount has been defined. If this field is blank, the quantity discount applies to all warehouses.

Quantity Discount File Listing (Items)

```
OE935B  13/08/11  21:11:15                QUANTITY DISCOUNT FILE LISTING                AK/DFAMIGLI        PAGE:    1
  Discount Type: Item        Item No Fr: ALL                           WH: ALL
                                                           Dft
Item Number                                        U/M        List Price U/M Ctry Cur    Quantity Break            Discount    WH
----------------------------------------------------------------------------------------------------------------------------
A140                      3-Ring Binder - 1" Red
                                                   EA             6.50000 EA       USD          500.000            25.00000 %
                                                                                   USD          400.000            20.00000 %
                                                                                   USD          300.000            15.00000 %
                                                                                   USD          200.000            10.00000 %
                                                                                   USD          100.000             5.00000 %
A160                      3-Ring Binder - 1" Blue
                                                   EA             6.50000 EA       USD          500.000            25.00000 %
                                                                                   USD          400.000            20.00000 %
                                                                                   USD          300.000            15.00000 %
                                                                                   USD          200.000            10.00000 %
                                                                                   USD          100.000             5.00000 %
A180                      3-Ring Binder - 1" Black
                                                   EA             6.50000 EA       USD          500.000            25.00000 %
                                                                                   USD          400.000            20.00000 %
                                                                                   USD          300.000            15.00000 %
                                                                                   USD          200.000            10.00000 %
                                                                                   USD          100.000             5.00000 %
```

This listing prints the quantity breaks and discounts for the range of items selected. This report prints only if you keyed **I** in the **Discount Type** field on the Quantity Discounts File Listing Screen (p. 90-12). The listing is sequenced by item number.

Quantity Discount File Listing (Items)

Report/Listing Fields	Description
Item Number	The item number and description for which quantity breaks are listed.
Dft U/M	The default unit of measure of the item. Quantity breaks are counted in this unit of measure.
List Price	The list price of the item. The list price is one of five that has been established for an item at the item level through Item Master Maintenance (MENU IAFILE) and, if applicable, at the warehouse level (balance) through Item Balance Maintenance (MENU IAFILE). The list price printed is that which was selected in the **Price List** field on the Quantity Discounts File Listing Screen (p. 90-12).
U/M	The pricing unit of measure of the item. The **List Price** printed is calculated based on this unit of measure. This is not always the same as the default unit of measure.
Quantity Break	The quantity break that has been defined for the item. Each quantity break is printed on a new line.

Quantity Discount File Listing (Items)

Report/Listing Fields	Description
Discount	The percent or monetary discount that is assigned to the corresponding quantity break. % prints following this field if the discount is a percent value; C prints following this field if the discount is a monetary amount.
WH	The specific warehouse, if any, for which the quantity discount has been defined. If this field is blank, the quantity discount applies to all warehouses.

CHAPTER 91

Maintaining Contract Prices

91

A contract is used when an order specifies a contract number, or the conditions of an order meet the conditions defined in the contract. There are eight types of contracts, each is used for different conditions specified on an order. From most specific to most general, these contract types are defined for:

1. One customer/ship-to and one item
2. One customer/ship-to and a group of items
3. One customer and one item
4. One customer and a group of items
5. A group of customers and one item
6. A group of customers and a group of items
7. All customers and one item
8. All customers and a group of items

Use the Contract Prices Maintenance option to create and maintain contracts that will be used to apply a discount, markup, or gross margin percentage to an order. In order to use this option, **Use Customer Contracts** must be defined as Y through Order Entry Options Maintenance (MENU XAFILE) for the specified company.

Through this option, you can create a contract to redirect the list price selection or price discount code for the price matrix. You may also display a list of all existing contracts, or to view only active, expired, or future contracts.

If the **Track Contract Activity** field is Y in Order Entry Options Maintenance (MENU XAFILE), contract activity details are available and/or can be printed.

NOTE: If using International Currency contracts, and you create a contract with a currency other than the company default, then that contract will be valid on an order only if the currency of the contract matches the currency of the order. However, if that contract is created for the company default currency, then that contract can be used on an order for that company, regardless of the order's currency.

When Infor Storefront is installed, if there is a named contract called WEB, when Infor Storefront comes back to Infor Distribution A+ to lookup the pricing information, pricing will be applied from the WEB contract. If multiple contracts for the same customer/item combination exist, the first contract that is detected for that combination will be used.

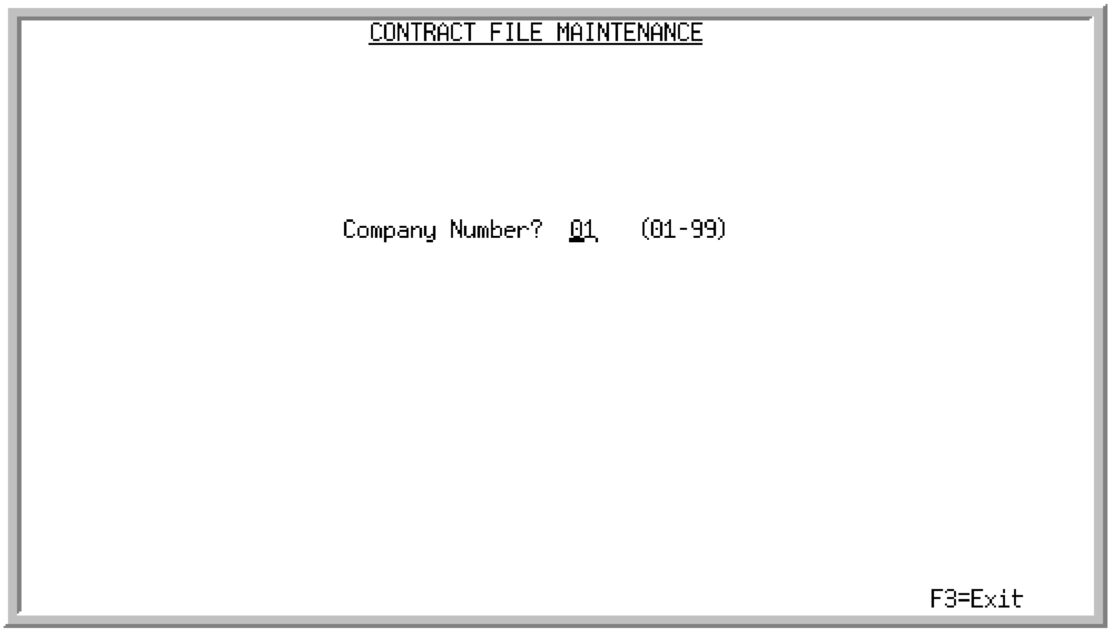
When Distribution A+ Point of Sale is installed, if there is a named contract called POS, when Point of Sale looks up the pricing information, pricing will be applied from the POS contract.

Contract Prices 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
Contract File Maintenance Company Selection Screen	Use to specify the company for which to maintain contract prices.
Contract File Maintenance Selection Screen	Use to specify the conditions for the contract, such as customer, item, and start date.
Contract File List Screen	Displays a list of contracts that match the selection criteria. Use to select a contract for maintenance.
Contract File List Screen - Maintenance Mode	Use to maintain the expiration date and or price/percent values for multiple contracts at one time.
Contract Activity Screen	Use to review the actions taken on a contract with the date, time, and user id associated with each contract. Also allows you to inquire into or print contract activity details, and toggle between the actual, user, and system time zone.
Contract Activity Detail Screen	Use to display detailed information of the selected contract activity.
Contract Activity Report	Prints activity details for a particular contract.
Contract File Maintenance Screen	Use to specify the terms of the contract.
Contract Calculator Screen	Use to calculate the values for the contract and copy those values back to contract maintenance and/or the CHAPTER 6: *Entering, Changing, and Shipping Orders* Item Review Screen (p. 6-115).

Contract File Maintenance Company Selection Screen



This screen appears after:

- selecting option 4 - Contract Prices Maintenance (MENU OEPRCE).
- pressing F13=CONTRACT MNT on the Rebate Information Screen in Rebate Master Maintenance (MENU OERFILE) to maintain a contract for a specific rebate ID.
- pressing F13=CONTRACT MNT on the Rebate Items Maintenance Screen in Rebate Master Maintenance (MENU OERFILE) to maintain a contract for a specific rebate ID and item.

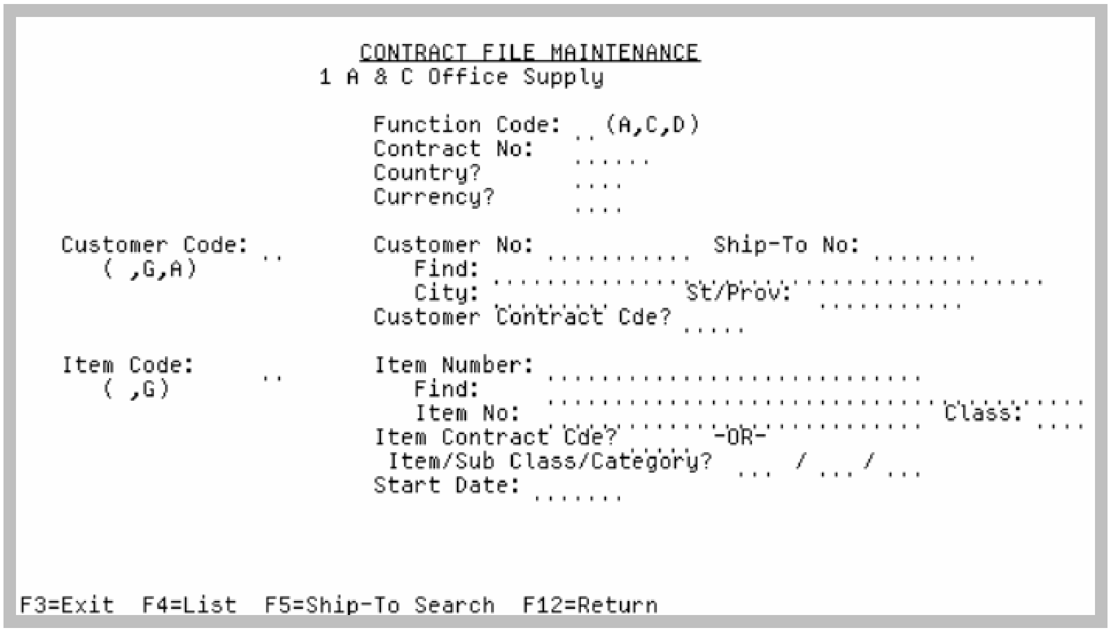
NOTE: This screen appears only when System Options (MENU XAFILE) **Multi Company** is set to Y; otherwise, the Contract File Maintenance Selection Screen (p. 91-5) appears.

Use this screen to select the company for which a contract will be defined or for which you want to display a list of existing contracts.

Contract File Maintenance Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	Key the two digit company number for which you want to add, change, or delete a contract or display a list of existing contracts. *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 exit from this option. MENU OEPRCE will display.
Enter	Press ENTER to confirm your selections. The Contract File Maintenance Company Selection Screen (p. 91-3) will appear.

Contract File Maintenance Selection Screen



```
                         CONTRACT FILE MAINTENANCE
                       1 A & C Office Supply

                           Function Code: .. (A,C,D)
                           Contract No:   ......
                           Country?       ....
                           Currency?      ....

  Customer Code: ..        Customer No: ..........  Ship-To No: ........
     ( ,G,A)                  Find: ..............................................
                              City: ...............  St/Prov: ...........
                           Customer Contract Cde? .....

  Item Code:     ..        Item Number: ...........................
     ( ,G)                    Find: ..................................................
                              Item No: ..............................  Class: ....
                           Item Contract Cde? ..... -OR-
                            Item/Sub Class/Category? ... / ... / ...
                           Start Date: .......

F3=Exit  F4=List  F5=Ship-To Search  F12=Return
```

This screen appears after you:

- press ENTER on the Contract File Maintenance Company Selection Screen (p. 91-3).
- select option 4 - Contract Prices Maintenance (MENU OEPRCE) if the **Multi Company** field is set to N in System Options (MENU XAFILE).
- press F13=CONTRACT MNT on the Rebate Information Screen in Rebate Master Maintenance (MENU OERFILE) to maintain a contract for a specific rebate ID, if the **Multi Company** field is set to N in System Options (MENU XAFILE).
- press F13=CONTRACT MNT on the Rebate Items Maintenance Screen in Rebate Master Maintenance (MENU OERFILE) to maintain a contract for a specific rebate ID and item, if the **Multi Company** field is set to **N** in System Options (MENU XAFILE).

Use this screen to specify an optional contract number and the type of contract to create, modify, or delete. You also specify the date on which the contract begins, unless the contract is associated with a rebate. Searches are available to locate item numbers, customers, or ship-tos, and you can display a list of contracts using F4=LIST. The contract list will be limited by your entries in the other fields on this screen.

When International Currency is installed, you can maintain a named contract for a country and currency or for a currency with no corresponding country. However, you cannot maintain a named contract for a country without specifying a currency. The company's local currency will be assumed.

NOTE: Depending on the order entry options selected through Order Entry Options Maintenance (MENU OEMAIN), certain fields may or may not be presented on this screen. For example, if your order entry options do not allow any item contracts, then the **Item Code** and **Item Number** fields will not be presented. Refer to the Cross Applications User Guide for details about the Order Entry options.

Contract File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function Code	Key A to create a new contract. Key C to change an existing contract. Key D to delete an existing contract. (A 1) Required
Contract No	A contract may be created in one of two ways: with or without a specific contract name/number. Key a specific contract name/number to create a ‘named contract’. A named contract must specifically be identified on the Second Order Header Screen (p. 6-48) in order for it to be considered for applicability to an order. Do not key a specific contract name/number to create an ‘unnamed contract’. The system will automatically consider unnamed contracts for applicability to an order. Regardless of how the contract was created, the order data (e.g., customer, item, etc.) must meet the contract’s criteria in order for contract pricing to apply. NOTE: If you create a contract with the contract name/number specifically of WEB, then the system will automatically assign this WEB contract on the Second Order Header Screen (p. 6-48) for all offline orders generated via the Distribution A+ Storefront pricing routines that meet all applicable criteria. When Distribution A+ Point of Sale is installed, if there is a named contract called POS, when Point of Sale looks up the pricing information, pricing will be applied from the POS contract. (A 5) Optional
Rebate ID	This field appears only if you accessed this screen from Rebate Master Maintenance (MENU OERFILE). The ID of the rebate for which you are maintaining contract prices displays in this field. If you define a contract for a rebate, the contract criteria must be unique; you will not be able to create another contract (with or without a rebate) using the same criteria. Display

Contract File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Country	This field displays only when International Currency is installed and if • **Use Multiple Country/Currency Pricing** is set to Y for System Options through International Currency Options (MENU ICFILE) and • **Use Multiple Country/Currency Contracts** is set to Y for the selected company through International Currency Options (MENU ICFILE). Use this field to specify the country for which the contract applies. Key a country code. *Valid Values:* A country code defined through Country Names Maintenance (MENU ARFIL2). (A 3) Optional
Currency	This field displays only when International Currency is installed and if • **Use Multiple Country/Currency Pricing** is set to Y for System Options through International Currency Options (MENU ICFILE) and • **Use Multiple Country/Currency Contracts** is set to Y for the selected company through International Currency Options (MENU ICFILE). Use this field to specify the currency for which the discount applies. Key a currency code. *Valid Values:* A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Optional
Customer Code	NOTE: This field is required if you are creating a contract for all customers or for a group of customers. This field must be left blank if you are creating a contract for one customer. This code is used to determine which type of contract you will create. As listed above, the types of contracts are comprised of variations of customer and item information. Use this field to determine which customer information is specified for a contract. Leave this field blank to create a contract for one customer. You must key the customer's number in the **Customer No** field. Key G to create a contract for a group of customers. You must key the customer contract code for the group of customers in the **Customer Contract Cde** field. Key A to create a contract for all customers. *Valid Values:* Blank, G, or A. (A 1) Required/Blank

Contract File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer No	NOTE: This field is required if the **Customer Code** is blank; otherwise, leave this field blank. Key the number of the individual customer for whom the contract is created. (N 10,0) Required/Blank
Ship-To No	This field displays only if ship-to contracts are being used, as defined through Order Entry Options Maintenance (MENU XAFILE). Key the ship-to number for the contract being created. Ship-to locations can have different contract prices. If you do not know the ship-to number, press F5=SHIP-TO SEARCH after entering the customer number to perform a ship-to search. NOTE: If you enter a ship-to number in this field, the system will check to see if the indicated company is allowed to use customer/ship-to/item contracts or customer/ship-to/item group contracts, as defined through Order Entry Options Maintenance (MENU XAFILE). If not, an error message will appear. *Valid Values:* A ship-to number defined through Customer/Ship to Master Maintenance (MENU ARFILE). (A 7) Optional
Find	If you do not know the customer number, this field allows you to search for the desired customer. Enter one or more characters that might be contained as partial words in the customer's name. Up to 15 characters may be entered per word and the words may appear in any order. After entering the appropriate characters, press ENTER to display the Customer Search Screen. Refer to this screen as described in the Accounts Receivable User Guide. (A 40) Optional
City	When searching for a customer (you have entered characters in the **Search** field), this field may be used to further limit the customers displayed. Key the city or beginning characters of the city in which this customer might reside. (A 8) Optional
St/Prov	If you have entered characters in the **Find** and/or **City** fields, you may also use this field to limit the system's search. Enter the two character state abbreviation of the state in which this customer might reside. (A 2) Optional

Contract File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer Contract Cde	Customer groups are represented by the customer contract code that is maintained through Customer Contract Code Maintenance (MENU OEPRCE), and assigned to individual customers through Customer/Ship to Master Maintenance (MENU ARFILE). Key the customer contract code of the group of customers for whom the contract is created. Leave this field blank if the **Customer Code** field is blank or A. *Valid Values:* If the **Customer Code** field is G, key a valid code defined through Customer Contract Code Maintenance (MENU OEPRCE); otherwise, leave this field blank. (A 4) Required/Blank
Item Code	This code is used to determine which type of contract you will create. Use this field to determine which item information is specified for a contract. Leave this field blank to create a contract for one item. You must key the item number in the **Item Number** field. Key G to create a contract for a group of items. You must key the item contract code of the item group in the **Item Contract Cde** field. (A 1) Optional
Item Number	Key the number of the individual item for which the contract is created. Leave this field blank if the **Item Code** field contains a value. *Valid Values:* Key an item number only if the Item Code is blank; otherwise, leave this field blank. (A 27) Optional/Blank

Contract File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Find (Item)	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 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 (Item)	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
Class (Item)	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

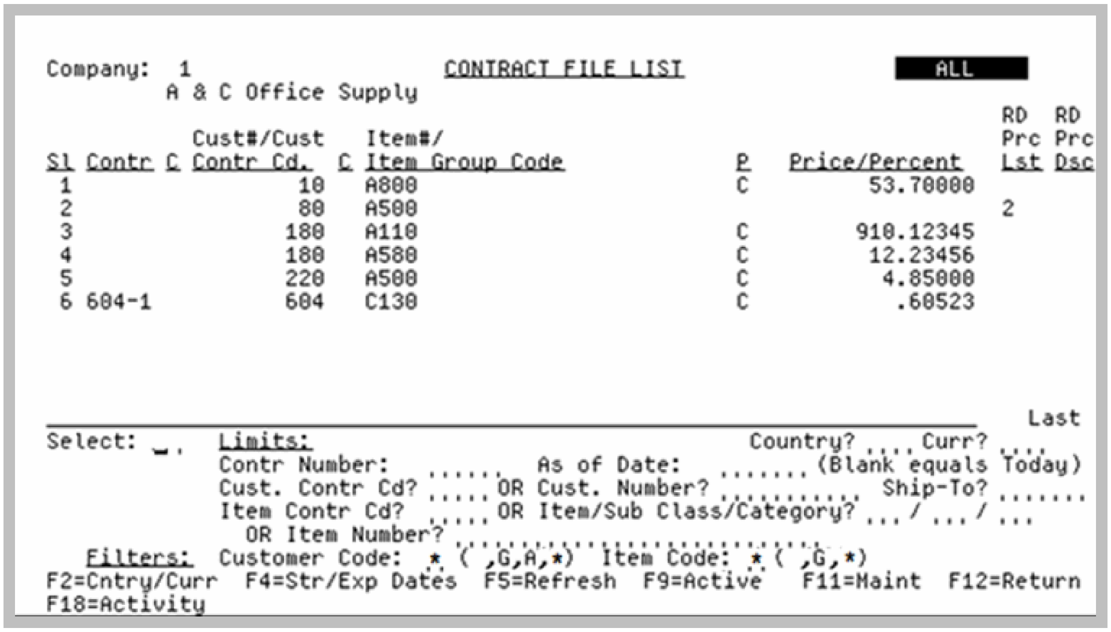
Contract File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Contract Cde	A group of items can be represented by the item contract code created in Item Contract Code Maintenance (MENU OEPRCE) or the item class/sub-class created in Item Class/Sub Class Maintenance (MENU IAFILE). Item contract codes are assigned to individual items through Item Master Maintenance (MENU IAFILE) and, if using warehouse level (balance) pricing, through Item Balance Maintenance (MENU IAFILE). Item classes/ sub-classes are assigned to individual items through Item Master Maintenance (MENU IAFILE) only. If you want to create the contract for a group of items based on item contract code, key the item contract code. If you enter an item contract code, you cannot group the items by an item class/sub-class using the **Item/Sub Class** field. Leave this field blank if the **Item Code** field is blank. *Valid Values:* An item contract code defined through Item Contract Code Maintenance (MENU OEPRCE). (A 4) Optional
Item/Sub Class/ Category	A group of items can be represented by the item contract code created in Item Contract Code Maintenance (MENU OEPRCE) or the item class/sub-class/ categories created in Item Class/Sub Class Maintenance (MENU IAFILE). Item contract codes are assigned to individual items through Item Master Maintenance (MENU IAFILE) and, if using warehouse level (balance) pricing, through Item Balance Maintenance (MENU IAFILE). Item classes/ sub-classes/categories are assigned to individual items through Item Master Maintenance (MENU IAFILE) only. If you want to create the contract for a group of items based on item class/ sub-class/categories, key the item class/sub-class/category. If you key an item class/sub-class/category, you cannot group the items by an item contract code using the **Item Contract Code** field. Leave this field blank if the **Item Code** field is blank. *Valid Values:* An item class/sub-class/category defined through Item Class/ Sub Class Maintenance (MENU IAFILE). (A2/A2/A2) Optional

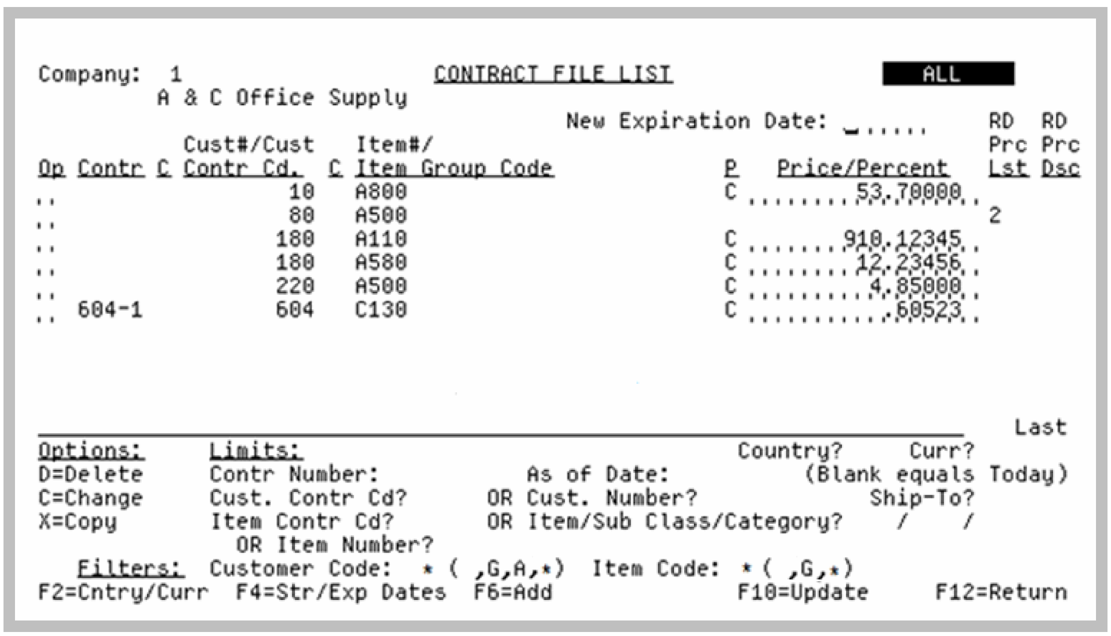
Contract File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Start Date	This field displays only when you are not maintaining a contract associated with a rebate ID. This field represents the first date on which the conditions specified in the contract will be applied to an order. If the date that an order is keyed is less than this date, then the contract will not be used. Key the appropriate start date for the contract. If you key a start date and press F4=LIST, the date you enter is used as an "As-of" date on the Contract File List Screen (p. 91-13) when the status in the upper right corner of the screen is **Active**, **Expired**, or **Future**. *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
F3=Exit	Press F3=EXIT to exit from this option. MENU OEPRCE will display.
F4=List	Press F4=LIST to view a list of existing contracts. The Contract File List Screen (p. 91-13) will appear. NOTE: Any information you have entered will be used as selection criteria in determining which contracts will be displayed. If you want to see a list of all existing contracts, including expired and future contracts, press the F4=LIST key without making entries in any of the fields on this screen.
F5=Ship-To Search	F5=SHIP-TO SEARCH displays only if ship-to contracts are being used, as defined through Order Entry Options Maintenance (MENU XAFILE). If you entered a customer number, and do not know the ship-to number of the shipping address to use (when more than one shipping address exists), press F5=SHIP-TO SEARCH to display the Ship-To Search Screen. Refer to this screen as described in the Accounts Receivable User Guide.
F12=Return	Press F12=RETURN to return to the previous screen.
F18=Rebate Act	F18=REBATE ACT displays only if you accessed this screen from Rebate Master Maintenance (MENU OERFILE). Press F18=REBATE ACT to display the Rebate Activity Inquiry - Master Activity Inquiry Screen and view the rebate activity information. Refer to this screen as described in Rebate Inquiry (MENU OERMAIN) of the Order Entry Rebates User Guide.
Enter	Press ENTER to confirm your selections. The Contract File Maintenance Screen (p. 91-33) will appear.

Contract File List Screen



Contract File List Screen - Maintenance Mode



The Contract File List Screen appears after you press:

- F4=LIST on the Contract File Maintenance Selection Screen (p. 91-5)
- from the Second Order Header Screen (p. 6-48) via F4=CONTRLST

- from the Create Contracts From Quotes Screen (p. 7-13) when you press ENTER (if the **Auto Create Contracts** field is N) or F4=CONTRACT LIST. When accessed this screen from this screen, the fields in the **Limits** section are display-only.

NOTE: Rebate contracts will be the only type of contracts to display on this screen, if this screen was accessed via F4=LIST on the Contract File Maintenance Selection Screen (p. 91-5) and you gained access to that screen via the F13=CONTRACT MNT key on the Rebate Information Screen in Rebate Master Maintenance (MENU OERFILE).

In list mode, all of the data on the screen is display-only. You can use the **Limits** fields to refine the list of contracts displayed and the F9=ACTIVE / F9=EXPIRED / F9=FUTURE / F9=ALL toggle function key to limit the display of contracts by status. The F4=STR/EXP DATES / F4=SHIP-TO/CUST/ F4=CONT/CUST function key allows you to toggle between displaying different information.

Using the **Select** field, you can select a contract for maintenance. If contract activity is being tracked, you will also be able to use the F18=ACTIVITY function key to inquire into contract activity details.

The Contract File List Screen - Maintenance Mode (p. 91-13) displays when F11=MAINT is selected for maintenance. You can change the expiration date and/or price/percent values for multiple contracts at once. Using the **Op** column, you can select a contract to change, delete, or copy. You can also select to create a contract by pressing F6=ADD.

This screen will be in list mode when accessed after you press F4=CONTRLST on the Second Order Header Screen (p. 6-48) or ENTER on the Create Contracts From Quotes Screen (p. 7-13). If this screen is accessed after you key N in the **Auto Create Contracts** field on the Create Contracts From Quotes Screen (p. 7-13), this screen will be in maintenance mode. You will have the option to maintain this screen and select to remove items from the contracts being created (the option R=REMOVE will be available and when used in conjunction with the F6=REMOVE function key, contracts will not be created for the items you flagged).

In either list or maintenance mode, you can toggle customer and contract information with contract start and expiration dates and price list and description information with country and currency codes.

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.

How to use this screen

1. Beginning on the Contract File List Screen (p. 91-13), use the **Limits** fields to limit the display of contracts to the smallest number of available contracts.
2. Press F11=MAINT. The limits fields are protected. Specific fields in the top grid of the screen are now available for input changes.

Automatic Selection

- Using the options, key an appropriate value (i.e. C for change) in the **Op** column and press ENTER. The Contract File Maintenance Screen (p. 91-33) will display. As you make each individual change on the Contract File Maintenance Screen (p. 91-33) and press ENTER, the next selected contract will automatically display for change. When all the selected contracts have been maintained, the Contract File List Screen - Maintenance Mode (p. 91-13) redisplays. This method requires that you maintain one screen of contracts before using the PAGE DOWN / F7=PAGE DOWN functionality to select more contracts.

Expiration Date Changes

- When all the contracts displayed will have the same new expiration date, key the new date in the **New Expiration Date** and then press F10=UPDATE. All the contracts displayed in the list will be updated with the new date.

  -OR-

- Press F4=STR/EXP DATES to toggle the display and show the **Start** and **Expire** columns. Tab to each individual contract and key the new expiration date in the **Expire** columns. Use the PAGE DOWN / F7=PAGE DOWN and the PAGE UP / F8=PAGE UP keys to roll through all the displayed contracts that need maintenance. Once all the changes have been keyed, press F10=UPDATE.

Price / Percent Changes

- Tab to each individual contract and key the new contract price or discount percentage in the **Price/ Percent** column. Use the PAGE DOWN / F7=PAGE DOWN and the PAGE UP / F8=PAGE UP keys to roll through all the displayed contracts that need maintenance. Once all the changes have been keyed, press F10=UPDATE. Note that if International Currency is installed and you are using multiple country/currency contracts, use the F2=CNTRY/CURR toggle to ensure the price is accurate based on the currency of the contract. This column is protected for contracts not created using this method of pricing.

Contract File List Screen Fields and Function Keys

Field/Function Key	Description
(Status)	This field indicates the status of the contracts displayed based on the **As of Date** specified. This field may display **Active**, **Expired**, **Future**, or **All**. In list mode, you can toggle the contracts displayed by status using the F9=ACTIVE / F9=EXPIRED / F9=FUTURE / F9=ALL function. Display

Contract File List Screen Fields and Function Keys

Field/Function Key	Description
New Expiration Date	This field appears when this screen is in maintenance mode. This field does not appear if you are maintaining a contract for a rebate. Use this field to enter a new expiration date for all contracts displayed in this list. After you enter the new date, you must press the F10=UPDATE function key to update all of the listed contracts with the date you keyed. If the date specified is not valid for a contract, the update will halt and the contract that cannot be updated will be highlighted. You must correct the date for the contract in error and then press F10=UPDATE to continue updating the remaining contracts. If you accessed this screen from the Create Contracts From Quotes Screen (p. 7-13), F10=UPDATE is not available. When accessed from the Create Contracts From Quotes Screen, key the new expiration date and press ENTER to confirm your entry. *Valid Values:* The date must be a date later than the start date and earlier than the next contracts start date. 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
Sl	This column appears only when this screen is in list mode. This column displays a reference number for each contract. Key this number in the **Select** field to select a contract to be maintained. Display
Op	This column appears only when this screen is in maintenance mode. The fields in this column are used to specify an action for the associated line. Available options are listed in the lower-left portion of the screen and vary depending on how you accessed this screen. • C for Change: Use this option to select a contract for maintenance. The Contract File Maintenance Screen (p. 91-33) will display in **Change** mode. • D for Delete: Use this option to select a contract for deletion. The Contract File Maintenance Screen (p. 91-33) will display in **Delete** mode. • X for Copy: Use this option to select an existing contract to be copied into a new contract. The Contract File Maintenance Selection Screen (p. 91-5) displays with the selection fields filled in based on the contract being copied. The **Function Code** is set to A and the pricing information is ready to be assigned. (A 1) Optional

Contract File List Screen Fields and Function Keys

Field/Function Key	Description
Contr	The display of this column is based on the F4=STR/EXP DATES / F4=SHIP-TO/ CUST/ F4=CONT/CUST toggle function key. This column displays the contract number for named contracts. Display
C	The display of this column is based on the F4=STR/EXP DATES / F4=SHIP-TO/ CUST/ F4=CONT/CUST toggle function key. This column displays the customer code: • G: Group • Blank: Individual customer • A: All customers Display
Start	The display of this column is based on the F4=STR/EXP DATES / F4=SHIP-TO/ CUST/ F4=CONT/CUST toggle function key. This column displays the contract start date. Display
Expire	The display of this column is based on the F4=STR/EXP DATES / F4=SHIP-TO/ CUST/ F4=CONT/CUST toggle function key. This column displays the contract expiration date. This field is display-only when this screen is in list mode. When this screen is in maintenance mode, you can enter a new expiration date for a contract. *Valid Values:* If you are entering a new date, a date entered in the date format defined for your user ID (MENU XACFIG) or for the system through System Options Maintenance (MENU XAFILE). The date must be a date later than the start date and earlier than the next contract's start date. (N 6,0) Optional/Display
Ship-To	The display of this column is based on the F4=STR/EXP DATES / F4=SHIP-TO/ CUST/ F4=CONT/CUST toggle function key. This field displays only if ship-to contracts are being used, as defined through Order Entry Options Maintenance (MENU XAFILE), for the indicated company. This column displays the ship-to number, if any, associated with the customer. Display

Contract File List Screen Fields and Function Keys

Field/Function Key	Description
Cust#/Cust Contr Cd.	The display of this column is based on the F4=STR/EXP DATES / F4=SHIP-TO/ CUST/ F4=CONT/CUST toggle function key. This column displays the customer number or customer contract code defined for this contract. Display
C	The item code displays in this column. The item code may be any of the following: • G: Group • Blank: Individual item • A: All items Display
Item#/Item Group Code	The item number and/or the description of the item group code (which may be either the item contract code or the item class/sub-class/category) defined for this contract displays in this column. Display
P	The price code for the contract. This may be one of the following: • C: Currency amount • M: Markup • D: Discount • G: Gross margin Display
Price/Percent	The value to be applied (currency amount or percent discount) based on the price code displays in this column. This field is display-only when this screen is in list mode. When is maintenance mode, you can enter a new value for a contract, if a price/ percent was previously defined for a contract. The price/percent will be blank for contracts with redirect pricing or redirect price discount codes. To maintain values for these types of contracts, you must key C in the **Op** column. If you accessed this screen from the Create Contracts From Quotes Screen (p. 7-13), this field is optional and does not require that you key C in the **Op** column. Instead, just key a new value for a contract. (N 15,5) Optional/Display

Contract File List Screen Fields and Function Keys

Field/Function Key	Description
RD Prc Lst	The redirect price list for this contract displays in this field. This field indicates which of an item's five list prices [as defined through Item Master Maintenance (MENU IAFILE) or, if using warehouse level (balance) pricing for a warehouse, through Item Balance Maintenance (MENU IAFILE)] will be used as a base price for this customer instead of the list price defined in Customer/Ship to Master Maintenance (MENU ARFILE). If a pricing discount was also assigned to the contract, then it will still be applied. Pricing calculations will then stop at this point and not continue with any other pricing calculations. This column can be toggled with the **Cnty** column using the F2=CNTRY/CURR / F2=PRC LST/DSC. Display
RD Prc Dsc	The redirect price discount code for this contract. This field redirects you to the discount, markup, or gross margin percentages defined in the price matrix for this company and item price class. Groups of customers are represented by the customer price discount code that is defined for a price class through Price Matrix Maintenance (MENU OEPRCE) and assigned to individual customers through Customer/Ship to Master Maintenance (MENU ARFILE). This column can be toggled with the **Cur** column using the F2=CNTRY/CURR / F2=PRC LST/DSC. Display
Cnty	This field will only display when International Currency is installed. The country code associated with the contract displays in this column. This column can be toggled with the **RD Prc List** column using the F2=CNTRY/CURR / F2=PRC LST/DSC. Display
Cur	This field will only display when International Currency is installed. The currency code associated with this contract displays in this column. This column can be toggled with the **RD Prc Dsc** column using the F2=CNTRY/CURR / F2=PRC LST/DSC. Display

Contract File List Screen Fields and Function Keys

Field/Function Key	Description
Select	This field appears when this screen is in list mode. This field does not display when this screen is accessed from the Create Contracts From Quotes Screen (p. 7-13). Use this field to select a contract to maintain or to inquire into contract activity details. To maintain a contract, key the number from the **SI** column of the contract you want to maintain and press ENTER. To inquire into contract activity details, key the number from the **SI** column of the contract you want to inquire into and press F18=ACTIVITY. (N 2,0) Optional

Limits	Use the fields in this section to limit the contracts shown in the list. You can specify limits only when this screen is in list mode. When you are finished entering limits, press F5=REFRESH to display the new list of contracts.
	If you key a start date and press F4=LIST on the Contract File Maintenance Selection Screen (p. 91-5), the date you enter is used as an "As-of" date when the status in the upper right corner of the screen is **Active**, **Expired**, or **Future**. The display will contain only those contracts with the status shown as of the date you keyed. Pressing F9=ACTIVE / F9=EXPIRED / F9=FUTURE / F9=ALL allows you to change the status for which contracts are displayed.
	If the status in the upper right corner of the screen is **All**, the display will list all existing contracts, regardless of their current status or start date.
	NOTE: If you are maintaining a contract associated with a rebate ID, this screen is automatically limited to contracts for the rebate ID.
	You can limit the contracts shown on this screen by:
	• **Contr Number** (contract number)
	• **As of Date** (show contracts that are active as of this date). If you fill in this field, the F9=ACTIVE / F9=EXPIRED / F9=FUTURE / F9=ALL toggle cannot be showing all contracts in order for the as of date to work.
	  • When F9=ACTIVE is currently visible, the system will check if the date entered is greater than or equal to the start date.
	  • When F9=EXPIRED is currently visible, the system will check if the date entered is less than the expired date.
	  • When F9=FUTURE is currently visible, the system will check if the date entered is greater than the expired date.

Contract File List Screen Fields and Function Keys

Field/Function Key	Description
Limits - Customer Related Fields	**Cust. Contr Cd** or **Cust. Number** or **Cust. Number/Ship-To** • Customer contract code or customer number or customer number/ship-to number; customer contract code, customer number and/or ship-to must be blank if **Customer Code** is A; customer number and/or ship-to must be blank if **Customer Code** is G. Optional
Limits - Item Related Fields	**Item Contr Cd** or **Item/Sub Class/Category** or **Item Number** • Item contract code or item class/sub class/category or item number; item number must be blank if **Item Code** is G. Optional
Limits for International Currency	When International Currency is installed, you can also limit the contracts shown on this screen by: • country code, if the **Use Multiple Country/Currency for Contracts** field is set to Y for the selected company through International Currency Options (MENU ICFILE). *Valid Values*: A country code defined through Country Names Maintenance (MENU ARFIL2). • currency code, if the **Use Multiple Country/Currency for Contracts** field is set to Y for the selected company through International Currency Options (MENU ICFILE). *Valid Values*: A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE).
Filter - Customer Code	**Customer Code** • Leaving this field blank will show contract records that were created for single customers; keying a **Customer Code** or **Cust. Number** will further limit the list. • G shows contract records that were created for a group of customers; keying a **Cust. Contr Cd** along with G will further limit the list. • A shows contract records that were created for all customers. • * shows all the different customer codes ("no limit" applies); that is, contracts will be shown that have been created for a single customer, all customers, and a group of customers. *Default Value:* * *Valid Values:* Blank, G, A or * Optional

Contract File List Screen Fields and Function Keys

Field/Function Key	Description
Filter - Item Code	**Item Code** • Leaving this field blank will show contract records that were created for single items; keying an **Item Code** or **Item Number** will further limit the list. • G shows contract records that were created for a group of items; keying an **Item Contr Cd** along with G will further limit the list. • * shows all the different item codes ("no limit" applies); that is, contracts will be shown that have been created for a single item, and a group of items. *Default Value:* * *Valid Values:* Blank, G, or * Optional
F2=Cntry/Curr / F2=Prc Lst/Dsc	F2=CNTRY/CURR / F2=PRC LST/DSC will only display when International Currency is installed. Press F2=CNTRY/CURR / F2=PRC LST/DSC to toggle between displaying currency information and redirect pricing information in the last two columns. This key functions as follows: Press the F2=CNTRY/CURR function key to display the country code and currency code for which each contract applies. The **Cnty** and **Cur** column headings replace **RD Prc Lst** and **RD Prc Dsc**. Press the F2=PRC LST/DSC function key to display the redirect price list and redirect price discount code to be used for each contract. The **RD Prc Lst** and **RD Prc Dsc** column headings replace **Cnty** and **Cur**.
F4=Str/Exp Dates / F4=Ship-To/Cust / F4=Cont/Cust	The F4=STR/EXP DATES / F4=SHIP-TO/CUST/ F4=CONT/CUST function key allows you to toggle between displaying the: • contract number (**Contr**), customer code (**C**), customer number (**Cust#**), and customer contract code (**Cust Contr Cd.**) • ship-to number, customer number (**Cust#**), and customer contract code (**Cust Contr Cd.**) Note that F4=SHIP-TO/CUST is only available if ship-to contracts are being used; otherwise, this will be a two-way toggle. • start date (**Start**) and expiration date (**Expire**)
F5=Refresh	F5=REFRESH appears when this screen is in list mode. Press F5=REFRESH to refresh the list of contracts displayed based on the limits you have specified in the **Limits** fields or the values of the **Filter** fields in the **Customer Code** or **Item Code** at the bottom of the screen.

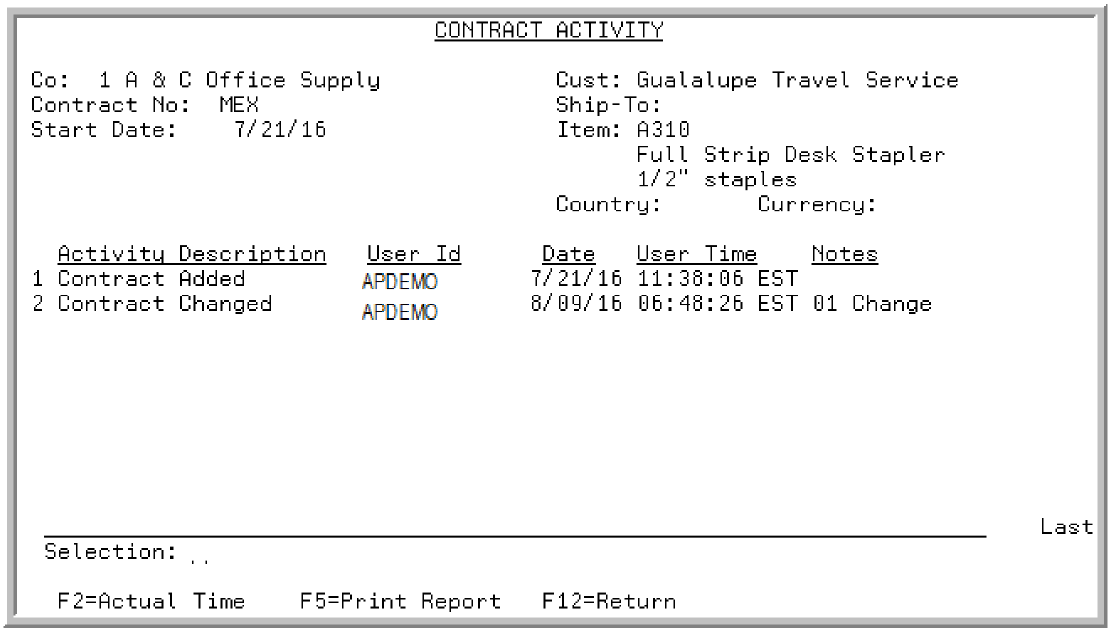
Contract File List Screen Fields and Function Keys

Field/Function Key	Description
F6=Add	F6=ADD appears when this screen is in maintenance mode. It does not appear when creating contracts from a quote. Press F6=ADD to add a new contract. The Contract File Maintenance Selection Screen (p. 91-5) appears.
F6=Remove	F6=REMOVE appears (instead of F6=ADD) when this screen is accessed from the Create Contracts From Quotes Screen (p. 7-13). After keying R in the **Op** column on the top portion of this screen next to the items you do not want to include in the contract creation process, press F6=REMOVE to remove the items. Contracts will not be created for the selected items.
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.
F9=Active / F9=Expired / F9=Future / F9=All	F9=ACTIVE / F9=EXPIRED / F9=FUTURE / F9=ALL appears as a toggle only when this screen is in list mode. This function key does not appear if you are maintaining a contract for a rebate. F9=ACTIVE / F9=EXPIRED / F9=FUTURE / F9=ALL performs a 4-way toggle. By pressing this key, you can view active contracts only, expired contracts only, future contracts only, or all contracts based on existing limits criteria. The current display mode appears in the upper right corner of the screen. If you accessed this screen from the Create Contracts From Quotes Screen (p. 7-13), F9=ACTIVE / F9=EXPIRED / F9=FUTURE / F9=ALL does not display.
F10=Update	F10=UPDATE appears when this screen is in maintenance mode. After keying new start dates, expiration dates, or price/percent values, press F10=UPDATE to update the system with your changes. If you accessed this screen from Create Contracts From Quotes Screen (p. 7-13), when you press F10=UPDATE, contracts will be created (if system edits are passed) for items on the quote order.
F11=Maint	Press F11=MAINT to maintain information on this screen. If you accessed this screen from the Second Order Header Screen (p. 6-48) or Create Contracts From Quotes Screen (p. 7-13), F11=MAINT does not display.

Contract File List Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return from the contract process without saving your changes.
F18=Activity	F18=ACTIVITY appears when this screen is in list mode and if the **Track Contract Activity** field is Y in Order Entry Options Maintenance (MENU XAFILE). After entering a contract in the **Select** field, press F18=ACTIVITY to inquire into contract activity details. The Contract Activity Screen (p. 91-25) will appear.
Enter	If you are in list mode, press ENTER after keying a selection number in the **Select** field to choose a contract to maintain. If you entered a function code of C or D on the Contract File Maintenance Selection Screen (p. 91-5), the Contract File Maintenance Screen (p. 91-33) will appear; otherwise, you will be returned to the Contract File Maintenance Selection Screen (p. 91-5). If you are in maintenance mode, press ENTER after entering an option action for a contract in the **Op** column. If you keyed C or D, the Contract File Maintenance Screen (p. 91-33) will appear where you can change or delete the selected contract. If you keyed X, the Contract File Maintenance Selection Screen (p. 91-5) will appear. If this screen was accessed from the Create Contracts from Quotes Report (p. 7-18), and you keyed R in the **Op** column, press F6=REMOVE to remove the item from the contract being created.

Contract Activity Screen



This screen appears after you press F18=ACTIVITY on the Contract File List Screen (p. 91-13). This screen lists the actions taken on a contract with the date, time, and user id associated with each contract.

This screen also allows you to inquire into or print contract activity details, and toggle between the actual, user, and system time zone. Details are available for each contract from the time the contract activity was set to be tracked through the **Track Contract Activity** field in Order Entry Options Maintenance (MENU XAFILE). The contract you select to inquire into must show ‘Contract Changed’ in the **Activity Description** field, and one or more changes must be indicated in the **Notes** field.

NOTE: You will only be able to inquire into and print details of contract activity if Order Entry contract pricing activity records exist. A ‘contract added’ activity record is created after a new Order Entry contract/special pricing record has been added during the Order Entry process, or when a ‘contract added’ activity record is auto-created during the quote release process in Order Entry when a quote is released that contains contract pricing. For additional information on how to create and maintain contracts, refer to Contract File Maintenance Selection Screen (p. 91-5).

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.

Contract Activity Screen Fields and Function Keys

Field/Function Key	Description
Contract No	The number used to identify the contract. Display
Start Date	The first date on which the conditions of the contract will be applied to the order. Display
Customer	The name of the customer or the customer contract code description. Display
Ship-To	This field displays only when using ship-to contracts, as defined through Order Entry Options Maintenance (MENU XAFILE) for the indicated company. The name of the ship-to associated with the contract, if any. Display
Item	The number and description of the item or name of the item contract code. NOTE: If a contract is created on an item class/subclass/category level, then the item category description will be shown. Display
Country	This field displays only when International Currency is installed and if • **Use Multiple Country/Currency Pricing** is set to Y for System Options through International Currency Options (MENU ICFILE) and • **Use Multiple Country/Currency Contracts** is set to Y for the selected company through International Currency Options (MENU ICFILE). The country code and description assigned to this contract. Display
Currency	This field displays only when International Currency is installed and if • **Use Multiple Country/Currency Pricing** is set to Y for System Options through International Currency Options (MENU ICFILE) and • **Use Multiple Country/Currency Contracts** is set to Y for the selected company through International Currency Options (MENU ICFILE). The currency code and description assigned to this contract. Display
(Reference Number)	This column displays a reference number for each contract activity. Key this number in the **Selection** field to select a contract you want to inquire into. Display

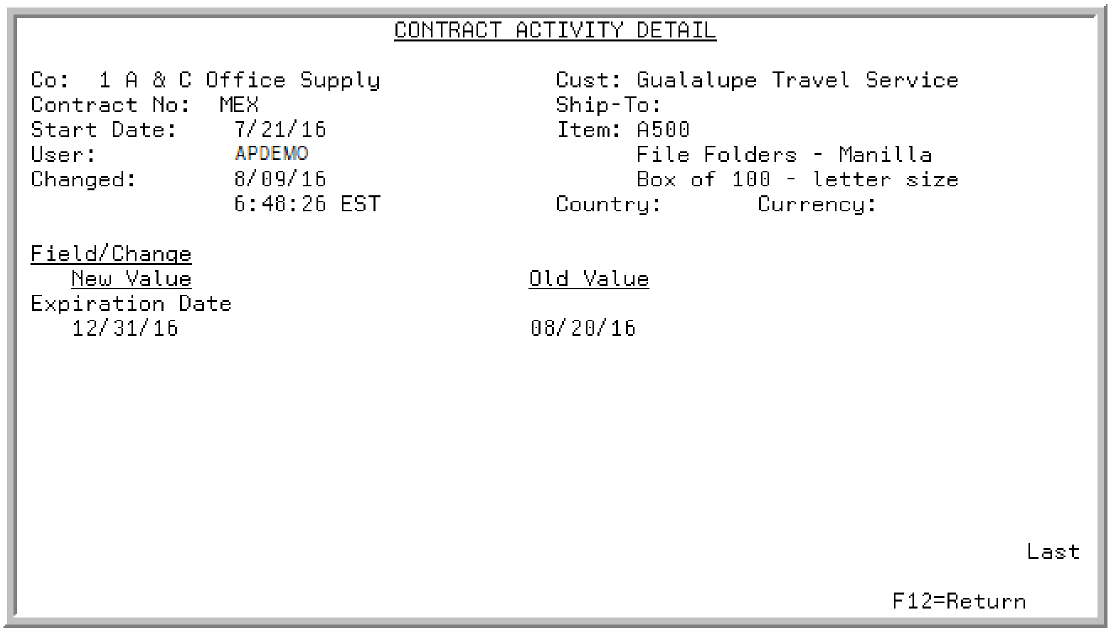
Contract Activity Screen Fields and Function Keys

Field/Function Key	Description
Activity Description	The action that was performed, such as: • Contract Added • Contract Changed
User Id	The user ID of the person or process that performed this action. Display
Date	The date the action occurred. You can toggle the display to show the date in the time zone where the action occurred by pressing the F2=ACTUAL TIME / F2=SYSTEM TIME / F2= USER TIME key. Display
User Time / Actual Time / System Time	The time the action occurred. You can toggle the display to show the time in the time zone where the action occurred by pressing the F2=ACTUAL TIME / F2=SYSTEM TIME / F2= USER TIME key. Display
Notes	This column provides additional detail about the activity. For example, if the entry in the **Activity Description** field is 'Contract Changed,' this column displays the number of changes that were tracked during the contract activity process. Display
Selection	Use this field to select a contract activity for which to display detailed information. The Contract Activity Detail Screen (p. 91-29) will appear. Detailed information is available for viewing only if 'Contract Changed' displays under the **Activity Description** column and one or more changes display under the **Notes** column. Key the reference number associated with the contract activity and press ENTER. (N 2,0) Optional
F2=Actual Time / F2=System Time / F2=User Time	Press F2=ACTUAL TIME / F2=SYSTEM TIME / F2= USER TIME to toggle between displaying the times and dates of activities in the time zone in which the activity actually occurred and your default time zone. For example, a contract was changed in the company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the contract from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. When this function key shows as F2=ACTUAL TIME, the time of the contract change will display as 11:00 PST (the time in your time zone). Pressing F2=ACTUAL TIME will display the contract change time as 14:00 (the time in the time zone where the activity occurred) and the time zone code as EST.

Contract Activity Screen Fields and Function Keys

Field/Function Key	Description
F5=Print Report	Press F5=PRINT REPORT to print the list of activities for this contract. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen. After you press ENTER on the Report Options Screen, the Contract Activity Report (p. 91-31) is submitted to the default output queue for printing.
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	After selecting a contract changed record in the **Selection** field (with one or more changes), press ENTER to display the Contract Activity Detail Screen (p. 91-29), if contract detail is available for the record you selected.

Contract Activity Detail Screen



This screen appears after you enter a selection number of a contract changed record with one or more changes and pressed ENTER on the Contract Activity Screen (p. 91-25). This screen displays detailed information of the selected contract activity. All the fields on this screen are display only.

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.

Contract Activity Detail Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number associated with the contract.
Contract No	The number used to identify the contract.
Start Date	The first date on which the conditions of the contract will be applied to the order.
User	The user ID of the person or process that performed this action.
Changed	The date and time the action occurred, in the time zone selected on the Contract Activity Screen (p. 91-25).
Cust	The name of the customer or the customer contract code description.

Contract Activity Detail Screen Fields and Function Keys

Field/Function Key	Description
Ship-To	This field displays only when using ship-to contracts, as defined through Order Entry Options Maintenance (MENU XAFILE) for the indicated company. The name of the ship-to associated with the contract, if any. Display
Item	The number and description of the item or name of the item contract code. NOTE: If a contract is created on an item class/subclass/category level, then the item category description will be shown.
Country	This field displays only when International Currency is installed and if • **Use Multiple Country/Currency Pricing** is set to Y for System Options through International Currency Options (MENU ICFILE) and • **Use Multiple Country/Currency Contracts** is set to Y for the selected company through International Currency Options (MENU ICFILE). The country code and description assigned to this contract.
Currency	This field displays only when International Currency is installed and if • **Use Multiple Country/Currency Pricing** is set to Y for System Options through International Currency Options (MENU ICFILE) and • **Use Multiple Country/Currency Contracts** is set to Y for the selected company through International Currency Options (MENU ICFILE). The currency code and description assigned to this contract.
Field/Change	The name of the field that changed or a description of the change (e.g., **Expiration Date**).
New Value	The current value after the change occurred (the description of the change that occurred is displayed above this field).
Old Value	The previous value before the change occurred.
F12=Return	Press F12=RETURN to return to the previous screen.

Contract Activity Report

```
OE257   9/09/16  14:03:27                                  CONTRACT ACTIVITY                          AO/APDEMO     Page   1
Co: 01     Contract Number:          Customer Code:       Item Code: G    Country Id:        Currency:
Customer:        70  CBM Insurance Company                     Item:     502
Ship-To:
                                                  ---- User  ----            ---- Actual ---
Order Activity               User                 Date       Time            Date       Time
    Detail Activity        New Value                                       Old Value
---------------------------------------------------------------------------------------------------------------------------
Contract Changed              APDEMO            5/20/16    11:35:55 EST      5/20/16    11:35:55 EST
    Price List             1                                               0
Contract Changed              APDEMO            6/06/16    14:13:57 EST      6/06/16    14:13:57 EST
Contract Changed              APDEMO            6/07/16    14:59:32 EST      6/07/16    14:59:32 EST
    Price/Percentage       15.12300                                        15.00000
    Expiration Date        05/30/15                                        04/30/15
Contract Changed              APDEMO            8/01/16    15:15:58 EST      8/01/16    15:15:58 EST
```

This listing prints after pressing F5=PRINT REPORT on the Contract Activity Screen (p. 91-25), and after pressing ENTER on the Report Options Screen.

This listing prints activity details for a particular contract.

NOTE: All dates will print in the **Default Date Format** for the user that generated the listing, as specified through Register A+ User IDs (MENU XACFIG); or, if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Contract Activity List

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.

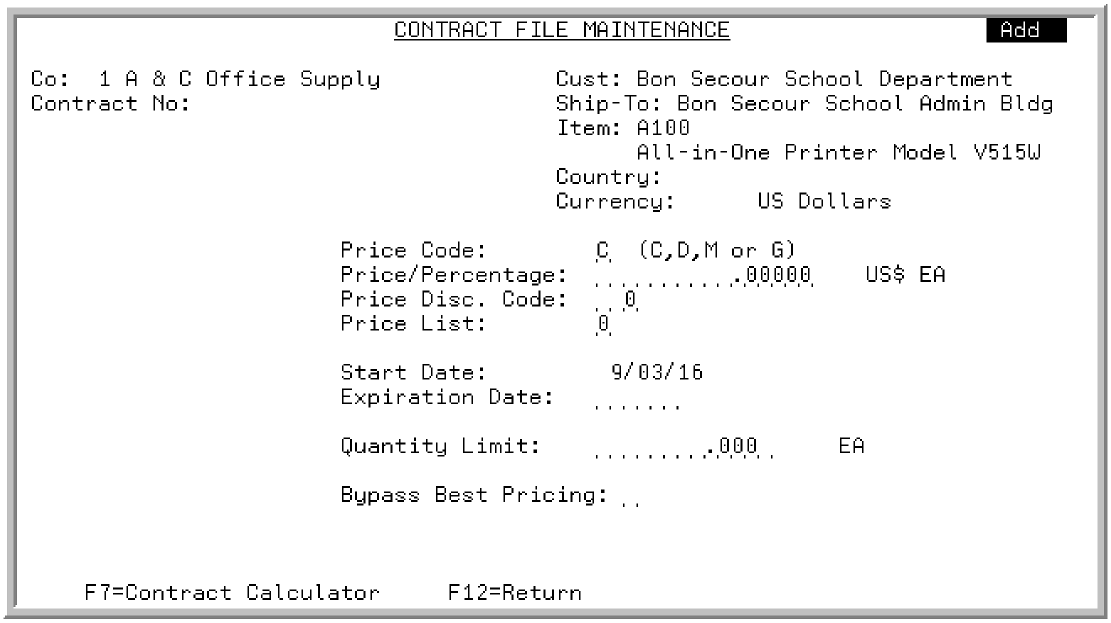
Contract Activity List

Report/Listing Fields	Description

Order Activity/Detail Activity Information	For each activity, the following information can display:
	• Contract Activity: The action performed, such as:
	  • **Contract Added**
	  • **Contract Changed**
	• Detail Activity: The name of the changed field on the contract, such as:
	  • **Bypass Best Pricing**
	  • **Price/Percentage**
	  • **Price List**
	  • **Price Discount Code**
	  • **Expiration Date**
	  • **Quantity Limit**

User	The user ID of the person who entered the activity.
New Value	The after value of the changed field.
User Date/Time	The date and time at which the activity occurred shown in relation to your default time zone.
Actual Date/Time	The date and time at which the activity occurred shown in relation to the time zone of the user.
Old Value	The before value of the changed field.
Notes	Additional detail (notes), if any, about the contract activity.

Contract File Maintenance Screen



This screen appears after pressing ENTER on the Contract File Maintenance Selection Screen (p. 91-5) or after selecting a contract from the Contract File List Screen (p. 91-13).

Use this screen to create, modify, or delete the terms of a contract. A contract may contain a specified dollar value or a discount (list less), markup (cost plus), or gross margin (cost plus) percent. You may also have a contract that will redirect the selection of the price list or price discount code within the price matrix. Additionally, you must specify an end date of the contract, an optional quantity limit, and whether or not you want to bypass or perform Best Pricing logic (if available).

Access to the contract calculator is provided when you press F7=CONTRACT CALCULATOR. Use **Customer/ Item Contracts** must be set to Y in Order Entry Options Maintenance (MENU XAFILE) to use the contract calculator.

You cannot create a contract using:

- markup from cost unless the **Use Markup Pricing** field is set to Y in Order Entry Options Maintenance (MENU XAFILE).
- gross margin pricing unless the **Allow Gross Margin Pricing** field is set to Y in Order Entry Options Maintenance (MENU XAFILE).

Contract File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number associated with the contract. Display

Contract File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Contract No	The number of the contract, if any. Display
Rebate ID	This field appears only if you are maintaining a contract associated with a rebate ID. The rebate ID associated with the contract. Display
Cust	The name of the customer or the customer contract code description. Display
Ship-To	This field displays only when ship-to contracts are being used, as defined through Order Entry Options Maintenance (MENU XAFILE) for the indicated company. The name of the ship-to associated with the contract, if any. Display
Item	The number and description of the item or name of the item contract code. Display
Country	This field displays only when International Currency is installed and if: • **Use Multiple Country/Currency Pricing** is set to Y for System Options through International Currency Options (MENU ICFILE) and • **Use Multiple Country/Currency Contracts** is set to Y for the selected company through International Currency Options (MENU ICFILE). The country code and description assigned to this contract displays in this field. Display
Currency	This field displays only when International Currency is installed and if: • **Use Multiple Country/Currency Pricing** is set to Y for System Options through International Currency Options (MENU ICFILE) and • **Use Multiple Country/Currency Contracts** is set to Y for the selected company through International Currency Options (MENU ICFILE). The currency code and description assigned to this contract displays in this field. Display

Contract File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Price Code	Use this field to identify the means by which the value in the **Price/ Percentage** field is to be applied. This field must be blank for a value to be entered in the **Price Disc. Code** field. This field must be blank or D for a value to be entered in the **Price List** field. If a value is entered in this field: • A value must also be entered in the **Price/Percentage** field. • The **Price Discount Code** field must be blank. • If the value entered is C, M, or G, then the **Price List** field must be blank. Key C if the contract will issue a regular (or set) dollar amount. Key the dollar amount in the **Price/Percentage** field. The C value is available for item number specific contracts only. Key D if the contract will calculate a discount (list less) percent off the list price. Key the percent value in the **Price/Percentage** field. Key M if the contract will calculate a markup percent to the cost defined for markup pricing in Order Entry Options (MENU XAFILE). Key the percent value in the **Price/Percentage** field. Key G if the contract will calculate a gross margin (cost plus) percent to the cost defined for markup pricing in Order Entry Options (MENU XAFILE). Key the percent value in the **Price/Percentage** field. *Default Value:* C if an item number contract has been selected; D if an item contract code group has been selected. *Valid Values:* C, D, M, G, or Blank. (A 1) Required/Blank
Price/Percentage	If the **Price Code** field is not blank, then a value is required in this field. If the **Price Code** field is blank, then this field must be left blank. Use this field to identify the value to be applied for the type of pricing selected via the **Price Code** field. Note that for percentages, use two decimals only. If C was keyed in the Price Code field, key the regular (or set) dollar amount to be used as the price when this contract is applied. If D was keyed in the Price Code field, key the percentage of discount to be reduced from list price when calculating the price when this contract is applied. If M was keyed in the Price Code field, key the percentage of markup to be added to cost when calculating the price when this contract is applied. If G was keyed in the Price Code field, key the percentage of gross margin to be added to cost when calculating the price when this contract is applied. (N 15,5) Required/Blank

Contract File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Currency Symbol)	This field will only display when International Currency is installed and if the **Price Code** field is set to C. This field displays the symbol of the currency in which the item price is to be expressed. If you entered a currency code in the **Currency** field on the Contract File Maintenance Selection Screen (p. 91-5), this symbol is based on that currency. Otherwise, it reflects the local currency specified for the selected company through International Currency Options (MENU ICFILE). Display
Price Disc. Code	If a value is entered in this field, then the **Price Code**, **Price/Percentage**, and **Price List** fields must be left blank. If a value is entered for the **Price List** field, then this field must be left blank. Use this field to redirect you to the discount, markup, or gross margin percentages defined in the price discount codes of the price matrix for this company and an item price class. Refer to the price matrix for further information regarding price discount codes. *Valid Values:* 001 to 999, or Blank (N 3,0) Required/Blank
Price List	Use this field to indicate which of an item's five list prices [as defined through Item Master Maintenance (MENU IAFILE) or, if using warehouse level (balance) pricing for a warehouse, through Item Balance Maintenance (MENU IAFILE)] you will be redirected to use for this contract as a base price in pricing functions. This price list field can be used to redirect you to a different list price for this item or group of items than the list price defined for a customer in Customer/Ship to Master Maintenance (MENU ARFILE). If a pricing discount was also assigned to the contract, then it will still be applied. If a value is entered in this field, then the **Price Discount Code** must be left blank and the **Price Code** field can only be D or blank. If the **Price Code** field is C, M, or G, then this field must be left blank. If a value is entered for the **Price Discount Code** field, then this field must be left blank. *Valid Values:* 1 to 5, or Blank (N 1,0) Required/Blank
Start Date	This field appears unless you are maintaining a contract associated with a rebate ID. Contracts for rebates will use the start date for the item on the rebate, or, if that is not defined, the start date for the rebate. This field represents the first date on which the conditions specified in the contract will be applied to an order. If the date that an order is keyed is less than this date, then the contract will not be used. This field is for display only. Once a contract has been added, this start date cannot be changed. Display

Contract File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Expiration Date	This field appears unless you are maintaining a contract associated with a rebate ID. Contracts for rebates will use the end date for the item on the rebate, or, if that is not defined, the end date for the rebate. This field represents the last date on which the conditions specified in the contract will be applied to an order. If the date on which an order is keyed is greater than this date, then the contract has expired and will not be used. Key the appropriate expiration 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
Quantity Limit	This field displays only if you specified that the contract is created for an individual item [i.e., you must have left the **Item Code** field blank and keyed an **Item Number** on the Contract File Maintenance Selection Screen (p. 91-5)], and is for a specific customer only. Use this field to key a maximum quantity of the item (in the item's default unit of measure) that may be ordered under the contract. Note however, quantity limits are not validated until Day-End Processing (MENU XAMAST) is run. Therefore, for example, when a quantity of an item (under contract) is still available for order, you will be allowed to order against the remaining quantity and possibly more than the quantity limit before Day-End runs. When Day-End runs, contracts are then updated with the sales quantities from the invoiced orders and the value entered in this field is compared against the **Quantity Sold on Contract** field to determine if the quantity limit has been exceeded. If the quantity limit has been exceeded, the message "QTY EXCEED" will appear on the Contract File Errors Report, which prints following Day-End Processing and lists any errors located in the OE Contract/Special Pricing File (CONTR). If the contract has expired, "EXPIRED" prints on the report. It is suggested that you review the Contract File Errors Report to see which contracts, with limits, have been met/exceeded to determine if you need to manually update the contracts and change the expiration date so that it is no longer used or increase the **Quantity Limit** value in this field. Otherwise, if the number of items is exceeded in the contract's time frame, then the terms of the contract are no longer applied to the terms of the order and you will not be able to purchase against the contract since the limit has been exceeded. (N 11,3) Optional

Contract File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Bypass Best Pricing	This field displays only if the **Use Best Pricing** field is Y in Order Entry Options Maintenance (MENU XAFILE), and you are either maintaining a named contract (i.e., the **Contract No** field on this screen contains a value) that is not associated with a Rebate ID or you are using a ship-to contract (i.e., the **Ship-To No** field on the Contract File Maintenance Selection Screen (p. 91-5) contains a value). Use this field to select whether or not you want to bypass or perform Best Pricing logic for the customer/ship-to (if ship-to contract is being used) and item. Best Pricing logic may be used in Order Entry to determine the best price or lowest price of an item found for the customer/ship-to, instead of using the standard A+ Price Hierarchy. Key Y to bypass Best Pricing logic. If this contract is in effect for the customer/ship-to (if ship-to contract is being used) and item, this will be the price used in Order Entry. Best Pricing logic will not be initiated. Key N to use Best Pricing logic, even if a contract was found for the contract number. *Default Value:* N *Valid Values:* Y or N (A 1) Required
F7=Contract Calculator	F7=CONTRACT CALCULATOR displays in **CHANGE** mode only. F7=CONTRACT CALCULATOR will only display if the user has **Allow Access to the Contract Calculator** authority through Application Action Authority (MENU XASCTY) and Company Options Maintenance (MENU XAFILE) has **Use Customer/Item Contracts** set to Y and you are creating a contract for a customer/item. Refer to the User Security User Guide for more details on Application Action Authority. Press F7=CONTRACT CALCULATOR to display the Contract Calculator Screen (p. 91-40).
F12=Return	Press F12=RETURN to return to the previous screen to select different contract criteria.

Contract File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	F24=DELETE displays in **DELETE** mode only. Press F24=DELETE to delete the record displayed. The Contract File Maintenance Selection Screen (p. 91-5) will appear. NOTE: If activity exists for this contract, performing this function will delete the contract from the Contract File (CONTR), but will not delete the activity from the Contract Activity Detail File (CNACD). Instead, it marks the records as 'deleted' by entering a delete contract date value. This allows you to retain this pricing activity information should an audit occur. Deleted contract activity records can then be completely removed from the Contract Activity Detail File file, when desired, by running Reorganize A+ History Files (MENU XAMAST) for deleted contract activity, if activity is older than the purge date specified.
Enter	Press ENTER to confirm your selections. The Contract File Maintenance Selection Screen (p. 91-5) will appear.

Contract Calculator Screen

```
                 CONTRACT CALCULATOR

    Price Code:  C                        US$
    Sell Price:  _            50.00000    EA
    Expiration Date:
    Ship-To Number:  1          Specific:  N
    Discount:                             %
    Markup:                   61.11900    %
    Margin:                   37.93400    %

    Base Price:               50.00000    US$
    OE Cost:                  31.03291    US$

                     F9=Crt Cnt
 F2=Percent          F10=Ovr Prc    F12=Return
```

The contract calculator is a tool that can be accessed from Contract Prices Maintenance (MENU OEPRCE) or within Enter, Change & Ship Orders (MENU OEMAIN). This pop-up screen will appear after you press F7=CONTRACT CALCULATOR on the Contract File Maintenance Screen (p. 91-33) or when you key C in the **O** (Override) field on the Item Entry Screen (p. 6-71) or the Item Review Screen (p. 6-115). Minor differences exist depending on where you access this screen from and they are noted at the field level. Generally,

- from the Contract File Maintenance Screen (p. 91-33), only the **List Price** and **Cost** values display
- from the Item Entry Screen (p. 6-71) and the Item Review Screen (p. 6-115), the **Base Price** and **Discount 1** fields are loaded to the Contract Calculator Screen for you to work with
  - Starting from the Item Entry Screen (p. 6-71) without any pricing or discount information keyed, the **Base Price** and **Cost** fields are displayed and the Markup percentage and Margin percentage are calculated from those values as a reference basis
  - Starting from the Item Review Screen (p. 6-115), the **Base Price** and **Cost** fields are displayed and the **Sell Price**. **Discount**, **Markup**, and **Margin** percentage are copied to the Contract Calculator Screen to create a contract based on those values.

Use this pop-up screen to determine the values that will become the prices for this order and/or a new contract.

You can toggle between entering the sell price or the discount/markup/gross margin percent with the F2=PERCENT / F2=SELL PRICE function keys. With a **Price Code** of D, M, or G and the F2=PERCENT function key, you can open the appropriate fields for entry based on the price code value.

The discount percent, markup percent, and the gross margin percent will be calculated based on the price and the cost from the order, when the contract calculator is accessed from Enter, Change & Ship

Orders (MENU OEMAIN) and when entering the sell price. The **Cost for Contract Calculator when Ordering** field in Order Entry Options Maintenance (MENU XAFILE) will determine which cost from the order is used (that is, the OE Cost or the GL Cost) for markup or margin calculations.

The discount percent, markup percent, and the gross margin percent will be calculated based on the list price and the cost from the user's default warehouse, when the contract calculator is accessed from Contract Maintenance (MENU OEPRCE) and when entering the sell price. Note that when the **Cost to be Used for Markup Pricing** field in Order Entry Options Maintenance (MENU XAFILE) is O for Order Entry cost, the system will determine the cost selected in the **Cost to be Used in OE** field in Order Entry Options Maintenance (Standard, Average, User, Last or Commission), and use that cost.

Warning messages will be issued if there are existing contracts for the selected customer and item. If you select to create a new contract when there is an existing contract, the existing contract will automatically have its expiration date set to one day prior to the start date of the new contract which uses today's date as the start date. This process makes the new contract the new price for the customer.

Additionally, you cannot create a contract:

- using markup from cost unless the **Use Markup Pricing** field is set to Y in Order Entry Options Maintenance (MENU XAFILE).
- using gross margin pricing unless the **Allow Gross Margin Pricing** field is set to Y in Order Entry Options Maintenance (MENU XAFILE).
- from within CHAPTER 6: *Entering, Changing, and Shipping Orders* when the item is already part of a rebate.

When International Currency is installed and you access this screen from within Enter, Change, and Ship Orders, the price and costs displayed will be shown in the currency of the sales order. When the International Currency Options (MENU ICFILE) Company Options are set to **Use Multiple Country/ Currency Contracts**, the lowest level of detail from the customer in the sales order will be used to create the contract when F9=CRT CNT is selected. For example, if a customer based in England has a country code on the sales order, and the company's currency is US Dollars, the contract that is created will be based on the country code (i.e., ENG) from the order, currency code (i.e., BPS) for the customer, customer number and item number. Therefore, it's important that all customers and ship-to addresses are identified with a country code so the contract selection process occurs correctly.

Contract Calculator Screen Fields and Function Keys

Field/Function Key	Description
Price Code	Use to determine what field will become the input field of the calculator (sell price, discount, markup, margin). Key a value and press ENTER to open the appropriate input fields. *Default Value:* the **Price Code** field entered on the Contract File Maintenance Screen (p. 91-33); the **Price Code** field from the Item Review Screen (p. 6-115) or the Item Entry Screen (p. 6-71). If there is no **Price Code** field on the Item Entry Screen (p. 6-71), the field defaults to C. *Valid Values:* C, D, G, M (A 1) Required/Display
Sell Price	Use to view or to set the sell price and calculate discounts, markups, margins to meet this sell price. **Sell Price** will be an input field when the **Price Code** is set to C for currency. Key the **Sell Price** to use for this contract. *Default Value:* For a new contract, the existing sell price of the item based on the customer price list code in the Customer Master File (CUSMS). For an existing contract, the current price of the contract. From the Item Review Screen (p. 6-115) or the Item Entry Screen (p. 6-71) the value in the Final Price field. If there is no **Final Price** value on the Item Entry Screen (p. 6-71), the field defaults to the same value as a new contract. (N 15,5) Optional/Display
Expiration Date	This field will only display when the Contract Calculator is accessed from CHAPTER 6: *Entering, Changing, and Shipping Orders* Item Entry Screen (p. 6-71) or the Item Review Screen (p. 6-115) and the user has access to **Allow Contract Creation from Contract Calculator** through Application Action Authority (MENU XASCTY). New contracts require both start and expiration dates. If you are creating contracts from the contract calculator, today's date will be assumed as the start date and the expiration date becomes a required field to press F9=CRT CNT. Key the expiration date for the contract being created. *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/Optional

Contract Calculator Screen Fields and Function Keys

Field/Function Key	Description
Ship-To Number	This field will only display when the Contract Calculator is accessed from CHAPTER 6: *Entering, Changing, and Shipping Orders* Item Entry Screen (p. 6-71) or the Item Review Screen (p. 6-115) and the user has access to **Allow Contract Creation from Contract Calculator** through Application Action Authority (MENU XASCTY). This field will also only display if ship-to/item contracts are being used, as defined through Order Entry Options Maintenance (MENU XAFILE), for the indicated company. This field displays the ship-to number, if a ship-to is on the order. Otherwise, this field will be blank. Display
Specific	This field will only display when the Contract Calculator is accessed from CHAPTER 6: *Entering, Changing, and Shipping Orders* Item Entry Screen (p. 6-71) or the Item Review Screen (p. 6-115) and the user has access to **Allow Contract Creation from Contract Calculator** through Application Action Authority (MENU XASCTY). This field will also only display if ship-to/item contracts are being used, as defined through Order Entry Options Maintenance (MENU XAFILE), for the indicated company. This field will default to N and be protected if no ship-to is on the order. If a ship-to is on the order, the ship-to number appears in the **Ship-To Number** field, and you can use this field to designate if the type of contract being created is specific to the indicated ship-to number. Key Y if this is a ship-to specific contract. Key N if this is not a ship-to specific contract. *Default Value:* N (A 1) Required/Display
Discount	Use to view or to set the discount amount to be applied to the sell price and calculate sell price, markups, and margins to meet this discount. **Discount** will be an input field when the **Price Code** is set to D for discount. Key the amount of discount to apply to the **Base Price** and recalculate the **Sell Price**. *Default Value:* When accessed from the Contract File Maintenance Screen (p. 91-33) the **Discount** field displays blank. When accessed from the or the Item Entry Screen (p. 6-71) or the Item Review Screen (p. 6-115), the **Discount 1** value will display in this field. (N 15,3) Optional/Display

Contract Calculator Screen Fields and Function Keys

Field/Function Key	Description
Markup	Use to view or to set the markup amount to be applied to the cost and calculate sell price, discounts, and margins to meet this markup. **Markup** will be an input field when the **Price Code** is set to M for discount. Key the amount of markup to apply to the cost and recalculate the **Sell Price**. *Default Value:* When accessed from the Contract File Maintenance Screen (p. 91-33), the **Markup** field displays blank. When accessed from the Item Entry Screen (p. 6-71) or the Item Review Screen (p. 6-115) and the **Price Code** is M, the **Discount 1** value will display in this field. When accessed from the Item Entry Screen (p. 6-71) where the **Discount 1** value is blank, the **Markup** field displays the markup percentage that would have been applied to the cost to calculate the **Sell Price** field. (N 15,3) Optional/Display
Margin	Use to view or to set the margin amount to be applied to the cost and calculate sell price, discounts, and markups to meet this margin. **Margin** will be an input field when the **Price Code** is set to G for gross margin. Key the amount of gross margin to apply to the cost and recalculate the **Sell Price**. *Default Value:* When accessed from the Contract File Maintenance Screen (p. 91-33), the **Margin** field displays blank. When accessed from the Item Entry Screen (p. 6-71) or the Item Review Screen (p. 6-115) and the **Price Code** is G, the **Discount 1** value will display in this field. When accessed from the Item Entry Screen (p. 6-71), where the **Discount 1** value is blank, the **Margin** field displays the gross margin percentage that would have been applied to the cost to calculate the **Sell Price** field. (N 15,3) Optional/Display
List Price / Base Price	This field displays as **List Price** when accessed from Contract File Maintenance Screen (p. 91-33). The default list price for this customer is based on the **Price List** field in the Customer Master File (CUSMS) and the user’s default company and warehouse set up in Authority Profile Maintenance (MENU XASCTY). It will display as **Base Price** and when accessed from CHAPTER 6: *Entering, Changing, and Shipping Orders* Item Entry Screen (p. 6-71) or Item Review Screen (p. 6-115). The default list price for this customer is based on the **Price List** field that currently exists in the order. The **Price List** field can be overridden on the Second Order Header Screen (p. 6-48) or the Item Review Screen (p. 6-115). Display

Contract Calculator Screen Fields and Function Keys

Field/Function Key	Description
Std Cost/Avg Cost/ User Cost	The field label will change depending on the cost selected. When coming from Contract Prices, the cost will either be **Std Cost**, **Avg Cost**, **User Cost**, **Last Cost** or **Commission Cost**, depending on the **Cost to be Used for Markup Pricing**. If set to O-Order Entry cost, the value from the **Cost to be Used for OE** will be used instead. The cost amount will then be established from the user's default company and warehouse set up in Authority Profile Maintenance (MENU XASCTY). When coming from Order Entry, the cost will either be **OE Cost** or **GL Cost**, depending on the **Cost to be Used for Contract Calculator**. Display
F2=Percent/F2=Sell Price	Use to change the input fields based on a change of the **Price Code** field. F2=PERCENT displays when the **Price Code** is C. F2=SELL PRICE displays when the **Price Code** is D, G, or M.
F9=Crt Cnt	This key will only display when the Contract Calculator is accessed from CHAPTER 6: *Entering, Changing, and Shipping Orders* Item Entry Screen (p. 6-71) or the Item Review Screen (p. 6-115) and the user has access to **Allow Contract Creation from Contract Calculator** through Application Action Authority (MENU XASCTY). Press F9=CRT CNT to select the contract information and return to the Contract File Maintenance Screen (p. 91-33) with the data completed. Warning messages will be issued if there are existing contracts for the selected customer and item. NOTE: Selecting F9=CRT CNT also creates an Order Entry contract pricing activity record. If contract activity is being tracked, as determined through Order Entry Options Maintenance (MENU XAFILE), you could then inquire into contract activity details via F18=ACTIVITY on the Contract File List Screen (p. 91-13).
F10=Ovr Prc or F10=Continue	F10=OVR PRC This key will only display when this screen is accessed from CHAPTER 6: *Entering, Changing, and Shipping Orders* Item Entry Screen (p. 6-71) or the Item Review Screen (p. 6-115). Press F10=OVR PRC to select the contract information and return to the sales order with the contract data completed as an override price for this order. The Item Review Screen (p. 6-115) will be displayed with an O in the **Override** field and the sell price amount in the **Final Price** field. F10=CONTINUE This key will only display when this screen is accessed from the Contract File Maintenance Screen (p. 91-33). Press F10=CONTINUE to select the contract information and return to the Contract File Maintenance Screen (p. 91-33) with the data completed.

Contract Calculator Screen Fields and Function Keys

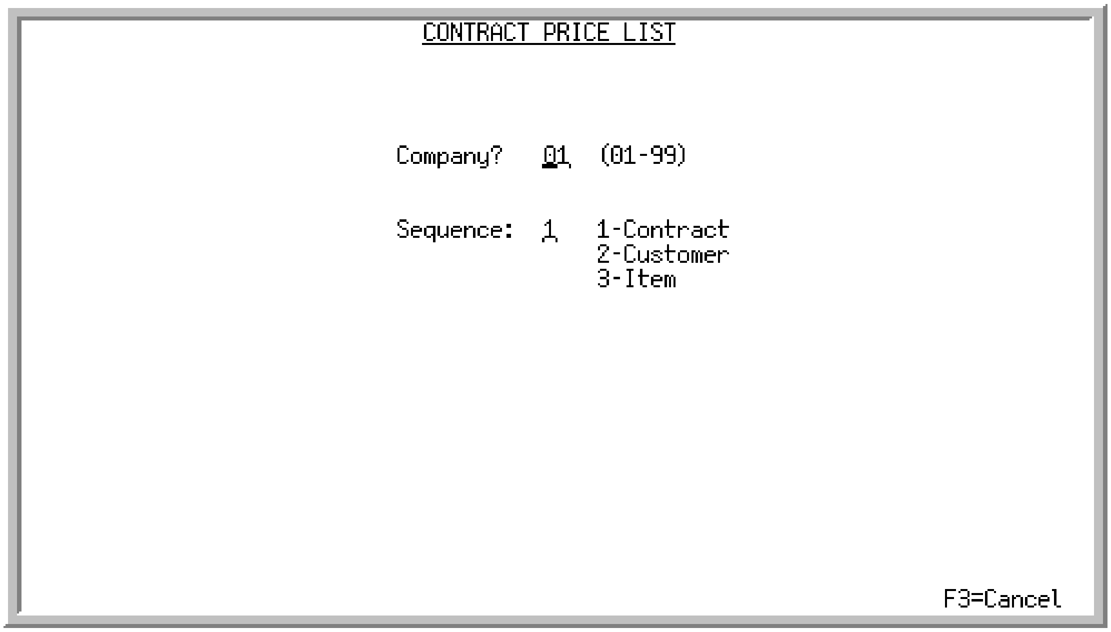
Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the previous screen to select different contract criteria.
Enter	Press ENTER to confirm your selections and refresh the calculated values based on what you have keyed.

Contract Prices 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
Contract Price List Company Selection Screen	Use to specify the company and sequence for the listing.
Contract Price List Type Selection Screen	Use to specify the type of contracts to print.
Contract Price List Selection Screen	Use to specify limiting criteria for the type of contracts to print.
Contract Price List	Prints a list of the type of contacts specified that match the limiting criteria.

Contract Price List Company Selection Screen



This screen appears after you select option 14 - Contract Prices Listing (MENU OEPRCE).

Use this screen to select the company and sequence for the Contract Price List (p. 91-55).

Contract Price List Company Selection 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). Key the company number associated with the contracts will print on the listing. *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

Contract Price List Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Sequence	The print sequence of the Contract Price List (p. 91-55). Key 1 to print the report in sequence by contract number. All blank contracts will print first. Key 2 to print the contract in sequence by customer number. Key 3 to print the listing in sequence by item number. (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU OEPRCE will appear.
Enter	Press ENTER to confirm your selections. The Contract Price List Type Selection Screen (p. 91-49) will appear.

Contract Price List Type Selection Screen

```
                         CONTRACT PRICE LIST
                        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 Cd/Item Contracts:                  Y (Y/N)

         Cust Contract Cd/Item Group Contracts:            Y (Y/N)

         Universal/Item Contracts:                         Y (Y/N)

         Universal/Item Group Contracts:                   Y (Y/N)

                                        F3=Cancel       F12=Return
```

This screen appears after you press ENTER on the Contract Price List Company Selection Screen (p. 91-47).

Use this screen to select the type of contracts that will print on the Contract Price List (p. 91-55). At least one type of contract must be Y in order for the listing to print.

NOTE: You will not be allowed to change a default value of N to Y for printing because those types of contracts are not being used and are designated as such through Order Entry Options Maintenance (MENU XAFILE).

Contract Price List Type Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer/Ship-To/ Item Contracts	This field determines if customer/ship-to/item contracts (i.e., contracts used for individual customers/ship-tos and individual items) will print on the listing. Key Y to have this type of contract print on the listing. Key N to prevent this type of contract from printing on the listing. *Default Value:* The company default values for contracts defined in Order Entry Options Maintenance (MENU XAFILE). (A 1) Required

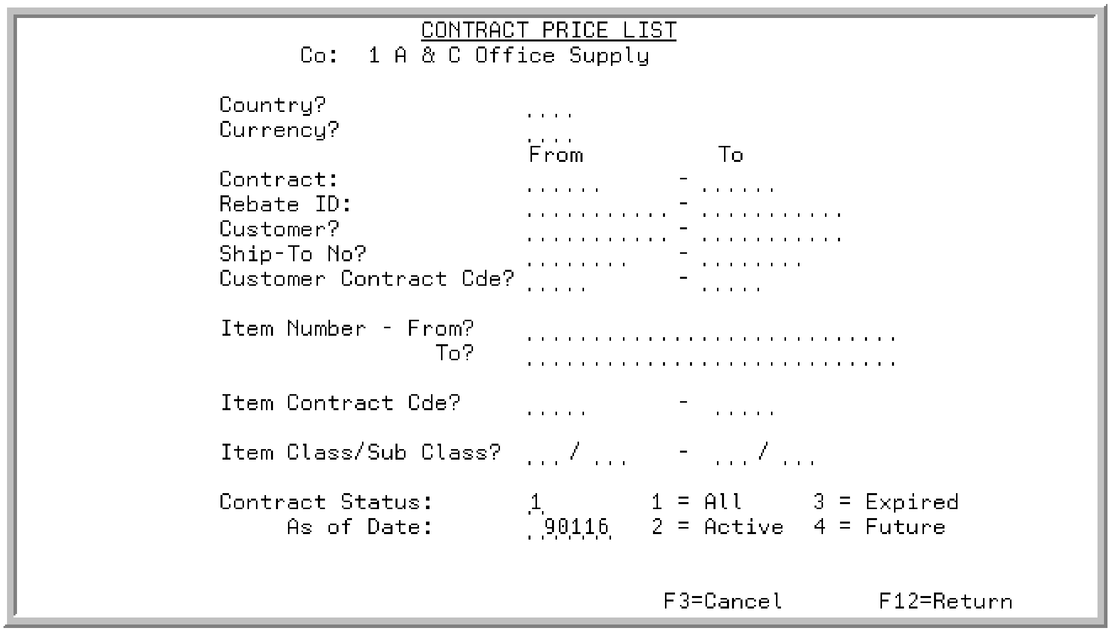
Contract Price List Type Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer/Ship-To/ Item Group Contracts	This field determines if customer/ship-to/item group contracts (i.e., contracts used for individual customers/ship-tos and groups of items) will print on the listing. Key Y to have this type of contract print on the listing. Key N to prevent this type of contract from printing on the listing. *Default Value:* The company default values for contracts defined in Order Entry Options Maintenance (MENU XAFILE). (A 1) Required
Customer/Item Contracts	This field determines if customer/item contracts (i.e., contracts used for individual customers and individual items) will print on the listing. Key Y to have this type of contract print on the listing. Key N to prevent this type of contract from printing on the listing. *Default Value:* The company default values for contracts defined in Order Entry Options Maintenance (MENU XAFILE). (A 1) Required
Customer/Item Group Contracts	This field determines if customer/item group contracts (i.e., contracts used for individual customers and groups of items) will print on the listing. Key Y to have this type of contract print on the listing. Key N to prevent this type of contract from printing on the listing. *Default Value:* The company default values for contracts defined in Order Entry Options Maintenance (MENU XAFILE). (A 1) Required
Cust Contract Cd/Item Contracts	This field determines if customer contract code/item contracts (i.e., contracts used for groups of customers and individual items) will print on the listing. Key Y to have this type of contract print on the listing. Key N to prevent this type of contract from printing on the listing. *Default Value:* The company default values for contracts defined in Order Entry Options Maintenance (MENU XAFILE). (A 1) Required
Cust Contract Cd/Item Group Contracts	This field determines if customer contract code/item group contracts (i.e., contracts used for groups of customers and groups of items) will print on the listing. Key Y to have this type of contract print on the listing. Key N to prevent this type of contract from printing on the listing. *Default Value:* The company default values for contracts defined in Order Entry Options Maintenance (MENU XAFILE). (A 1) Required

Contract Price List Type Selection Screen Fields and Function Keys

Field/Function Key	Description
Universal/Item Contracts	This field determines if universal/item contracts (i.e., contracts used for all customers and individual items) will print on the listing. Key Y to have this type of contract print on the listing. Key N to prevent this type of contract from printing on the listing. *Default Value:* The company default values for contracts defined in Order Entry Options Maintenance (MENU XAFILE). (A 1) Required
Universal/Item Group Contracts	This field determines if universal/item group contracts (i.e., contracts used for all customers and groups of items) will print on the listing. Key Y to have this type of contract print on the listing. Key N to prevent this type of contract from printing on the listing. *Default Value:* The company default values for contracts defined in Order Entry Options Maintenance (MENU XAFILE). (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to confirm your selections. The Contract Price List Selection Screen (p. 91-52) will appear.

Contract Price List Selection Screen



This screen appears after you press ENTER on the Contract Price List Type Selection Screen (p. 91-49).

Use this screen to key ranges of contract criteria to determine which contracts will print on the Contract Price List (p. 91-55). When limiting the selection to a specific customer/item, the list will include contracts for all customers/item.

Contract Price List Selection Screen Fields and Function Keys

Field/Function Key	Description
Country	This field will only display when International Currency is installed. Key a country ID to limit the list to contracts for the specified country. *Valid Values:* A country ID defined through Country Names Maintenance (MENU ARFIL2). (A 3) Optional
Currency	This field will only display when International Currency is installed. Key a currency code to limit the list to contracts for the specified currency. *Valid Values:* A currency defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Optional
Contract	Key the range of contract numbers to print on the listing. (2 @ N 5,0) Optional

Contract Price List Selection Screen Fields and Function Keys

Field/Function Key	Description
Rebate ID	Key the range of rebate IDs to limit the listing to contracts for rebate IDs in the specified range. (2 @ A 10) Optional
Customer	Key the range of customers, that contracts have been created for, that will print on the listing. (2 @ N 10,0) Optional
Ship-To No	Key the range of ship-to numbers, that contracts have been created for, that will print on the listing. (2 @ A 7) Optional
Customer Contract Cde	Key the range of customer contract codes, that represent a group of customers that contracts have been created for, that will print on the listing. (2 @ A 4) Optional
Item Number	Key the range of items, that contracts have been created for, that will print on the listing. (2 @ A 27) Optional
Item Contract Cde	Key the range of item contract codes (one way to group items for contracts) to limit the listing to contracts that match the specified range. (2 @ A 4) Optional
Item Class/Sub Class	Key the range of item classes/sub-classes (one way to group items for contracts) to limit the listing to contracts that match the specified range. (2 @ A 2) Optional
Contract Status	Key the type of status of contracts that will print on the listing. Key 1 to print all contracts, regardless if they are active, expired, or future contracts. Key 2 to print only contracts that are active as of the date specified in the **As of Date** field. Key 3 to print only contracts that are expired as of the date specified in the **As of Date** field. Key 4 to print only contracts that are future contracts as of the date specified in the **As of Date** field. *Default Value:* 1 (N 1,0) Required

Contract Price List Selection Screen Fields and Function Keys

Field/Function Key	Description
As of Date	Key the date for which contracts will print on the listing, based on the value entered in the **Contract Status** field. *Default Value:* Today's 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
F3=Cancel	Press F3=CANCEL to cancel this option. MENU OEPRCE will display.
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen. After selecting report options, the Contract Price List (p. 91-55) will print.

Contract Price List

```
OE945   06/21/17  15:31:27                         CONTRACT PRICE LIST                        BA/APDEMO           PAGE:    1¶
                                                       BY CONTRACT¶
Co: 01 A & C Office Supply          Cust Fr: ALL       Contract Code Fr:ALL  Item Fr:ALL                           Itm Cont Cd Fr: ALL¶
Rebate Fr:  ALL                  Ship-To Fr: ALL                                                                   Itm Cl/Sub Fr:  ALL¶
                          Contracts Included: ALL CONTRACTS      As of Date: 06/21/17   Country: All   Currency: All¶
Contr                                                      Start     Contract   Price  Price  Ctry Cur     Qty Sold       Contract¶
 No.                                                       Date      Prc/Dsc    Dsc Cde List  Exp Date     To  Date       Qty Limit¶
-------------------------------------------------------------------------------------------------------------------------------¶
CUSTOMER/ITEM CONTRACTS¶
      Cust No:        10  Bon Secour School Department   06/27/15              53.75000          USD¶
       Item: A800                   Elmers School Glue 8 oz                                    08/27/15¶
      Cust No:        80  Niagara Insurance               02/25/15                                USD¶
       Item: A500                   File Folders - Manilla                                 2   12/27/15¶
      Cust No:       180  Mays Department Store           03/31/17             910.12345     USA  USD¶
       Item: A110                   Sharp Copier                                               10/31/17¶
      Cust No:       180  Mays Department Store           03/31/17              12.23456     USA  USD¶
       Item: A580                   File Folders - Manilla                                     10/31/17¶
      Cust No:       220  Stafford Municipal School Dist 12/27/14               4.85000          USD                       10,000.000¶
       Item: A500                   File Folders - Manilla                                     12/25/17¶
ITALY Cust No:       601  Roman Holiday Travel Service   12/16/25       8,765,432.00000     ITA  ITL¶
       Item: ZYABCDEFGHIJKLMNOPQRSTUVWXY LINE_1_DESCRIPTIONS_FULL_FI                           12/19/25¶
       Bypass Best Pricing: N¶
200-1 Cust No:       200  Oceanserver Technology          03/10/17               2.70609          USD¶
       Item: A180                   3-Ring Binder - 1" Black                                   04/09/17¶
       Bypass Best Pricing:¶
604-1 Cust No:       604  Gualalupe Travel Service        03/10/17                .60523          USD¶
       Item: C130                   Duracell - Alkaline Battery                                04/09/17¶
       Bypass Best Pricing:¶
CUSTOMER/ITEM GROUP CONTRACTS¶
      Cust No:       100  Financial Management Services  05/28/15                                USD¶
       Item Contract Cde C-50  Office Machines                          3                      09/26/15¶
      Cust No:       604  Gualalupe Travel Service        01/01/17               9.24000          USD¶
       Item/Sub Class/Category: 10/3 /24 Cabinets                        M                      01/01/21¶
                                    Storage¶
OE945   06/21/17  15:31:27                         CONTRACT PRICE LIST                        BA/APDEMO           PAGE:    2¶
                                                       BY CONTRACT¶
                          Contracts Included: ALL CONTRACTS      As of Date: 06/21/17   Country: All   Currency: All¶
Contr                                                      Start     Contract   Price  Price  Ctry Cur     Qty Sold       Contract¶
 No.                                                       Date      Prc/Dsc    Dsc Cde List  Exp Date     To  Date       Qty Limit¶
-------------------------------------------------------------------------------------------------------------------------------¶
CUSTOMER/ITEM GROUP CONTRACTS¶
      Cust No:       608  Foggy London Rainwear Ltd.      01/01/17              28.02288          BPS¶
       Item/Sub Class/Category: 10/3 /28 Cabinets                        D                      01/01/21¶
                                    2-Drawer Cabinets¶
601   Cust No:       601  Roman Holiday Travel Service   01/01/17              31.31313          USD¶
       Item/Sub Class/Category: 10/3 /31 Cabinets                        G                      01/01/21¶
                                    Lateral 4-Drawer Cabinets¶

       Bypass Best Pricing: Y¶
UNIVERSAL/ITEM CONTRACTS¶
AP    All Customers                                       03/01/17             350.00000          USD¶
       Item: A960                   Lateral Steel File Cabinet                                 03/31/17¶
       Bypass Best Pricing:¶
BP    All Customers                                       03/01/17              50.00000          USD¶
       Item: A920                   2 Drawer Steel File Cabinet                                03/31/17¶
       Bypass Best Pricing:¶
UNIVERSAL/ITEM GROUP CONTRACTS¶
      All Customers                                       01/01/17                                USD¶
```

This listing prints the contracts that meet the selection criteria you keyed on the Contract Price List Selection Screen (p. 91-52). Active, expired, future, or all contracts may print on this listing.

The listing may be sequenced by contract, customer, or item. The header indicates how the listing is sequence.

Contract Price List

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 company number and name are also printed.
Contr No	The number of the contract, if any.
Start Date	The first date on which the conditions of the contract will be applied to the order.
Contract Prc/Dsc	The contracts dollar value for the item's unit sell price, or the discount, markup, or gross margin percent. Note that a dollar value will be preceded by a **C**; a discount will be followed by a **D**; a markup will be followed by an **M**; a gross margin will be followed by a **G**.
Price Dsc Cde	The price discount code field used to redirect you to the discount, markup, or gross margin percentages defined in the price matrix for this company and item price class.
Price List	The field used to indicate which of an item's five list prices you will be redirected to use for this contract as a base price in pricing functions. This price list field can be used to redirect you to a different list price for this item than the list price defined for a customer in Customer/Ship to Master Maintenance (MENU ARFILE).
Ctry Cur	The country code and currency code used assigned to the contract when International Currency is installed.
Exp Date	The expiration date of the contract.
Qty Sold To Date	For individual item contracts, the total number of items that have been sold to date.
Contract Qty Limit	For individual item contracts, the maximum quantity of items that may be sold using the contract.
Rebate	The ID of the rebate associated with the contract.

Contract Price List

Report/Listing Fields	Description
Bypass Best Pricing	Indicates with **Y** (yes) or **N** (no) if Best Pricing logic for the item will be bypassed or used. This field only prints on the listing under the item number if: • the **Use Best Pricing** field is Y in Order Entry Options Maintenance (MENU XAFILE) • the contract is a named contract (i.e., there is a contract number listed), and • the contract is not associated with a Rebate ID. OR • the **Use Best Pricing** field is Y in Order Entry Options Maintenance (MENU XAFILE), and • a ship-to has been entered.

CHAPTER 92

Maintaining Price Classes

92

Item price classes are used to classify a group of items for pricing using the price matrix. Item price classes are assigned at the item level through Item Master Maintenance (MENU IAFILE), or, if using warehouse pricing (balance), at the item/warehouse level through Item Balance Maintenance (MENU IAFILE). Use the Price Classes Maintenance option to create and maintain item price classes.

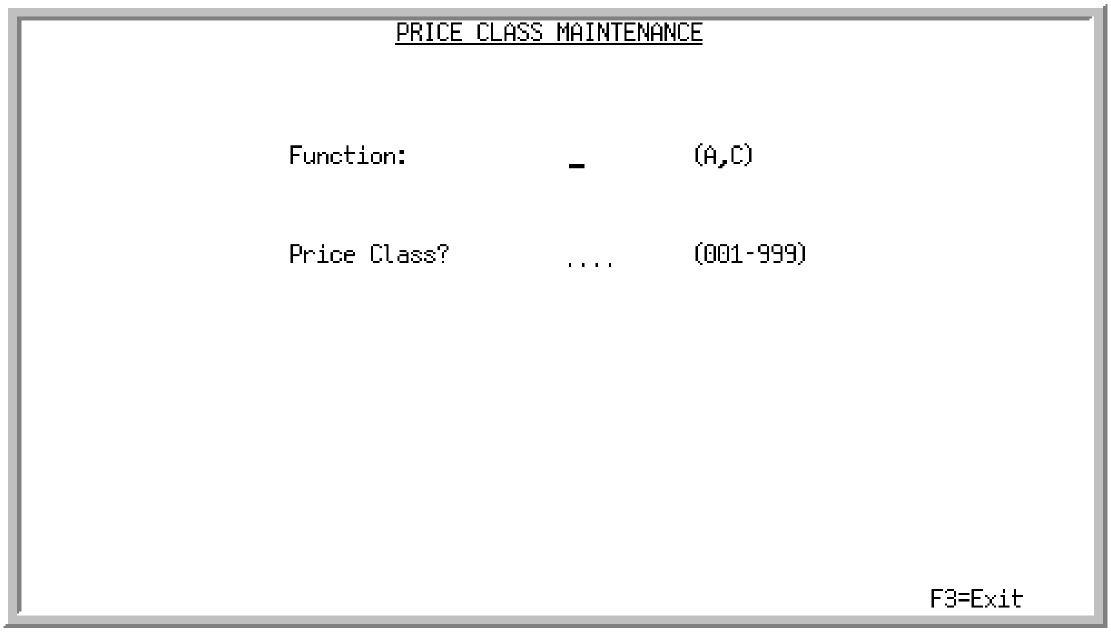
When using the price matrix, the discount or markup percentages for up to 999 customer price discount codes (used to classify customers for pricing) are defined for one item price class. When keying an order, the customer's price discount code is cross-referenced with the item price class to determine the discount or markup.

Price Class 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
Price Class List Maintenance Selection Screen	Use to specify the price class to maintain.
Price Class Maintenance Screen	Use to provide a description for the price class.

Price Class List Maintenance Selection Screen

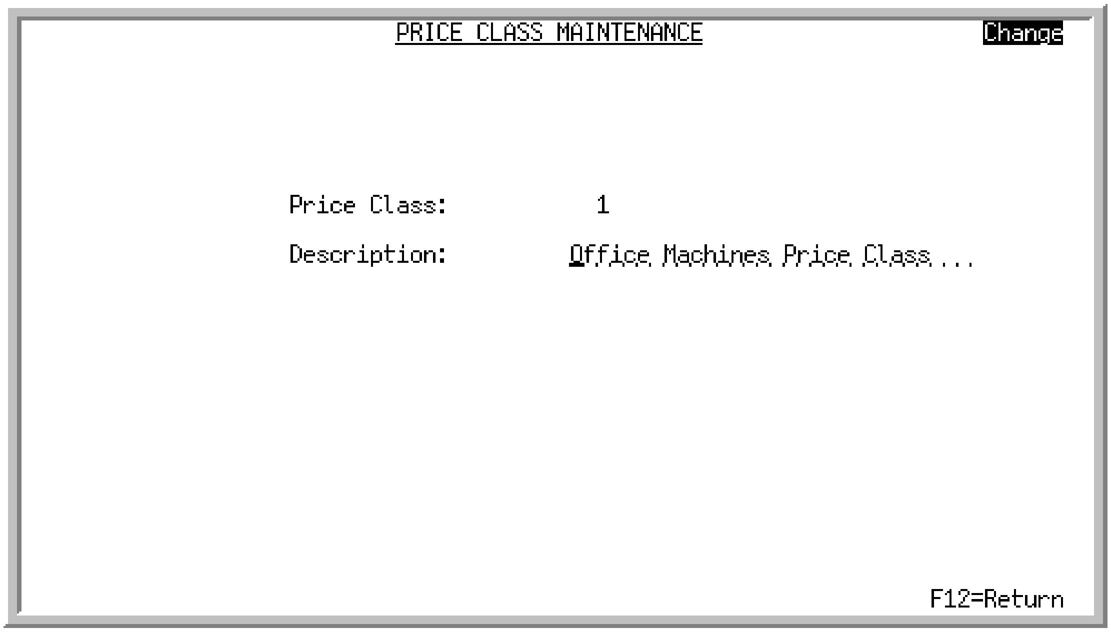


This screen appears after selecting option 5 - Price Class Maintenance from MENU OEPRCE. It is used to select the price class to add or maintain.

Price Class List Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to create a new item price class. Key C to change the description of an existing item price class. (A 1) Required
Price Class	Key the three digit item price class code to add or maintain. The code may be between 001 and 999. (N 3,0) Required
F3=Exit	Press the F3=EXIT function key to exit from this option. MENU OEPRCE will display.
Enter	Press ENTER to confirm your selections. The Price Class Maintenance Screen (p. 92-3) will appear.

Price Class Maintenance Screen



This screen appears after you press ENTER on the Price Class List Maintenance Selection Screen (p. 92-2). This screen is used to add or change the description of an item price class.

Price Class Maintenance Screen Fields and Function Keys

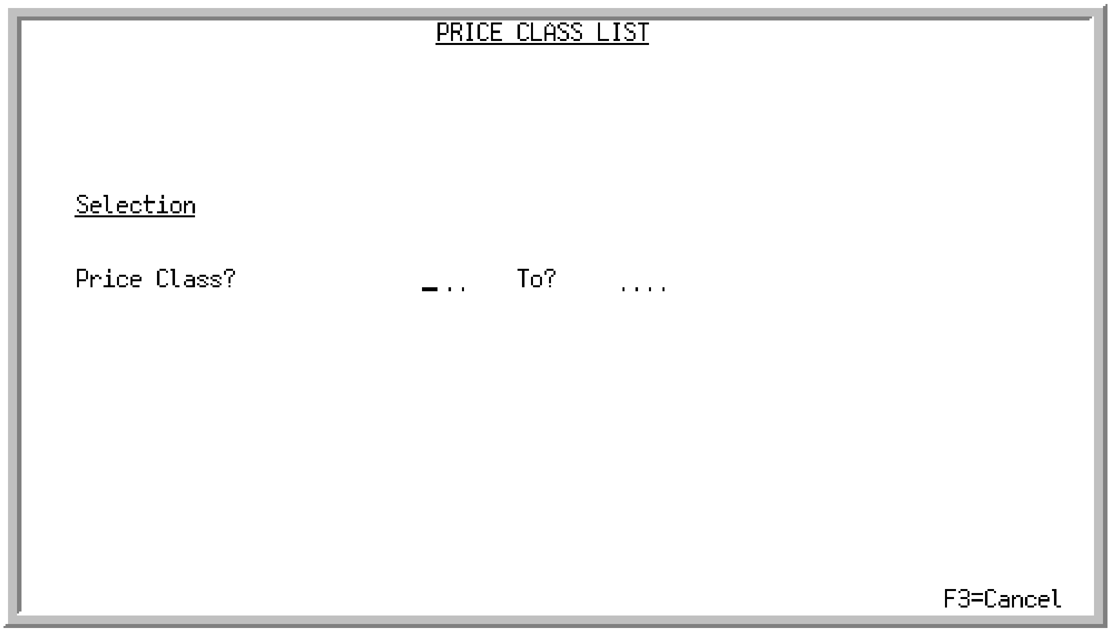
Field/Function Key	Descriptions
Description	Key up to 30 characters for a description of the item price class. This description is referenced in Price Matrix Maintenance (MENU OEPRCE). Refer to that menu option for details. (A 30) Required
F12=Return	Press the F12=RETURN function key to return to the Price Class List Maintenance Selection Screen (p. 92-2).
Enter	Press ENTER to confirm your selections. The Price Class List Maintenance Selection Screen (p. 92-2) will appear.

Price Class 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
Price Class List Selection Screen	Use to specify the range of price classes to include in the listing.
Price Classes List	Prints a list of the price classes in the specified range.

Price Class List Selection Screen



This screen appears after selecting option 15- Price Class Listing from MENU OEPRCE. This screen is used to select the item price classes that will print on the Price Classes List (p. 92-6).

Price Class List Selection Screen Fields and Function Keys

Field/Function Key	Description
Price Class	Key the range of item price classes that will print on the listing. (2 @ N 3,0) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU OEPRCE will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen. After selecting report options, the Price Classes List (p. 92-6) will print.

Price Classes List

```
OE955   13/08/11  21:36:13                        PRICE CLASSES                 AK/APDEMO          PAGE:    1
                               Price Class Fr: ALL
 Price
 Class      Price Class Description
------------------------------------------------------------------------------------------------------------
  001       Office Machines Price Class
  002       Toner
  003       Notebooks
  004       Furniture
  005       Mailing Envelopes
  010       Contracts Only
```

This listing prints the numbers and descriptions of item price classes, sequenced by item price class code. The following are printed for each item price class:

- Price Class: The number of the item price class (001 - 999).
- Price Class Description

CHAPTER 93

Maintaining Trade Discounts

93

Trade discount percentages are applied to the invoice sub-total when the order exceeds a minimum amount. That minimum amount and corresponding discount are defined through Trade Discounts Maintenance. You may define up to nine trade discounts for one company (each assigned a trade discount code of 1 through 9). You may then assign a trade discount code to individual customers through Customer/Ship to Master Maintenance (MENU ARFILE). When keying an order through Enter, Change & Ship Orders (MENU OEMAIN) for one of these customers, the corresponding trade discount percent is used. You may override or accept the default percentage.

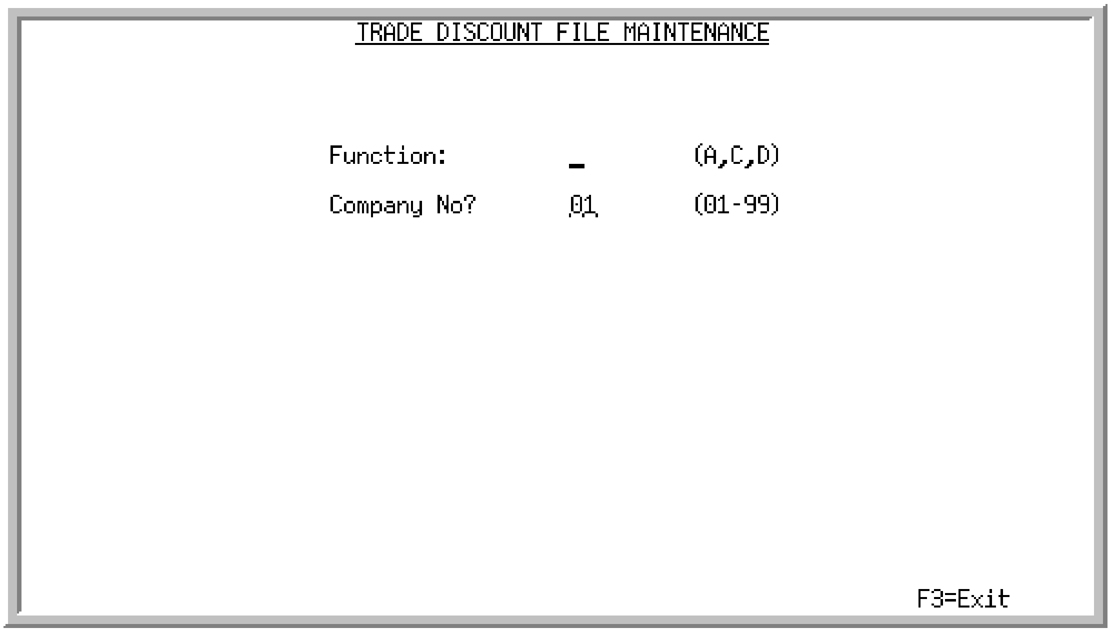
NOTE: In order to use this option, **Use Trade Discounts** must be defined as Y in Order Entry Options Maintenance (MENU XAFILE) for the specified company. Also, if the tailoring option to **Calculate Trade Disc Pct** has been defined as Y through Order Entry Options Maintenance (MENU XAFILE), then every customer receives a trade discount, if applicable. If this tailoring option has been defined as N, then only customers that are assigned a trade discount code through Customer/ Ship to Master Maintenance (MENU ARFILE) will receive a trade discount, when applicable.

Trade Discounts 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
Trade Discount File Maintenance Selection Screen	Use to specify the company for which to maintain trade discounts.
Trade Discount File Maintenance Screen	Use to specify the trade discount and corresponding minimum invoice amounts.

Trade Discount File Maintenance Selection Screen

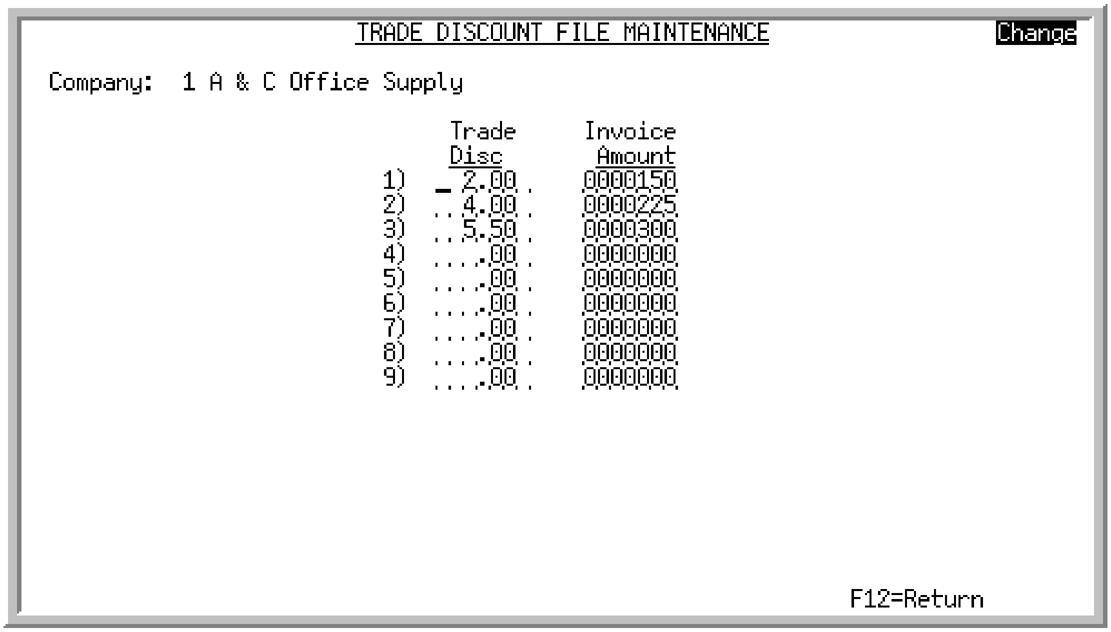


This screen appears after selecting option 6 - Trade Discounts Maintenance from MENU OEPRCE and is used to select the company for which trade discounts are added, changed, or deleted.

Trade Discount File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add trade discounts for a company. Key C to change existing trade discounts for a company. Key D to delete existing trade discounts for a company. (A 1) Required
Company No	Key the two digit company number for which trade discounts will be added, maintained, or deleted. (N 2,0) Required
F3=Exit	Press the F3=Exit function key to exit from this option. MENU OEPRCE will appear.
Enter	Press Enter to confirm your selections. The Trade Discount File Maintenance Screen (p. 93-3) will appear, if the selected company is tailored to use trade discounts as determined through Order Entry Options Maintenance (MENU XAFILE).

Trade Discount File Maintenance Screen



This screen appears after pressing ENTER on the Trade Discount File Maintenance Selection Screen (p. 93-2). This screen is used to specify up to nine trade discount percentages and the corresponding minimum total invoice amounts. You may also use this screen to delete an existing trade discount record.

Trade Discount File Maintenance Screen fields and Function Keys

Field/Function Key	Description
Trade Disc	These fields are the nine different trade discount percentages that may be used for the selected company. Key the trade discount percent for the corresponding trade discount code (1 through 9). *Valid Values:* Percentages must be in ascending order. (9 @ 5,2) Optional
Invoice Amount	This field displays only if **Calculate Trade Discounts** is set to Y in Order Entry Options Maintenance (MENU XAFILE). For each trade discount percent, specify the minimum amount of an invoice that will use the trade discount. Therefore, the discount amount specified in the **Trade Disc** field will not be used unless the total invoice amount exceeds the amount keyed in this field. *Valid Values:* Amounts must be in ascending order. (9 @ 7,0) Optional

Trade Discount File Maintenance Screen fields and Function Keys

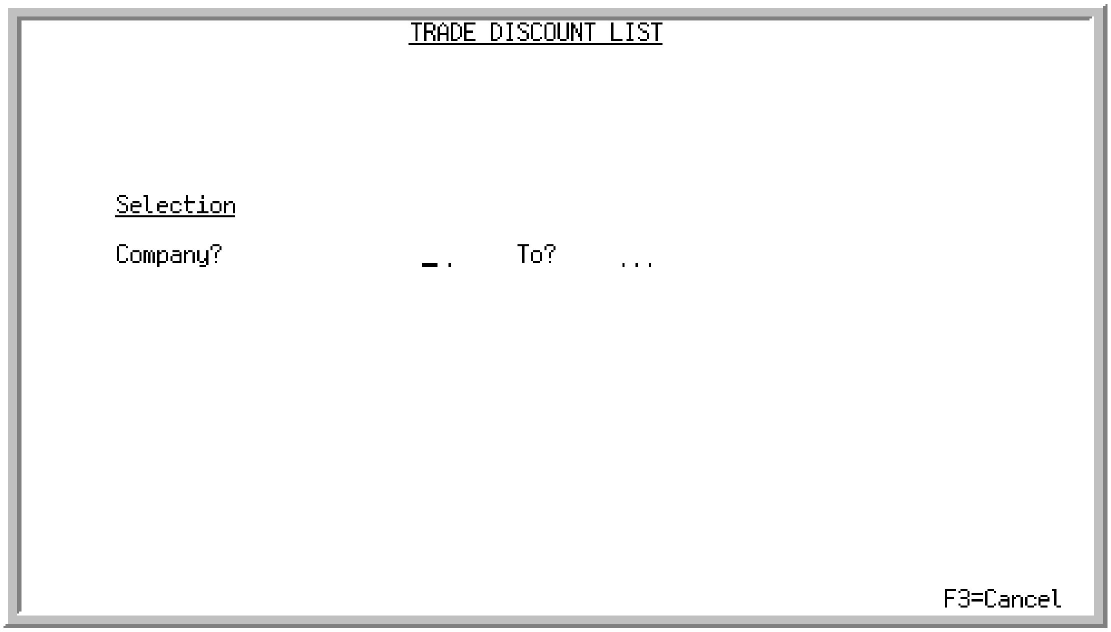
Field/Function Key	Description
F12=Return	Press the F12=RETURN function key to return to the Trade Discount File Maintenance Selection Screen (p. 93-2).
F24=Delete	The F24=DELETE function key displays in the "delete" mode only. Press F24=DELETE to delete the record displayed. The Trade Discount File Maintenance Selection Screen (p. 93-2) will appear.
Enter	Press ENTER to confirm your selections. The Trade Discount File Maintenance Selection Screen (p. 93-2) will appear.

Trade Discounts 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
Trade Discount List Selection Screen	Use to specify the range of companies for which to list trade discounts.
Trade Discount List	Prints a list of trade discounts for the range of companies specified.

Trade Discount List Selection Screen



This screen appears after selecting option 16 - Trade Discounts Listing from MENU OEPRCE, if the multi-company feature is being used, as determined through System Options Maintenance (MENU XAFILE). This screen is used to select the companies for which trade discounts will print on the Trade Discount List (p. 93-6).

Trade Discount List Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the range of companies for which trade discounts will print on the listing. (2 @ N 2,0) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU OEPRCE will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen. After selecting report options, the Trade Discount List (p. 93-6) will print.

Trade Discount List

```
OE965   13/08/11  21:51:32                          TRADE DISCOUNT LIST                    AK/APDEMO            PAGE:    1
  Co Fr: ALL
       Trade       Invoice Amount
       Discount    For Trade Disc
-------------------------------------------------------------------------------------------------------------------------
 Company:01 A & C Office Supply
      1)   2.00            150
      2)   4.00            225
      3)   5.50            300
      4)    .00              0
      5)    .00              0
      6)    .00              0
      7)    .00              0
      8)    .00              0
      9)    .00              0
```

This listing prints the trade discounts and corresponding invoice amounts for the selected companies. For each of the nine trade discounts that may be created for one company, the following are printed:

Trade Discount List

Report/Listing Fields	Description
Trade Discount	The trade discount percentage.
Invoice Amount For Trade Disc	The invoice amount that must be met in order to use the trade discount percentage.

CHAPTER 94

Maintaining Customer Contract Codes

94

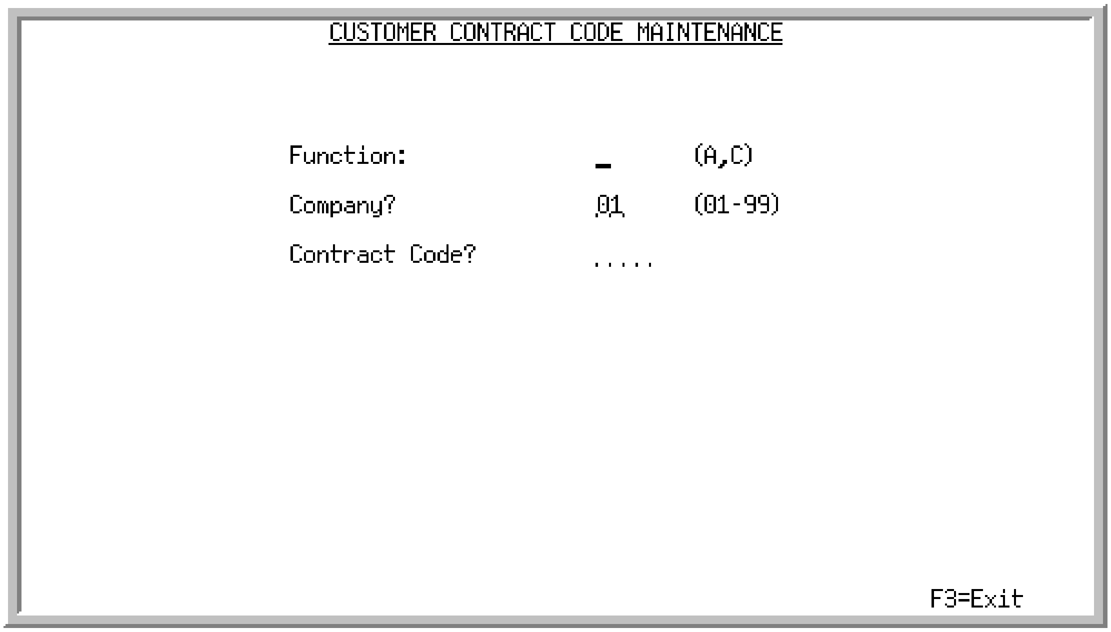
Use the Customer Contract Code Maintenance option to create and maintain customer contract codes for your customers. Customer contract codes are used to classify groups of customers for pricing. These pricing classifications are to be used with contract pricing when creating a contract in Contract Prices Maintenance (MENU OEPRCE) to define a group of customers for the contract being created. Customer contract codes are assigned at the customer level through Customer Master Maintenance (MENU ARFILE).

Customer Contract Code 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**
Customer Contract Code Maintenance Selection Screen	Use to specify the company and contract code.
Customer Contract Code Maintenance Screen	Use to specify the contract code description.

Customer Contract Code Maintenance Selection Screen



This screen appears after selecting option 7 - Customer Contract Code Maintenance from MENU OEPRCE. This screen is used to select the customer contract code to create or change.

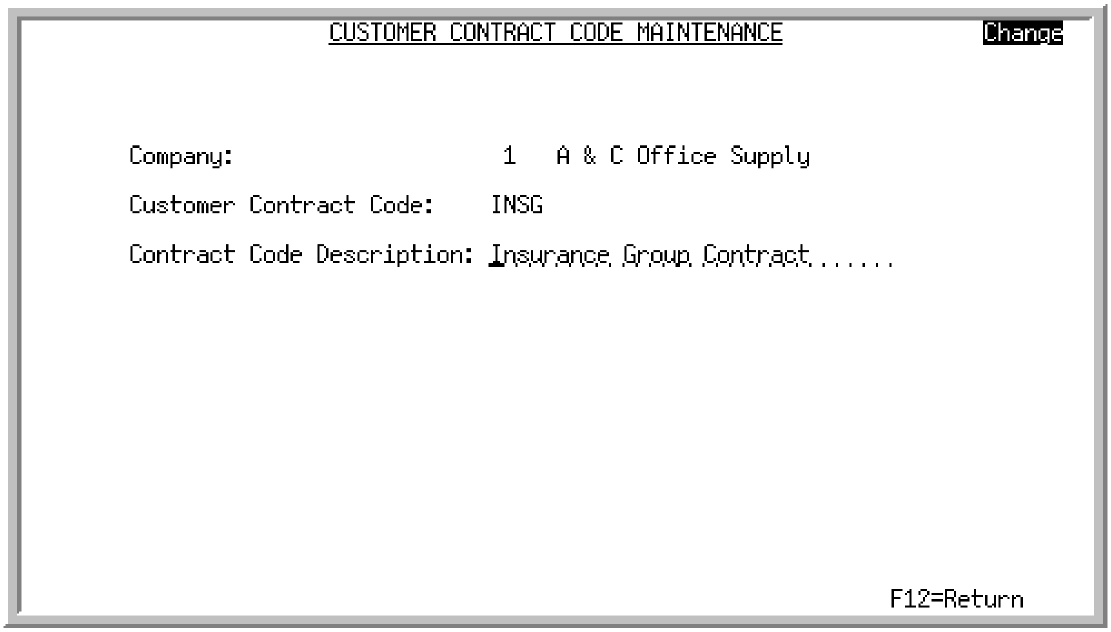
Customer Contract Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a customer contract code. Key C to change an existing customer contract code. (A 1) Required
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the company number for which you will be adding or changing a customer contract code. *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

Customer Contract Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Contract Code	Use this field to add or change a customer contract code that will be used to classify a group of customers for contract pricing. Key the desired customer contract code. *Valid Values:* Any characters. (A 4) Required
F3=Exit	Press the F3=EXIT function key to cancel this option and return to MENU OEPRCE.
Enter	Press ENTER to confirm your selections. The Customer Contract Code Maintenance Screen (p. 94-4) will appear.

Customer Contract Code Maintenance Screen



This screen appears after you press ENTER on the Customer Contract Code Maintenance Selection Screen (p. 94-2). This screen is used to enter or change the customer contract code description.

Customer Contract Code Maintenance Screen Fields and Function Keys

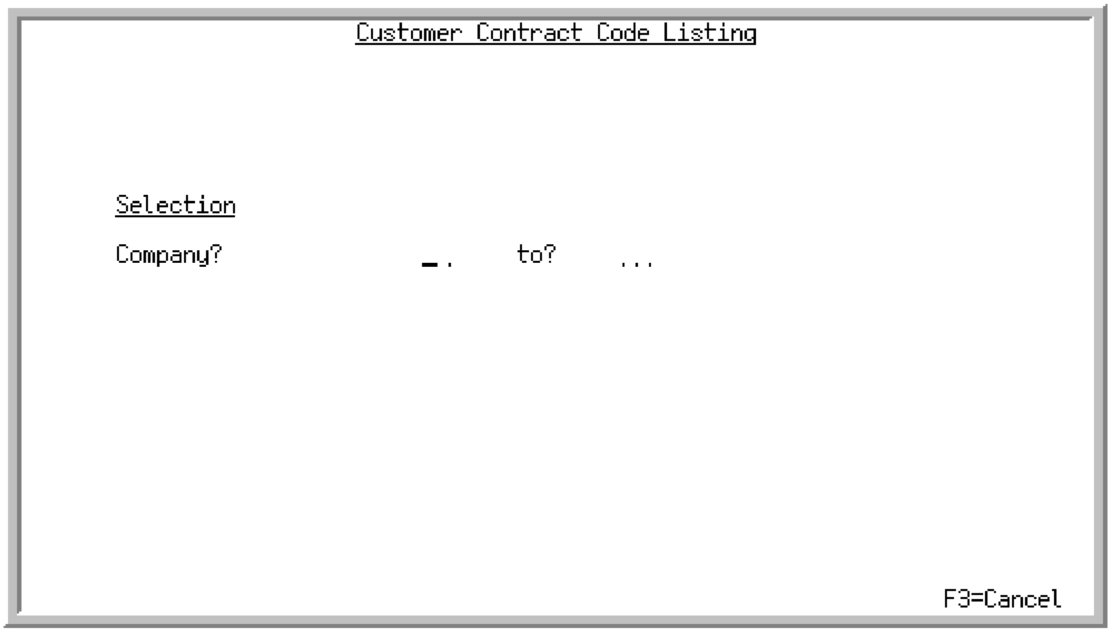
Field/Function Key	Description
Contract Code Description	This is the description of the selected customer contract code. Enter the appropriate description for this customer contract code, or modify the existing description. (A 30) Required
F12=Return	Press the F12=RETURN function key to return to the Customer Contract Code Maintenance Selection Screen (p. 94-2) without saving any changes made on this screen.
Enter	Press ENTER to confirm your entry. The Customer Contract Code Maintenance Selection Screen (p. 94-2) will appear.

Customer Contract Code 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
Customer Contract Code Listing Selection Screen	Use to specify the range of companies for which to print customer contract codes.
Customer Contract Code Listing	Prints a list of customer contract codes for the range of companies specified.

Customer Contract Code Listing Selection Screen



This screen appears after selecting option 17 - Customer Contract Code Listing from MENU OEPRCE, if System Options Maintenance (MENU XAFILE) **Multi Company** is set to Y; otherwise this screen is bypassed and the Report Options Screen appears instead. Use this screen to select the range of companies for which customer contract codes will print on the Customer Contract Code Listing (p. 94-7).

Customer Contract Code Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the range of companies to print. Leave this field blank to print all customer contract codes. (N 2,0) Optional
F3=Cancel	Press the F3=CANCEL function key to cancel your selections and return to MENU OEPRCE.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appears. Refer to the Cross Applications User Guide for details about this screen.

Customer Contract Code Listing

```
OE889  13/08/11  22.09.19              CUSTOMER CONTRACT CODE LISTING                AK/APDEMO | PAGE   1
                                       01- A & C Office Supply
  Co Fr: ALL
                                  Customer       Description
                                 Contract Code
--------------------------------------------------------------------------------------------------------
                                    INSG         Insurance Group Contract
                                    80%          80% Club
```

If System Options Maintenance (MENU XAFILE) has **Multi Company** set to Y, this listing is produced following your responses on the Customer Contract Code Listing Selection Screen (p. 94-6) and the Report Options Screen. Otherwise, this listing is produced from the Report Options Screen.

The codes and descriptions you defined for all customer contract codes that are associated with the desired range of companies are printed.

CHAPTER 95 Maintaining Item Contract Codes 95

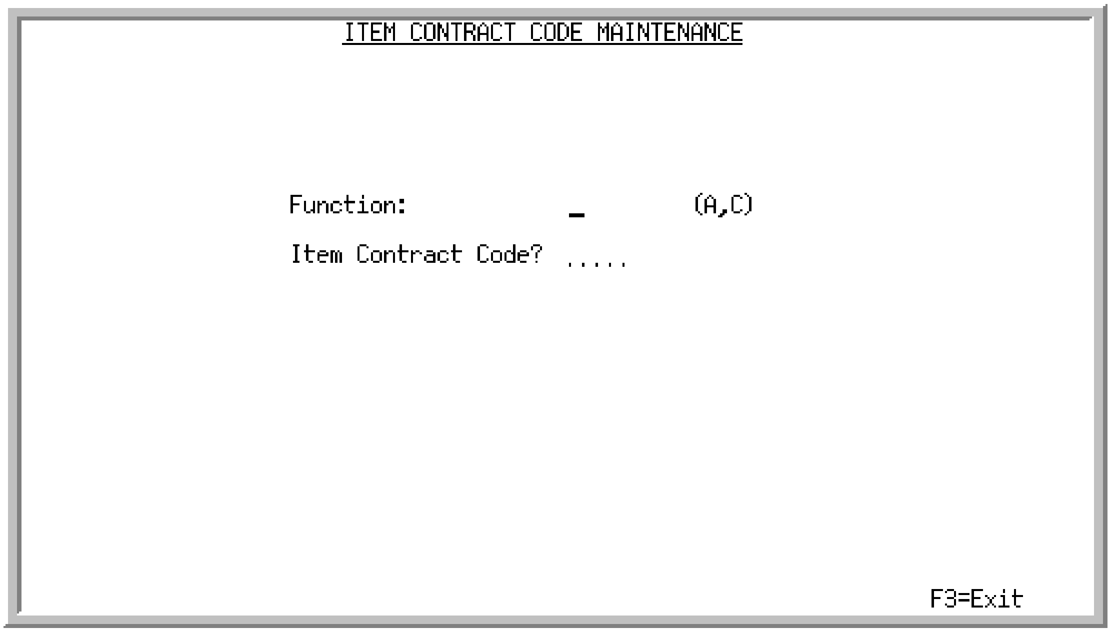
Use the Item Contract Codes Maintenance option to create and maintain item contract codes for your items. Item contract codes are used to classify groups of items for pricing. These pricing classifications are to be used with contract pricing when creating a contract in Contract Prices Maintenance (MENU OEPRCE) to define a group of items for the contract being created. Item contract codes are assigned at the item level through Item Master Maintenance (MENU IAFILE), or, if using warehouse pricing (balance), at the item/warehouse level through Item Balance Maintenance (MENU IAFILE).

Item Contract Code 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
Item Contract Code Maintenance Selection Screen	Use to specify the company and contract code.
Item Contract Code Maintenance Screen	Use to specify the contract code description.

Item Contract Code Maintenance Selection Screen

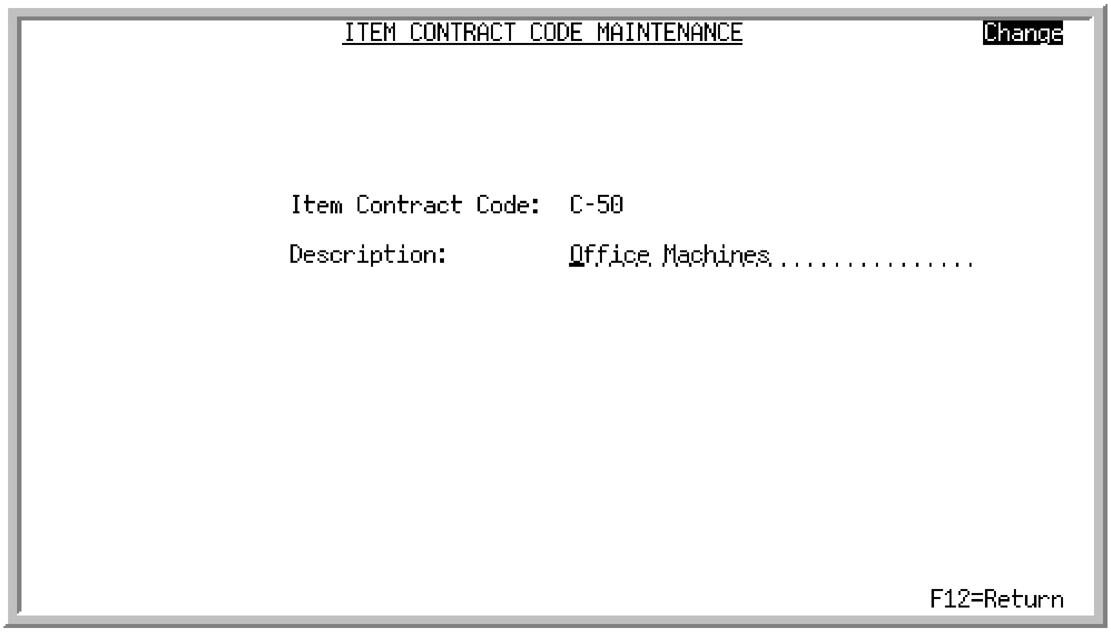


This screen appears after selecting option 8 - Item Contract Code Maintenance from MENU OEPRCE. This screen is used to select the item contract code to create or change.

Item Contract Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add an item contract code. Key C to change an existing item contract code. (A 1) Required
Item Contract Code	Use this field to add or change an item contract code used to classify groups of items for contract pricing. Key the desired item contract code. *Valid Values:* Any characters (A 4) Required
F3=Exit	Press the F3=EXIT function key to cancel this option and return to MENU OEPRCE.
Enter	Press ENTER to confirm your selections. The Item Contract Code Maintenance Screen (p. 95-3) will appear.

Item Contract Code Maintenance Screen



This screen appears after you press ENTER on the Item Contract Code Maintenance Selection Screen (p. 95-2). This screen is used to enter or change the item contract code description.

Item Contract Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	This is the description of the selected item contract code. Enter the appropriate description for this item contract code, or modify the existing description. (A 30) Required
F12=Return	Press the F12=RETURN function key to return to the Item Contract Code Maintenance Selection Screen (p. 95-2) without saving any changes made on this screen.
Enter	Press ENTER to confirm your entry. The Item Contract Code Maintenance Selection Screen (p. 95-2) will appear.

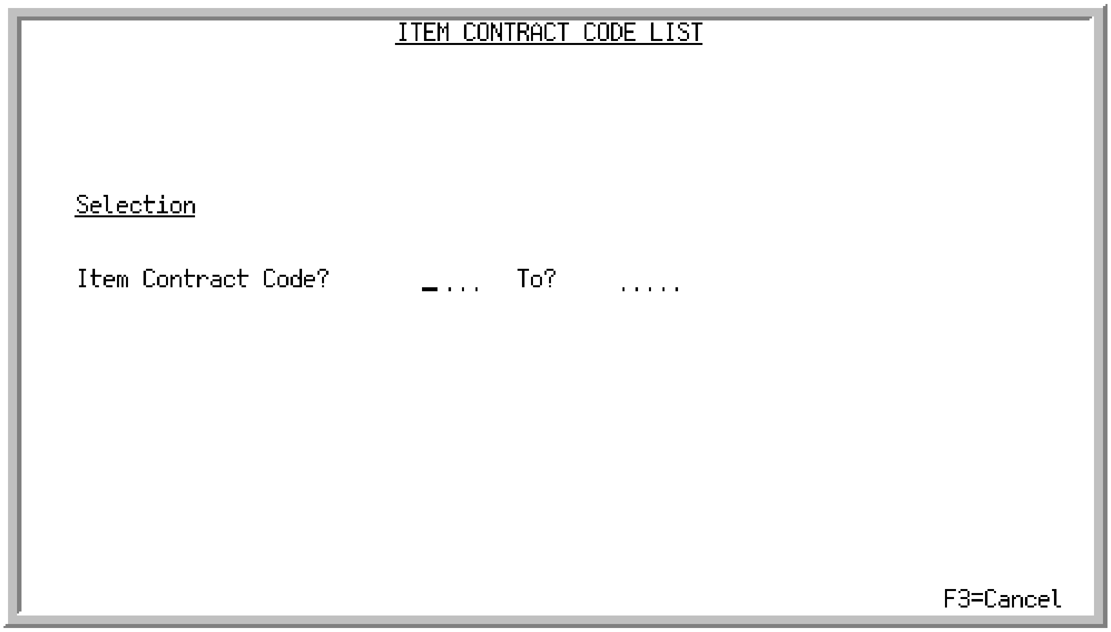
Item Contract Code Listing

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
Item Contract Code List Selection Screen	Use to specify the range of item contract codes to print.
Item Contract Code List	Prints a list of the item contract codes in the specified range.

Item Contract Code List Selection Screen

inh

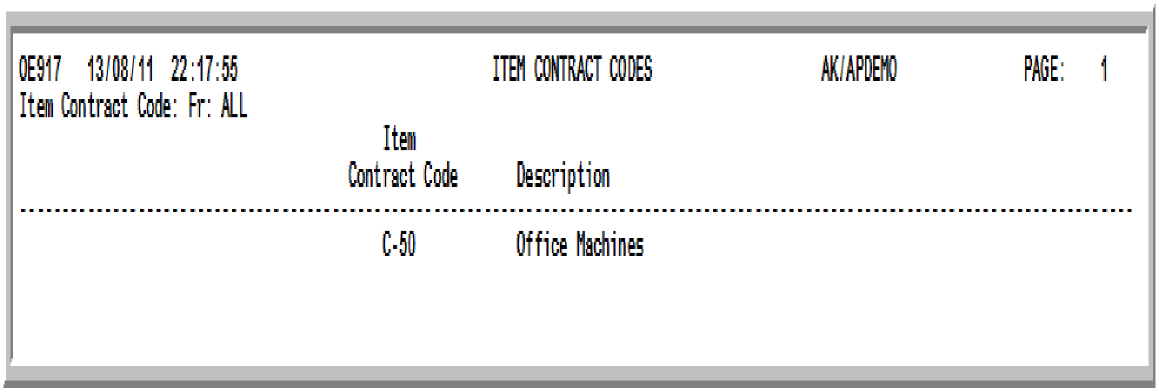


This screen appears after selecting option 18 - Item Contract Code Listing from MENU OEPRCE. Use this screen to select the range of item contract codes to print on the Item Contract Code List (p. 95-6).

Item Contract Code List Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Contract Code	Key the range of item contract codes to print. Leave this field blank to print all item contract codes. (A 4) Optional
F3=Cancel	Press the F3=CANCEL function key to cancel your selections and return to MENU OEPRCE.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Item Contract Code List



```
OE917   13/08/11  22:17:55                    ITEM CONTRACT CODES                AK/APDEMO           PAGE:    1
Item Contract Code: Fr: ALL
                                    Item
                                Contract Code      Description
----------------------------------------------------------------------------------------------------------------
                                    C-50           Office Machines
```

This listing is produced following your responses on the Item Contract Code List Selection Screen (p. 95-5) and the Report Options Screen.

The item contract codes and descriptions you defined are printed based on your selection criteria.

CHAPTER 96 Maintaining Promotions

96

Promotional pricing is a technique used by sales and marketing. It involves reducing the price of a product or service to attract customers. There are many examples of promotional pricing, but promotional pricing usually involves reducing prices to low levels, and in some cases, selling the products and/or services at or below cost. A Buy One Get One Free (BOGO) scheme may also be used. When this is done, interest in goods can be greatly increased, meaning sales are also likely to increase dramatically.

Use the Promotions Maintenance option to create, maintain, or delete promotions for your customers. You will be able to define which customers are included in the promotion and which items qualify for ‘buy’ and ‘get’ requirements. Screens throughout this menu option allow you to:

- select the promotion ID to add, change, or delete for your customer
- view a list of available promotions
- enter information for the promotion you are adding or maintaining
- qualify the order selection to orders with a particular order source code
- limit the promotion to particular customers, customer classes, and/or customer/ship-tos
- set up the Buy requirements for a particular level of the promotion
- define the products and/or discounts that a customer will get if they qualify for a promotion
- display a list of promotion classes (which contain a group of items) that are set up for the promotion
- assign items to a promotion class or maintain an existing one

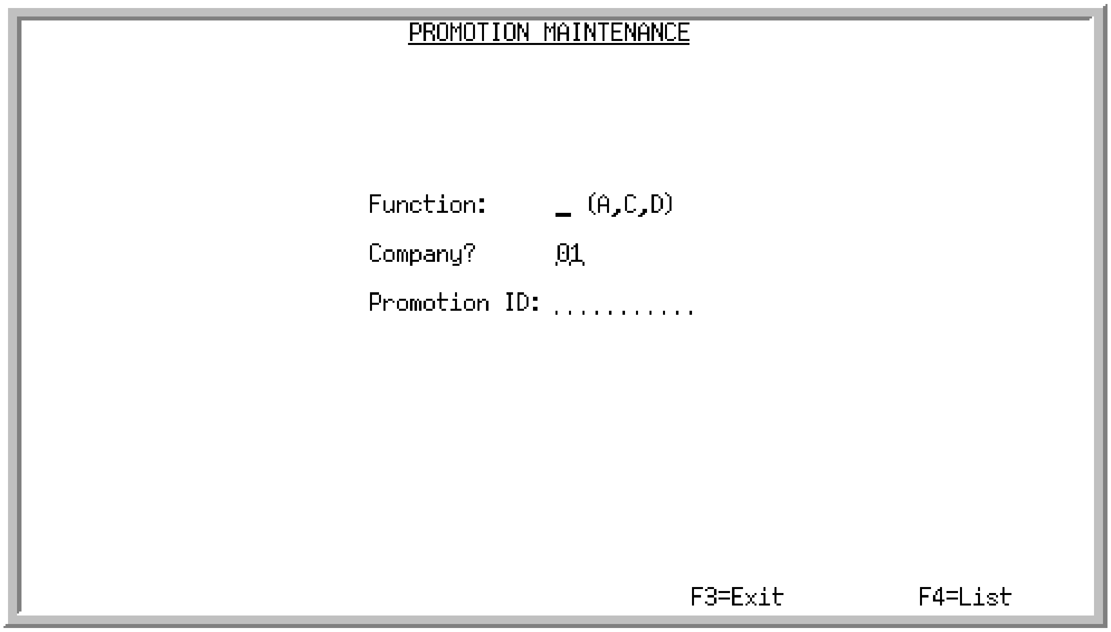
Be aware that Get promotional items will only be added to customer orders where the item is stocked in the warehouse for the sales order. Any Get items that are part of the promotion and not stocked in the order’s shipping warehouse will be dropped from the order.

Promotions 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
Promotion Maintenance Screen	Use to select the promotion ID to add, change, or delete for your customer.
Promotion List Screen	Use to view a list of available promotions.
Promotion Information Screen	Use to enter information for the promotion you are adding or maintaining.
Promotion Customer/Ship-To Limits Screen	Use to limit the promotion to particular customers, customer classes, and/or customer/ship-tos.
Promotion Order Source Code Limits Screen	Use to limit the promotion to orders with a specific order source code.
Promotion Information - Buy Requirements Screen	Use to set up the Buy requirements for a particular level of the promotion.
Promotion Information - Get Products Screen Promotion Information - Get Item, Choice or Assortment Products Screen Promotion Information - Get Discount or Percentage Off Products Screen	Use to define the products and/or discounts that a customer will get if they qualify for a promotion.
Default Choice Selection Screen	Use to select the default choice item for the promotion, or to specify the defaults to be used for a particular customer during the promotions auto-selection process.
Promotion Class Maintenance Screen	Use to display a list of promotion classes (which contain a group of items) that are set up for the promotion.
Promotion Class Item Assignment Screen	Use to assign items to a promotion class or maintain an existing one.

Promotion Maintenance Screen



This screen appears after you select option 9 - Promotions Maintenance from MENU OEPRCE. Use this screen to select the promotion ID to add, change, or delete for your customer.

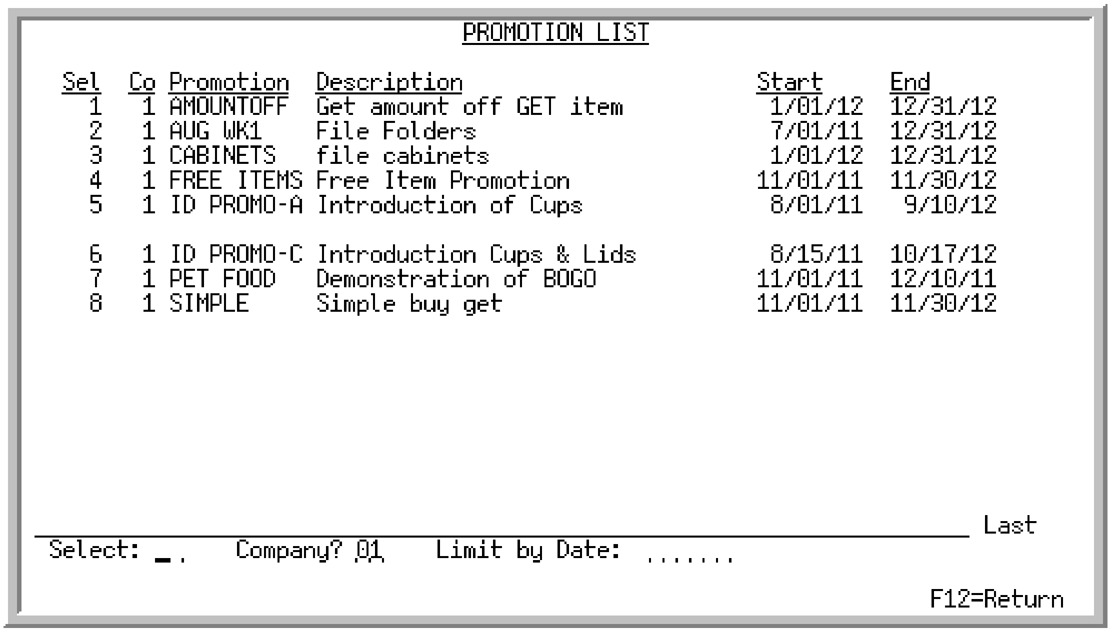
Promotion Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to add, change, or delete a Promotion ID. Key A to add a promotion ID. Key C to change an existing promotion ID. Key D to delete an existing promotion ID. (A 1) Required
Company	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE). Key the company number associated with the promotion ID you want to add, change, or delete. *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

Promotion Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Promotion ID	Use this field to enter the promotion ID you want to add, change, or delete. Key the promotion ID. (A 10) Required
F3=Exit	Press the F3=EXIT function key to cancel this option and return to MENU OEPRCE.
F4=List	Press the F4=LIST function key to view a list of promotions. The Promotion List Screen (p. 96-5) will appear.
Enter	Press ENTER to confirm your selections. The Promotion Information Screen (p. 96-8) will appear.

Promotion List Screen



This screen appears after you press F4=LIST on the Promotion Maintenance Screen (p. 96-3). Use this screen to view a list of available promotions. Promotions can be limited to only those that are valid on a specific date, and you can select a valid promotion from the list for maintenance. Note that promotions will display on this screen for only those companies that you are authorized to access.

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.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Promotion List Screen Fields and Function Keys

Field/Function Key	Description
Sel	This field displays the reference number assigned to each promotion displayed on this screen. Key this number in the **Select** field to select a promotion you want to maintain. Display
Co	This field displays the company associated with the promotion. Display

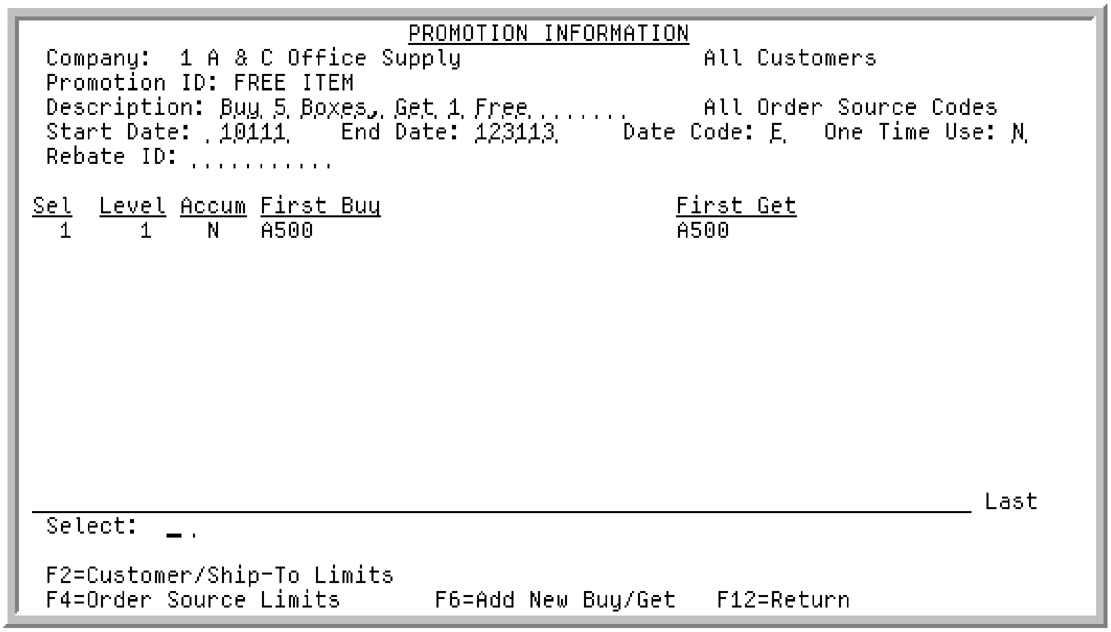
Promotion List Screen Fields and Function Keys

Field/Function Key	Description
Promotion	This field displays the promotion ID previously set up through this menu option. Display
Description	This field displays the description of the promotion. Display
Start	This field displays the date the promotion will start. Display
End	This field displays the date the promotion will end. Display
Select	Use this field to select one of the promotions on this screen that you want to maintain. Key the number displayed in the **Sel** field that corresponds to the promotion that you want to select, and press ENTER. (N 2,0) Optional
Company	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE). Key the company number associated with the promotion ID's you want filtered to on this screen. *Default Value:* The company keyed on the Promotion Maintenance Screen (p. 96-3). If that field is blank, 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). Blank is also valid to see all promotions set up for all companies that you are authorized to. (N 2,0) Required
Limit by Date	Use this field to limit the promotions shown on this screen to only those that are valid on a particular date. Key the date and press ENTER. The screen will refresh and show only those promotions associated with the date you keyed. *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

Promotion 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 the F12=RETURN function key to return to the Promotion Maintenance Screen (p. 96-3).
Enter	After keying a promotion in the **Select** field or after keying a date in the **Limit by Date** field, press ENTER to confirm your entry. If you entered a value in the **Select** field, you will be returned to the Promotion Maintenance Screen (p. 96-3) and you can then key C or D in the **Function** field to change or delete the selected promotion. If you entered a value in the **Limit by Date** field, the screen will refresh and show only those promotions that are valid on the date you keyed.

Promotion Information Screen



```
                              PROMOTION INFORMATION
 Company:  1 A & C Office Supply                       All Customers
 Promotion ID: FREE ITEM
 Description: Buy 5 Boxes, Get 1 Free.......           All Order Source Codes
 Start Date:  10111    End Date: 123113     Date Code: E   One Time Use: N
 Rebate ID: ...........

Sel  Level Accum First Buy                              First Get
  1     1    N   A500                                   A500

                                                                      Last
 Select:  _ .

 F2=Customer/Ship-To Limits
 F4=Order Source Limits       F6=Add New Buy/Get   F12=Return
```

This screen appears after you press ENTER on the Promotion Maintenance Screen (p. 96-3). Use this screen to enter information for the promotion you are adding, if you selected A in the **Function** field on the Promotion Maintenance Screen (p. 96-3). You can also change existing promotion information (if you selected C in the **Function** field on the Promotion Maintenance Screen (p. 96-3)), or delete a promotion for a customer (if you selected D in the **Function** field on the Promotion Maintenance Screen (p. 96-3)).

The top portion of this screen shows information associated with the promotion. The middle portion of the screen shows a list of the levels that are offered for the promotion. Levels allow you to specify better deals for a customer, if that customer purchases more of a particular item or items.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

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.

Promotion Information Screen Fields and Function Keys

Field/Function Key	Description
Company	This field displays the company associated with the promotion. Display
Some/All Customers	This field indicates if the promotion you are adding, changing, or deleting is for all customers or some customers, as determined with the F2=CUSTOMER/ SHIP-TO LIMITS function key. Display
Promotion ID	This field displays the promotion ID selected on the Promotion Maintenance Screen (p. 96-3). Display
Description	This field describes the promotion. If you are adding a promotion, key the description of this promotion. If you are changing or deleting a promotion, this field displays the existing description of the promotion. (A 30) Required
All/Some Order Source Codes	This field indicates that **All Order Source Codes** are available in this promotion; or that **Some Order Source Codes** were specifically selected for this promotion through the Promotion Order Source Code Limits Screen (p. 96-17). This information will only display when the Order Entry Options (MENU XAFILE) value for **Use Order Source Code** is set to I or Y.
Start Date	This field represents the date the promotion will start. Key the start date of this promotion. *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). (N 6,0) Required
End Date	This field represents the date the promotion will end. Key the end date of this promotion. If you leave this field blank, there is no determined end date. *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). (N 6,0) Optional

Promotion Information Screen Fields and Function Keys

Field/Function Key	Description
Date Code	Use this field to determine which type of date the **Start Date** and **End Date** fields are to reflect. The date range keyed in these fields must reflect either the order's entry date, or the order's requested ship date. If you select the date range to reflect the order's entry date, then the date range provided in the **Start Date** and **End Date** fields must encompass the order's entry date for the promotion to be applicable. Likewise, if you select the date range to reflect the order's requested ship date, then the date range provided in the **Start Date** and **End Date** fields must encompass the requested ship date keyed for the order for the promotion to be applicable. Key E if you want the order's **Entry Date** to be checked against the start/end date range to determine if the promotion is valid for the order. Key R if you want the order's **Requested Ship Date** to be checked against the start/end date range to determine if the promotion is valid for the order. *Valid Values:* E or R (A 1) Required
One Time Use	Use this field to determine if a particular customer/ship-to will qualify for this promotion while it is available, or can only qualify for the promotion once. Key Y to allow a particular customer/ship-to to qualify for this promotion one time only. Once the particular customer/ship-to receives the promotion, they cannot receive it again. Key N to allow a particular customer/ship-to to qualify for this promotion while it is available. The customer/ship-to will be able to get the promotion an unlimited amount of times, as long as they qualify. *Default Value:* N *Valid Values:* Y or N (A 1) Required
Rebate ID	Use this field if you want a particular Rebate ID looked at first for any items that a customer may qualify to receive as Get items. If a Rebate ID is keyed in this field, then this rebate will be used and apply to Get items during the costing and pricing process. Note that the customer has to first qualify for the item in order for the rebate to be used. Key a Rebate ID. *Valid Values:* a valid rebate defined through Rebate Master Maintenance (MENU OERFILE). (A 10) optional

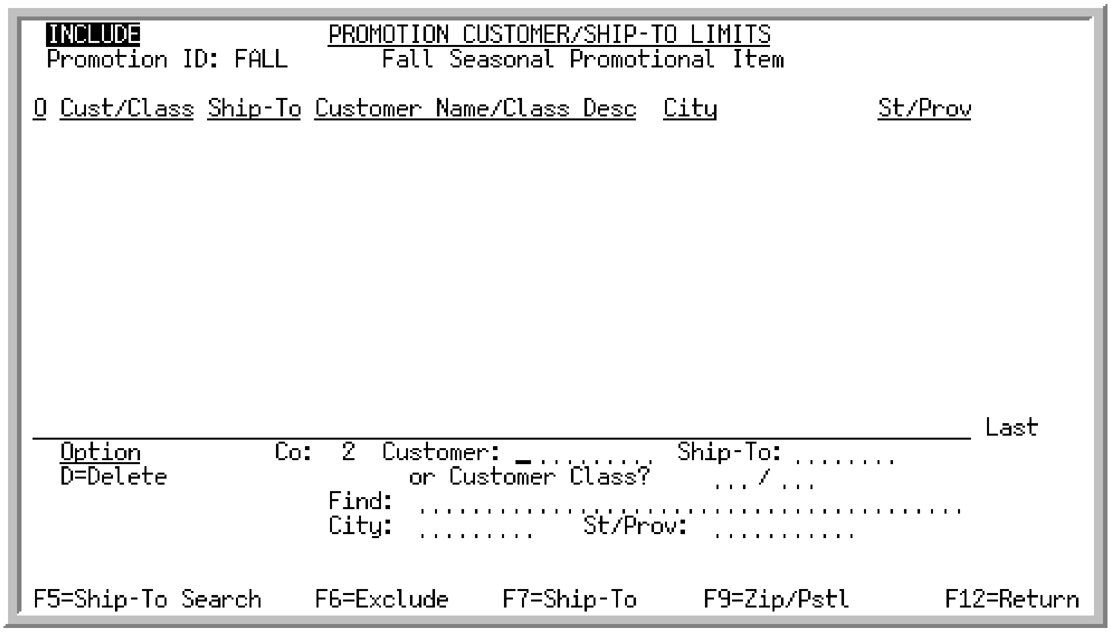
Promotion Information Screen Fields and Function Keys

Field/Function Key	Description
Sel	This field displays the reference number assigned to each promotion displayed on this screen, if any have been set up via the F6=ADD NEW BUY/GET function key. Key this number in the **Select** field to select a promotion you want to maintain. Display
Level	This field displays the level number of the promotion, which allows you to specify better deals for a customer, if that customer purchases more of a particular item or items. An error message will display if the maximum number of levels (999) for this promotion has been reached and F6=ADD NEW BUY/GET is pressed to add a new level of buy/get requirements for this promotion. Display
Accum	This field indicates if items on other existing orders for the customer will be counted towards determining if the customer qualifies for this level of the promotion in Order Entry. Y displays if orders will be accumulated; N displays if orders will not be accumulated. Display
First Buy	This field indicates the item number the customer must first purchase in order to qualify for the promotion. Display
First Get	This field indicates the item or discount the customer will receive if they qualify for the promotion. Display
Select	Use this field to select one of the promotions on this screen that you want to maintain. Key the number displayed in the **Sel** field that corresponds to the promotion that you want to select, and press ENTER. (N 2,0) Optional
F2=Customer/Ship-To Limits	Press the F2=CUSTOMER/SHIP-TO LIMITS function key to define which customers will be included in the promotion or excluded from the promotion. The Promotion Customer/Ship-To Limits Screen (p. 96-13) will appear.
F4=Order Source Limits	This key will only display when the Order Entry Options (MENU XAFILE) value for **Use Order Source Code** is set to I or Y. Press the F4=ORDER SOURCE LIMITS to add criteria that will be used to determine which orders based on order source codes will qualify for the promotion. The Promotion Order Source Code Limits Screen (p. 96-17) will appear.

Promotion Information Screen Fields and Function Keys

Field/Function Key	Description
F6=Add New Buy/Get	Press the F6=ADD NEW BUY/GET function key to add a new level to this promotion and set up the buy and get requirements for the promotion's level. The Promotion Information - Buy Requirements Screen (p. 96-19) will appear.
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 the F12=RETURN function key to return to the Promotion Maintenance Screen (p. 96-3).
F24=Delete	The F24=DELETE function key displays only in the delete mode. Press the F24=DELETE function key to delete the promotion. You will be prompted to press F24=DELETE again to confirm deletion. You will be returned to the Promotion Maintenance Screen (p. 96-3).
Enter	After keying a value in the **Select** field, press ENTER to confirm your entry. The Promotion Information - Buy Requirements Screen (p. 96-19) will appear.

Promotion Customer/Ship-To Limits Screen



This screen appears after you press F2=CUSTOMER/SHIP-TO LIMITS on the Promotion Information Screen (p. 96-8). Use this screen to limit the promotion to particular customers, customer classes, and/or customer/ship-tos. You will be able to include or exclude customers for the promotion via the F6=EXCLUDE / F6-INCLUDE function key.

Combinations of include and exclude may be used for situations where the promotion does not apply to a specific ship-too or only applies to a specific ship to. For example, if a promotion only applies to all but one ship-to location of a customer, you would include that customer number and exclude the customer/ship-to that will not be part of the promotion.

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.

Promotion Customer/Ship-To Limits Screen Fields and Function Keys

Field/Function Key	Description
INCLUDE/EXCLUDE	This field displays in reverse image and indicates if customers will be included or excluded from the promotion you are adding or maintaining. This field is toggled with the F6=EXCLUDE / F6-INCLUDE function key. Display

Promotion Customer/Ship-To Limits Screen Fields and Function Keys

Field/Function Key	Description
Promotion ID	This field displays the promotion ID selected on the Promotion Maintenance Screen (p. 96-3), and the description of the promotion selected on the Promotion Information Screen (p. 96-8). Display
O	This field allows you to select an option to perform. Key D in front of the customer/ship-to that you want to delete from the list and not be included in the promotion, and press ENTER. (A 1) Optional
Cust/Class	This field indicates the customer or customer class included in the promotion or excluded from the promotion. Display
Ship-To	This field indicates the customer/ship-to included in the promotion or excluded from the promotion. Display
Customer Name/Class Desc / Ship-To Name/ Class Desc	This field indicates the name of the customer or customer class description included in the promotion or excluded from the promotion. This field may be toggled with the F7=CUSTOMER / F7=SHIP-TO function key to show the name of the ship-to or class description included in the promotion or excluded from the promotion. Display
City	This field indicates the city in which the customer resides. Display
St/Prov / Zip/Pstl	This field indicates the state and province or zip code and postal code in which the customer resides, as toggled with the F9=ZIP/PSTL / F9=ST/PROV function key. Display
Co	This field indicates the company associated with the promotion, as selected on the Promotion Maintenance Screen (p. 96-3). Display
Customer	Use this field to limit the promotion to a particular customer. Key the customer number. If you key a customer number, the **Customer Class** field must be left blank. *Valid Values:* any customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Optional

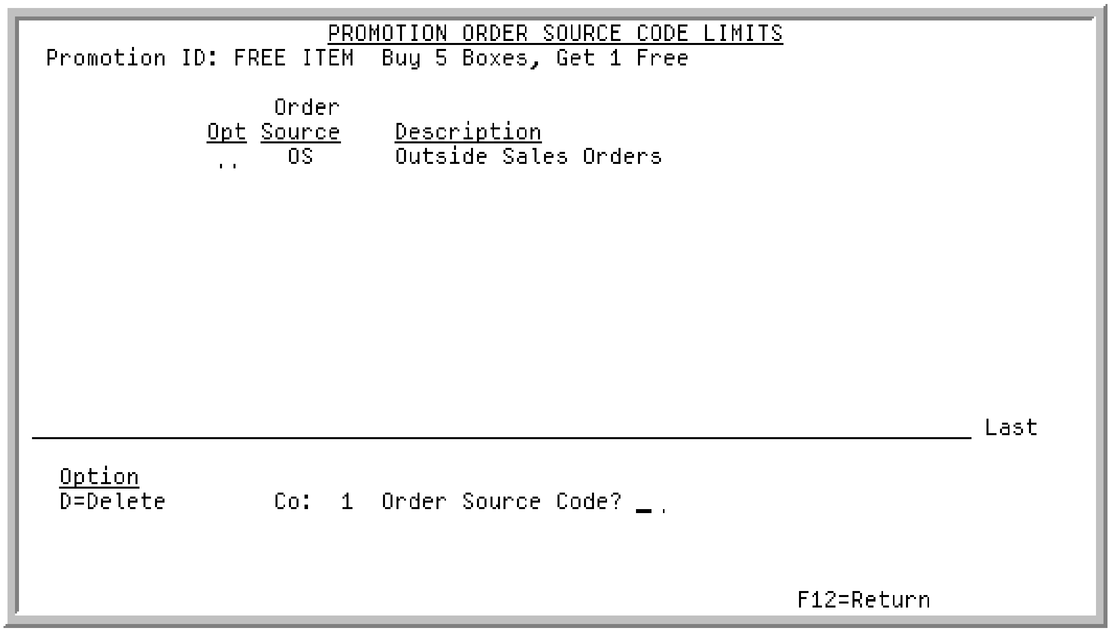
Promotion Customer/Ship-To Limits Screen Fields and Function Keys

Field/Function Key	Description
Ship-To	Use this field to limit the promotion to a particular customer/ship-to. Key the customer's ship-to number. *Valid Values:* any customer/ship-to defined through Customer/Ship to Master Maintenance (MENU ARFILE). (A 7) Optional
or Customer Class	Use this field to limit the promotion to a particular customer class or class/ sub-class. Key the customer class/sub-class. If you key a customer class, the **Customer** field must be left blank. *Valid Values:* a customer class and sub-class created through Customer Classes Maintenance (MENU ARFILE), and assigned to an individual customer through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 2) Optional
Find	Either alone or with the **City** and **St/Prov** fields, you can 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 the Cross Applications User Guide. (A 40) Optional
City	Either alone or with the **Find** and **St/Prov** fields, you can 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 the Cross Applications User Guide. (A 8) Optional
St/Prov	Either alone or with the **Find** and **City** fields, you can 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 the Cross Applications User Guide. (A 10) Optional

Promotion Customer/Ship-To Limits Screen Fields and Function Keys

Field/Function Key	Description
F5=Ship-To Search	After entering a customer number in the **Customer** field, press the F5=SHIP-TO SEARCH function key to locate a ship-to address that has been defined for the selected customer. The Ship-To Search Screen will appear. Refer to the Accounts Receivable Users Guide for a description of this screen.
F6=Exclude/ F6=Include	Press the F6=EXCLUDE / F6-INCLUDE function key to change the screen format to include or exclude customers for the promotion. **INCLUDE** or **EXCLUDE** will display in reverse image on the top left corner of this screen.
F7=Customer / F7=Ship-To	Press the F7=CUSTOMER / F7=SHIP-TO function key to toggle between showing the **Customer Name/Class Desc** field on this screen, or the **Ship-To Name/Class Desc** field.
F9=Zip/Pstl / F9=St/Prov	Press the F9=ZIP/PSTL / F9=ST/PROV function key to toggle between showing the zip code/postal code where the customer resides, or the state/province.
F12=Return	Press the F12=RETURN function key to return to the Promotion Information Screen (p. 96-8).
Enter	Press the ENTER key to confirm your selections. If you entered a customer or ship-to number, it will be added for this promotion. If you chose to delete a customer by keying D in the **O** field, the selected customer will be deleted from the promotion. If customer search criteria is entered, the Customer Search Screen will appear. Refer to this screen as described in the Accounts Receivable User Guide.

Promotion Order Source Code Limits Screen



```
                         PROMOTION ORDER SOURCE CODE LIMITS
 Promotion ID: FREE ITEM  Buy 5 Boxes, Get 1 Free

                 Order
            Opt Source    Description
             ..   OS      Outside Sales Orders











                                                                      Last

  Option
  D=Delete       Co:  1  Order Source Code? _ .



                                                         F12=Return
```

This screen appears after you press F4=ORDER SOURCE LIMITS on the Promotion Information Screen (p. 96-8). Use this screen to limit the promotion to orders with a particular order source code.

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.

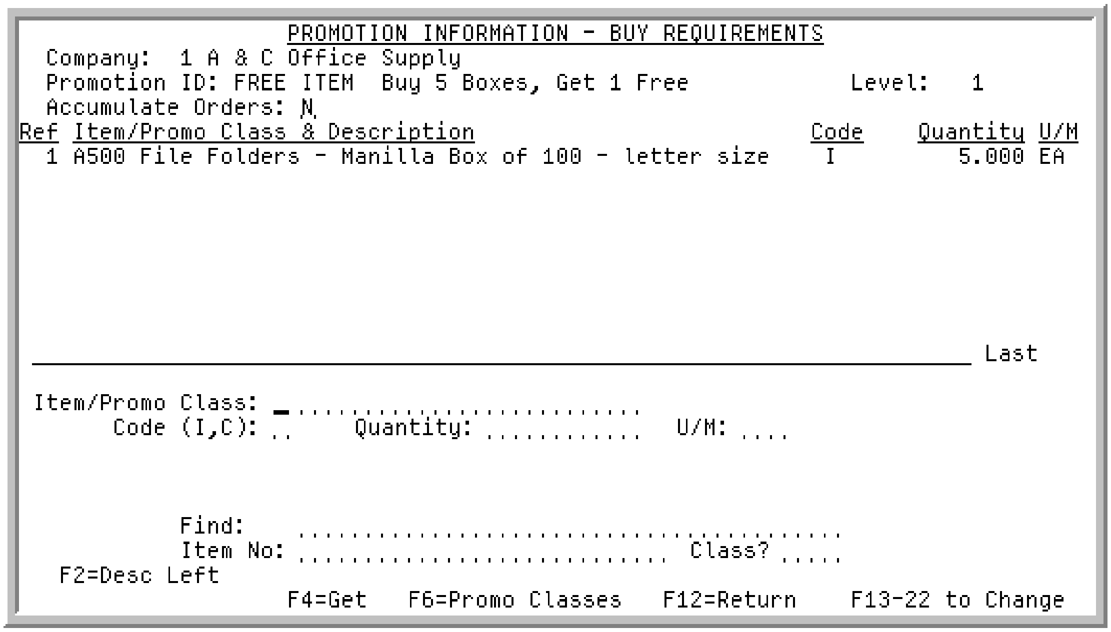
Promotion Order Source Code Limits Screen

Field/Function Key	Description
Promotion ID	This field displays the promotion ID selected on the Promotion Maintenance Screen (p. 96-3), and the description of the promotion selected on the Promotion Information Screen (p. 96-8). Display
Opt	Use to select an order source code to be removed from this promotion. Key a D to delete an order source code from this promotion. (A 1) Optional
Order Source	The order source codes assigned to this promotion. Display
Description	The description of the order source codes assigned to this promotion. Display

Promotion Order Source Code Limits Screen

Field/Function Key	Description
Co	The company to which this promotion is assigned. Display
Order Source Code	Use to select an order source code to be added to this promotion. Key the order source code to be used as qualifying criteria for this promotion. *Valid Values:* an order source code defined through Order Source Codes Maintenance (MENU OEFILE) (A 1) Optional
F12=Return	Press F12=RETURN to return to the Promotion Information Screen (p. 96-8).
Enter	Press ENTER to validate the order source code and add it to the list of qualifying criteria.

Promotion Information - Buy Requirements Screen



```
                   PROMOTION INFORMATION - BUY REQUIREMENTS
  Company:  1 A & C Office Supply
  Promotion ID: FREE ITEM  Buy 5 Boxes, Get 1 Free           Level:   1
  Accumulate Orders: N
Ref Item/Promo Class & Description                         Code     Quantity U/M
  1 A500 File Folders - Manilla Box of 100 - letter size    I          5.000 EA




                                                                          Last

 Item/Promo Class: _..........................
       Code (I,C): ..    Quantity: ...........   U/M: ....


            Find:   .........................................
            Item No: ...........................  Class? .....
   F2=Desc Left
                    F4=Get   F6=Promo Classes   F12=Return    F13-22 to Change
```

This screen appears after you press F6=ADD NEW BUY/GET on the Promotion Information Screen (p. 96-8). Use this screen to set up the Buy requirements for the indicated level of the promotion. Items added will be displayed in item number sequence. All items defined on this screen must be purchased by the customer (for at least the quantity listed) in order for that customer to qualify for the level of the promotion. For example, a customer must Buy a particular item or items (listed on this screen for the particular level) in order to Get the designated promotion. Get items and discounts are defined on the Promotion Information - Get Products Screen (p. 96-25). Based on the customer's order quantity, an order may qualify for multiple Buy requirements therefore enabling multiple Get items or discounts to be applied.

If a promotion class has been defined on this screen, then any combination of items in that promotion class must be purchased as long as they meet the quantity for the promotion class buy requirement.

Items are sequenced by item number on this screen. As new items are added to the order, the screen will redisplay as the new item is added in sequence.

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.

Promotion Information - Buy Requirements Screen Fields and Function Keys

Field/Function Key	Description
Company	This field displays the company associated with the promotion. Display
Promotion ID	This field displays the promotion ID selected on the Promotion Maintenance Screen (p. 96-3), and the description of the promotion selected on the Promotion Information Screen (p. 96-8). Display
Level	This field displays the level number of the promotion, which allows you to specify better deals for a customer, if that customer purchases more of a particular item or items. Display
Accumulate Orders	This field indicates if items on other existing orders for the customer will be counted towards determining if the customer qualifies for this level of the promotion in Order Entry. Key Y if you want items on other existing orders for the customer counted towards determining if the customer qualifies for this level of the promotion in Order Entry. The list of items that are Buy requirements for this level of the promotion ALL must be purchased in order to qualify. Key N if you do not want items on other existing orders for the customer counted towards determining if the customer qualifies for this level of the promotion Order Entry. Instead, only the items on the order being maintained in Order Entry will count towards the promotion qualification process. (A1) Required
Ref	This field displays the reference number assigned to each promotion displayed on this screen. Display
Item/Promo Class & Description	This field displays the item/promotion class and description, as entered on the lower portion of this screen. All item/promo classes defined on this screen must be purchased by the customer in order for that customer to qualify for the promotion. This field may be toggled with the F2=Desc Left / F2=Desc Right / F2=Item & Desc function key. Display

Promotion Information - Buy Requirements Screen Fields and Function Keys

Field/Function Key	Description
Code	This code identifies the Buy requirement listed in the **Item/Promo Class & Description** field. I displays if the Buy requirement listed in the **Item/Promo Class & Description** field is for an item. The customer must purchase this item to qualify for the promotion. C displays if the Buy requirement listed in the **Item/Promo Class & Description** field is for a promotion class. The customer must purchase any combination of items in this promotion class to qualify for the promotion. Display
Quantity	This field displays the quantity offered for this level. The customer must buy this quantity in order to receive the promotion. Display
U/M	This field displays the unit of measure in which the quantity will be offered for this level. Display
Item/Promo Class	Use this field to enter the item/promotion class for the level. If a promotion class is entered as a Buy requirement, then any combination of the items within the promotion class totaling the Get quantity must be purchased in order to qualify. If you cannot recall the exact item number, refer to the **Find, Item No**, and **Class** fields to activate the item search. *Valid Values:* An item number defined through Item Master Maintenance (MENU IAFILE); a Buy requirement cannot already exist; must be a valid item/promotion class defined through Promotion Class Maintenance (see F6=PROMO CLASSES). (A 27) Required
Code	Use this field to enter the code that identifies if the Buy requirement keyed in the **Item/Promo Class** field is for an item or promotion class. Key I if the Buy requirement listed in the **Item/Promo Class** field is for an item. The customer must purchase this item to qualify for the promotion. Key C if the Buy requirement listed in the **Item/Promo Class** field is for a promotion class. The customer must purchase any combination of items in this promotion class to qualify for the promotion. *Default Value:* I (A 1) Required

Promotion Information - Buy Requirements Screen Fields and Function Keys

Field/Function Key	Description
Quantity	This field indicates the quantity the customer must purchase in order to receive the promotion. Key the quantity. *Valid Values:* must be greater than zero (N 10,3) Required
U/M	Key the unit of measure of the quantity that the customer is required to purchase. *Default Value:* the default unit of measure set up through Item Master Maintenance (MENU IAFILE) *Valid Values:* a valid unit of measure assigned to this item through Item Master Maintenance (MENU IAFILE) Units of measure are defined through Unit of Measure Maintenance (MENU IAFIL2). (A 3) 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 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

Promotion Information - Buy Requirements 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. 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/ F2=Item & Desc	Press F2=DESC LEFT to show the "left window" of the item description starting with the left-most word in the description. Press F2=DESC RIGHT to show the "right window" of the description, so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen. Press F2=ITEM & DESC to show the complete item number and as much of the description as will fit (two blanks separate the fields). The item number is displayed in high intensity to distinguish it from the description.
F4=Get	Press the F4=GET function key to define the products that a customer will get if they qualify for this level of the promotion. The Promotion Information - Get Products Screen (p. 96-25) will appear.
F6=Promo Classes	Press the F6=PROMO CLASSES function key to display a list of promotion classes that are set up for this promotion, add new promotion classes, or maintain existing ones. The Promotion Class Maintenance Screen (p. 96-45) will appear.
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 the F12=RETURN function key to return to the Promotion Information Screen (p. 96-8).

Promotion Information - Buy Requirements Screen Fields and Function Keys

Field/Function Key	Description
F13-22 to Change	Press the F13-22 TO CHANGE function key that corresponds to the reference number (**Ref** field) of an Item/Promo Class that you want to select. Use the function keys as follows to select an Item/Promo Class to change: • F13=REFERENCE NUMBER 1 • F14=REFERENCE NUMBER 2 • F15=REFERENCE NUMBER 3 • F16=REFERENCE NUMBER 4 • F17=REFERENCE NUMBER 5 • F18=REFERENCE NUMBER 6 • F19=REFERENCE NUMBER 7 • F20=REFERENCE NUMBER 8 • F21=REFERENCE NUMBER 9 • F22=REFERENCE NUMBER 10 If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number. **Example:** To change line 8, press SHIFT and F8. -OR- If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row. **Example:** To change line 8, find function key 8 in the bottom row. Press F20 in the top row because it is directly above F8.
Enter	Press ENTER to confirm your selections. The information entered will be displayed in the middle portion of this screen. If item search criteria was entered, the Item Description Search Screen will appear with the item or items that match the keyed characters. Refer to this screen as described in the Inventory Accounting User Guide.

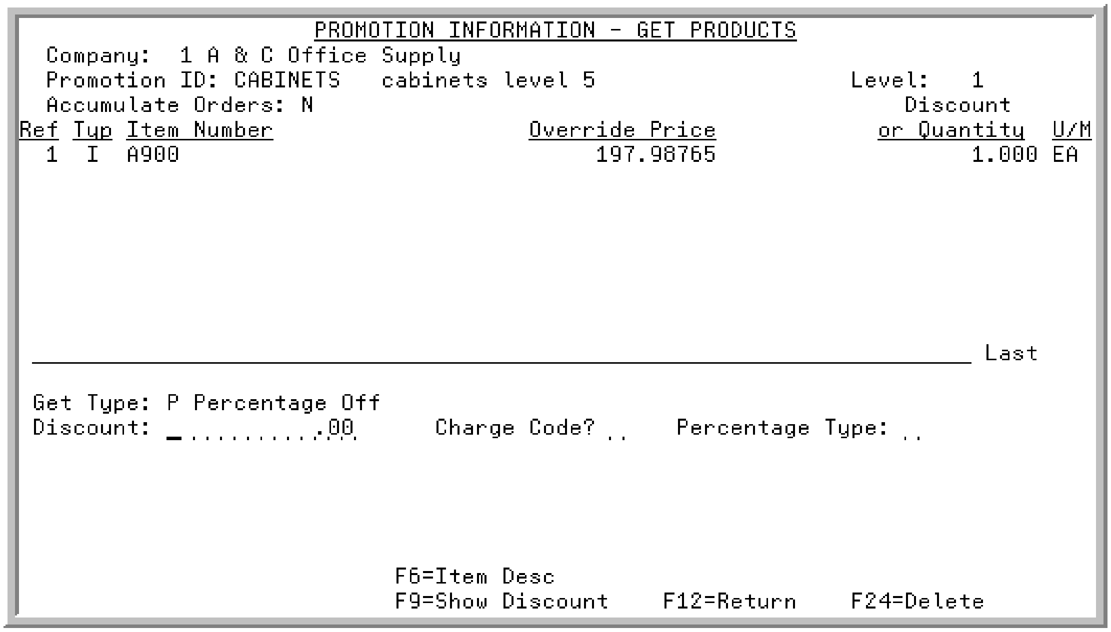
Promotion Information - Get Products Screen

```
                    PROMOTION INFORMATION - GET PRODUCTS
  Company:  1 A & C Office Supply
  Promotion ID: CABINETS   cabinets level 5                 Level:   1
  Accumulate Orders: N                                          Discount
Ref Typ Item Number                   Override Price          or Quantity  U/M
  1  I  A900                               197.98765                1.000  EA




                                                                      Last

 Get Type:



                           F6=Item Desc
                   F4=Buy  F9=Show Discount    F12=Return    F13-22 to Change
```

Promotion Information - Get Item, Choice or Assortment Products Screen

```
                    PROMOTION INFORMATION - GET PRODUCTS
  Company:  1 A & C Office Supply
  Promotion ID: CABINETS   cabinets level 5                 Level:   1
  Accumulate Orders: N                                          Discount
Ref Typ Item Number                   Override Price          or Quantity  U/M
  1  I  A900                               197.98765                1.000  EA




                                                                      Last

 Get Type: C Choice of Items      Item Number: _
 Quantity:              U/M:
 Override Price:                  US$ Discount:                 Disc Type:
 Quantity Limit:                      Bypass Rebate: N
 Default Choice:
            Find:
            Item No:                             Class?
                           F6=Item Desc        F11=BOM Inq
   F5=Chg Default          F9=Show Discount    F12=Return    F24=Delete
```

Promotion Information - Get Discount or Percentage Off Products Screen



The Promotion Information - Get Products Screen appears after you press F4=GET on the Promotion Information - Buy Requirements Screen (p. 96-19). Depending on the value keyed in the **Get Type** field, on the lower portion of this screen, other variations of this screen exist. Use this screen to define the products and/or discounts a customer will Get if they qualify for this promotion.

The Get types to choose from are:

- A - Bill of Material Assortment
- C - Bill of Material Choice Assortment
- D - monetary discount off the entire order
- I - additional item
- P - percentage off the entire order

Get types, A (Assortment) and C (Choice) are set up as Assortment items in Bill of Materials. In Bill of Materials, they are set up with component items and it is these component items that are placed on the order during Order Entry. The parent item is the promotion item and the component items become the get items for the promotion.

For A (Assortment) Get items, all items that are specified as components on the assortment item number keyed will be added to the order for the Get quantity specified. For C (Choice) Get items, you will be presented with a screen that will allow you to select any of the assigned items for the promotion.

Pricing

The final price of an item that is added to an order in Order Entry is determined by the information keyed in the Get detail fields on this screen. For I (Item) Get items, if the discount percentage is 100%

(that is, free), then the final price will be zero for the item, and the final price override will be O to allow for the 100% discount.

Override Price: Depending on the value you key in this field, after you press ENTER, the screen will be refreshed and additional fields and function keys will appear. The final price of an item that is added to an order in Order Entry is determined by the information keyed in the Get detail fields on this screen. For an Item, Choice, or Assortment, either an **Override Price**, **Discount** and **Discount Type** C for a monetary amount off, or a **Discount** and **Discount Type %** can be keyed, up to 100% for a free item. For Assortments or Choice items, the **Override Price**, **Discount** and **Discount Type** C, or **Discount** and **Discount Type %** keyed will apply to all items in the assortment or all items chosen in Order Entry (if a choice is presented). Get types, A (Assortment) and C (Choice) are set up as Assortment items in Bill of Material. In Bill of Material, they are set up with component items and it is these component items that are placed on the order during Order Entry.

Additionally, if the Get item also has a Rebate ID that is set up with an override price, then the promotion's override price or discount percentage will take precedence over the Rebate ID's override price. Costing for the rebate will still apply. If no rebates should be taken into account for a Get item, then you can specify Y for the **Bypass Rebate** flag at the Get level detail.

Discount Off and Percent Off Get Products

Promotions can be defined to reduce the cost of the items to the customer by offering a monetary amount off or a percentage off the value of the purchased Buy items. These types of promotions will create an opposite value special charge that will be in the sales order. The percent off discounts also have a selection to base the discount on the promotion quantity (**Percentage Type** P) or the actual line quantity (**Percentage Type** L).

For example, if a customer was required to buy 10 of an item to qualify for the promotion (unit sell price $5.50), but they ordered 12 in Order Entry, the following results are possible:

- **Percentage Type** P and 15% creates a $8.25 special charge [(5.50 * 0.15) * 10].
- **Percentage Type** L and 15% creates a $9.90 special charge [(5.50 * 0.15) * 12].

Assortment / Choice Price Hierarchy

The following hierarchy determines the price of the assortment/choice component items when they are added to an order that qualifies for a promotion:

1. The override price or override discount keyed at the Get level for the assortment will be used. This is entered on the Promotion Information - Get Products Screen (p. 96-25).
2. The override price specified at the BOM component level for the assortment will be used. This is entered on the Components Entry Screen in Bill of Material Maintenance (MENU OBFILE).
3. If no override price or discount is found at either the Get level or on the component level, then the price of the item is zero (free).

Additionally, if the Get item also has a Rebate ID that is set up with an override price, the rebates override price will be used. However, if the promotion also has an override price or discount percentage, it will take precedence over the Rebate ID's override price. Costing for the rebate will still apply. If no rebates should be taken into account for a Get item, then you can specify Y for the **Bypass Rebate** flag at the Get level detail.

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.

Promotion Information - Get Products Screens 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). If the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE), this field will not appear and 01 will be assumed as the company number. This field displays the company associated with the promotion. Display
Promotion ID	This field displays the promotion ID selected on the Promotion Maintenance Screen (p. 96-3), and the description of the promotion selected on the Promotion Information Screen (p. 96-8). Display
Level	This field displays the level number of the promotion, which allows you to specify better deals for a customer, if that customer purchases more of a particular item or items. Display
Accumulate Orders	This field indicates if items on other existing orders for the customer will be counted towards determining if the customer qualifies for this level of the promotion in Order Entry. Key Y if you want items on other existing orders for the customer counted towards determining if the customer qualifies for this level of the promotion Order Entry. The list of items that are Buy requirements for this level of the promotion ALL must be purchased in order to qualify. Key N if you do not want items on other existing orders for the customer counted towards determining if the customer qualifies for this level of the promotion in Order Entry. Instead, only the items on the order being maintained in Order Entry will count towards the promotion qualification process. (A1) Required

Promotion Information - Get Products Screens Fields and Function Keys

Field/Function Key	Description
Ref	This field displays the reference number assigned to each item displayed on this screen. Press the F13-22 TO CHANGE function key that corresponds to the reference number of an item that you want to select. See the F13-22 TO CHANGE function key for further details. Display
Typ	This field indicates the type of promotion the customer will get if they qualify for a deal. I displays if the customer will get an additional item as the promotion. C displays if the customer will get a choice of items as the promotion. A displays if the customer will get an assortment of items as the promotion. D displays if the customer will get a flat discount off the entire order. P displays if the customer will get a percentage off the entire order, with the discount amount based on the items that are buy requirements. Display
Item Number	This field appears on this screen when the F6=ITEM DESC / F6=PRICE OVR toggle function key displays as F6=ITEM DESC. This field indicates the item number, choice item number, assortment item number, **Discount Off** text, or **Percentage Off** text for the get value of the promotion, depending on the value you keyed in the **Get Type** field. The value in the **Typ** field above indicates if this field is showing an item, choice, assortment, etc. Display
Item & Description	This field appears on this screen when the F6=ITEM DESC / F6=PRICE OVR toggle function key displays as F6=PRICE OVR. This field displays the item and description. Depending on the value keyed in the **Get Type** field, the item is considered the item number, choice item number, assortment item number, **Discount Off** text, or **Percentage Off** text f the product. Display
Override Price	This field appears on this screen when the F6=ITEM DESC / F6=PRICE OVR toggle function key displays as F6=ITEM DESC, and the F9=SHOW DISCOUNT / F9=SHOW OVR PRICE toggle function key displays as F9=SHOW DISCOUNT. This field displays the override price of the item, assortment, or choice, if one was keyed. When International Currency is installed, this price is based on the currency of the company for this promotion. Display

Promotion Information - Get Products Screens Fields and Function Keys

Field/Function Key	Description
Item Discount	This field appears on this screen when the F9=SHOW DISCOUNT / F9=SHOW OVR PRICE toggle function key displays as F9=SHOW OVR PRICE, and the F6=ITEM DESC / F6=PRICE OVR toggle function key displays as F6=ITEM DESC. This field displays the discount associated with the item, assortment, or choice, if one was keyed. When International Currency is installed, this discount amount is based on the currency of the company for this promotion. Display
Disc Type	This field appears on this screen when the F9=SHOW DISCOUNT / F9=SHOW OVR PRICE toggle function key displays as F9=SHOW OVR PRICE. This field displays the discount type associated with the item, assortment, or choice, if one was keyed. Either C (for a currency amount off the item's price) for choice of items at discounted price), or % (for percentage off the item's price entire order) will be displayed. Display
Discount or Quantity	This field displays the discount percent or discount amount, or the quantity a customer receives for an item, assortment, or choice. Display
U/M	This field displays the unit of measure of the quantity that the customer receives for an item, assortment, or choice, if they qualify. Display

Promotion Information - Get Products Screens Fields and Function Keys

Field/Function Key	Description
Get Type	On the Promotion Information - Get Products Screen, this field allows you to specify what the customer will receive if they qualify for a promotion. Key I if this promotion offers a specific item at a discounted price. If I is keyed, then the item will be added to the order in Order Entry. Key C if this promotion offers a choice of items at a discounted price. If C is keyed, then the customer will be prompted at end order time in Enter, Change, & Ship Orders (MENU OEMAIN) to choose any combination of components on the assortment up to the Get quantity that is specified here. In Offline Order Entry, the default choice item will be used as the selection. The selected item(s) will be added to the order in Order Entry (note that the assortment must be set up as a Bill of Material type A). Key A if this promotion offers an assortment of items at a discounted price. If A is keyed, then all items for this assortment will be added to the order in Order Entry (note that the assortment must be set up as a Bill of Material type A). Key D if this promotion offers a flat currency discount amount off the entire order. Key P if this promotion offers a percentage off the entire order, with the calculated discount amount based on the items that are buy requirements. See Pricing (p. 96-26) for scenario details. On the Promotion Information - Get Item, Choice or Assortment Products Screen (p. 96-25) and Promotion Information - Get Discount or Percentage Off Products Screen (p. 96-26), this field is display only and shows the previous selection made. *Valid Values:* I, A, C, D, or P (A 1) Required/Display

Promotion Information - Get Products Screens Fields and Function Keys

Field/Function Key	Description
Discount	See Pricing (p. 96-26) for **Discount** percentage scenario details. The Promotion Information - Get Discount or Percentage Off Products Screen (p. 96-26) displays after you key D or P in the **Get Type** field and press ENTER. Use this **Discount** field to indicate the discount monetary amount or discount percentage off the order the customer will qualify to receive. A special charge will be added to the order for the value of the calculated discount to reduce the cost to the customer. For this reason, these discount fields are limited to 2-decimal positions. If the **Get Type** field is D, use this field to key the discount monetary value off the order the customer will qualify to receive. When International Currency is installed, the company's local currency symbol will also display. If the **Get Type** field is P, use this field to key the discount percentage off the order the customer will qualify to receive. The calculated discount amount is based on the items that are buy requirements for this level of the promotion. (N 13,2) Required
Charge Code	The Promotion Information - Get Discount or Percentage Off Products Screen (p. 96-26) displays after you key you key D or P in the **Get Type** field and press ENTER. This field indicates the charge code associated with the discount or percentage off. The discount calculated in Order Entry is placed on the order as a negative special charge. The order level charge code keyed here will be used to add this charge to the order. Key the special charge code. *Valid Values:* 1 through 9 or A through Z (A 1) Required
Percentage Type	The Promotion Information - Get Discount or Percentage Off Products Screen (p. 96-26) displays after you key P in the **Get Type** field and press ENTER. This field indicates how you want the percentage discount calculated in Order Entry. Refer to Discount Off and Percent Off Get Products (p. 96-27) for examples. Key P if you want the discount based on the promotion quantity specified through this menu option for the Buy items. Key L if you want the discount based on the line quantity that was ordered in Order Entry for the Buy items. *Valid Values:* P or L (A 1) Required

Promotion Information - Get Products Screens Fields and Function Keys

Field/Function Key	Description
Item Number	The Promotion Information - Get Item, Choice or Assortment Products Screen (p. 96-25) appears after you key I, C, or A in the **Get Type** field and press ENTER. Use this **Item Number** field to key the item(s) the customer will receive if they qualify for the promotion. *Valid Values:* A valid item defined through Item Master Maintenance (MENU IAFILE); the item must be an assortment if A or C is keyed in the **Get Type** field. (A 27) Required
Quantity	This field displays after you key I, C, or A in the **Get Type** field and press ENTER. Use this field to key the quantity of item(s) the customer will receive if they qualify for the promotion. (N 10,3) Required
U/M	This field displays after you key I, C, or A in the **Get Type** field and press ENTER. Use this field to key the unit of measure for the quantity of item(s) the customer will receive if they qualify for the promotion. *Default Value:* the default unit of measure set up through Item Master Maintenance (MENU IAFILE). *Valid Values:* a valid unit of measure set up through Unit of Measure Maintenance (MENU IAFIL2). (A 3) Required
Override Price	This field displays after you key I, C, or A in the **Get Type** field and press ENTER. Use this field to specify an optional override of the price of the item. The amount you key in this field will override any other pricing that has been setup for the customer/item, including any defined through contract pricing or defined for quantity discounts. When International Currency is installed, the company's local currency symbol will also display. See Pricing (p. 96-26) for **Override Price** scenario details. (N 15,5) Optional

Promotion Information - Get Products Screens Fields and Function Keys

Field/Function Key	Description
Discount	See Pricing (p. 96-26) for **Discount** percentage scenario details. The Promotion Information - Get Item, Choice or Assortment Products Screen (p. 96-25) displays after you key I, C, or A in the **Get Type** field and press ENTER). When the **Get Type** field is I, C, or A, use this **Discount** field to key an optional percent discount for the item, up to 100% for a free item. (N 13,2) Required
Disc Type	This field displays after you key I, C, or A in the **Get Type** field and press ENTER (Promotion Information - Get Item, Choice or Assortment Products Screen (p. 96-25) displays). Use this field to select the discount type associated with the item, assortment, or choice. Key C for a currency amount off the list item price for the item. If you keyed an Override Price for this item, then the discount amount cannot exceed the Override Price. Key % for a percentage off the list item price for the item. If you key %, then the discount cannot exceed 100. (A 1) Optional
Quantity Limit	This field displays after you key I, C, or A in the **Get Type** field and press ENTER (Promotion Information - Get Item, Choice or Assortment Products Screen (p. 96-25) displays). Use this field to select the maximum quantity of this get item that will be allowed to be given to a particular customer/ship-to for this deal level of the promotion. Key the quantity limit. If this field is zero, then it is assumed that there is no limit for the get item. *Valid Values:* cannot be less than the get quantity for the item (N 10,3) Optional

Promotion Information - Get Products Screens Fields and Function Keys

Field/Function Key	Description
Bypass Rebate	This field displays after you key I, C, or A in the **Get Type** field and press ENTER. Use this field to select whether or not the item will bypass or run through the Rebate Selection process. Key Y to have the item bypass the Rebate Selection process. Key N to have the item run through the Rebate Selection process. NOTE: If the Get item has a Rebate ID that is set up with an override price, then the promotion's override price or discount percentage will take precedence over the Rebate ID's override price. Costing for the rebate will still apply. If no rebates should be taken into account for a Get item, then you can specify Y in this field. (A 1) Required
Default Choice	This field displays for a Get Type of 'C' (Choice of Items). This field indicates the item number selected as the default choice of the promotional item that will be added to an order when a customer qualifies for a promotion during the Promotions Auto-Selection process in Offline Order Entry, if one exists. If one has not been selected yet on the Default Choice Selection Screen (p. 96-40), then ***no default found*** will appear instead. The default choice is added/changed by pressing the F5=CHG DEFAULT key. Display

Promotion Information - Get Products Screens Fields and Function Keys

Field/Function Key	Description
Find	This field displays after you key I, C, or A in the **Get Type** field and press ENTER. 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 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 displays after you key I, C, or A in the **Get Type** field and press ENTER. 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

Promotion Information - Get Products Screens Fields and Function Keys

Field/Function Key	Description
Class	This field displays after you key I, C, or A in the **Get Type** field and press ENTER. 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. 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 4) Optional
F2=Desc Left/ F2=Desc Right/ F2=Item & Desc	The F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC function key appears after you press the F6=ITEM DESC / F6=PRICE OVR function key to toggle to show the **Item & Description** field. Press F2=DESC LEFT to show the “left window” of the item description starting with the left-most word in the description. Press F2=DESC RIGHT to show the “right window” of the description, so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen. Press F2=ITEM & DESC to show the complete item number and as much of the description as will fit (two blanks separate the fields). The item number is displayed in high intensity to distinguish it from the description.
F4=Buy	The F4=BUY function key displays initially when you access this screen. If you key a value in the **Get Type** field and press ENTER, this key no longer appears. Press the F4=BUY function key to return to the Promotion Information - Buy Requirements Screen (p. 96-19).
F5=Chg Default	The F5=CHG DEFAULT function key displays for a Get Type of ‘C’ (Choice of Items). Press the F5=CHG DEFAULT function key to display the Default Choice Selection Screen (p. 94-36), where you can review the components defined for the choice get item. You will also have the ability to specify a general default choice item or a default for a particular customer (allowing them to choose what their default choice will be).
F6=Item Desc/ F6=Price Ovr	Press the F6=ITEM DESC / F6=PRICE OVR function key to toggle between showing the **Item Number**, **Item Discount**, and **Disc Type** fields or the **Item & Description** and **Discount or Quantity** fields on this screen. Also, when the **Item & Description** field is shown, the F2=DESC LEFT function key appears.

Promotion Information - Get Products Screens 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.
F9=Show Discount / Show Ovr Price	The F9=SHOW DISCOUNT / F9=SHOW OVR PRICE toggle function key displays initially when you access this screen. If you press the F6=ITEM DESC / F6=PRICE OVR toggle function key to show Item Description, this key no longer appears. Press the F9=SHOW DISCOUNT / F9=SHOW OVR PRICE function key to toggle between showing the **Item Discount** and **Disc Type** fields or the **Override Price** field on this screen.
F11=BOM Inq	The F11=BOM INQ function key appears only if Bill Of Material is installed, and you keyed C or A in the **Get Type** field and pressed ENTER. Press the F11=BOM INQ function key to display parent and component relationships for the bill of material item. The Bill Of Material Inquiry Selection Screen will appear. For an explanation of that screen, refer to the Bill Of Material User Guide.
F12=Return	In the initial view of this screen, press the F12=RETURN function key to return to the Promotion Information Screen (p. 96-8). After entering a value in the **Get Type** field, press the F12=RETURN function key to return to the initial view of this screen without changing or adding the specified get type.

Promotion Information - Get Products Screens Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>F13-22 to Change</td><td>The F13-22 TO CHANGE function key displays initially when you access this screen. If you key a value in the Get Type field and press ENTER, this key no longer appears.

Press the F13-22 TO CHANGE function key that corresponds to the reference number (Ref field) of an item that you want to select. Use the function keys as follows to select an item to change:
• F13=REFERENCE NUMBER 1
• F14=REFERENCE NUMBER 2
• F15=REFERENCE NUMBER 3
• F16=REFERENCE NUMBER 4
• F17=REFERENCE NUMBER 5
• F18=REFERENCE NUMBER 6
• F19=REFERENCE NUMBER 7
• F20=REFERENCE NUMBER 8
• F21=REFERENCE NUMBER 9
• F22=REFERENCE NUMBER 10

If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number.

Example: To change line 8, press SHIFT and F8.

-OR-

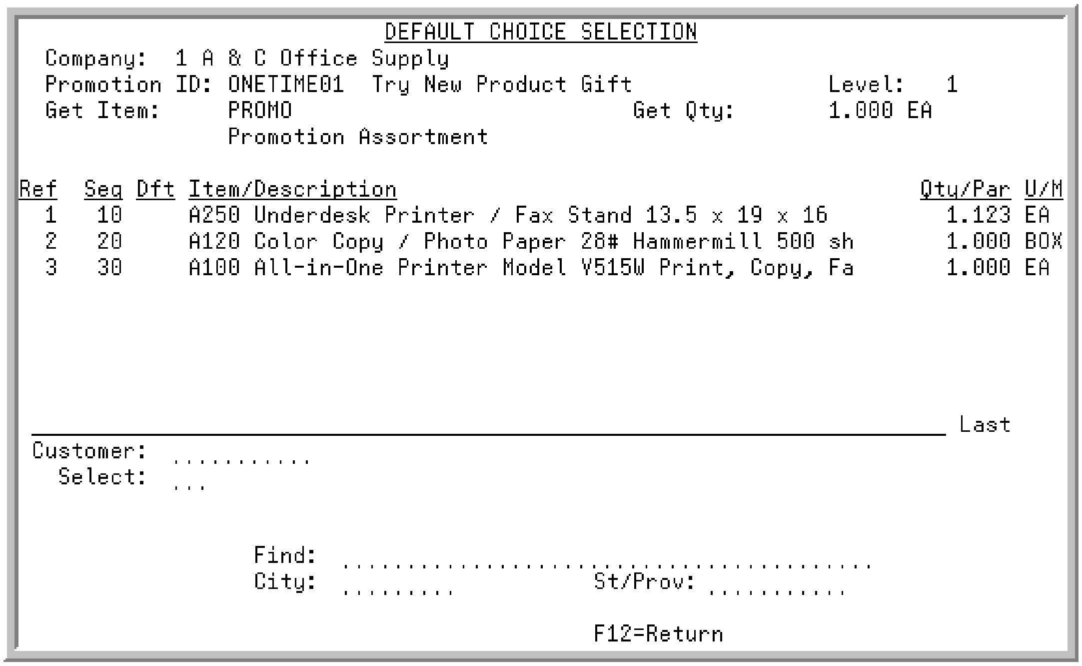
If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row.

Example: To change line 8, find function key 8 in the bottom row. Press F20 in the top row because it is directly above F8.</td></tr>
<tr><td>F24=Delete</td><td>The F24=DELETE function key displays after you key a value in the Get Type field and press ENTER.

Press F24=DELETE to delete the selected item or discount as a Get product. You will be prompted to confirm deletion or press F12=RETURN to return to the previous screen.</td></tr>
<tr><td>Enter</td><td>Press ENTER to confirm your selections, and add the selected item or discount as a Get product for the promotion.

If you entered item search criteria, when you press ENTER, items with descriptions matching the search criteria keyed will display on the Item Description Search Screen. Refer to this screen as described in the Inventory Accounting User Guide.</td></tr>
</table>

Default Choice Selection Screen



```
                              DEFAULT CHOICE SELECTION
  Company:  1 A & C Office Supply
  Promotion ID: ONETIME01  Try New Product Gift              Level:   1
  Get Item:     PROMO                         Get Qty:       1.000 EA
                Promotion Assortment

Ref  Seq Dft Item/Description                                      Qty/Par U/M
  1   10     A250 Underdesk Printer / Fax Stand 13.5 x 19 x 16       1.123 EA
  2   20     A120 Color Copy / Photo Paper 28# Hammermill 500 sh     1.000 BOX
  3   30     A100 All-in-One Printer Model V515W Print, Copy, Fa     1.000 EA

                                                                   Last
 Customer:  ...........
   Select:  ...

                  Find:  .........................................
                  City:  .........          St/Prov: ...........

                                          F12=Return
```

This screen appears after you press F5=CHG DEFAULT on the Promotion Information - Get Products Screen (p. 96-25). This screen displays the components defined for the choice get item (which is a BOM parent defined as an assortment). These are the valid choice items when a customer qualifies for the promotion.

Use this screen to select the default choice item for the promotion, or to specify the defaults to be used for a particular customer during the promotions auto-selection process. The promotions auto-selection process is used for those orders that are added through Offline Order Entry, such as Point of Sale orders, Storefront orders, EDI orders, or duplicate orders. Note that orders entered in Enter, Change, & Ship Orders (MENU OEMAIN) will not use the default choice item set up here. Instead, you will be prompted at End Order time for the customer's item selection, if applicable.

If a customer number is entered in the **Customer** field, the top portion of the screen will be refreshed, if a customer-specific BOM exists. If a customer-specific BOM does not exist, then the top portion of the screen will display the generic BOM's component items. Note that when a default is added for a customer, it will only apply to that customer number and its ship-to's when they qualify for the promotion during the promotions auto-selection process. If a customer-specific default does not exist, the promotion selection will use the default when no customer number is keyed.

If an item has previously been marked as a default and a different item is selected, when ENTER is pressed, the original marked default choice item will be removed as the default and the new item will now be the default.

If the customer number you key has been entered as an excluded customer for this promotion, or if this promotion is set up only for some customers and the customer keyed is not one of them, then you will receive a message indicating that the customer cannot get this promotion.

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.

Default Choice Selection 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). If the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE), this field will not appear and 01 will be assumed as the company number. This field displays the company associated with the promotion. Display
Promotion ID	This field displays the promotion ID selected on the Promotion Maintenance Screen (p. 96-3), and the description of the promotion selected on the Promotion Information Screen (p. 96-8). Display
Level	This field displays the level number of the promotion, which allows you to specify better deals for a customer, if that customer purchases more of a particular item or items. Display
Get Item	This field displays the choice get item (which is a BOM parent defined as an assortment) for which components have been defined. Display
Get Qty	This field displays the quantity of the get item that the customer will receive if they qualify for the promotion. Display
Ref	This field displays the reference number assigned to the component items. Key this number in the **Select** field to select this component as the default choice item for the promotion when it is selected during the Promotions Auto-Selection process in Offline Order Entry. If a customer number was entered as well, then this default will apply only for that customer number and its ship-to's. Display
Seq	This field displays the sequence of this item on the bill of material. Display

Default Choice Selection Screen Fields and Function Keys

Field/Function Key	Description
Dft	This field indicates with Y (yes) if the item has been marked as the default choice item. Only one item can be marked as the default choice item. Display
Item/Description	This field displays the component item and description defined for the choice get item. These are the valid choice items when a customer qualifies for the promotion. Display
Qty/Par	This field displays the quantity of each component item that is required for the parent item. The quantity added to the order for this particular choice item will be calculated as: Calculation: Get Quantity * Quantity per Parent. Display
U/M	This field displays the unit of measure for each component item. Display
Customer	Use this field to specify the default choice item to be used for a particular customer. Key the customer number. The top portion of the screen will be refreshed, if a customer-specific Bill of Material exists. If a customer-specific Bill of Material does not exist, then the top portion of the screen will display the generic Bill of Material's component items. Note that when a default is added for a customer, it will only apply to that customer number and its ship-to's when they qualify for the promotion. If a customer-specific default does not exist, the promotion selection will use the default when no customer number is keyed. If the customer number you key has been entered as an excluded customer for this promotion, or if this promotion is set up only for some customers and the customer keyed is not one of them, then you will receive a message indicating that the customer cannot get this promotion. *Valid Values:* Any valid customer created through Customer/Ship to Master Maintenance (MENU ARFILE) (N 10,0) Optional
Select	Use this field to select a default choice item for the promotion. Key the number displayed in the **Ref** field that corresponds to the item that you want to mark as the default choice item, and press ENTER. (N 2,0) Optional

Default Choice Selection Screen Fields and Function Keys

Field/Function Key	Description
Find	Either alone or with the **City** and **St/Prov** fields, you can 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 the Cross Applications User Guide. NOTE: This field does not display once you key a reference number in the **Select** field on this screen. (A 40) Optional
City	Either alone or with the **Find** and **St/Prov** fields, you can 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 the Cross Applications User Guide. NOTE: This field does not display once you key a reference number in the **Select** field on this screen. (A 8) Optional
St/Prov	Either alone or with the **Find** and **City** fields, you can 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 the Cross Applications User Guide. NOTE: This field does not display once you key a reference number in the **Select** field on this screen. (A 10) Optional

Default Choice Selection 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 Promotion Information - Get Products Screen (p. 96-25), after you have selected your default choice item.
F23=Clear Default	The F23=Clear Default function key displays only after a reference number has been keyed in the **Select** field and its corresponding line item was previously marked as the default choice. Press F23=Clear Default to clear this item as the default choice selection. Press F12=Return if you decide not to clear the item.
Enter	After keying a reference number in the **Select** field, press Enter to mark the selected item as the default choice item. Only one item can be marked as the default choice item. If an item is already marked, and you select a different item, the new item will display Y in the **Dft** field and the pre-marked item will no longer be marked (that is, Y will automatically be removed from the **Dft** field). If customer search criteria is entered, the Customer Search Screen will appear. Refer to this screen as described in the Accounts Receivable User Guide.

Promotion Class Maintenance Screen

```
                         PROMOTION CLASS MAINTENANCE
   Company:  2 B & B Office Supply
   Promotion ID: FALL       Fall Seasonal Promotional Item

             Sel   Promo Class Description










 ______________________________________________________________________ Last


            Select: ...       Promo Class: ..........

        F6=Add Promo Class   F10=Maintain   F12=Return    F24=Delete
```

This screen appears after you press F6=PROMO CLASSES on the Promotion Information - Buy Requirements Screen (p. 96-19). This screen displays a list of promotion classes (which contain a group of items) that have been set up for this promotion. Promotion classes allow you to group multiple items together on the promotion. Items are assigned to the promotion on the Promotion Class Item Assignment Screen (p. 96-48). A customer must purchase any combination of the items assigned to the promotion class for the quantity specified in order to qualify for the promotion.

Use this screen to add a new promotion class or maintain an existing one. Once a promotion class has been added and items have been assigned, you can select one of these promotion classes from the list to default in as a Buy requirement on the promotion.

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.

Promotion Class Maintenance 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). If the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE), this field will not appear and 01 will be assumed as the company number. This field displays the company associated with the promotion. Display

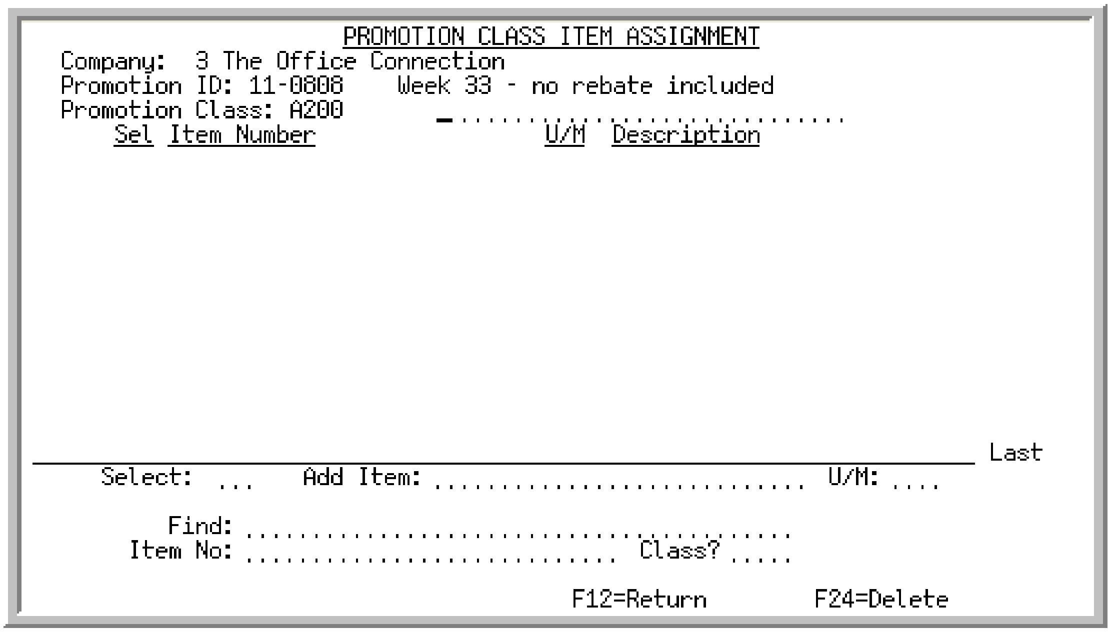
Promotion Class Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Promotion ID	This field displays the promotion ID selected on the Promotion Maintenance Screen (p. 96-3), and the description of the promotion selected on the Promotion Information Screen (p. 96-8). Display
Sel	This field displays the reference number assigned to the promotion class. Key this number in the **Select** field to select a promotion class you want to maintain. Display
Promo Class	This field displays the promotion class for which items have been defined. A promotion class allows you to group multiple items together on the promotion. Display
Description	This field displays the description of the promotion class. Display
Select	Use this field to select one of the promotion classes on this screen. Key the number displayed in the **Sel** field that corresponds to the promotion class that you want to select, and press ENTER to have the promotion class added as a Buy requirement for the promotion.The Promotion Information - Buy Requirements Screen (p. 96-19) will appear. Key the number displayed in the **Sel** field that corresponds to the promotion class that you want to select, and press F10=MAINTAIN to maintain the items on this promotion class. The Promotion Class Item Assignment Screen (p. 96-48) will appear. (N 2,0) Optional
Promo Class	Use this field to add or maintain a promotion class. A promotion class allows you to group multiple items together on the promotion. A customer must purchase any combination of the items assigned to the promotion class for the quantity specified in order to qualify for the promotion. Key the promotion class to add and press F6=ADD PROMO CLASS to assign items to the promotion class. The Promotion Class Item Assignment Screen (p. 96-48) will appear. Key the promotion class you want to maintain and press F10=MAINTAIN to maintain existing items assigned to the promotion class. The Promotion Class Item Assignment Screen (p. 96-48) will appear. (A 10) Optional
F6=Add Promo Class	After keying a value in the **Promo Class** field, press the F6=ADD PROMO CLASS function key to add the promo class and assign items to the promotion class. The Promotion Class Item Assignment Screen (p. 96-48) will appear.

Promotion Class Maintenance 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.
F10=Maintain	After keying a value in the **Select** field or **Promo Class** field, press the F10=MAINTAIN function key to maintain the items assigned to this promotion class. The Promotion Class Item Assignment Screen (p. 96-48) will appear.
F12=Return	Press F12=RETURN to return to the Promotion Information - Buy Requirements Screen (p. 96-19).
F24=Delete	After keying a value in the **Select** field or **Promo Class** field, press the F24=DELETE function key to delete the promotion class you selected and all assigned items. NOTE: If the promotion class is specified as a Buy requirement on this promotion, you will not be allowed to delete the promotion class.
Enter	After keying a value in the **Select** field, press ENTER to have the promotion class added as a Buy requirement for the promotion. You will be returned to the Promotion Information - Buy Requirements Screen (p. 96-19).

Promotion Class Item Assignment Screen



This screen appears after you press F6=ADD PROMO CLASS or F10=MAINTAIN from the Promotion Class Maintenance Screen (p. 96-45). Use this screen to assign items to the promotion class, or maintain an existing promotion class. A promotion class allows you to group multiple items together on the promotion. If you select to add this promotion class as a Buy requirement, then any combination of the items assigned to this promotion class will allow a customer to qualify for the promotion. For example, a customer might be able to buy an iced coffee or hot coffee to get a donut for free.

If you do not assign an item to the promotion class, when you press F12=RETURN, the message "Promotion class has no items defined and will be deleted" will appear.

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.

Promotion Class Item Assignment 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). If the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE), this field will not appear and 01 will be assumed as the company number. This field displays the company associated with the promotion. Display

Promotion Class Item Assignment Screen Fields and Function Keys

Field/Function Key	Description
Promotion ID	This field displays the promotion ID selected on the Promotion Maintenance Screen (p. 96-3), and the description of the promotion selected on the Promotion Information Screen (p. 96-8). Display
Promotion Class and (Promotion Class Description)	This field displays the promotion class that items have been assigned to or for which you are assigning items. If this is an existing promotion class, the description of the class appears to the right of this field. If this is a new promotion class you are adding, you will be required to key the description of this promotion class. (A 30) Required / Display
Sel	This field displays the reference number assigned to the item assigned to the promotion class. Key this number in the **Select** field to select an item you want to remove from the promotion class. Display
Item Number	This field displays the item number assigned to the promotion class. Display
U/M	This field displays the unit of measure associated with the buy quantity of the item assigned to the promotion class. Display
Description	This field displays the description of the item number assigned to the promotion class. Display
Select	Use this field to select an item you want removed from the promotion class. Key the number displayed in the **Sel** field that corresponds to the item you want to select, and press F24=DELETE. (N 2,0) Optional
Add Item	Use this field to key the item number you want to assign to the promotion class. *Valid Values:* A valid item defined through Item Master Maintenance (MENU IAFILE); an item not already assigned to this promotion class. (A 27) Required

Promotion Class Item Assignment Screen Fields and Function Keys

Field/Function Key	Description
U/M	Use this field to key the unit of measure associated with the buy quantity of the item you are assigning to the promotion class. If you leave this field blank, the default unit of measure defined for the item will be used. *Default Value:* the default unit of measure set up through Item Master Maintenance (MENU IAFILE). *Valid Values:* a valid unit of measure set up through Unit of Measure Maintenance (MENU IAFIL2). (A 3) 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 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

Promotion Class Item Assignment 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. 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 4) Optional
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 the F12=RETURN function key to return to the Promotion Class Maintenance Screen (p. 96-45).
F24=Delete	After entering a value in the **Select** field of an item you want to remove from the promotion class, press the F24=DELETE function key to remove the item. You will be prompted to press F24=DELETE again to confirm deletion. The screen will be refreshed and the item will be deleted from the promotion class and removed from the screen.
Enter	Press ENTER to confirm your selections, and add the selected item to the promotion class. If you entered item search criteria, when you press ENTER, items with descriptions matching the search criteria keyed will display on the Item Description Search Screen. Refer to this screen as described in the Inventory Accounting User Guide.

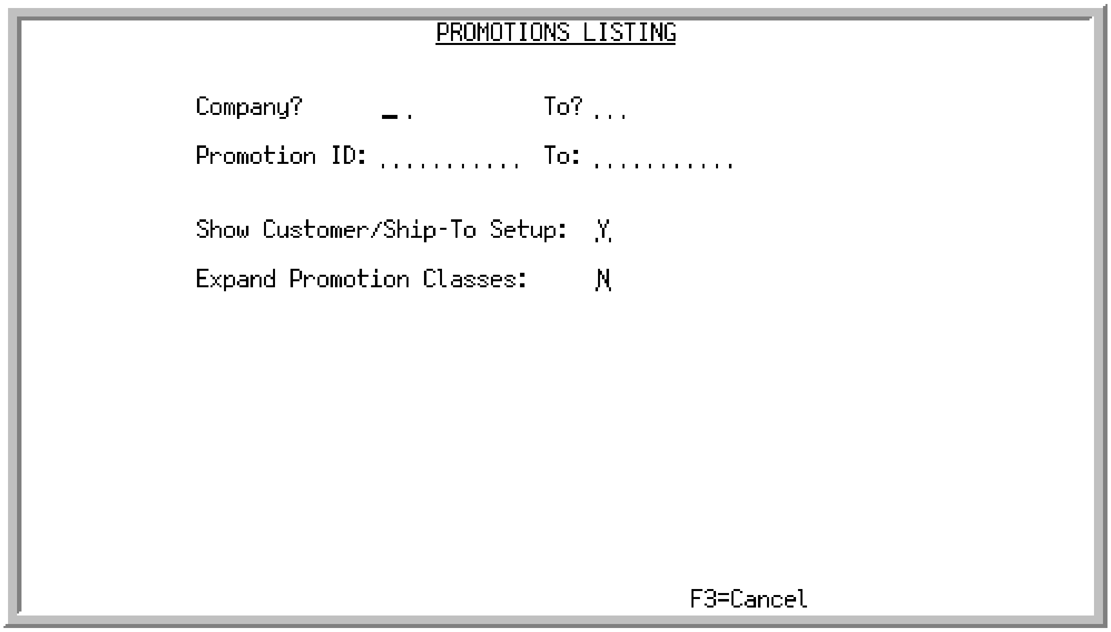
Promotions Listing

Use this option to print promotions that have been set up through Promotions Maintenance (MENU OEPRCE). The Promotions Listing (p. 96-55) will print.

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
Promotions Listing Screen	Use to specify the range of promotions to print.
Promotions Listing	Prints a list of the promotions in the specified range.

Promotions Listing Screen



This screen appears after you select option 19 - Promotions Maintenance from MENU OEPRCE. Use this screen to select the range of promotions to print on the Promotions Listing (p. 96-55). You will also be able to select the range of companies for which the associated promotions will print, and whether or not you want to include the customer/ship-to setup and expand promotion classes on the listing.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

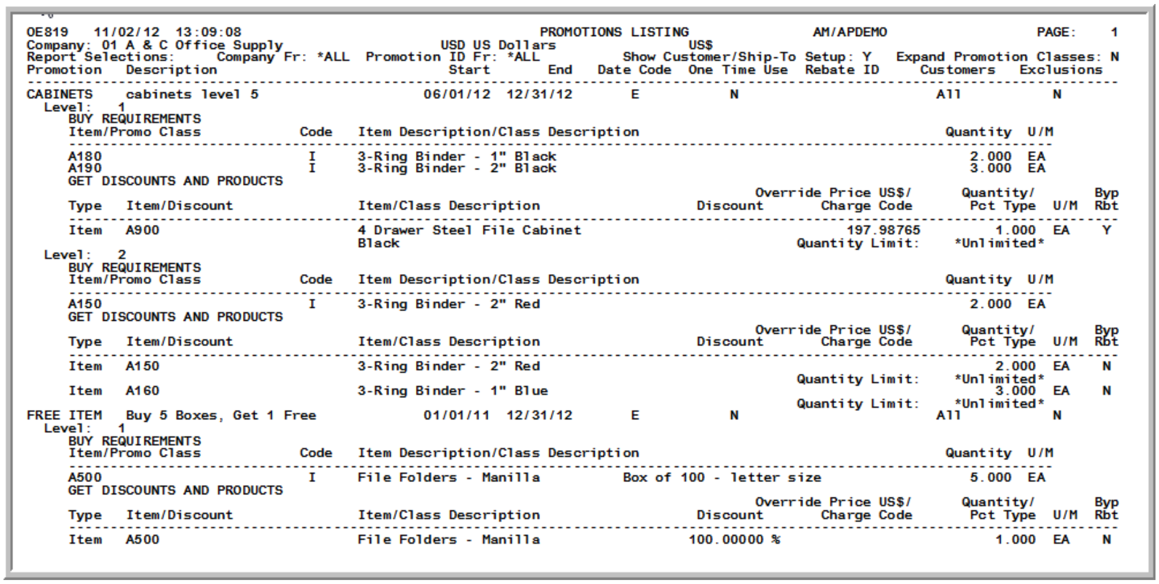
Promotions Listing Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the range of companies for which promotions will print on the listing. (2 @ N 2,0) Optional
Promotion ID	Key the range of promotion IDs for which promotion information will print on the listing. (2 @ A 10) Optional
Show Customer/Ship-To Setup	This field determines if the listing will include the customers/ship-to's that are authorized for each promotion. Key Y to print the customers/ship-to's that are authorized for each promotion. Key N if you do not want the customers/ship-to's that are authorized for each promotion to print. (A 1) Optional

Promotions Listing Screen Fields and Function Keys

Field/Function Key	Description
Expand Promotion Classes	This field determines if promotion classes will be expanded on the listing, showing items that belong to the promotion class. Key Y to print the items associated with the promotion class. Key N if you do not want the items to print that are associated with the promotion class. (A 1) Optional
F3=Cancel	Press the F3=CANCEL function key to exit from this option. MENU OEPRCE will appear.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen. After selecting report options, the Promotions Listing (p. 96-55) will print.

Promotions Listing



```
OE819    11/02/12  13:09:08                              PROMOTIONS LISTING              AM/APDEMO                  PAGE:    1
Company: 01 A & C Office Supply                       USD US Dollars               US$
Report Selections:     Company Fr: *ALL  Promotion ID Fr: *ALL         Show Customer/Ship-To Setup: Y   Expand Promotion Classes: N
Promotion    Description                             Start       End    Date Code  One Time Use  Rebate ID     Customers    Exclusions
------------------------------------------------------------------------------------------------------------------------------------
CABINETS     cabinets level 5                      06/01/12  12/31/12       E            N                       All           N
  Level:    1
     BUY REQUIREMENTS
     Item/Promo Class            Code    Item Description/Class Description                                Quantity  U/M
     -------------------------------------------------------------------------------------------------------------------
     A180                         I      3-Ring Binder - 1" Black                                             2.000  EA
     A190                         I      3-Ring Binder - 2" Black                                             3.000  EA
     GET DISCOUNTS AND PRODUCTS
                                                                                Override Price US$/      Quantity/       Byp
     Type    Item/Discount               Item/Class Description         Discount        Charge Code       Pct Type  U/M  Rbt
     -----------------------------------------------------------------------------------------------------------------------
     Item    A900                        4 Drawer Steel File Cabinet                      197.98765          1.000  EA     Y
                                         Black                                    Quantity Limit:     *Unlimited*
  Level:    2
     BUY REQUIREMENTS
     Item/Promo Class            Code    Item Description/Class Description                                Quantity  U/M
     -------------------------------------------------------------------------------------------------------------------
     A150                         I      3-Ring Binder - 2" Red                                               2.000  EA
     GET DISCOUNTS AND PRODUCTS
                                                                                Override Price US$/      Quantity/       Byp
     Type    Item/Discount               Item/Class Description         Discount        Charge Code       Pct Type  U/M  Rbt
     -----------------------------------------------------------------------------------------------------------------------
     Item    A150                        3-Ring Binder - 2" Red                                              2.000  EA     N
                                                                                  Quantity Limit:     *Unlimited*
     Item    A160                        3-Ring Binder - 1" Blue                                             3.000  EA     N
                                                                                  Quantity Limit:     *Unlimited*
FREE ITEM    Buy 5 Boxes, Get 1 Free               01/01/11  12/31/12       E            N                       All           N
  Level:    1
     BUY REQUIREMENTS
     Item/Promo Class            Code    Item Description/Class Description                                Quantity  U/M
     -------------------------------------------------------------------------------------------------------------------
     A500                         I      File Folders - Manilla        Box of 100 - letter size               5.000  EA
     GET DISCOUNTS AND PRODUCTS
                                                                                Override Price US$/      Quantity/       Byp
     Type    Item/Discount               Item/Class Description         Discount        Charge Code       Pct Type  U/M  Rbt
     -----------------------------------------------------------------------------------------------------------------------
     Item    A500                        File Folders - Manilla        100.00000 %                           1.000  EA     N
```

This listing prints after pressing ENTER on the Report Options Screen, which appears after pressing ENTER from the Promotions Listing Screen (p. 96-53). All promotions that fall within the criteria selected on the Promotions Listing Screen (p. 96-53) are printed.

Refer to “Promotions Maintenance” on page 96-1 for an explanation of the fields on this listing.

CHAPTER 97

Days-In-Process Inquiry

97

Use this option to inquire into shipped order information using days in process calculations for both original and backordered orders. This allows you to determine the efficiency of a warehouse in shipping orders to customers. Data is captured and used to identify how long it takes to process an order when inventory is available (original order), and how long it takes to process an order when inventory is not available (backorder).

You can display data for a specific day-end date range, for a single warehouse or summary data for all warehouses, by customer class and/or subclass and company. Through this inquiry you can also view original invoice data, number of orders shipped, average lines per shipped order, and average ship days for both original and backordered orders.

NOTE: Data will only display on the Measurement Systems Days In Process Monthly Inquiry Screen (p. 97-5) if **Extract Days In Process and Sales Recap Info** is set to Y in Order Entry Options Maintenance (MENU XAFILE). Data will be available beginning on the date this option was set.

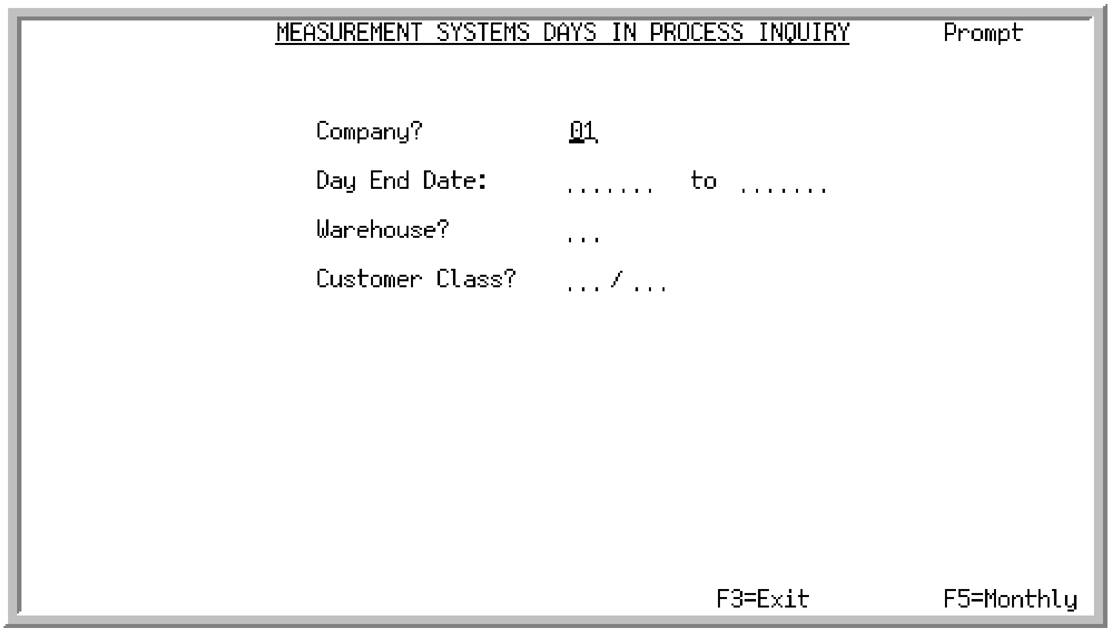
Days-In-Process Inquiry

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
Measurement Systems Days In Process Inquiry Selection Screen	Use to specify the limiting criteria for the inquiry.
Measurement Systems Days In Process Monthly Inquiry Screen	Displays a monthly summary of days in process calculations for original orders and backorders.
Measurement Systems Days In Process Inquiry Select Screen	Displays original order and backorder summary data for all applicable warehouses.

Title	Purpose
Measurement Systems Days In Process Inquiry Detail Screen	Displays detailed shopped order information for original orders and backorders for a selected warehouse.

Measurement Systems Days In Process Inquiry Selection Screen



This screen appears after selecting option 1 - Days-In-Process Inquiry from MENU OEINQY. Use this screen to select the company, day-end date range, warehouse, and customer class and sub-class for which to display shipped order information. The fields on this screen allow you to tailor the shipped order information you wish to display in this inquiry:

- By keying a warehouse in the **Warehouse** field, you may view detail data for a single warehouse
- By leaving the **Warehouse** field blank, you may view summary data for all warehouses
- By keying customer class and/or sub-class you may narrow the scope of data presented

The data that is displayed in this inquiry reflects the days in process calculations for orders that have been completely processed and moved to history during day-end.

Refer to the Cross Applications User Guide for an explanation of the FROM and TO ranges.

Measurement Systems Days In Process Inquiry Selection 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). Key the company number for which you wish to display shipped order information. *Valid Values:* A company number defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Required

Measurement Systems Days In Process Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Day-End Date	Key the day-end date range for which you wish to display shipped order information. *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) Required
Warehouse	Key the number of the warehouse for which you wish to display shipped order information. If you leave this field blank, shipped order information for all warehouses appears. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional
Customer/Class	Key the customer class and/or sub-class for which you wish to display shipped order information. If either the **Customer** or **Class** field is left blank, all customer class and/or sub-classes will be included in this inquiry. *Valid Values:* A customer class or sub-class defined through Customer Classes Maintenance (MENU ARFILE) and assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE). (A2/A2) Optional
F3=Exit	Press the F3=EXIT function key to cancel this option. MENU OEINQY displays.
F5=Monthly	Press the F5=MONTHLY function key to display the Measurement Systems Days In Process Monthly Inquiry Screen (p. 97-5), which displays data by monthly summary. If you enter a warehouse in the **Warehouse** field, shipped order information for that warehouse will display. If you leave the **Warehouse** field blank, shipped order information for all warehouses will display.
Enter	Press the ENTER key to confirm your selections. The Measurement Systems Days In Process Inquiry Select Screen (p. 97-8) displays if you left the **Warehouse** field blank. If you keyed a warehouse in the **Warehouse** field, the Measurement Systems Days In Process Inquiry Detail Screen (p. 97-12) will display.

Measurement Systems Days In Process Monthly Inquiry Screen

```
                     MEASUREMENT SYSTEMS DAYS IN PROCESS INQUIRY       Monthly
 Company: 01 A & C Office Supply
 Day End Dates: 01 / 2009 to 05 / 2010
 Customer Class: *ALL
 Warehouse: *ALL
         Original                                      Avg Lines Avg Ship Avg Ship
         Invoices  Orders     Original                 per Order Days per Days per
 Mo/Year Excl. Rtns Shipped    Orders      Backorders Shipped   Orig-Pck B/O-Ent
 5/2010          16         10          9           1    1.70       .12
 4/2010           5          4          4                3.00     27.64
 3/2010          30         30         29           1    2.53       .01     3.33







Totals:          51         44         42           2    2.39      2.67     1.67
                                                                           Last

 F2=Entry Date                            F6=Incl Returns          F12=Return
```

This screen appears after pressing F5=MONTHLY from the Measurement Systems Days In Process Inquiry Selection Screen (p. 97-3), or if you press F5=MONTHLY from various screens within the Days-In-Process Inquiry (MENU OEINQY). Use this screen to view a monthly summary of days in process calculations for original orders and backordered orders. If a partial month has been entered, only values for that partial period will display.

NOTE: Data will only display if **Extract Days In Process and Sales Recap Info** set to Y in Order Entry Options Maintenance (MENU XAFILE). Data will be available beginning on the date this option was set.

Measurement Systems Days In Process Monthly Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Mo/Year	This field represents the month and year for which the displayed orders were processed through day-end. Display
Original Invoices Excl. Rtns/Original Invoices Incl. Rtns	This field displays the total number of original invoices with returns or the original invoices without returns included. Use the F6=INCL RETURNS function key to toggle the display. Display
Orders Shipped	This field displays the total number of orders shipped, both original and backordered orders, for the month and year displayed. Display

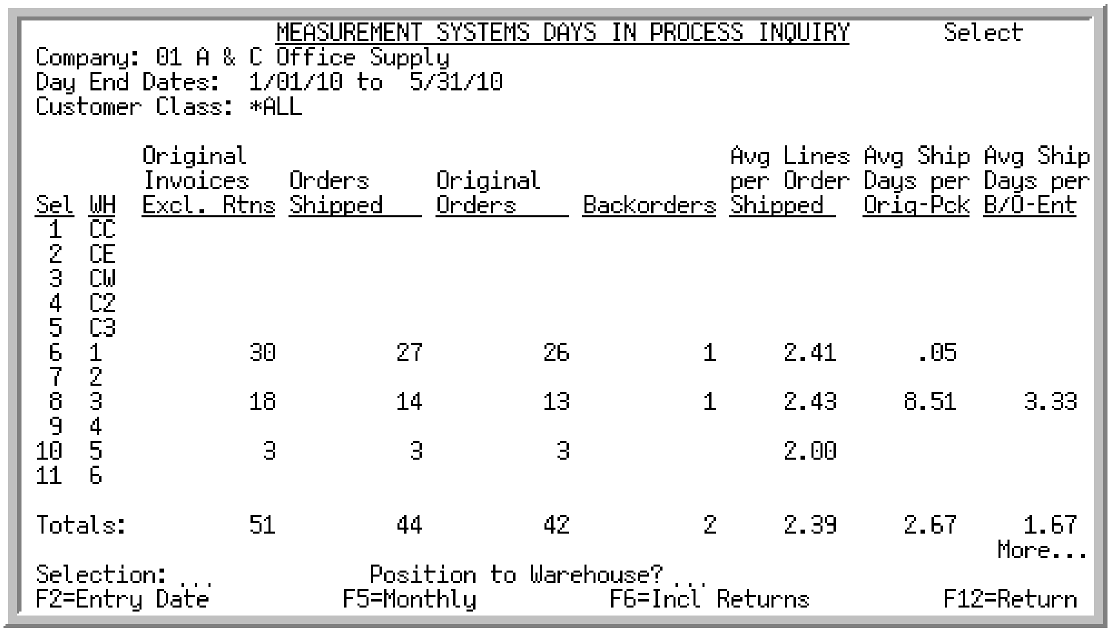
Measurement Systems Days In Process Monthly Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Original Orders	This field displays the total number of original orders shipped for the month and year displayed. Display
Backorders	This field displays the total number of backordered orders shipped for the month and year displayed. Display
Avg Lines Per Order Shipped	This field displays the calculated average number of line items per order shipped for the month and year displayed. Display
Avg Ship days per Orig-Pck/Avg Ship days per Orig-Ent	This field displays the average number of days in process for original orders based on the pick print date and time or the average number of days in process for original orders based on the entry date and time. Use the F2 function key to toggle the display. Display
Avg Ship days per B/O-Ent	This field displays the average number of days in process for backordered orders for the month and year displayed. Note that the calculation of days in process for backorders is always based upon the order entry date and time. Display
Totals	This field displays the totals for the selected months and years on this screen for the following fields: • Original Invoices Excl. Rtns/Original Invoices Incl. Rtns • Orders Shipped • Original Orders • Backorders • Avg Lines Per Order Shipped • Avg Ship days per Orig-Pck/Avg Ship days per Orig-Ent • Avg Ship days per B/O-Ent Display

Measurement Systems Days In Process Monthly Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F2=Entry Date / F2=Pick Date	Press the F2=ENTRY DATE / F2=PICK DATE toggle key to toggle between the average number of days in process for original orders based on entry date and time and the average number of days in process for original orders based on the pick print date and time. Press the F2=ENTRY DATE function key to display the average number of days in process for original orders based on entry date and time. The column heading **Avg Ship days per Orig-Ent** and its associated data will replace the column heading **Avg Ship days per Orig-Pck** and its associated data. Press the F2=PICK DATE function key to display the average number of days in process for original orders based on the pick print date and time. The column heading **Avg Ship days per Orig-Pck** and its associated data will replace the column heading **Avg Ship days per Orig-Ent** and its associated data.
F6=Incl Returns / F6=Excl Returns	Press the F6=INCL RETURNS / F6=EXCL RETURNS toggle key to toggle between the number of original invoices with returns or the number of original invoices without returns. This key functions as follows: Press the F6=INCL RETURNS function key to display the number of original invoices with returns. The column heading **Original Invoices Incl. Rtns** and its associated data will replace the column heading **Original Invoices Excl. Rtns** and its associated data. Press the F6=EXCL RETURNS function key to display the number of original invoices without returns. The column heading **Original Invoices Excl. Rtns** and its associated data will replace the column heading **Original Invoices Incl. Rtns** and its associated data.
F12=Return	Press the F12=RETURN function key to return to the Measurement Systems Days In Process Inquiry Select Screen (p. 97-8).

Measurement Systems Days In Process Inquiry Select Screen



```
                    MEASUREMENT SYSTEMS DAYS IN PROCESS INQUIRY       Select
Company: 01 A & C Office Supply
Day End Dates:  1/01/10 to  5/31/10
Customer Class: *ALL

        Original                                         Avg Lines Avg Ship Avg Ship
        Invoices   Orders     Original                   per Order Days per Days per
Sel WH  Excl. Rtns Shipped    Orders     Backorders Shipped   Orig-Pck B/O-Ent
 1  CC
 2  CE
 3  CW
 4  C2
 5  C3
 6  1          30         27         26          1      2.41      .05
 7  2
 8  3          18         14         13          1      2.43     8.51      3.33
 9  4
10  5           3          3          3                 2.00
11  6

Totals:        51         44         42          2      2.39     2.67      1.67
                                                                       More...
Selection: ...           Position to Warehouse? ...
F2=Entry Date          F5=Monthly          F6=Incl Returns          F12=Return
```

This screen appears after leaving the **Warehouse** field blank and pressing ENTER on the Measurement Systems Days In Process Inquiry Selection Screen (p. 97-3). Use this screen to view original order and backordered order summary data for all applicable warehouses. Additionally, you can select detail order information for a specific warehouse from this screen.

Measurement Systems Days In Process Inquiry Select Screen Fields and Function Keys

Field/Function Key	Description
Sel	This field represents the selection number for the corresponding warehouse displayed on this screen. A number in this column may be entered in the **Selection** field to display the Measurement Systems Days In Process Inquiry Detail Screen (p. 97-12). Display
WH	This field displays all warehouses defined through Warehouse Numbers Maintenance (MENU IAFILE). Shipped order information is displayed for each warehouse on this screen. You may select a specific warehouse to display shipped order detail information for just that warehouse. Additionally, the warehouse displayed in this field may be entered in the **Position to Warehouse** field to reposition that warehouse to display first on the top portion of this screen. Display

Measurement Systems Days In Process Inquiry Select Screen Fields and Function Keys

Field/Function Key	Description
Original Invoices Excl. Rtns/Original Invoices Incl. Rtns	This field displays either the number of original invoices with returns or the original invoices without returns. Use the F6=INCL RETURNS / F6=EXCL RETURNS function key to toggle the display. Display
Orders Shipped	This field displays the total number of orders shipped, both original and backordered orders, for the day-end dates displayed for the corresponding warehouse. Display
Original Orders	This field displays the total number of original orders shipped for the day-end dates displayed for the corresponding warehouse. Display
Backorders	This field displays the total number of backordered orders shipped for the day-end dates displayed for the corresponding warehouse. Display
Avg Lines Per Order Shipped	This field displays the calculated average line items per order shipped for the day-end dates displayed for the corresponding warehouse. Display
Avg Ship days per Orig-Pck/Avg Ship days per Orig-Ent	This field displays either the average number of days in process for original orders based on the pick print date and time or the average number of days in process for original orders based on the entry date and time. Use the F2 function key to toggle the display. Display
Avg Ship days per B/O-Ent	This field displays the average ship days per backordered orders for the day-end dates displayed for the corresponding warehouse. Display
Totals	This field displays the totals for the selected warehouses on this screen for the following fields: • Original Invoices Excl. Rtns/Original Invoices Incl. Rtns • Orders Shipped • Original Orders • Backorders • Avg Lines Per Order Shipped • Avg Ship days per Orig-Pck/Avg Ship days per Orig-Ent • Avg Ship days per B/O-Ent Display

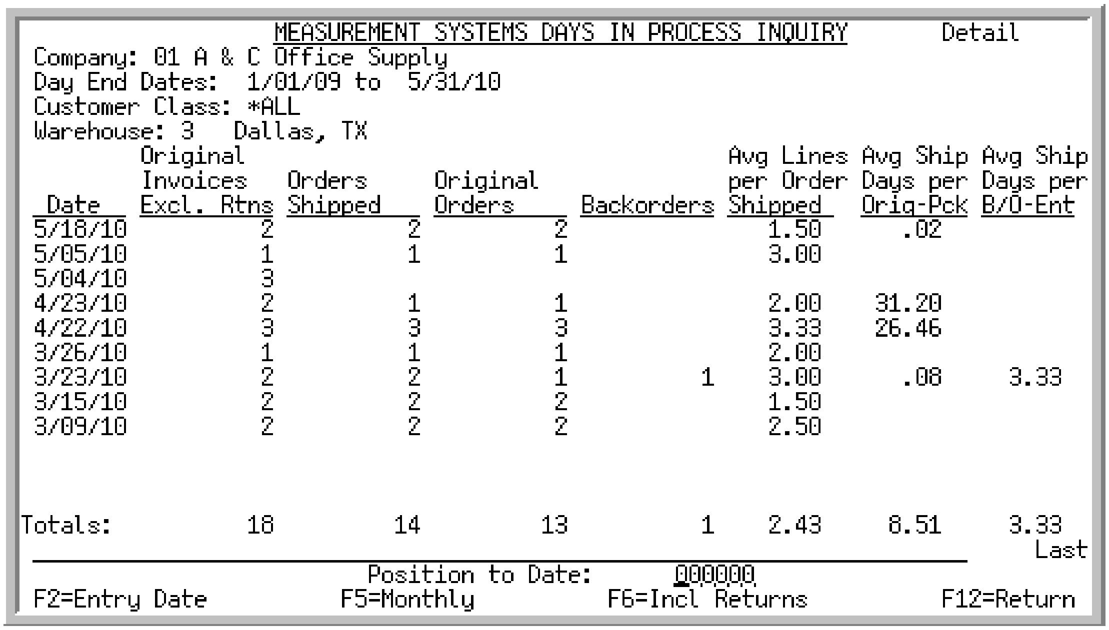
Measurement Systems Days In Process Inquiry Select Screen Fields and Function Keys

Field/Function Key	Description
Selection	Use this field to select a warehouse to display detail shipped order information. Key the selection number from the **Sel** field of the desired warehouse in this field and press ENTER to display the Measurement Systems Days In Process Inquiry Detail Screen (p. 97-12). (N 2,0) Optional
Position to Warehouse	Use this field, together with the ENTER key, to reposition a specific warehouse to the top of this screen. Key the selection number from the **Sel** field of the desired warehouse to display at the top of this screen. (N 2,0) Optional
F2=Entry Date / F2=Pick Date	Press the F2=ENTRY DATE / F2=PICK DATE toggle key to toggle between the average number of days in process for original orders based on entry date and time and the average number of days in process for original orders based on the pick print date and time. Press the F2=ENTRY DATE function key to display the average number of days in process for original orders based on entry date and time. The column heading **Avg Ship days per Orig-Ent** and its associated data will replace the column heading **Avg Ship days per Orig-Pck** and its associated data. Press the F2=PICK DATE function key to display the average number of days in process for original orders based on the pick print date and time. The column heading **Avg Ship days per Orig-Pck** and its associated data will replace the column heading **Avg Ship days per Orig-Ent** and its associated data.
F5=Monthly	Press the F5=MONTHLY function key to display the Measurement Systems Days In Process Monthly Inquiry Screen (p. 97-5), where data is presented by monthly summary.
F6=Incl Returns / F6=Excl Returns	Press the F6=INCL RETURNS / F6=EXCL RETURNS function key to toggle between the number of original invoices with returns or the number of original invoices without returns. This key functions as follows: Press the F6-INCL RETURNS function key to display the number of original invoices with returns. The column heading **Original Invoices Incl. Rtns** and its associated data will replace the column heading **Original Invoices Excl. Rtns** and its associated data. Press to display the number of original invoices without returns. The column heading **Original Invoices Excl. Rtns** and its associated data will replace the column heading **Original Invoices Incl. Rtns** and its associated data.
F12=Return	Press the F12=RETURN function key to return to the Measurement Systems Days In Process Inquiry Select Screen (p. 97-8).

Measurement Systems Days In Process Inquiry Select Screen Fields and Function Keys

Field/Function Key	Description
Enter	Key the selection number from the **Sel** field of the desired warehouse and press this key to display the Measurement Systems Days In Process Inquiry Detail Screen (p. 97-12), where detail shipped order information for the selected warehouse will be presented. After keying a warehouse in the **Position to Warehouse** field, press the ENTER key to reposition the desired warehouse to the top of this screen.

Measurement Systems Days In Process Inquiry Detail Screen



```
                  MEASUREMENT SYSTEMS DAYS IN PROCESS INQUIRY       Detail
 Company: 01 A & C Office Supply
 Day End Dates:  1/01/09 to  5/31/10
 Customer Class: *ALL
 Warehouse: 3   Dallas, TX
        Original                                             Avg Lines Avg Ship Avg Ship
        Invoices   Orders     Original                       per Order Days per Days per
  Date  Excl. Rtns Shipped    Orders          Backorders     Shipped   Orig-Pck B/O-Ent
 5/18/10         2          2          2                        1.50      .02
 5/05/10         1          1          1                        3.00
 5/04/10         3
 4/23/10         2          1          1                        2.00     31.20
 4/22/10         3          3          3                        3.33     26.46
 3/26/10         1          1          1                        2.00
 3/23/10         2          2          1          1             3.00      .08     3.33
 3/15/10         2          2          2                        1.50
 3/09/10         2          2          2                        2.50



Totals:         18         14         13          1             2.43      8.51    3.33
                                                                                  Last
                        Position to Date:      000000
 F2=Entry Date          F5=Monthly          F6=Incl Returns          F12=Return
```

This screen appears after keying a **Warehouse** on the Measurement Systems Days In Process Inquiry Selection Screen (p. 97-3) or after selecting a **Warehouse** on the Measurement Systems Days In Process Inquiry Select Screen (p. 97-8). Use this screen to display detail shipped order information for original orders and backordered orders for a selected warehouse.

Measurement Systems Days In Process Inquiry Detail Screen Fields and Function Keys

Field/Function Key	Description
Date	This field represents the date for which day-end was run for the shipped order information for the warehouse displayed. Display
Original Invoices Excl. Rtns/Original Invoices Incl. Rtns	This field displays either the number of original invoices with returns or the number of original invoices without returns. Use the F6=INCL RETURNS / F6=EXCL RETURNS function key to toggle the display. Display
Orders Shipped	This field displays the total number of orders shipped, both original and backordered orders, for the corresponding day-end date for the selected warehouse. Display
Original Orders	This field displays the total number of original orders shipped for the corresponding day-end date for the selected warehouse. Display

Measurement Systems Days In Process Inquiry Detail Screen Fields and Function Keys

Field/Function Key	Description
Backorders	This field displays the total number of backordered orders shipped for the corresponding day-end date for the selected warehouse. Display
Avg Lines Per Order Shipped	This field displays the calculated average line items per order shipped for the corresponding day-end date for the selected warehouse. Display
Avg Ship days per Orig-Pck/Avg Ship days per Orig-Ent	This field displays either the average number of days in process for original orders based on the pick print date and time or the average number of days in process for original orders based on the entry date and time. Use the F2=ENTRY DATE / F2=PICK DATE function key to toggle the display. Display
Avg Ship days per B/O-Ent	This field displays the average ship days per backordered orders for the corresponding day-end date for the selected warehouse. Display
Totals	This field displays the totals for the selected warehouse on this screen for the following fields: • Original Invoices Excl. Rtns/Original Invoices Incl. Rtns • Orders Shipped • Original Orders • Backorders • Avg Lines Per Order Shipped • Avg Ship days per Orig-Pck/Avg Ship days per Orig-Ent • Avg Ship days per B/O-Ent Display
Position to Date	Use this field, together with the ENTER key, to reposition a specific date to the top of this screen. Key the desired date to display at the top of this screen. (N 2,0) Optional

Measurement Systems Days In Process Inquiry Detail Screen Fields and Function Keys

Field/Function Key	Description
F2=Entry Date / F2=Pick Date	Press the F2=ENTRY DATE / F2=PICK DATE function key to toggle between the average number of days in process for original orders based on entry date and time and the average number of days in process for original orders based on the pick print date and time. Press the F2=ENTRY DATE function key to display the average number of days in process for original orders based on entry date and time. The column heading **Avg Ship days per Orig-Ent** and its associated data will replace the column heading **Avg Ship days per Orig-Pck** and its associated data. Press the F2=PICK DATE function key to display the average number of days in process for original orders based on the pick print date and time. The column heading **Avg Ship days per Orig-Pck** and its associated data will replace the column heading **Avg Ship days per Orig-Ent** and its associated data.
F5=Monthly	Press the F5=MONTHLY function key to display the Measurement Systems Days In Process Monthly Inquiry Screen (p. 97-5), where data is presented by monthly summary.
F6=Incl Returns / F6=Excl Returns	Press the F6=INCL RETURNS / F6=EXCL RETURNS function key to toggle between the number of original invoices with returns or the number of original invoices without returns. Press the F6=INCL RETURNS function key to display the number of original invoices with returns. The column heading **Original Invoices Incl. Rtns** and its associated data will replace the column heading **Original Invoices Excl. Rtns** and its associated data. Press the F6=EXCL RETURNS function key to display the number of original invoices without returns. The column heading **Original Invoices Excl. Rtns** and its associated data will replace the column heading **Original Invoices Incl. Rtns** and its associated data.
F12=Return	Press the F12=RETURN function key to return to the previous screen.
Enter	After keying a date in the **Position to Date** field, press the ENTER key to reposition the desired date to the top of this screen.

CHAPTER 98

Sales Recap Inquiry

98

Use this option to display sales and GL or OE cost data for stock item orders, drop shipped orders, warehouse transfer orders, and special order data. You can view gross sales amounts and GL or OE net costs, and you can view the weight, count, and profit information for all of the aforementioned orders. Sales order data can be viewed in detail, by warehouse or all warehouses, or by period and year range. Projection of sales order data is also available to the end of a selected incomplete period.

NOTE: Data will only display on the Measurement Systems Sales Recap Date Inquiry Screen (p. 98-6) if **Extract Days In Process and Sales Recap Info** is set to Y in Order Entry Options Maintenance (MENU XAFILE). Data will be available beginning on the date this option is set to Y after Day-End Processing (MENU XAMAST) is completed.

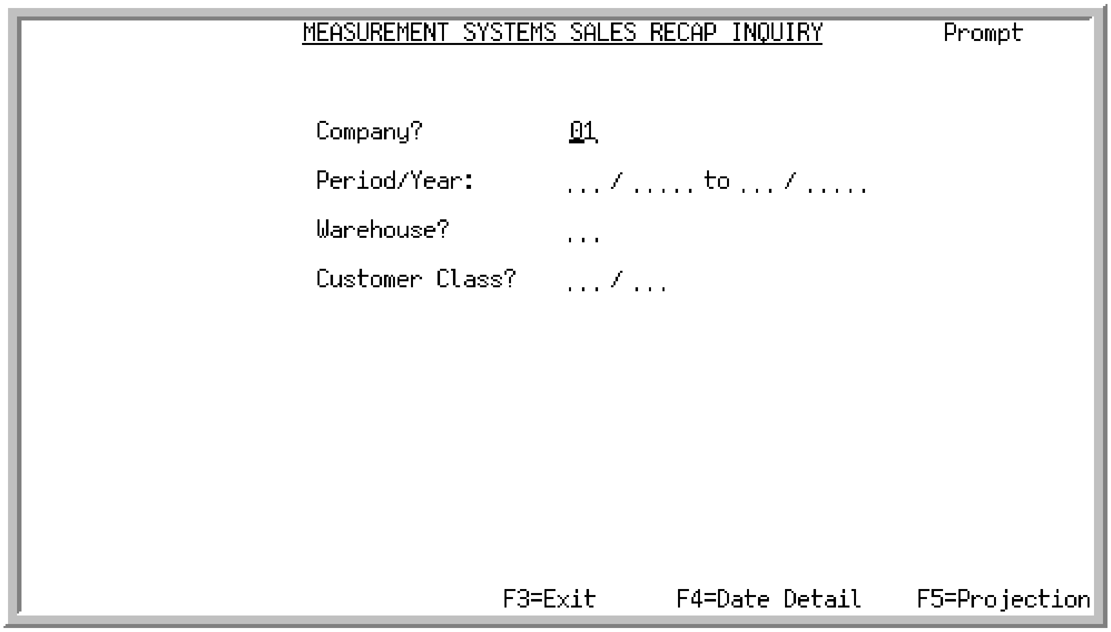
Sales Recap Inquiry

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
Measurement Systems Sales Recap Inquiry Selection Screen	Use to specify the limiting criteria for the inquiry.
Measurement Systems Sales Recap Date Inquiry Screen	Displays either the total order sales and GL or OE cost information or the total order weight and count information.
Measurement Systems Sales Recap Projection Inquiry Screen	Displays actual gross sales, GL or OE net costs, gross profit, and gross profit percentage data for orders.
Measurement Systems Sales Recap Warehouse Detail Inquiry Screen	Displays total order sales and GL or OE cost information or total order weight and count information for stock orders, drop shipped orders, special orders, and warehouse transfers.

Title	Purpose
Measurement Systems Sales Recap Warehouse Summary Inquiry Screen	Display summary gross sales, GL or OE net cost, and gross profit data for all warehouses, or order information for a specific warehouse.

Measurement Systems Sales Recap Inquiry Selection Screen



This screen appears after selecting option 2 - Sales Recap Inquiry from MENU OEINQY. Use this screen to select the company, day-end date range, warehouse, and customer class and sub-class for which to display sales recap order information. These fields allow you to tailor the sales recap order information to display in this inquiry.

Through the criteria you enter, you may base this inquiry on date detail data for a single warehouse or summary data for all warehouses. This data is presented for stock item orders, drop shipped orders, warehouse transfer orders, and special orders that have been completely processed and moved to history during day-end. You may also base this inquiry on customer class and/or sub-class to narrow the scope of data presented.

Measurement Systems Sales Recap Inquiry Selection 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). Key the company number for which to display sales recap order information. *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

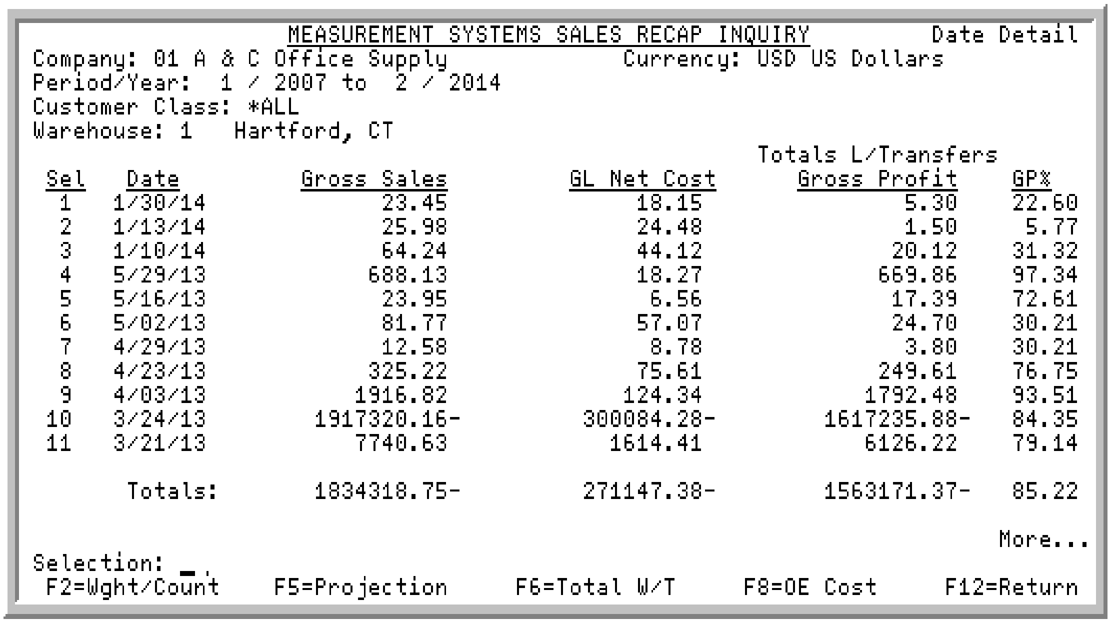
Measurement Systems Sales Recap Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Period/Year	Use this field to specify the period and year date range for which to display sales recap order information where: • the period is the current period/month that the sales were extracted from when Day-End was run, based on the Sales Analysis company options record value. • the year is the current fiscal year that the sales were extracted from when Day-End was run, based on the Sales Analysis company options record value. (2 @ N 2,0/N 4,0) Required
Warehouse	Use this field to specify the warehouse for which to display sales recap order information. If you leave this field blank, sale recap order information for all warehouses appears. Key the desired warehouse number. NOTE: This field is required if you use the F4=DATE DETAIL key to view date detail. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name 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) Required/Optional
Customer Class	Use this field to specify the customer class and/or sub-class for which to display sales recap order information. If the customer class field is left blank, all customer classes will be included in the inquiry. If the customer sub-class field is left blank, all customer sub-classes will be included in the inquiry. Key the desired customer class/sub-class. *Valid Values:* A customer class and sub-class defined through Customer Classes Maintenance (MENU ARFILE) and assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE). (A2/A2) Optional
F3=Exit	Press the F3=EXIT function key to cancel this option. MENU OEINQY appears.

Measurement Systems Sales Recap Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
F4=Date Detail	Press the F4=DATE DETAIL function key to display the Measurement Systems Sales Recap Date Inquiry Screen (p. 98-6), where you can view detail for a warehouse for the selected period and year, and customer class/sub-class. NOTE: A warehouse number is required in the **Warehouse** field before you press F4=DATE DETAIL.
F5=Projection	Press the F5=PROJECTION function key to display the Measurement Systems Sales Recap Projection Inquiry Screen (p. 98-13), where you can view the detail data for the selected period/year and projected data for the last incomplete period in the range.
Enter	Press the ENTER key to confirm your selections. If you entered a warehouse in the **Warehouse** field, the Measurement Systems Sales Recap Warehouse Detail Inquiry Screen (p. 98-19) appears. If you leave the **Warehouse** field blank, the Measurement Systems Sales Recap Warehouse Summary Inquiry Screen (p. 98-25) appears.

Measurement Systems Sales Recap Date Inquiry Screen



```
                    MEASUREMENT SYSTEMS SALES RECAP INQUIRY          Date Detail
Company: 01 A & C Office Supply                 Currency: USD US Dollars
Period/Year:  1 / 2007 to  2 / 2014
Customer Class: *ALL
Warehouse: 1   Hartford, CT
                                                          Totals L/Transfers
 Sel   Date          Gross Sales          GL Net Cost        Gross Profit    GP%
  1   1/30/14              23.45                18.15               5.30   22.60
  2   1/13/14              25.98                24.48               1.50    5.77
  3   1/10/14              64.24                44.12              20.12   31.32
  4   5/29/13             688.13                18.27             669.86   97.34
  5   5/16/13              23.95                 6.56              17.39   72.61
  6   5/02/13              81.77                57.07              24.70   30.21
  7   4/29/13              12.58                 8.78               3.80   30.21
  8   4/23/13             325.22                75.61             249.61   76.75
  9   4/03/13            1916.82               124.34            1792.48   93.51
 10   3/24/13         1917320.16-           300084.28-        1617235.88-  84.35
 11   3/21/13            7740.63              1614.41            6126.22   79.14

       Totals:        1834318.75-           271147.38-        1563171.37-  85.22

                                                                          More...
Selection: _
 F2=Wght/Count    F5=Projection     F6=Total W/T     F8=OE Cost     F12=Return
```

This screen appears after pressing F4=DATE DETAIL from various screens within the Sales Recap Inquiry option.

Use this screen to view with the F6=TOTAL W/T / F6=STOCK / F6=DROP SHIP / F6=SPECIAL / F6=TRANSFER / F6=TOTAL L/T toggle key either the total order sales and cost information or the total order weight and count information for each of the following types of orders:

- All orders including warehouse transfers
- All orders excluding warehouse transfers
- Stock item totals
- Drop ship totals
- Special item totals
- Warehouse transfer totals

The information that displays for the selected company, period/year, customer class/sub-class, and warehouse is listed by the day-end date for which the orders were processed. You may view with the F2=WGHT/COUNT / F2=SALES/COST toggle key either order cost and sales data or order weight and count data. The order cost and sales data consists of:

- (Total) **Gross Sales**
- **GL Net Cost** or **OE Net Cost**, as toggled with the F8=OE COST / F8=GL COST toggle key
- **Gross Profit**
- **GP%** (Gross Profit Percent)

The order weight and count data consists of:

- **Order Count**

- **Line Count**
- **Order Weight**
- **Order Cubes**

Data will only display if **Extract Days In Process and Sales Recap Info** is set to Y in Order Entry Options Maintenance (MENU XAFILE). Data will be available beginning on the date this option was set.

NOTE: With the exception of the **Totals** line, 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.

Measurement Systems Sales Recap Date Inquiry 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). The selected company number for which sales recap order information is displayed. Display
Currency	This field only displays when International Currency is installed. The currency code and description of the local currency assigned to the company through International Currency Options (MENU ICFILE). Display
Period/Year	The period and year date range for which to sales recap order information is displayed where: • the period is the current period/month that the sales were extracted from when Day-End was run, based on the Sales Analysis company options record value. • the year is the current fiscal year that the sales were extracted from when Day-End was run, based on the Sales Analysis company options record value. Display
Customer Class	The customer class and/or sub-class for which sales recap order information is displayed. If the customer class field is left blank on the Measurement Systems Sales Recap Inquiry Selection Screen (p. 98-3), ***ALL** displays. Display

Measurement Systems Sales Recap Date Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	The warehouse ID and name for which sales recap order information is displayed. Display
Sel	This field displays the selection number to be keyed in the **Selection** field when choosing a date for which to view detailed order data. Display
Date	This field displays the day-end date for which the orders were processed. Display
Gross Sales / Order Count	Use the F2=WGHT/COUNT / F2=SALES/COST function key to toggle the display of this field between **Gross Sales** and the **Order Count** for each day-end date presented. **Gross Sales** are the total gross sales for the types of orders currently being viewed (according to the F6=TOTAL W/T / F6=STOCK / F6=DROP SHIP / F6=SPECIAL / F6=TRANSFER / F6=TOTAL L/T function key) and any previously chosen selection criteria. Gross sales equals: Shipped Quantity x Base Price (where Base Price is converted from the pricing unit of measure). The **Order Count** is the total number of orders making up the gross sales for the corresponding date displayed on this screen. Display
GL Net Cost or OE Net Cost / Line Count	NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). Use the F2=WGHT/COUNT / F2=SALES/COST function key to toggle the display of this field between the **GL Net Cost** or **OE Net Cost** (as toggled with the F8=OE COST / F8=GL COST toggle key) and the **Line Count**. **GL Net Cost** or **OE Net Cost** is the cost for the types of orders currently being viewed on the screen, according to the F6=TOTAL W/T / F6=STOCK / F6=DROP SHIP / F6=SPECIAL / F6=TRANSFER / F6=TOTAL L/T function key, and any previously chosen selection criteria. **GL Net Cost** or **OE Net Cost** equals: Shipped Quantity x Costing Unit of Measure **Line Count** is the total number of stock, drop ship, and special order line items for the corresponding date displayed on this screen. Display

Measurement Systems Sales Recap Date Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Gross Profit / Order Weight	NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). Use the F2=WGHT/COUNT / F2=SALES/COST function key to toggle the display of this field between **Gross Profit** and **Order Weight**. **Gross Profit** is the total gross profit of the orders for the corresponding date displayed on this screen. Gross profit equals: Gross Profit = Gross Sales - GL or OE Net Cost You can display the **Gross Profit** based on the GL or OE cost values for the customer by pressing the F8=GL COST / F8=OE COST toggle function key. **Order Weight** is the total weight of all items that have been processed on stock, drop ship, and special order line items for the corresponding date displayed on this screen. Display
GP% / Order Cubes	NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). Use the F2=WGHT/COUNT / F2=SALES/COST function key to toggle the display of this field between the **GP%** (gross profit percentage) and **Order Cubes**. **GP%** is the gross profit percentage for the corresponding date displayed on this screen. Gross profit percent equals: Gross Profit Percent = (Gross Profit / Gross Sales) x 100 You can display the **GP%** based on the GL or OE cost values for the customer by pressing the F8=GL COST / F8=OE COST toggle function key. **Order Cubes** is the total number of cubes of all stock, drop ship, and special order line items for the corresponding date displayed on this screen. Display

Measurement Systems Sales Recap Date Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Totals	This field displays the total values for the following fields, as toggled with the F2=WGHT/COUNT / F2=SALES/COST toggle function key: • **Gross Sales** / **Order Count** • **GL Net Cost** or **OE Net Cost** (as toggled with the F8=OE COST / F8=GL COST toggle key) / **Line Count** • **Gross Profit** / **Order Weight** • **GP%** / **Order Cubes** Display
Selection	Use this field to select a date for which to view detailed order data. Key the selection number from the **Sel** field and press ENTER. (N 2,0) Optional
F2=Wght/Count / F2=Sales/Cost	Press the F2=WGHT/COUNT / F2=SALES/COST key to toggle between the order weight and count data, or the sales and cost data. The field names of the applicable fields will toggle accordingly: • **Gross Sales** / **Order Count** • **GL Net Cost** or **OE Net Cost** (as toggled with the F8=OE COST / F8=GL COST toggle key) / **Line Count** • **Gross Profit** / **Order Weight** • **GP%** / **Order Cubes**
F5=Projection	Press the F5=PROJECTION function key to display the Measurement Systems Sales Recap Projection Inquiry Screen (p. 98-13), which displays detail data for the selected period and year and projection data for the last incomplete period.

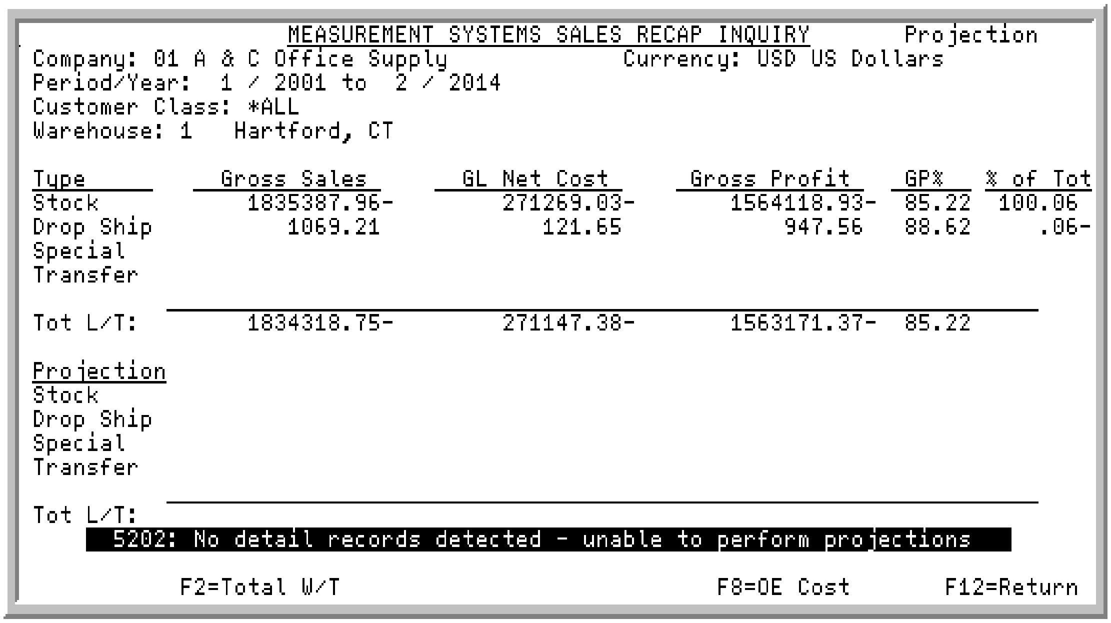
Measurement Systems Sales Recap Date Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F6=Total W/T / F6=Stock / F6=Drop Ship / F6=Special / F6=Transfer / F6=Total L/T	NOTE: "Warehouse Transfers" indicate, for this inquiry, those special orders which were initiated from Order Entry in the selected company with a warehouse transfer vendor identified. To view the values for the orders actually created in the warehouse transfer company, key that company number when selecting this inquiry and review the "stock" values. Press the F6=TOTAL W/T / F6=STOCK / F6=DROP SHIP / F6=SPECIAL / F6=TRANSFER / F6=TOTAL L/T key to toggle the data displayed on this screen between: • all order totals including any warehouse transfers • stock item totals • drop shipment totals • special item totals • warehouse transfer totals • all order totals less any warehouse transfers The heading on the upper right side of this screen will toggle accordingly: • **Totals L/Transfers** • **Totals W/Transfers** • **Stock Item Totals** • **Drop Ship Totals** • **Special Item Totals** • **WH Transfer Totals**
F8=OE Cost / F8=GL Cost	Press F8=OE COST / F8=GL COST to toggle between the Gross Profit, Gross Profit Percentage, Drop Ship Profit, and Drop Ship Percentage based on the Order Entry (OE) or General Ledger (GL) cost values for the customer. The display of the **GL Net Cost** or **OE Net Cost** field changes accordingly and the other applicable fields will reflect either the OE cost or GL cost values. This function key also works in conjunction with the F2 and F6 toggle keys. Refer to those toggle keys for details. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.

Measurement Systems Sales Recap Date Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN function key to return to the previous screen.
Enter	Key a number from the **Sel** column into the **Selection** field and press ENTER to display Measurement Systems Sales Recap Warehouse Summary Inquiry Screen (p. 98-25) for the selected date.

Measurement Systems Sales Recap Projection Inquiry Screen



This screen appears after pressing F5=PROJECTION on various screens throughout the Sales Recap Inquiry option. Use this screen to view actual gross sales, GL or OE net costs, gross profit, and gross profit percentage data for the following types of orders:

- stock orders
- drop shipped orders
- special orders
- warehouse transfer orders

This screen also displays a projection of the above mentioned data for the last incomplete period.

NOTE: If a projection can not be performed, a message will display on the screen informing you of the reason the projection did not occur.

Measurement Systems Sales Recap Projection Inquiry Screen Fields and Function

Field/Function Keys	Description
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). The selected company number for which sales recap order information is displayed. Display

Measurement Systems Sales Recap Projection Inquiry Screen Fields and Function

Field/Function Keys	Description
Currency	This field only displays when International Currency is installed. The currency code and description of the local currency assigned to the company through International Currency Options (MENU ICFILE). Display
Period/Year	The period and year date range for which to sales recap order information is displayed where: • the period is the current period/month that the sales were extracted from when Day-End was run, based on the Sales Analysis company options record value. • the year is the current fiscal year that the sales were extracted from when Day-End was run, based on the Sales Analysis company options record value. Display
Customer Class	The customer class and/or sub-class for which sales recap order information is displayed. If the customer class field is left blank on the Measurement Systems Sales Recap Inquiry Selection Screen (p. 98-3), ***ALL** displays. Display
Warehouse	The warehouse ID and name for which sales recap order information is displayed. Display
Projection based on X out of Z business days for Period/Year P/Y	The field displays information on the amount of data that the projection was based upon, where: • X is the number of days in the incomplete period that day-end was run NOTE: If day-end is run more than once in a day, the projection process still considers day-end to be run once for that date. • Z is the total number of business days in this incomplete period as defined in the **Business Days Per Period** field on the SA/PO Fiscal Calendar Screen in SA/PO Fiscal Calendar Maintenance (MENU SAFILE) • P/Y is the “to” period/year in the period/year range keyed in the **Period/ Year** field on the Measurement Systems Sales Recap Inquiry Selection Screen (p. 98-3). If no “to” period/year was keyed, then P/Y will be the “from” period/year keyed on that screen. Display
Type	This field displays the type of order for which information is displayed broken down by stock orders, drop shipped orders, special orders and transfer orders. Display

Measurement Systems Sales Recap Projection Inquiry Screen Fields and Function

Field/Function Keys	Description
Type: Gross Sales	This field displays the actual gross sales for the corresponding order type broken down by stock orders, drop shipped orders, special orders and transfer orders. Gross Sales equals: Shipped Quantity x Base Price (where Base Price is converted from the pricing unit of measure). Display
Type: GL Net Cost or OE Net Cost	NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This field displays the actual GL or OE net costs (as toggled with the F8=OE COST / F8=GL COST toggle key) for the corresponding order type broken down by stock orders, drop shipped orders, special orders and transfer orders. GL or OE Net cost equals: Shipped Quantity x Costing Unit of Measure Display
Type: Gross Profit	NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This field displays the gross profit for the corresponding order type broken down by stock orders, drop shipped orders, special orders and transfer orders:. Gross profit equals: Gross Profit = Gross Sales - GL or OE Net Cost You can display the **Gross Profit** based on the GL or OE cost values for the customer by pressing the F8=GL COST / F8=OE COST toggle function key. Display

Measurement Systems Sales Recap Projection Inquiry Screen Fields and Function

Field/Function Keys	Description
Type: GP%	NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This field displays the gross profit percent for the corresponding order type broken down by stock orders, drop shipped orders, special orders and transfer orders:. Gross Profit Percent equals: (Gross Profit / Gross Sales) x 100 You can display the **Gross Profit Percent** based on the GL or OE cost values for the customer by pressing the F8=GL COST / F8=OE COST toggle function key. Display
Type: % of Tot	This field displays the gross sales for this order type expressed as the percentage of total gross sales broken down by stock orders, drop shipped orders, special orders and transfer orders. % of Total equals: Gross Sales for this order type / Total Gross Sales Display
Total W/T / Total L/T	Use the F2=TOTAL W/T / F2=TOTAL L/T function key to toggle these fields between the total gross sales, GL or OE net costs, gross profit, and gross profit percentage with warehouse transfers or without warehouse transfers; further broken down by stock orders, drop shipped orders, special orders and transfer orders.
Projection: Type	This field displays the type of order for which information is displayed broken down by stock orders, drop shipped orders, special orders and transfer orders. Display
Projection: Gross Sales	This field displays the projected gross sales for the corresponding order type broken down by stock orders, drop shipped orders, special orders and transfer orders. Gross Sales equals: Shipped Quantity x Base Price (where Base Price is converted from the pricing unit of measure). Display

Measurement Systems Sales Recap Projection Inquiry Screen Fields and Function

Field/Function Keys	Description
Projection: GL Net Cost or OE Net Cost	NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This field displays the projected GL or OE net costs (as toggled with the F8=OE COST / F8=GL COST toggle key) for the corresponding order type. Display
Projection: Gross Profit	NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This field displays the gross profit calculation for the corresponding order type broken down by stock orders, drop shipped orders, special orders and transfer orders. Gross profit equals: Gross Profit = Gross Sales - GL or OE Net Cost You can display the projected **Gross Profit** based on the GL or OE cost values for the customer by pressing the F8=GL COST / F8=OE COST toggle function key. Display
Projection: GP%	NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This field displays the gross profit percent calculation for the corresponding order type broken down by stock orders, drop shipped orders, special orders and transfer orders. Gross Profit Percent equals: (Gross Profit / Gross Sales) x 100 You can display the projected **Gross Profit Percent** based on the GL or OE cost values for the customer by pressing the F8=GL COST / F8=OE COST toggle function key. Display
Projection: Total W/T / Total L/T	Use the F2=TOTAL W/T / F2=TOTAL L/T function key to toggle this field between the total gross sales, GL or OE net costs (as toggled with the F8=OE COST / F8=GL COST toggle key), gross profit, and gross profit percentage with warehouse transfers or without warehouse transfers. Display

Measurement Systems Sales Recap Projection Inquiry Screen Fields and Function

Field/Function Keys	Description
F2=Total W/T / F2=Total L/T	Press the F2=TOTAL W/T / F2=TOTAL L/T key to toggle between total amounts less any warehouse transfers or totals including warehouse transfers. This key toggles both the actual order information which displays in the upper portion of this screen and the projection data which displays in the lower portion of this screen. The **Total L/T** and **Total W/T** line values change accordingly.
F4=Date Detail	The F4=DATE DETAIL function key is not displayed if you are viewing a single date or viewing all warehouses. Press the F4=DATE DETAIL function key to display the Measurement Systems Sales Recap Date Inquiry Screen (p. 98-6), where you can view detail for a warehouse for the selected period and year.
F8=OE Cost / F8=GL Cost	Press F8=OE COST / F8=GL COST to toggle between the Gross Profit and Gross Profit Percentage based on the Order Entry (OE) or General Ledger (GL) cost values for the customer. The display of the **GL Net Cost** or **OE Net Cost** field changes accordingly and the **Gross Profit** and **GP%** fields will reflect either the OE cost or GL cost values. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F12=Return	Press the F12=RETURN function key to return to the previous screen.

Measurement Systems Sales Recap Warehouse Detail Inquiry Screen

```
                        MEASUREMENT SYSTEMS SALES RECAP INQUIRY        Detail
 Company: 01 A & C Office Supply                 Currency: USD US Dollars
 Period/Year:  1 / 2001 to  1 / 2014
 Customer Class: *ALL
 Warehouse: 1   Hartford, CT


  Date     Type       Gross Sales        GL Net Cost        Gross Profit     GP%
  3/21/13 Stock           7643.61            1596.41             6047.20   79.11
          Dr Ship           97.02              18.00               79.02   81.45
          Special
          Transfer

     Total Amount:        7740.63            1614.41             6126.22   79.14

Tot Less Transfer:        7740.63            1614.41             6126.22   79.14




  F2=Wght/Count                                        F8=OE Cost     F12=Return
```

This screen appears after:

- entering a selection number for a date in the **Selection** field and pressing ENTER on the Measurement Systems Sales Recap Date Inquiry Screen (p. 98-6)
- entering a warehouse in the **Warehouse** field and pressing ENTER on the Measurement Systems Sales Recap Inquiry Selection Screen (p. 98-3).
- entering a selection number for a warehouse and pressing ENTER on the Measurement Systems Sales Recap Warehouse Detail Inquiry Screen (p. 98-19)

Use this screen to view total order sales and GL or OE cost information, or total order weight and count information for the following types of orders:

- stock orders
- drop shipped orders
- specials orders
- warehouse transfer orders

Measurement Systems Sales Recap Warehouse Detail Inquiry 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). The selected company number for which sales recap order information is displayed. Display
Currency	This field only displays when International Currency is installed. The currency code and description of the local currency assigned to the company through International Currency Options (MENU ICFILE). Display
Period/Year	The period and year date range for which to sales recap order information is displayed where: • the period is the current period/month that the sales were extracted from when Day-End was run, based on the Sales Analysis company options record value. • the year is the current fiscal year that the sales were extracted from when Day-End was run, based on the Sales Analysis company options record value. Display
Customer Class	The customer class and/or sub-class for which sales recap order information is displayed. If the customer class field is left blank on the Measurement Systems Sales Recap Inquiry Selection Screen (p. 98-3), ***ALL** displays. Display
Warehouse	The warehouse ID and name for which sales recap order information is displayed. Display
Date	This field displays either a specific date or ***ALL** for all dates in the period and year range entered for this inquiry. A specific date displays if you selected a date on the Measurement Systems Sales Recap Date Inquiry Screen (p. 98-6). This date is the day-end date on which the orders were processed. ***ALL** appears to represent all dates of the selected period and year range you entered on the Measurement Systems Sales Recap Inquiry Selection Screen (p. 98-3). Display

Measurement Systems Sales Recap Warehouse Detail Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Type	This field displays the type of order for the sales recap detail data displayed on this screen. This field displays the four order types: • Stock Order • Drop Shipped Order • Special Order • Warehouse Transfer Order The corresponding sales recap order data displays to the right of each order type. Display
Gross Sales / Order Count	Use the F2=WGHT/COUNT / F2=SALES/COST function key to toggle the display of this field between gross sales and the order count. Gross sales are the total gross sales for the types of orders currently being viewed and any previously chosen selection criteria. Gross sales equals: Shipped Quantity x Base Price (where Base Price is converted from the pricing unit of measure). The order count is the total number of orders that contained any stock, drop ship, or special order line items. Display
GL Net Cost or OE Net Cost / Line Count	NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). Use the F2=WGHT/COUNT / F2=SALES/COST function key to toggle the display of this field between the **GL Net Cost** or **OE Net Cost** (as toggled with the F8=OE COST / F8=GL COST toggle key) and the **Line Count**. **GL Net Cost** or **OE Net Cost** is the cost for the types of orders currently being viewed and any previously chosen selection criteria. **GL Net Cost** or **OE Net Cost** equals: Shipped Quantity x Costing Unit of Measure **Line Count** is the total number of stock, drop ship, and special order line items for the corresponding date displayed on this screen. Display

Measurement Systems Sales Recap Warehouse Detail Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Gross Profit / Order Weight	NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). Use the F2=WGHT/COUNT / F2=SALES/COST function key to toggle the display of this field between **Gross Profit** and **Order Weight**. **Gross Profit** is the total gross profit of the orders for the corresponding date displayed on this screen. Gross profit equals: Gross Profit = Gross Sales - GL or OE Net Cost You can display the **Gross Profit** based on the GL or OE cost values for the customer by pressing the F8=GL COST / F8=OE COST toggle function key. **Order Weight** is the total weight of all items that have been processed on stock, drop ship, and special order line items for the corresponding date displayed on this screen. Display
GP% / Order Cubes	NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). Use the F2=WGHT/COUNT / F2=SALES/COST function key to toggle the display of this field between the **GP%** (gross profit percentage) and **Order Cubes**. **GP%** is the gross profit percentage for the corresponding date displayed on this screen. Gross profit percent equals: Gross Profit Percent = (Gross Profit / Gross Sales) x 100 You can display the **GP%** based on the GL or OE cost values for the customer by pressing the F8=GL COST / F8=OE COST toggle function key. **Order Cubes** is the total number of cubes of all stock, drop ship, and special order line items for the corresponding date displayed on this screen. Display

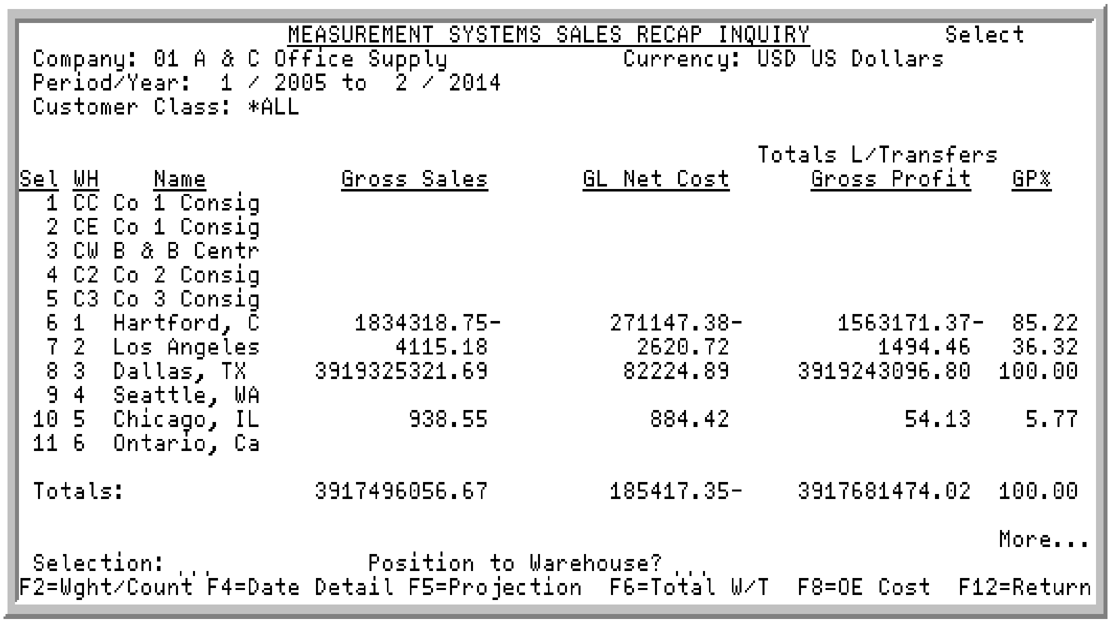
Measurement Systems Sales Recap Warehouse Detail Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Total Amount	This field displays the totals for the fields listed below. Press the F2=WGHT/COUNT / F2=SALES/COST function key to toggle between displaying the following total values: • **Gross Sales** / **Order Count** • **GL Net Cost** or **OE Net Cost** (as toggled with the F8=OE COST / F8=GL COST toggle key) / **Line Count** • **Gross Profit** / **Order Weight** • **Gross Profit Percentage** / **Order Cubes** Display
Tot Less Transfer	This field displays totals for all orders less warehouse transfers. Use the F2=WGHT/COUNT / F2=SALES/COST function key to toggle between the totals less warehouse transfers for the following total values: • **Gross Sales** / **Order Count** • **GL Net Cost** or **OE Net Cost** (as toggled with the F8=OE COST / F8=GL COST toggle key) / **Line Count** • **Gross Profit** / **Order Weight** • **Gross Profit Percentage** / **Order Cubes** Display
F2=Wght/Count / F2=Sales/Cost	Press the F2=WGHT/COUNT / F2=SALES/COST function key to toggle displaying either the order weight and count data, or the sales and cost data. The field names of the following fields will toggle accordingly: • **Gross Sales** / **Order Count** • **GL Net Cost** or **OE Net Cost** (as toggled with the F8=OE COST / F8=GL COST toggle key) / **Line Count** • **Gross Profit** / **Order Weight** • **GP%** / **Order Cubes**
F4=Date Detail	The F4=DATE DETAIL function key is not displayed when viewing a single date, or when the screen has been toggled to display weight/count information with the F2=WGHT/COUNT / F2=SALES/COST key. Press the F4=DATE DETAIL function key to display the Measurement Systems Sales Recap Date Inquiry Screen (p. 98-6), where you can view detail for a warehouse for the selected period and year.

Measurement Systems Sales Recap Warehouse Detail Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F5=Projection	The F5=PROJECTION function key is not displayed when viewing a single date. Press the F5=PROJECTION function key to display the Measurement Systems Sales Recap Projection Inquiry Screen (p. 98-13), which displays detail data for the selected period and year and projection data for the last incomplete period.
F8=OE Cost / F8=GL Cost	Press F8=OE COST / F8=GL COST to toggle between the Gross Profit and Gross Profit Percentage based on the Order Entry (OE) or General Ledger (GL) cost values for the customer. The display of the **GL Net Cost** or **OE Net Cost** field changes accordingly and the Gross Profit and Gross Profit Percentage fields will reflect either the OE cost or GL cost values. This function key also works in conjunction with the F2=WGHT/COUNT / F2=SALES/COST toggle key. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F12=Return	Press the F12=RETURN function key to return to the previous screen.

Measurement Systems Sales Recap Warehouse Summary Inquiry Screen



```
                    MEASUREMENT SYSTEMS SALES RECAP INQUIRY          Select
 Company: 01 A & C Office Supply             Currency: USD US Dollars
 Period/Year:  1 / 2005 to  2 / 2014
 Customer Class: *ALL

                                                    Totals L/Transfers
Sel WH    Name          Gross Sales        GL Net Cost       Gross Profit   GP%
  1 CC Co 1 Consig
  2 CE Co 1 Consig
  3 CW B & B Centr
  4 C2 Co 2 Consig
  5 C3 Co 3 Consig
  6 1  Hartford, C      1834318.75-        271147.38-       1563171.37-  85.22
  7 2  Los Angeles         4115.18           2620.72           1494.46   36.32
  8 3  Dallas, TX     3919325321.69          82224.89     3919243096.80  100.00
  9 4  Seattle, WA
 10 5  Chicago, IL          938.55            884.42             54.13    5.77
 11 6  Ontario, Ca

 Totals:              3917496056.67         185417.35-    3917681474.02  100.00

                                                                       More...
 Selection: ...            Position to Warehouse? ...
F2=Wght/Count F4=Date Detail F5=Projection  F6=Total W/T  F8=OE Cost  F12=Return
```

This screen appears if you leave the **Warehouse** field blank and press ENTER on the Measurement Systems Sales Recap Inquiry Selection Screen (p. 98-3). Use this screen to view summary data for all warehouses, or select to view detail order information for a specific warehouse (by using the **Selection** field and ENTER key).

Measurement Systems Sales Recap Warehouse Summary Inquiry 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). The selected company number for which sales recap order information is displayed. Display
Currency	This field only displays when International Currency is installed. The currency code and description of the local currency assigned to the company through International Currency Options (MENU ICFILE). Display

Measurement Systems Sales Recap Warehouse Summary Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Period/Year	The period and year date range for which to sales recap order information is displayed where: • the period is the current period/month that the sales were extracted from when Day-End was run, based on the Sales Analysis company options record value. • the year is the current fiscal year that the sales were extracted from when Day-End was run, based on the Sales Analysis company options record value. Display
Customer Class	The customer class and/or sub-class for which sales recap order information is displayed. If the customer class field is left blank on the Measurement Systems Sales Recap Inquiry Selection Screen (p. 98-3), ***ALL** displays. Display
Sel	This field displays the selection number to be keyed in the **Selection** field when choosing a warehouse for which to view: • date detail data (see F4=DATE DETAIL) • projection data (see F5=PROJECTION) • detail order data (see ENTER) Display
WH	This field displays the number of the warehouse for which either sales and cost data or order weight and count data is displayed. Additionally, the warehouse number may be keyed in the **Position to Warehouse** field to reposition the selected warehouse to display first in the list of displayed warehouses. Display
Name	This field displays the description of the corresponding warehouse. Display

Measurement Systems Sales Recap Warehouse Summary Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Gross Sales / Order Count	Use the F2=WGHT/COUNT / F2=SALES/COST function key to toggle the display of this field between **Gross Sales** and the **Order Count**. **Gross Sales** are the total gross sales for the types of orders currently being viewed (according to the F6=TOTAL W/T / F6=STOCK / F6=DROP SHIP / F6=SPECIAL / F6=TRANSFER / F6=TOTAL L/T function key) and any previously chosen selection criteria. **Gross Sales** equals: Shipped Quantity x Base Price (where Base Price is converted from the pricing unit of measure). The **Order Count** is the total number of orders that contained any stock, drop ship, or special order line items. Display
GL Net Cost or OE Net Cost / Line Count	NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). Use the F2=WGHT/COUNT / F2=SALES/COST function key to toggle the display of this field between the **GL Net Cost** or **OE Net Cost** (as toggled with the F8=OE COST / F8=GL COST toggle key) and the **Line Count**. **GL Net Cost** or **OE Net Cost** is the cost of the types of orders currently being viewed (according to the F6=TOTAL W/T / F6=STOCK / F6=DROP SHIP / F6=SPECIAL / F6=TRANSFER / F6=TOTAL L/T function key) and any previously chosen selection criteria. **GL Net Cost** or **OE Net Cost** equals: Shipped Quantity x Costing Unit of Measure **Line Count** is the total number of stock, drop ship, and special order line items for the corresponding date displayed on this screen. Display

Measurement Systems Sales Recap Warehouse Summary Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Gross Profit / Order Weight	NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). Use the F2=WGHT/COUNT / F2=SALES/COST function key to toggle the display of this field between **Gross Profit** and **Order Weight**. **Gross Profit** is the total gross profit of the orders for the corresponding date displayed on this screen. Gross profit equals: Gross Profit = Gross Sales - GL or OE Net Cost You can display the **Gross Profit** based on the GL or OE cost values for the customer by pressing the F8=GL COST / F8=OE COST toggle function key. **Order Weight** is the total weight of all items that have been processed on stock, drop ship, and special order line items for the corresponding date displayed on this screen. Display
GP% / Order Cubes	NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). Use the F2=WGHT/COUNT / F2=SALES/COST function key to toggle the display of this field between the **GP%** (gross profit percentage) and **Order Cubes**. **GP%** is the gross profit percentage for the corresponding date displayed on this screen. Gross profit percent equals: Gross Profit Percent = (Gross Profit / Gross Sales) x 100 You can display the **GP%** based on the GL or OE cost values for the customer by pressing the F8=GL COST / F8=OE COST toggle function key. **Order Cubes** is the total number of cubes of all stock, drop ship, and special order line items for the corresponding date displayed on this screen. Display

Measurement Systems Sales Recap Warehouse Summary Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Totals	This field displays the totals for the below listed fields. Press the F2=WGHT/COUNT / F2=SALES/COST key to toggle between displaying the following total values: • **Gross Sales** / **Order Count** • **GL Net Cost** or **OE Net Cost** (as toggled with the F8=OE COST / F8=GL COST toggle key) / **Line Count** • **Gross Profit** / **Order Weight** • **GP%** / **Order Cubes** Display
Selection	Use this field to select a warehouse for which to view: • date detail data (Refer to the F4=DATE DETAIL function key) • projection data (Refer to the F5=PROJECTION function key) • detail order data (Refer to the ENTER function key) Key the desired selection number from the **Sel** field. (N 2,0) Optional
Position to Warehouse	Use this field together with the ENTER key to reposition the warehouses that display on this screen. Key the desired warehouse number from the **WH** field that you would like to reposition. The warehouses positioned ahead of the selected warehouse will become non-display and the selected warehouse will display first in the list of displayed warehouses. (N 2,0) Optional
F2=Wght/Count / F2=Sales/Cost	Press the F2=WGHT/COUNT / F2=SALES/COST function key to toggle displaying either the order weight and count data, or the sales and cost data. The field names of the following fields will toggle accordingly: • **Gross Sales** / **Order Count** • **GL Net Cost** or **OE Net Cost** (as toggled with the F8=OE COST / F8=GL COST toggle key) / **Line Count** • **Gross Profit** / **Order Weight** • **GP%** / **Order Cubes**
F4=Date Detail	Press the F4=DATE DETAIL function key to display the Measurement Systems Sales Recap Date Inquiry Screen (p. 98-6), where you can view date detail data for the selected warehouse. A **Sel** number is required in the **Selection** field before you press the F4=DATE DETAIL function key.

Measurement Systems Sales Recap Warehouse Summary Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F5=Projection	Press the F5=PROJECTION function key to display the Measurement Systems Sales Recap Projection Inquiry Screen (p. 98-13), which displays detail data for the selected warehouse or all warehouses for the selected period and year and projection data for the last incomplete period. NOTE: If you enter a **Sel** number in the **Selection** field before you press F5=PROJECTION, the Measurement Systems Sales Recap Projection Inquiry Screen will display detail data for the selected warehouse. If you leave the **Selection** field blank before you press F5=PROJECTION, the Measurement Systems Sales Recap Projection Inquiry Screen will display detail data for all warehouses.
F6=Total W/T / F6=Stock / F6=Drop Ship / F6=Special / F6=Transfer / F6=Total L/T	Press the F6=TOTAL W/T / F6=STOCK / F6=DROP SHIP / F6=SPECIAL / F6=TRANSFER / F6=TOTAL L/T function key to toggle the data displayed on this screen between: • all order totals less any warehouse transfers • all order totals including any warehouse transfers • stock item totals • drop shipment totals • special item totals • warehouse transfer totals The heading on the upper right side of this screen will toggle accordingly: • **Totals L/Transfers** • **Totals W/Transfers** • **Stock Item Totals** • **Drop Ship Totals** • **Special Item Totals** • **WH Transfer Totals** NOTE: “Warehouse Transfers” indicate, for this inquiry, those special orders which were initiated from Order Entry in the selected company with a warehouse transfer vendor identified. To view the values for the orders actually created in the warehouse transfer company, key that company number when selecting this inquiry and review the “stock” values.

Measurement Systems Sales Recap Warehouse Summary Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F8=OE Cost / F8=GL Cost	Press F8=OE COST / F8=GL COST to toggle between the Gross Profit, Gross Profit Percentage, Drop Ship Profit, and Drop Ship Percentage based on the Order Entry (OE) or General Ledger (GL) cost values for the customer. The display of the **GL Net Cost** or **OE Net Cost** field changes accordingly and the other applicable fields will reflect either the OE cost or GL cost values. This function key also works in conjunction with the F2 and F6 toggle keys. Refer to those toggle keys for details. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F12=Return	Press the F12=RETURN function key to return to the previous screen.
Enter	Key a number from the **Sel** field into the **Selection** field and press this key to view detail order information for the selected warehouse. The Measurement Systems Sales Recap Warehouse Detail Inquiry Screen (p. 98-19) displays. Key a number from the **Sel** field into the **Position to Warehouse** field and press the ENTER key to reposition the warehouses that display on this screen. The warehouses positioned ahead of the selected warehouse will become non-display and the selected warehouse will display first in the list of displayed warehouses.

CHAPTER 99 **Returns Analysis Inquiry** 99

Use the Returns Analysis Inquiry option to inquire into the history of orders that have been returned. You can search on a customer, item, and/or vendor to access the desired history return information.

NOTE: Returns will not display in this inquiry until the credit invoice is printed and Day-End Processing (MENU XAMAST) has been run. A return is considered an open order (and not part of history) until Day-End Processing has occurred.

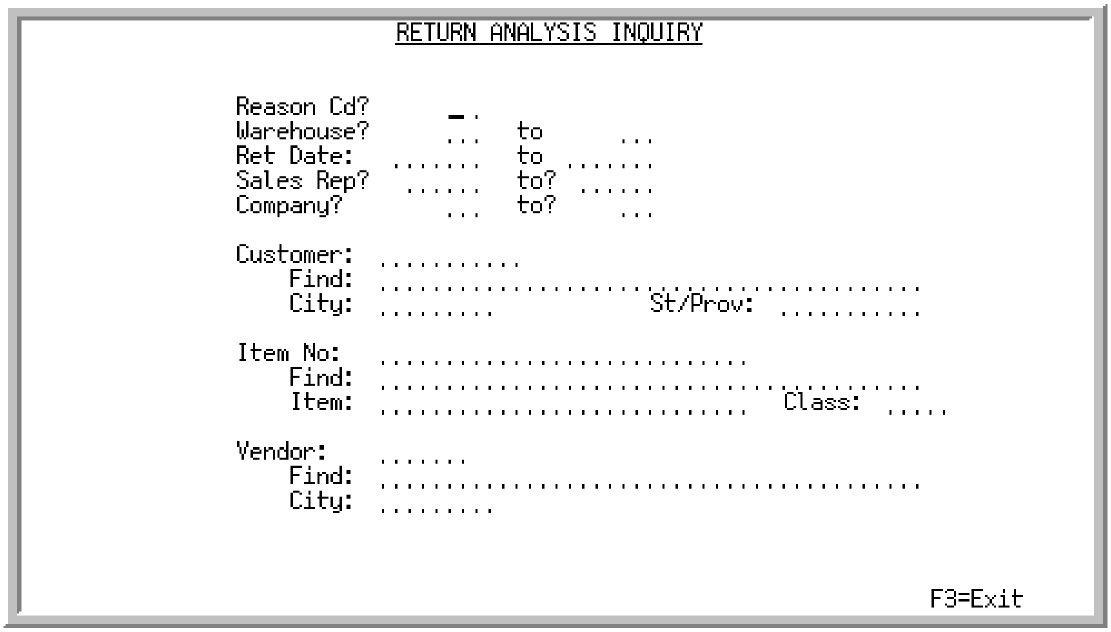
Returns Analysis Inquiry

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
Return Analysis Inquiry Selection Screen	Use to specify limiting criteria for the inquiry.
Return Analysis Inquiry Screen Return Analysis Inquiry Screen Expanded Fields with International Currency	Displays a summary of returned items.

NOTE: The remainder of the screens that are shown are from Customer Order/Shipment History Inquiry. Refer to that chapter for more information on those screens.

Return Analysis Inquiry Selection Screen



This screen appears after selecting option 3 - Returns Analysis Inquiry from MENU OEINQY. Use this screen to select the criteria for which returned orders will be displayed on the Return Analysis Inquiry Screen (p. 99-7). You may also use this screen to search on a customer, item, and/or vendor to access the desired history return information.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Return Analysis Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Reason Cd	Use this field to narrow the inquiry to this return reason code only. Key the return reason code for which return history information will display. (A 2) Optional
Warehouse	Key the warehouse or range of warehouses to which orders were returned. (2 @ A 2) Optional
Ret Date	Key the return date or range of return dates of the returned orders to display. *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

Return Analysis Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Sales Rep	Key the sales representative or range of sales representatives associated with the returned orders to display. (2 @ N 6,0) Optional
Company	This field appears only if the **Multi Company** field is set to Y in System Options Maintenance (MENU XAFILE). Key the company or range of companies associated with the returned orders to display. (2 @ N 2,0) Optional
Customer	Use this field to limit the inquiry to this customer only. Key the customer number associated with the returned orders to display. You may search for a customer using the **Find**, **City**, and/or **State** fields. NOTE: A customer can only be selected for a single company (the **Company** field must contain one company number only, not a range of companies). (A 10) Optional
(Customer) 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 the Cross Applications User Guide. (A 40) Optional
(Customer) 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 the Cross Applications User Guide. (A 8) Optional

Return Analysis Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
(Customer) 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 the Cross Applications User Guide. (A 10) Optional
Item No	Use this field to limit the inquiry to this item number only. Key the item number that was returned. You may search for an item using the **Find**, **Item**, and/or **Class** fields (see *Item No Search* fields). (A 27) Optional
Find (Item)	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 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 (Item)	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

Return Analysis Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Class (Item)	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
Vendor	Use this field to limit the inquiry to this vendor only. Key the number of the vendor associated with the returned orders you wish to 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) Optional
(Vendor) Find	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 more information on using search criteria, refer to the Cross Applications User Guide. For information on the Vendor Search Screen, refer to the Accounts Payable or Purchasing User Guides. (A 40) Optional
(Vendor) 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 more information on using search criteria, refer to the Cross Applications User Guide. For information on the Vendor Search Screen, refer to the Accounts Payable or Purchasing User Guides. (A 8) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU OEINQY will display.

Return Analysis Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If search criteria was entered, the respective search screen will display: Customer Search Screen, Item Description Search Screen, or Vendor Search Screen. Refer to these screens as described in the module specific A/R, I/A, and P/O User Guides. If search criteria was not entered, the Return Analysis Inquiry Screen (p. 99-7) will appear.

Return Analysis Inquiry Screen

```
                              RETURN ANALYSIS INQUIRY

   Rs Wh Item Number                    Customer        Ret Date   Line Val
 1 AL 1  A100  Sharp Fax Machine        Financial Manag  1/20/10     639.96
 2 AL 1  A100  Sharp Fax Machine        Hartford Medica  1/20/10     639.96
 3 DM 1  A100  Sharp Fax Machine        Financial Bookk  1/20/10    1279.92
 4 MS 1  A100  Sharp Fax Machine        Bon Secour Scho  1/20/10     559.97
 5 DM 1  A110  Sharp Z-57 Copier        Financial Bookk  1/20/10     879.99

 6 MS 1  A110  Sharp Z-57 Copier        Bon Secour Scho  1/20/10     769.99
 7 AL 1  A120  Sharp Super Sensitive Fa Financial Manag  1/20/10    1732.50
 8 AL 1  A120  Sharp Super Sensitive Fa Hartford Medica  1/20/10    1732.50
 9 AL 1  A120  Sharp Super Sensitive Fa Manufacturing S  3/22/10     247.50
10 DM 1  A120  Sharp Super Sensitive Fa Financial Manag  3/22/10     247.50

11 DM 1  A120  Sharp Super Sensitive Fa Financial Bookk  1/20/10    3465.00
12 WI 1  A120  Sharp Super Sensitive Fa Financial Manag  1/06/10     556.95
13 WI 3  A120  Sharp Super Sensitive Fa Bon Secour Scho  3/22/10     247.50
14 AL 1  A130  Sharp Extra Sensitive Fa Financial Manag  1/20/10    1378.40
15 DM 1  A130  Sharp Extra Sensitive Fa Financial Bookk  1/20/10     920.48
                                                                      More...

     Select: _ .
F2=Desc    F3=Exit    F5=Salesrep    F6=Qty Ordered    F12=Return
```

Return Analysis Inquiry Screen Expanded Fields with International Currency

```
                              RETURN ANALYSIS INQUIRY


   Rs Wh Item Number/Customer           Ret Date Qty/Salesrep      Line Value
 1 AL 1  A100  Sharp Fax Machine Model   1/20/10      1.000         639.96 US$
         Financial Management Services         Brad Belasco
 2 AL 1  A100  Sharp Fax Machine Model   1/20/10      1.000         639.96 US$
         Hartford Medical Association          Lee Morrison
 3 DM 1  A100  Sharp Fax Machine Model   1/20/10      2.000        1279.92 US$
         Financial Bookkeeping                 Lee Morrison
 4 MS 1  A100  Sharp Fax Machine Model   1/20/10      1.000         559.97 US$
         Bon Secour School Department          Steven Jones
 5 DM 1  A110  Sharp Copier Model Z-57   1/20/10      1.000         879.99 US$
         Financial Bookkeeping                 Lee Morrison
 6 MS 1  A110  Sharp Copier Model Z-57   1/20/10      2.000        1539.98 US$
         Bon Secour School Department          Steven Jones
 7 AL 1  A120  Sharp Super Sensitive Fa  1/20/10     50.000        1732.50 US$
         Financial Management Services         Brad Belasco
 8 AL 1  A120  Sharp Super Sensitive Fa  1/20/10     50.000        1732.50 US$
         Hartford Medical Association          Lee Morrison
                                                                      More...

     Select: _ .
                         F2=Desc     F3=Exit     F12=Return     F14=Lcl Curr
```

This screen appears after pressing ENTER on the Return Analysis Inquiry Selection Screen (p. 99-2). Use this screen to view a summary of the returned items. You may toggle between customer and sales representative or line value and quantity. You may also select a returned item for which detailed information will display. The expanded fields format uses 2 lines per order.

Return Analysis Inquiry Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number associated with the returned item. This number is keyed in the **Select** field (on the lower portion of this screen) when you want to select a returned item for detail. Display
Rs	The reason code of the returned item. This code indicates the reason the merchandise was returned, as defined through Return Reason Codes Maintenance (MENU OEFIL2) and entered on the returned order. Display
Wh	The warehouse to which the item was returned. Display
Item Number	The item that was returned with the item's description concatenated to the end of the display field. To display only the item description, press the F2=DESC / F2=ITEM function key. The first 30 positions of the item description will display. Display
Customer	The customer who returned the item. The customer name will toggle with the sales representative associated with the returned item using the F5=SALESREP / F5=CUSTOMER key. With expanded fields, the customer name and sales representative both display on the second line eliminating the need for the F5=SALESREP / F5=CUSTOMER key. Display
Sales Rep	The primary sales representative assigned to the order for this item. The sales representative will toggle with the customer name associated with the returned item using the F5=SALESREP / F5=CUSTOMER key. With expanded fields, the customer name and sales representative both display on the second line eliminating the need for the F5=SALESREP / F5=CUSTOMER key. Display
Ret Date	The date the return was entered into the system. When International Currency is installed and you are not using expanded fields, the return date field displays only when local currency line values are shown on the screen and the toggle key displays as F14=TRD CURR. Display

Return Analysis Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Line Val Line Value	The extended value of this item. For example, if 5 items at $5.00 were returned, this field would display $25.00. To view the quantity of items returned, refer to the F6=QTY ORDERED / F6=LINE VALUE function key. When International Currency is installed, if the line trading value is displayed and you press F6=QTY ORDERED, the **Quantity** field does not show until you toggle back to the local values by F14=LCL CUR. This field may be toggled with the F14=LCL CUR / F14=TRD CUR key to display the extended value of the item in the trading currency or in the company's local currency. The applicable currency symbols will display to the right of this column. Display
Select	Use this field to select a returned item for detail. Key the **Reference Number** corresponding to the returned item that you want to select. The Invoice Display Screen (p. 16-28) will appear. (N 2,0) Optional
F2=Desc / Item	Press F2=DESC / F2=ITEM to toggle between displaying the item number and description, or the item description only.
F3=Exit	Press F3=EXIT to cancel this option. MENU OEINQY will display.
F5=SalesRep/ Customer	Press F5=SALESREP / F5=CUSTOMER to toggle between displaying the customer or sales representative. The F5=SALESREP / F5=CUSTOMER key only displays in standard view.
F6=Qty Ordered / Line Value	If International Currency is installed, this function key will only appear when this screen is displaying local currency. Press F6=QTY ORDERED / F6=LINE VALUE to toggle between displaying the line value or the quantity ordered. The F6=QTY ORDERED / F6=LINE VALUE key only displays in standard view.
F12=Return	Press F12=RETURN to return to the Return Analysis Inquiry Selection Screen (p. 99-2) without selecting an item.
F14=Lcl Cur / Trd Cur	F14=LCL CUR / F14=TRD CUR only displays if International Currency is live and the **Line Value** field is displayed on this screen, with F6=QTY ORDERED / F6=LINE VALUE. Press F14=LCL CUR / F14=TRD CUR to toggle between the local order value and the local currency code and the trading order value and the trading currency code for the order.

Return Analysis Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER after selecting a returned item. The Invoice Display Screen (p. 16-28) will appear. From the Invoice Display Screen (p. 16-28), all further screens are part of the Customer Order/Shipment Inquiry (MENU OEMAIN).

CHAPTER 100

Deleted Orders Inquiry

100

Use this option to inquire into orders and/or line items that have been deleted. Whether or not deleted orders and/or line items are to be retained for review through this option is determined through Order Entry Options Maintenance (MENU XAFILE). Refer to the Cross Applications User Guide for details.

You can search on a customer, item, and/or vendor to access the desired history information. If **Track Order Activity** is set to Y in Order Entry Options Maintenance (MENU XAFILE), the date, time, and user ID are recorded for actions performed on an order. You can then view the list of actions for a deleted order through this option.

You will also be able to create a duplicate order based on the Deleted Order Header and Detail files (DLHED/DLDET).

Deleted orders and deleted line items are immediately available for review.

NOTE: If Electronic Payments is installed, for deleted orders that were to be paid by credit card, the credit card number will display in this inquiry. However, only the last four digits of the card number will appear (e.g., xxxx xxxx xxxx 1234).

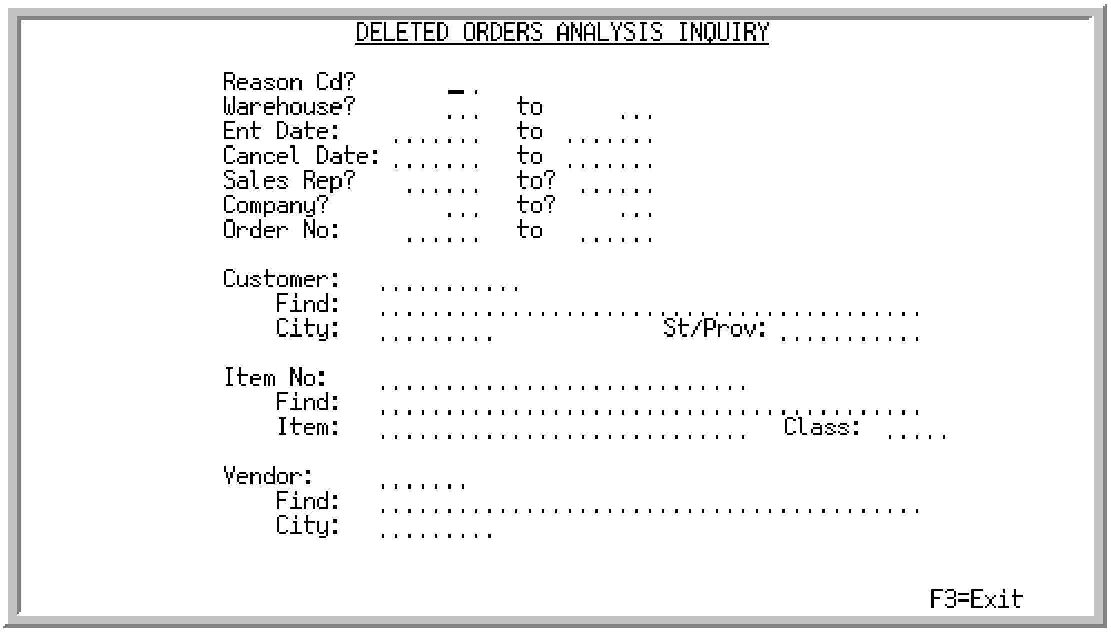
Deleted Orders Inquiry

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
Deleted Orders Analysis Inquiry Selection Screen	Use to specify the limiting criteria for the inquiry.
Deleted Orders Analysis Inquiry Screen Deleted Orders Analysis Inquiry Screen Expanded Fields with International Currency	Displays a list of deleted line items. Use to select an item to review the item's order information.

Title	Purpose
Deleted Order Display Screen	Displays order information for the selected item.
Deleted Orders Header Screen	Displays order header information for the selected item.
Deleted Orders Second Header Screen	Displays order second header information for the selected item.
Deleted Orders Item Review Screen	Displays summary information for the items, special charges, and comments for the order.
Deleted Orders Item Detail Screen	Displays item detail information for the selected item.
Currency Information Screen	Displays currency information for this order. Refer to CHAPTER 6: *Entering, Changing, and Shipping Orders* for details on this screen. Note that when this screen is accessed from this option, the data is display only and cannot be changed.
Create Duplicate Order Screen	Use to process (create) a duplicate order based on the Deleted Order Header and Detail files (DLHED/DLDET). This process is also available from within the Customer Order/Shipment Inquiry (MENU OEMAIN) and is described there.

Deleted Orders Analysis Inquiry Selection Screen



This screen appears after selecting option 4 - Deleted Orders Inquiry (MENU OEINQY). Use this screen to select criteria which determines the deleted orders and/or line items to be displayed on the Deleted Orders Analysis Inquiry Screen (p. 100-9). You also may use this screen to search for a customer, item, and/or vendor in order to access the desired history information.

To limit the deleted order/line that will display in this inquiry, enter selection criteria in these fields (only deleted order/line that match all of the criteria entered in these fields will display). If all fields are left blank, all deleted order/line will display in this inquiry regardless of the orders'/lines' warehouse, entry date, cancel date, sales rep, company, and order number.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Deleted Orders Analysis Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Reason Cd	Use this field to narrow the inquiry to this delete reason code only. Delete reason codes are defined through Order Delete Reason Codes Maintenance (MENU OEFILE). Key the delete reason code for which deleted order/line history information will display. (A 2) Optional

Deleted Orders Analysis Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the warehouse or range of warehouses from which the order/line to display would have been filled. *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
Ent Date	Key the entry date (this is the original entry date of an order) or range of entry dates associated with the deleted order/line to display. *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
Cancel Date	Key the cancel date or range of dates assigned to the orders for which deleted order/line data is to display. A cancel date is optionally assigned to an order through Enter, Change & Ship Orders (MENU OEMAIN). *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
Sales Rep	Key the sales representative or range of sales representatives associated with the deleted order/line. (2 @ N 5,0) Optional
Company	This field appears only if the **Multi Company** field is set to Y in System Options Maintenance (MENU XAFILE). Key the company or range of companies associated with the deleted order/ line. *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
Order No	Key the order number or range of order numbers for which deleted order/line data is to display. (2 @ A 5) Optional

Deleted Orders Analysis Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer	Use this field to limit the inquiry to one customer only. Key the number of the customer whose deleted order/line will display. You may search for a customer using the **Find**, **City**, and/or **St/Prov** fields. NOTE: A customer can be selected only for a single company (the **Company** field must contain one company number only, not a range of companies). (A 10) Optional
(Customer) 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 the Cross Applications 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 the Cross Applications User Guide. (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 the Cross Applications User Guide. (A 10) Optional

Deleted Orders Analysis Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Item No	Use this field to limit the inquiry by item number. The inquiry will include deleted orders for all items equal to or less than the item number you specify. For example, assume you have the following three item numbers: AF35, AF355, and AF36. If you key item number AF35, the inquiry will include all item numbers equal to or less than AF3599999999999999999999999 (the system completes the field with all nines). In this example, the inquiry results will include deleted orders for item AF35 and AF355, but not AF36. You can search for an item using the **Find**, **Item** and/or **Class** fields. (A 27) Optional
(Item) 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 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	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

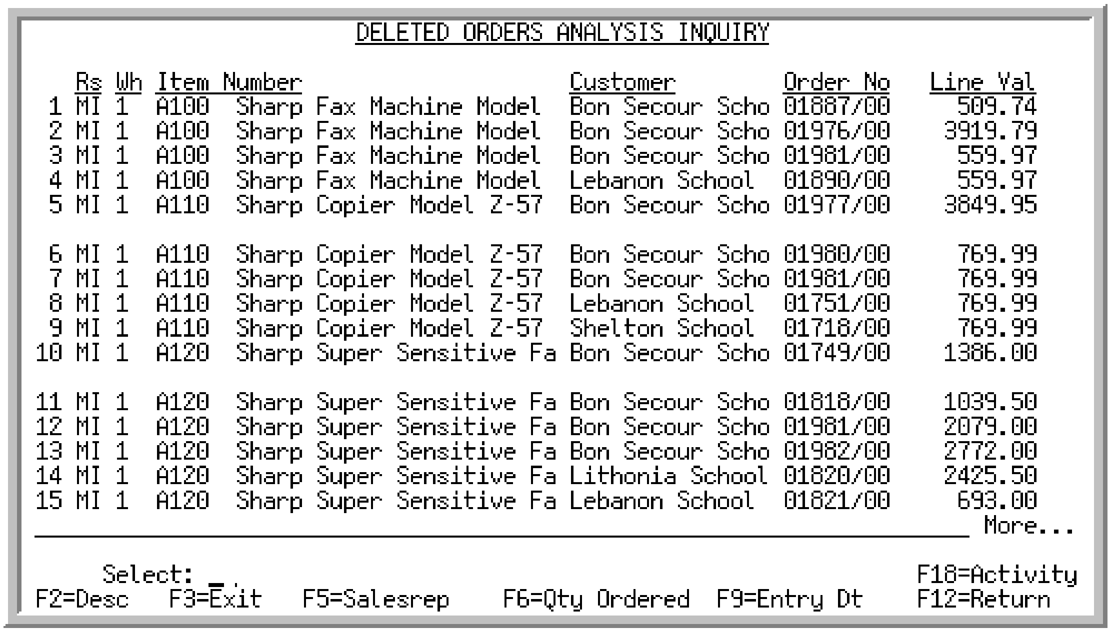
Deleted Orders Analysis Inquiry Selection Screen Fields and Function Keys

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
Vendor	Use this field to limit the inquiry to this vendor only. Key the number of the vendor associated with the deleted order/line you wish to 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) Optional
(Vendor) Find	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 more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (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 more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 8) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU OEINQY will display.

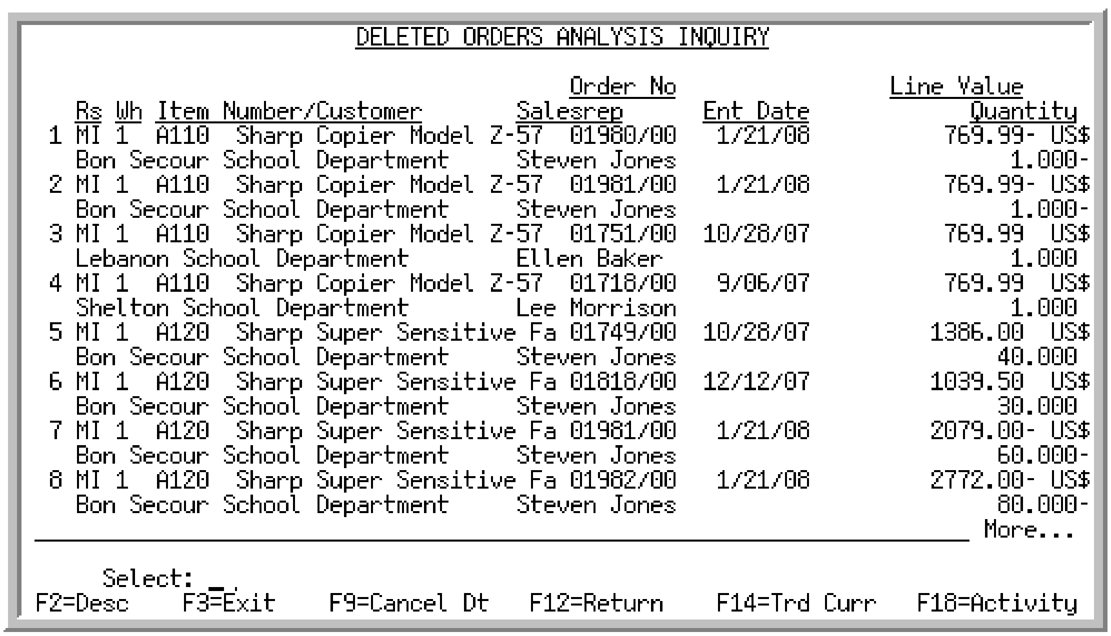
Deleted Orders Analysis Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If search criteria was entered, the respective search screen will display: Customer Search Screen, Item Description Search Screen, or Vendor Search Screen. Refer to these screens as described in the module specific A/R, I/A, and P/O User Guides. If search criteria was not entered, the Deleted Orders Analysis Inquiry Screen (p. 100-9) will appear.

Deleted Orders Analysis Inquiry Screen


```
                         DELETED ORDERS ANALYSIS INQUIRY

   Rs Wh Item Number                      Customer        Order No    Line Val
 1 MI 1  A100  Sharp Fax Machine Model  Bon Secour Scho 01887/00     509.74
 2 MI 1  A100  Sharp Fax Machine Model  Bon Secour Scho 01976/00    3919.79
 3 MI 1  A100  Sharp Fax Machine Model  Bon Secour Scho 01981/00     559.97
 4 MI 1  A100  Sharp Fax Machine Model  Lebanon School  01890/00     559.97
 5 MI 1  A110  Sharp Copier Model Z-57  Bon Secour Scho 01977/00    3849.95

 6 MI 1  A110  Sharp Copier Model Z-57  Bon Secour Scho 01980/00     769.99
 7 MI 1  A110  Sharp Copier Model Z-57  Bon Secour Scho 01981/00     769.99
 8 MI 1  A110  Sharp Copier Model Z-57  Lebanon School  01751/00     769.99
 9 MI 1  A110  Sharp Copier Model Z-57  Shelton School  01718/00     769.99
10 MI 1  A120  Sharp Super Sensitive Fa Bon Secour Scho 01749/00    1386.00

11 MI 1  A120  Sharp Super Sensitive Fa Bon Secour Scho 01818/00    1039.50
12 MI 1  A120  Sharp Super Sensitive Fa Bon Secour Scho 01981/00    2079.00
13 MI 1  A120  Sharp Super Sensitive Fa Bon Secour Scho 01982/00    2772.00
14 MI 1  A120  Sharp Super Sensitive Fa Lithonia School 01820/00    2425.50
15 MI 1  A120  Sharp Super Sensitive Fa Lebanon School  01821/00     693.00
                                                                       More...

     Select: _ .                                                  F18=Activity
F2=Desc   F3=Exit    F5=Salesrep    F6=Qty Ordered  F9=Entry Dt    F12=Return
```

Deleted Orders Analysis Inquiry Screen Expanded Fields with International Currency


```
                         DELETED ORDERS ANALYSIS INQUIRY

                                          Order No             Line Value
   Rs Wh Item Number/Customer         Salesrep      Ent Date         Quantity
 1 MI 1  A110  Sharp Copier Model Z-57  01980/00   1/21/08       769.99- US$
   Bon Secour School Department     Steven Jones                     1.000-
 2 MI 1  A110  Sharp Copier Model Z-57  01981/00   1/21/08       769.99- US$
   Bon Secour School Department     Steven Jones                     1.000-
 3 MI 1  A110  Sharp Copier Model Z-57  01751/00  10/28/07       769.99  US$
   Lebanon School Department        Ellen Baker                      1.000
 4 MI 1  A110  Sharp Copier Model Z-57  01718/00   9/06/07       769.99  US$
   Shelton School Department        Lee Morrison                     1.000
 5 MI 1  A120  Sharp Super Sensitive Fa 01749/00  10/28/07      1386.00  US$
   Bon Secour School Department     Steven Jones                    40.000
 6 MI 1  A120  Sharp Super Sensitive Fa 01818/00  12/12/07      1039.50  US$
   Bon Secour School Department     Steven Jones                    30.000
 7 MI 1  A120  Sharp Super Sensitive Fa 01981/00   1/21/08      2079.00- US$
   Bon Secour School Department     Steven Jones                    60.000-
 8 MI 1  A120  Sharp Super Sensitive Fa 01982/00   1/21/08      2772.00- US$
   Bon Secour School Department     Steven Jones                    80.000-
                                                                       More...

     Select: _ .
F2=Desc    F3=Exit    F9=Cancel Dt   F12=Return    F14=Trd Curr   F18=Activity
```

This screen appears after pressing ENTER on the Deleted Orders Analysis Inquiry Selection Screen (p. 100-3). Use this screen to review deleted line items (deleted as part of an entire order deletion, or as individual line item deletions).

Both the standard and expanded fields view of the screens are shown above. The expanded fields view is activated through Expanded Field Use (MENU XAFIL2). The expanded fields view shows two lines per order.

You may toggle between customer and sales representative, line value and quantity shipped, or order number, entry date, and cancel date. You also may use this screen to review order information for a selected deleted item (refer to the **Select** field). If **Track Order Activity** is set to Y in Order Entry Options Maintenance (MENU XAFILE), you may display a list of the actions performed on a deleted order from 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 or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Deleted Orders Analysis Inquiry Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number associated with this deleted line item. This number is keyed in the **Select** field (on the lower portion of this screen) when you want to select a deleted line for order information. Display
Rs	The delete reason code of the deleted order. This code indicates the reason the item was deleted, as defined through Delete Reason Codes Maintenance (MENU OEFILE). Display
Wh	The order was deleted from this warehouse. Display
Item Number	This field displays the number with the item's description concatenated to the end of the display field. To display only the item description, press the F2=DESC / F2=ITEM function key. The first 30 positions of the item description will display. Display
Customer	This field displays the customer associated with the deleted item. This field may be toggled to display the sales representative associated with the deleted item using F5=SALESREP / F5=CUSTOMER. With Expanded Fields, the customer and sales rep appear together on the second line eliminating the need for the F5=SALESREP / F5=CUSTOMER key. Display

Deleted Orders Analysis Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Sales Rep	The primary sales representative assigned to the order for this item. The sales representative will toggle with the customer name associated with the returned item using the F5=SALESREP / F5=CUSTOMER key. With expanded fields, the customer name and sales representative both display on the second line eliminating the need for the F5=SALESREP / F5=CUSTOMER key. Display
Order No Ent Date/Cnl Date	This field displays the order/gen number with the date the order was entered and the date the order will be canceled. This field may be a 3-way toggle: • F9=ENTRY DT: Press to display the original entry date of the order • F9=CANCEL DT: Press to display the cancel if not shipped by date, if any, assigned to order. • F9=ORDER NO: Press to display the order/generation number of the deleted order. With expanded fields, the order number will always display on the first line and the toggle is just for the entry date and cancel date fields. When International Currency is installed and you are not using expanded fields, this column and the toggle key will only display while viewing the local currencies and the currency toggle key displays as F14=TRD CURR. Display
Line Val/Quantity	This field initially displays the extended value of this item. For example, if five items at $5.00 were deleted, this field would display $25.00. For items with negative values, such as those being returned, the **Line Value** and **Quantity** fields are displayed in high intensity on the normal view screen. Using expanded fields, these fields display with a negative sign. This field may be toggled to display the quantity of items deleted using F6=QTY ORDERED / F6=LINE VALUE. With expanded fields, the **Quantity** will always display on the second line under the **Line Value** and there is no toggle key. When International Currency is installed and you are not using expanded fields, the line value may be toggled between local and trading currency values with F14=LCL CURR / F14=TRD CURR. The applicable currency symbols will display to the right of the column. F6=QTY ORDERED / F6=LINE VALUE only displays when viewing local currency values. Display

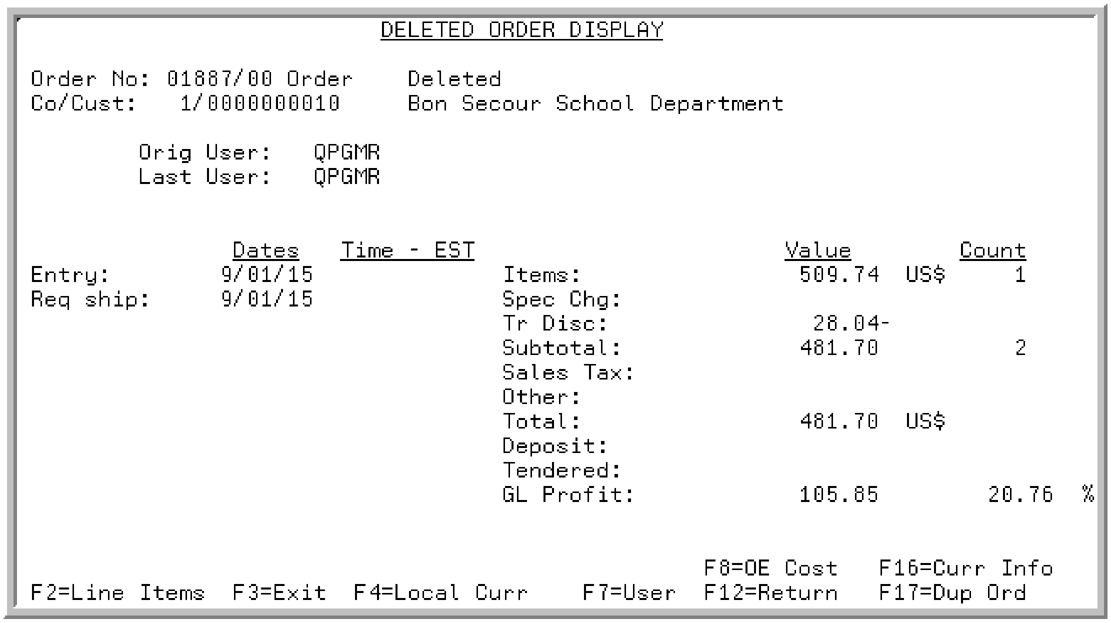
Deleted Orders Analysis Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Select	Use this field to select a deleted item. Key the **Reference Number** corresponding to the deleted item that you want to select. The Deleted Order Display Screen (p. 100-14) will appear. (N 2,0) Optional
F2=Desc / Item	Press F2=DESC / F2=ITEM to toggle between the item number and its descriptions, or the item's descriptions only.
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F5=Salesrep / Customer	Press F5=SALESREP / F5=CUSTOMER to toggle between the customer or sales representative associated with the order. The related field on the top portion of this screen will change accordingly. This key is not needed with Expanded Fields and does not display.
F6=Qty Ordered / Line Value	Press F6=QTY ORDERED / F6=LINE VALUE to toggle between the quantity ordered or line value. The related field on the top portion of this screen will change accordingly. This key is not needed with Expanded Fields and does not display.
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.
F9=Entry Date/Cancel Date/Order No.	Press F9=ENTRY DATE / F9=CANCEL DATE / F9=ORDER NO to toggle between the entry date of the order (the date the order was originally entered into the system), the cancel if not shipped by date, if any, assigned to the order, and the deleted order's order number. The related field on the top portion of this screen will change accordingly. With Expanded Fields, the order number will always display and therefore is not part of the display for the toggle. When International Currency is installed, this prompt will not be shown when you are viewing trading currencies.
F12=Return	Press F12=RETURN to return to the Deleted Orders Analysis Inquiry Selection Screen (p. 100-3) without selecting a deleted item.

Deleted Orders Analysis Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F14=Lcl Curr/Trd Curr	F14=LCL CURR / F14=TRD CURR will only display when International Currency is installed. Press F14=LCL CURR / F14=TRD CURR to view line values in the company's local currency or in the trading currency used for the order. The applicable currency symbols will display to the right of the amounts in the line value column. When trading currency values are shown on the screen, the **Order No** field will not display to allow for the presentation of the larger trading currency value fields.
F18=Activity	F18=ACTIVITY displays only if **Track Order Activity** is set to Y in Order Entry Options Maintenance (MENU XAFILE) Press F18=ACTIVITY to display the Order Activity Screen (p. 15-31). This screen lists the actions performed on an order with the date, time, and user ID of each action.
Enter	Press ENTER after selecting a deleted item. The Deleted Order Display Screen (p. 100-14) will appear.

Deleted Order Display Screen



```
                         DELETED ORDER DISPLAY

Order No: 01887/00 Order    Deleted
Co/Cust:    1/0000000010    Bon Secour School Department

        Orig User:   QPGMR
        Last User:   QPGMR


               Dates    Time - EST                       Value        Count
Entry:        9/01/15                Items:               509.74  US$     1
Req ship:     9/01/15                Spec Chg:
                                     Tr Disc:              28.04-
                                     Subtotal:            481.70          2
                                     Sales Tax:
                                     Other:
                                     Total:               481.70  US$
                                     Deposit:
                                     Tendered:
                                     GL Profit:           105.85        20.76  %


                                                  F8=OE Cost   F16=Curr Info
F2=Line Items  F3=Exit  F4=Local Curr    F7=User  F12=Return   F17=Dup Ord
```

This screen appears after selecting a deleted line item and pressing ENTER on the Deleted Orders Analysis Inquiry Screen (p. 100-9), only if the **Skip Order Header for New Orders** field is set to N through Order Entry Options Maintenance (MENU XAFILE).

Use this screen to review the order information related to the selected line item, or select to process (create) a duplicate order based on the Deleted Order Header and Detail files (DLHED/DLDET).

The appearance of this screen will vary, depending on the type of item selected, as well as the modules installed and the options selected. All fields on this screen are display only.

Deleted Order Display Screen Fields and Function Keys

Field/Function Key	Description
Order No	This field displays the order number and generation (number of times this order was backordered). The type of order displays to the right of this number.
Co/Cust	This field displays the company number and customer number associated with this order. The customer name displays to the right of the customer number.

Deleted Order Display Screen Fields and Function Keys

Field/Function Key	Description
Orig User	This field identifies the user who entered the order. If Point of Sale is installed, **POS*ORDR** will display in this field for orders entered through Point of Sale Entry (MENU PSMAIN). If web@work is installed, **web@work** will display in this field for orders submitted through web@work.
Last User	This field identifies the last user who maintained the order.
Released by	This field identifies the user who last released the order from hold.
Date Fields	The following dates may or may not display for the open order, depending on the order's status. If a date field listed below is not displayed on the screen, this indicates that the activity has not yet occurred or that a date has not been assigned to the order. • **Entry**: The date the order was entered. • **Req ship**: The date the order was requested to be shipped. • **Acknowledge:** The date the Acknowledgment was printed. • **Pick Slip**: The date the Pick List was printed. • **Ship**: The date the order was shipped. • **Invoice**: The date the Invoice was printed. • **Due**: The date payment becomes due for the order. • **Future**: The date in the future on which the invoice will become due and payable. • **Review**: The quote review date assigned to follow-up on the quoted order.

Deleted Order Display Screen Fields and Function Keys

Field/Function Key	Description
Time/User Fields	These fields display the time an activity was completed or the user ID of the person who performed that activity. These fields are toggled with the F7=USER / F7=TIME key. Times or user IDs for the following activities may or may not display for an open order. If a field listed below is not displayed on the screen, this indicates that the activity has not yet occurred. Additionally, these fields may be blank for older orders because the activity occurred before Order Entry was enhanced to save these times and user IDs in the order history (i.e., prior to Distribution A+ version 4.0). • **Entry**: The time the order was entered, or the user ID of the person who entered the order. • **Acknowledge**: The time the Acknowledgment was printed or the user ID of the person who printed the Acknowledgement. • **Pick Slip**: The time the Pick Slip was printed or the user ID of the person who printed the Pick Slip. • **Ship**: The time the order was ship confirmed or the user ID of the person who performed the shipping confirmation. • **Invoice**: The time the Invoice was printed or the user ID of the person who printed the Invoice. All times are displayed in 24-hour (or military) time. For example, 8:15 a.m. appears as 8:15:00, while 8:15 p.m. appears as 20:15:00. All times are displayed in the user's default time zone. The code for the time zone in which times are displayed appears at the top of this column. Time zone codes are defined through Time Zone Codes Maintenance (MENU OEFIL3) and assigned to users through Register A+ User IDs (MENU XACFIG). Display
Items	The value of the line items and the total number of items in the order, based on the quantity that will be shipped. When International Currency is installed, the currency symbol displays to the right of the total item amount field.
Spec Chg	The value of and number of special charges that were added to the order.
Tr Disc	The trade discount amount applied to the order.
Subtotal	The value of the order and the total number of lines in the order prior to taxes and other charges. NOTE: If messages were added, the total number of lines may be greater than the number of items.

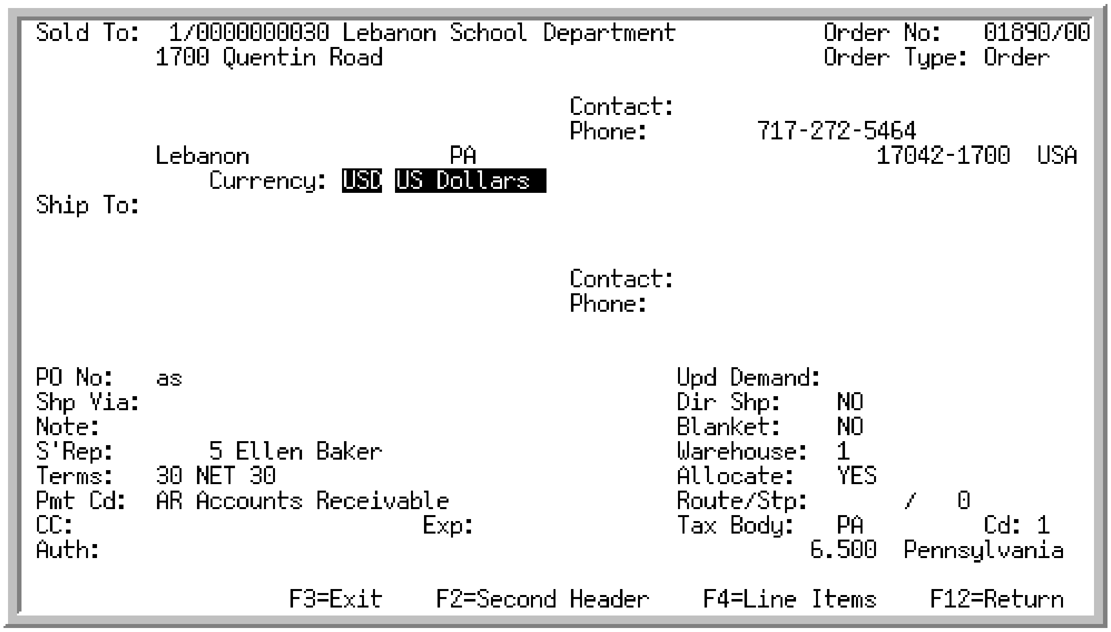
Deleted Order Display Screen Fields and Function Keys

Field/Function Key	Description
Sales Tax	This field represents the sales tax amount applied to the order.
GST	The goods and services tax amount applied to the order. NOTE: This field displays in place of the **Sales Tax** field if **Use GST/ PST Taxing** is set to Y through System Options Maintenance (MENU XAFILE) and the tax body on the order is for GST or PST.
Other PST/Other	The **Other** field represents the combination of container charges and federal excise tax. The **PST/Other** field represents the combination of Canadian provincial sales tax and container charges. NOTE: This field displays in place of the **Other** field if **Use GST/PST Taxing** is set to Y through System Options Maintenance (MENU XAFILE).
Total	The total monetary value of the order. When International Currency is installed, the currency symbol displays to the right of the total item amount field.
Deposit	The monetary amount received as a partial payment.
Tendered	The monetary amount received in payment.
GL Profit / OE Profit	NOTE: This field displays only if a user has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This field displays the GL or OE gross profit margin of the sale for the customer, as toggled with the F8=GL COST / F8=OE COST function key. Both monetary amount and profit percentage display. See F8=GL COST / F8=OE COST for further details. When International Currency is installed, this field only displays in the company's local currency.
F2=Line Items	Press F2=LINE ITEMS to access a list of line items for this order. The Deleted Orders Item Review Screen (p. 100-25) will appear.
F3=Exit	Press F3=EXIT to exit this option and return to the menu.

Deleted Order Display Screen Fields and Function Keys

Field/Function Key	Description
F4=Lcl Curr/Trd Curr	F4=LOCAL CURR / F4=TRADING CURR only displays when International Currency is installed. Press F4=LOCAL CURR / F4=TRADING CURR toggle the display to either the local or the trading currency values for this order.
F7=User / F7=Time	F7=USER / F7=TIME is used as a toggle to display either the time the function was performed or the user ID of the user who performed the function.
F8=OE Cost / F8=GL Cost	Press F8=OE COST / F8=GL COST to toggle between the Order Entry (OE) and General Ledger (GL) cost values for the customer in the **OE Profit** or **GL Profit** field. The display of the field changes accordingly and the Profit and Profit Percentage will reflect either the OE cost or GL cost values. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F12=Return	Press F12=RETURN to return to the Deleted Orders Analysis Inquiry Screen (p. 100-9).
F16=Curr Info	F16=CURR INFO only displays when International Currency is installed. Press F16=CURR INFO to access currency information for this order. Refer to Enter, Change & Ship Orders (MENU OEMAIN) Currency Information Screen (p. 6-67) for more details. Note that when this screen is accessed from this option, the data is display only and cannot be changed.
F17=Dup Ord	F17=DUP ORD only displays when the deleted order is an order type of O (Order), B (Backorder), or Q (Quote). Press F17=DUP ORD to process (create) a duplicate order based on the Deleted Order Header and Detail files (DLHED/DLDET). This is useful if a customer requests to order items after an original order, backorder or quote has been deleted. The Create Duplicate Order Screen (p. 16-62) will appear.
Enter	Press ENTER to display the Deleted Orders Header Screen (p. 100-19).

Deleted Orders Header Screen



This screen appears after you press ENTER on the Deleted Order Display Screen (p. 100-14). Use this screen to review the order header information related to the selected order.

This screen displays the customer name, customer address information, shipping address information, payment terms, warehouse, and various sales information.

All the fields on this screen are display only and cannot be changed.

Deleted Orders Header Screen Fields and Function Keys

Field/Function Key	Description
Order No	This field displays the order number and number of times this order was backordered.
Order Type	This field indicates the type of order displayed: Invoice, Order, Future order, Backorder, Master, Quote, Return, or Blanket.
Sold To	The company number, customer number, and customer name of the customer that placed the order. The sold to information also includes: address lines 1 - 4, city, state/province, country, zip/postal, and sales contact name and phone number.
Currency	This field displays the description of the order's currency when International Currency is installed.

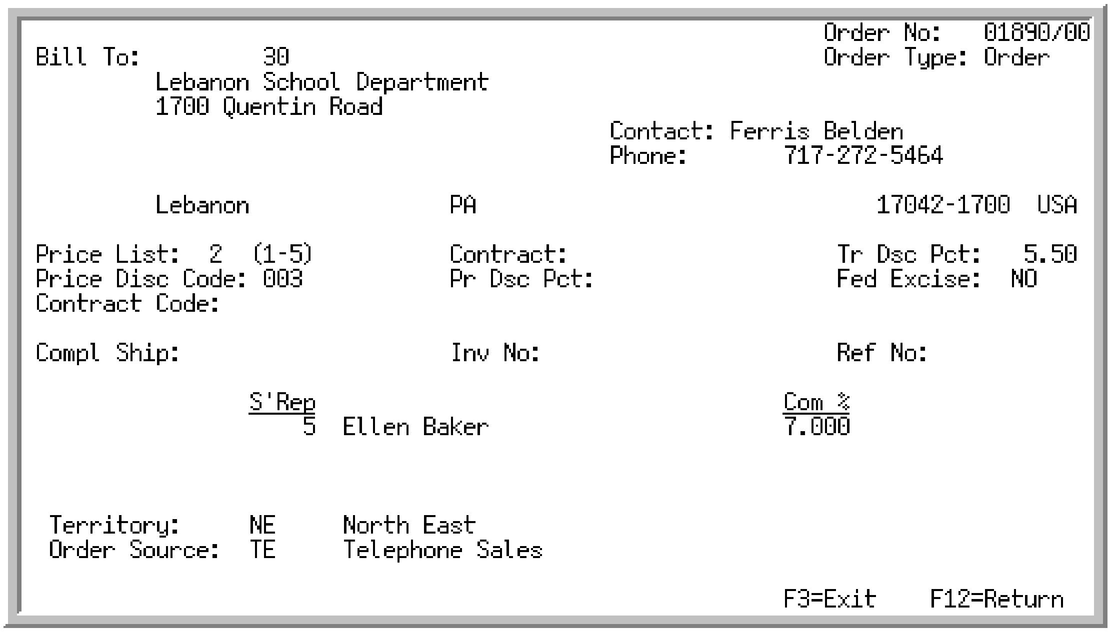
Deleted Orders Header Screen Fields and Function Keys

Field/Function Key	Description
Ship To	The customer name of the location where the order was to be shipped. The ship to information also includes: address lines 1 - 4, city, state/province, country, zip/postal, and contact name and phone number.
PO No	The customer's purchase order number.
Upd Demand	This field appears only if Inventory Management & Planning is installed. This field indicates whether items on this order will update sales demand.
Shp Via	The requested method of shipment for this customer or ship-to address.
Dir Shp	Determines if this order is a drop-shipped order. This type of order will be shipped directly from your vendor to your customer and will not be received into your inventory.
Note	This note may be used to print a comment at the top of the pick list and invoice for this order.
Blanket	This field indicates if this master order is a blanket order.
S'Rep	The primary sales representative for this order.
Warehouse	The number of the warehouse from which inventory is shipped.
Terms	The terms code and description for this order.
Allocate	This field indicates (by **YES** or **NO**) whether or not this order had been allocated.
Pmt Cd	The accepted method of payment for this order.
Route/Stp	The delivery route and delivery stop number for this customer.
CC / Exp	NOTE: This field displays only if the **Use Credit Cards** field has been defined as Y in Order Entry Options Maintenance (MENU XAFILE). The credit card account number (**CC**) and expiration date (**Exp**) that was to be used for payment of this order.
Auth	The **Auth** field displays the authorization number which was entered when the credit card was verified. This field only displays in an environment that is not using Electronic Payment processing and represents the authorization number which was manually entered on the End Order Screen (p. 6-248) when the credit card was verified. With Electronic Payments, the authorization information can be found in EP Transaction Inquiry (MENU EPMAIN).

Deleted Orders Header Screen Fields and Function Keys

Field/Function Key	Description
Tax Body, Cd	The sales tax body code and description for this order with the tax exempt code. Exempt code 0 is taxable; 1, 2, and 3 are non-taxable; J is jobber.
F2=Second Header	Press F2=SECOND HEADER to display the Deleted Orders Second Header Screen (p. 100-22).
F3=Exit	Press F3=EXIT to exit this option and return to the menu.
F4=Line Items	Press F4=LINE ITEMS to display the Deleted Orders Item Review Screen (p. 100-25)
F12=Return	Press F12=RETURN to return to the Deleted Orders Analysis Inquiry Screen (p. 100-9).
Enter	Press ENTER to display the Deleted Orders Item Review Screen (p. 100-25).

Deleted Orders Second Header Screen



This screen appears after pressing F2=SECOND HEADER on the Deleted Orders Header Screen (p. 100-19).

Use this screen to review the order header second screen of information related to the selected order. Billing, pricing, and detailed sales representative information is displayed.

All the fields on this screen are display only and cannot be changed.

Deleted Orders Second Header Screen Fields and Function Keys

Function Key	Description
Order No	This field displays the order number and number of times this order was backordered.
Order Type	This field indicates the type of order displayed: Invoice, Order, Future order, Backorder, Master, Quote, Return, or Blanket.
Bill To	The number of the customer who is billed for this order. Usually this is the same as the customer for whom the order has been created. The bill-to name, address, and accounts receivable contact person are displayed below this field.
Price List	The price list (1 - 5) typically used by this customer for the pricing of items in the order.
Contract	The named contract that would have been used by the system to check the Contract Price File. This field determines if special prices have been set for any of the items ordered under the contract number entered in this field.

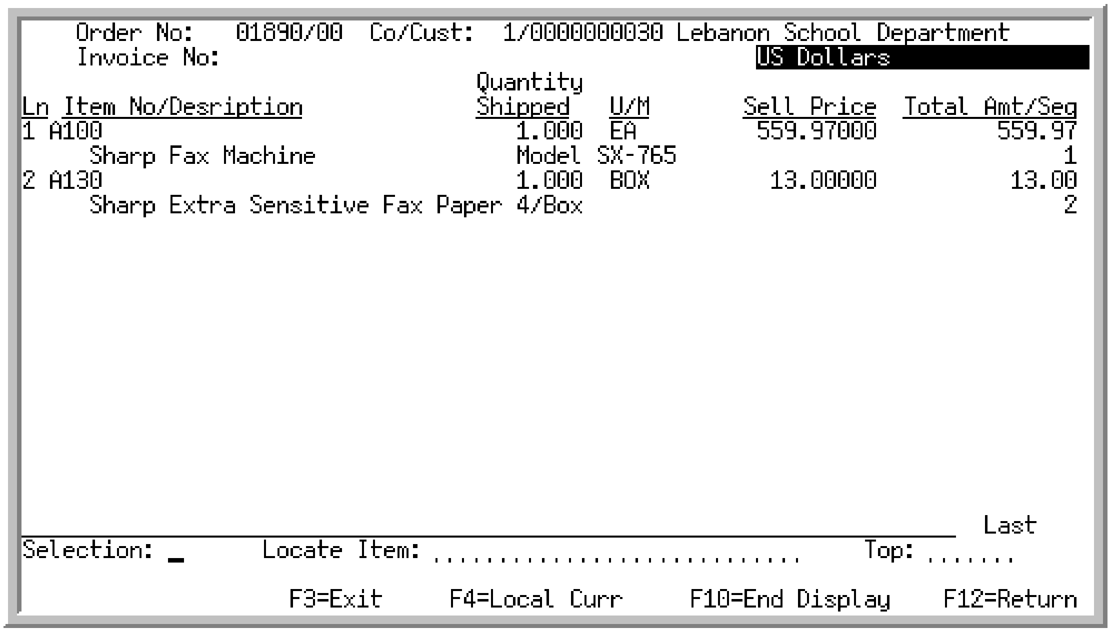
Deleted Orders Second Header Screen Fields and Function Keys

Function Key	Description
Tr Dsc Pct	NOTE: This field displays only if **Use Trade Discounts** is set to Y in Order Entry Options Maintenance (MENU XAFILE). This trade discount percentage is applied to the entire order if the total order value exceeds the amount specified through Trade Discount Maintenance.
Price Disc Code	The code (001-999) assigned to customers to classify them for matrix pricing functions. When used in the price matrix, this code interacts with an item's Item Price Class to determine the applicable discount.
Pr Dsc Pct	The price discount percent that overrides all discount percentages that are calculated for each item on this order.
Fed Excise	NOTE: This field displays only if **Use Federal Excise Tax** is set to Y in Order Entry Options Maintenance (MENU XAFILE). Also, federal excise taxes are assigned to an item through Item Master Maintenance (MENU IAFILE). Determines the federal excise tax amount that is applicable for this order.
Contract Code	The customer contract code assigned to customers to classify them for contract pricing functions. This code is used for contract pricing and may categorize a group of customers that use the same contract pricing.
Compl Ship	This field determines if an order should be shipped complete (H), have backorders cancelled (D) or allow backorders.
Inv No	When entering an orders, you may override the invoice number that Distribution A+ automatically assigns by keying the new invoice number in this field.
Ref No	Used to store any information that identifies this order, such as a reference the number of the order for which merchandise is returned or the number of the master order from which the blanket order was released displays in this field.
S'Rep	This field specifies the sales representatives that will be credited for this order.
Com %	The commission percentage received by each of the corresponding sales representatives for this order.
Territory	This field displays the territory code (e.g., MI) and its description (e.g., Michigan) that the customer is assigned to.
Order Source	The order source is a two character code used in the G/L Interface. It is used to specify which general ledger accounts are updated based on the type of the order.

Deleted Orders Second Header Screen Fields and Function Keys

Function Key	Description
F3=Exit	Press F3=EXIT to exit this option and return to the menu.
F12=Return	Press F12=RETURN to return to the Deleted Orders Analysis Inquiry Screen (p. 100-9).

Deleted Orders Item Review Screen



This screen appears after pressing F2=LINE ITEMS on the Deleted Order Display Screen (p. 100-14) or F4=LINE ITEMS on the Deleted Orders Header Screen (p. 100-19).

Use this screen to review the list of items, comments, and special charges in this order.

Deleted Orders Item Review Screen Fields and Function Keys

Field/Function Key	Description
Order No	This field displays the order number and generation number and the number of times this order has been backordered. Display
Co/Cust	This field displays the company number and customer number associated with this order. The customer name displays to the right of the customer number. Display
Invoice Number	When entering an order, you may override the invoice number that Distribution A+ automatically assigns by keying the new invoice number in this field. Display
(Currency Description)	When International Currency is installed, the description of the currency code assigned to the order will display. Display

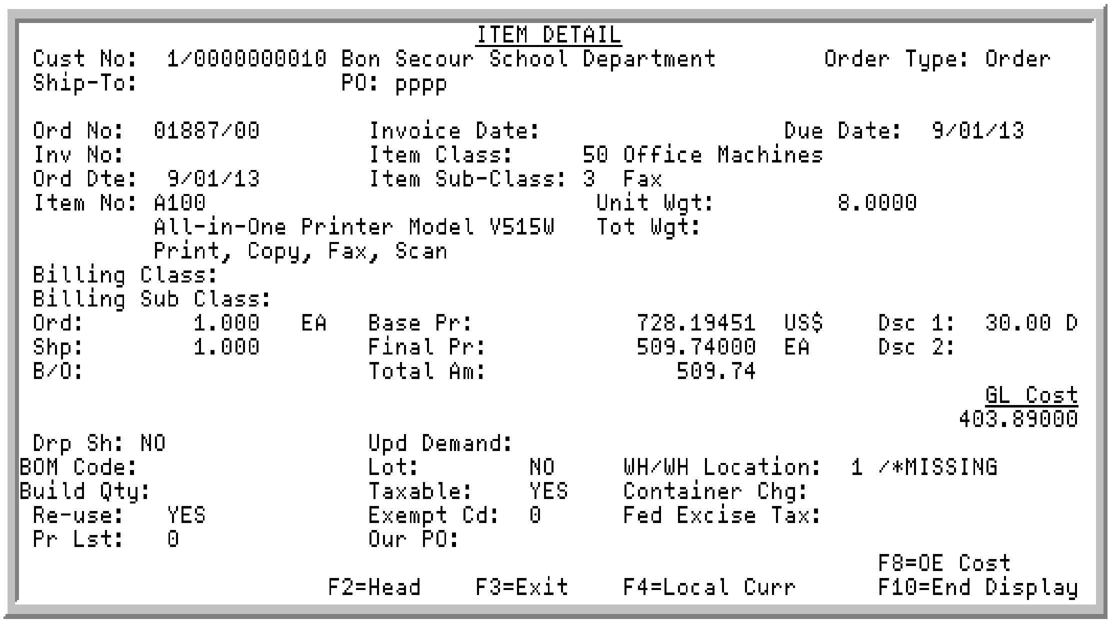
Deleted Orders Item Review Screen Fields and Function Keys

Field/Function Key	Description
Ln	The reference number associated with the item. This number is keyed in the **Selection** field on the lower portion of the screen. Display
Item No/Description	The item number associated with the line item and its corresponding description (displayed below the item number). Display
Quantity Shipped	The quantity of the item available to be shipped. Display
U/M	The item's ordering unit of measure in the stocking unit of measure. Display
Sell Price	The item's actual unit selling price. Display
Total Amt	The extended amount of the shippable quantity of the item. Display
Seq	The sequence in which the items, comments, and charges were entered into the order. Display
Selection	This field allows you to select an item that you want to display in detail. Key the reference number (displayed in the **Ln** column) associated with the item and press ENTER. The Deleted Orders Item Detail Screen (p. 100-28) will appear. (N 1,0) Optional
Locate Item	Use this optional field to locate an item number within an order. Key all or part of the item number and press ENTER. If the item is found in the order, it will display on the top portion of this screen. (A 27) Optional
Top	This field (used for sequencing) allows you to select the item you want to display on the first line of this screen. Key the sequence number (displayed in the **Ln** column) that you want to display first and press ENTER. If the exact sequence number keyed is not found, the line with the closest sequence number will be positioned to the top of the screen. (N 5,0) Optional
F3=Exit	Press F3=EXIT to exit this option and return to the menu.

Deleted Orders Item Review Screen Fields and Function Keys

Field/Function Key	Description
F4=Local Curr/Trading Curr	This key only displays when International Currency is installed. Press F4=LOCAL CURR / F4=TRADING CURR to toggle order values between the company's local currency and the trading currency of the order.
F10=End Display	Press F10=END DISPLAY to return to the Deleted Orders Analysis Inquiry Screen (p. 100-9).
F12=Return	Press F12=RETURN to return to the Deleted Orders Analysis Inquiry Screen (p. 100-9).
Enter	Press ENTER after selecting an item to display in detail. The Deleted Orders Item Detail Screen (p. 100-28) will appear.

Deleted Orders Item Detail Screen



```
                              ITEM DETAIL
Cust No:  1/0000000010 Bon Secour School Department       Order Type: Order
Ship-To:                PO: pppp

Ord No:  01887/00       Invoice Date:                   Due Date:  9/01/13
Inv No:                 Item Class:     50 Office Machines
Ord Dte:  9/01/13       Item Sub-Class: 3  Fax
Item No: A100                            Unit Wgt:         8.0000
         All-in-One Printer Model V515W  Tot Wgt:
         Print, Copy, Fax, Scan
Billing Class:
Billing Sub Class:
Ord:        1.000   EA   Base Pr:           728.19451  US$    Dsc 1:  30.00 D
Shp:        1.000        Final Pr:          509.74000  EA     Dsc 2:
B/O:                     Total Am:             509.74
                                                                    GL Cost
                                                                  403.89000
Drp Sh: NO               Upd Demand:
BOM Code:                Lot:        NO     WH/WH Location:  1 /*MISSING
Build Qty:               Taxable:    YES    Container Chg:
Re-use:   YES            Exempt Cd:  0      Fed Excise Tax:
Pr Lst:   0              Our PO:
                                                           F8=OE Cost
                      F2=Head    F3=Exit    F4=Local Curr      F10=End Display
```

This screen appears after selecting a line for review and pressing ENTER on the Deleted Orders Item Review Screen (p. 100-25).

Use this screen to review the item detail information related to the selected order. All fields on this screen are display only and cannot be changed.

Deleted Orders Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Cust No	This field displays the company number and customer number associated with this order. The customer's name is displayed to the right of the customer number.
Order Type	This field indicates the type of order, such as, Order, Invoice, Return, etc.
Ship-To	This field displays the ship-to number for this order [defined through Customer/Ship to Master Maintenance (MENU ARFILE)], if one was used. This number corresponds to one of the customer's shipping addresses.
PO	This field displays the customer's purchase order number related to this order.
Ord No	This field displays the order number and the generation number. The generation number can be the number of times this order was backordered or the backorder release identifier.

Deleted Orders Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Invoice Date	This field displays the date the order was invoiced. This field is blank if the order has not yet been invoiced and if an override invoice date was not keyed.
Due Date	This field displays the requested ship date which indicates when the order was due to be shipped.
Inv No	This field displays the invoice number assigned to the order. This field is blank if an override invoice number was not keyed.
Item Class/Item Sub-Class	These fields display the class and sub-class [as defined through Item Class/ Sub Class Maintenance (MENU IAFILE)] of the item.
Ord Dte	This field displays the original entry date of the order.
Item No	This field displays the item number associated with this line. The item description is displayed below the item number.
Unit Wgt	The unit weight associated with the item and the unit of measure in the Item Master File (ITMST).
Tot Wgt	The total shipping weight for catch weight items (a catch weight item is an item that is priced by it's weight; i.e by the pound). A catch weight item total price is calculated by the total weight at shipping which is entered on the Item Review Screen (p. 6-115) in Enter, Change & Ship Orders (MENU OEMAIN) multiplied by the unit price.
Billing Class Billing Sub Class	These fields indicate the Billing Class of the item, if one exists, and the Billing Sub Class of the item, if one exists. A Billing Class is a value that you can assign to an individual customer through Order Entry to help classify the line items that they order. A Billing Sub Class is a second level of Billing Class detail. 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 and/or a Billing Sub Class will be required and validated during Order Entry is made at the customer/customer ship to level through Customer/Ship to Master Maintenance (MENU ARFILE).
Ord	The quantity of the item ordered followed by the ordering U/M.
Shp	The quantity of the item shipped.
B/O	The quantity of the item backordered.
Base Pr	The price of the item prior to discounts or the cost of the item prior to markups.
(Currency Symbol)	The currency symbol for the displayed currency.

Deleted Orders Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Final Pr	The item's actual selling price, expressed in the item's ordering/pricing unit of measure.
Total Am	The item's extended selling price, based on the quantity shipped, lot, or catch weight.
Dsc 1	The first discount percent applied to the base price in the calculation of the final selling price, if the amount is followed by a D; an amount followed by an M indicates that a markup percent is applied to the base price; G indicates gross margin.
Dsc 2	The second discount percent applied to the base price for an additional discount. The discount percent applied from item quantity discounts or quantity break class discounts also displays.
GL Cost / OE Cost	The **GL Cost** and **OE Cost** is toggled with the F8=GL COST / F8=OE COST function key) and displays only when a user is authorized to see GL and/or OE Cost. Authority to see GL and/or OE cost is defined in the **Display GL Cost and Profit (OE, SA, AR, some PO)**, **Display OE Cost and Profit (OE, SA, AR, some PO)**, and **Authorized Users** fields in Application Action Authority Maintenance (MENU XASCTY). This field toggles to display the actual GL or OE Cost of the item expressed in the pricing unit of measure. When International Currency is installed, this field only displays in the company's local currency.
Drp Sh	This field displays **YES** or **NO** to indicate if this item is shipped directly from your vendor to your customer.
Upd Demand	This field appears only if Inventory Management & Planning is installed. This field indicates whether this line item updated demand. The update demand value for an item is specified on the Item Review Screen (p. 6-115) when the item is added to the order.
BOM Code	This field indicates whether or not the item is a bill of material item. K displays if the item is a kit; A displays if the item is an assortment; M displays if the item is manufactured. Otherwise, this field is blank.
Lot	This field indicates if this item is sold as a lot. If this item is sold as a lot, the final price will be used as a lot charge and will be the total amount for whatever quantity of the item is ordered on this line. This is considered "lot pricing."
WH	This field displays the warehouse identifier and the ordered item's warehouse (identifies what warehouse the item will ship from).

Deleted Orders Item Detail Screen Fields and Function Keys

Field/Function Key	Description
WH Location	If Warehouse Management is installed, one of the following location assignment statuses will display: • ***ASSGNED** - The location has been assigned • ***MISSING** - The location has NOT been assigned • ***FIRST** - The first location that already stocked this item
Build Qty	This field displays the quantity of kits that were built from components for this item. This field is blank if no kits had to be built and the quantity could be picked from stock.
Taxable	This field indicates whether or not the item is taxable. The value displayed in this field is based upon the tax code entered at the Item Balance level on the Balance File Pricing Maintenance Screen (MENU IAFILE). If no entry was made at the Item Balance level, then the value displayed in this field is based upon the tax code entered at the Item Master level on the Item File Maintenance Screen 1 (MENU IAFILE).
Container Chg	This field shows the actual container charge amount applied to this item, and currency code.
Re-use	This field indicates if the item is re-usable. If YES, when the **Exmt** code is J (Jobber), this item will be taxed. The value displayed in this field is based upon the Re-use Code entered at the Item Balance level on the Balance File Pricing Maintenance Screen (MENU IAFILE). If no entry was made at the Item Balance level, then the value displayed in this field is based upon the Re-use Code entered at the Item Master level on the Item File Maintenance Screen 1 (MENU IAFILE). Override tax exemptions are available at a variety of item/customer levels. Refer to the following options for details: • Customer Tax Classes Maintenance (MENU OEFIL2) • Item Tax Classes Maintenance (MENU OEFIL2) • Tax Overrides Maintenance (MENU OEFIL2)
Exempt Cd	This field displays the tax exempt code for the order: 0, 1, 2, 3, or J. The value displayed in this field is based upon the Tax Code entered at the Item Balance level on the Balance File Pricing Maintenance Screen (MENU IAFILE). If no entry was made at the Item Balance level, then the value displayed in this field is based upon the Tax Code entered at the Item Master level on the Item File Maintenance Screen 1 (MENU IAFILE).
Fed Excise Tax	The amount of the federal excise tax that has been added into the price of this item.
Pr Lst	The list price that was selected to become the base price for this item.

Deleted Orders Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Our PO	This field displays our purchase order number or, if this item is a special order item, the work order number for this order. If this is a special order item for a work order vendor, this field will display the work order associated with this item.
F2=Head	Press F2=HEAD to return to the Deleted Orders Header Screen (p. 100-19).
F3=Exit	Press F3=EXIT to exit this option and return to the menu.
F4=Local Curr/Trading Curr	This key only displays when International Currency is installed. Press F4=LOCAL CURR / F4=TRADING CURR to toggle order values between the company's local currency and the trading currency of the order.
F8=OE Cost / F8=GL Cost	Press F8=OE COST / F8=GL COST to toggle between the Order Entry (OE) and General Ledger (GL) cost values for the customer in the **OE Cost** or **GL Cost** field. The display of the field changes accordingly and the cost will reflect either the OE Cost or GL Cost values. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F10=End Display	Press F10=END DISPLAY to return to the Deleted Orders Analysis Inquiry Screen (p. 100-9).
Enter	Press ENTER to display the Deleted Orders Item Review Screen (p. 100-25).

CHAPTER 101 Item Price Inquiry

101

Use the Item Price Inquiry option on the Order Entry Inquiry Menu (MENU OEINQY) to determine the prices of items as if they were to be ordered by selected customers. The same pricing/cost logic found in Enter, Change & Ship Orders (MENU OEMAIN) is utilized through this option to provide price information from an inquiry rather than from placing an order.

NOTE: Depending on the order entry option **Show Prices in Order Entry** (MENU XAFILE), prices in this inquiry will be displayed in either the "ordering" unit of measure or "pricing" unit of measure.

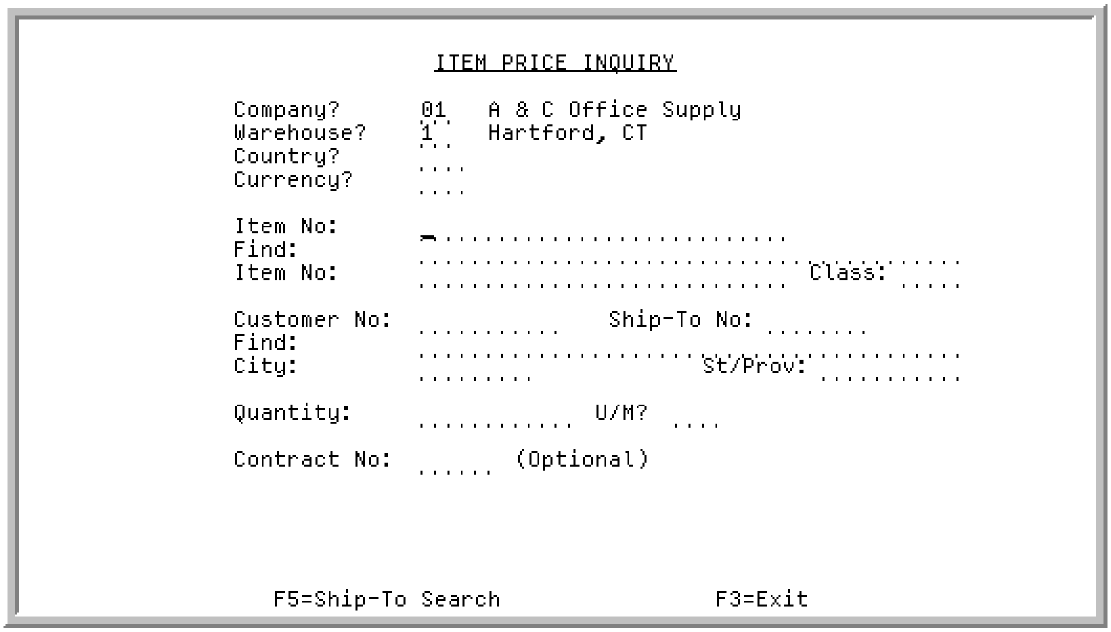
Item Price Inquiry

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
Item Price Inquiry Selection Screen	Use to specify the limiting criteria for the inquiry.
Item Price Inquiry Screen	Displays pricing/cost information for the selected customer/item.
Item Price Inquiry - Replacements Screen	Displays the replacement or alternate items assigned to the selected item.
Cost Load Screen	See Item Balance Maintenance (MENU IAFILE) in the Inventory Accounting User Guide.
Shipped Orders By Item Inquiry Screen	Use to review the shipped orders for the selected item that has been filtered to the item number and customer displayed on this screen as shown in the Shipped Orders By Item Inquiry (MENU OEMAIN).

Title	Purpose
Rebate Display Screen	Displays information about the rebate associated with the item.
Available Rebate List Screen	Displays other rebates for which the item qualifies. Use to select a different rebate for the item.

Item Price Inquiry Selection Screen



This screen appears after selecting option 5 - Item Price Inquiry (MENU OEINQY).

Use this screen to select the customer/item relationship for which item prices will be determined.

Item Price Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to Y in System Options Maintenance (MENU XAFILE). Key the company number associated with the customer/item for which pricing/cost information will be determined. *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

Item Price Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	This field displays only if Distribution A+ is set up to use multiple warehouses through System Options Maintenance (MENU XAFILE). The number of the warehouse from which inventory would be shipped. This is also the warehouse that would be credited for the sale. You may override or accept the default warehouse number. The warehouse name is displayed to the right of this field. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name 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) Required
Country	This field displays only if International Currency is installed. This field appears only if the **Use Multiple Country/Currency Pricing** system option is set to Y in International Currency Options (MENU ICFILE). Use this field to specify the country for which you are retrieving item cost and pricing information. Key a country code. *Valid Values:* A country code defined through Country Names Maintenance (MENU ARFIL2). (A 3) Optional
Currency	This field displays only if International Currency is installed. This field appears only if the **Use Multiple Country/Currency Pricing** system option is set to Y in International Currency Options (MENU ICFILE). Use this field to specify the currency for which you are retrieving item cost and pricing information. Key a currency code. *Valid Values:* A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Optional
Item No	Use this field to key the item number for which pricing/cost information will be determined. If you do not know the item number, you may use the Item Search (refer to the field description for **Find/Item No/Class**). *Valid Values:* Any valid item number that is stocked in the identified warehouse. (A 27) Required

Item Price Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Find (Item)	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 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. After keying appropriate search criteria, the Item Description Search Screen will appear. Refer to this screen as described in the Inventory Accounting User Guide. (A 40 /A 27 /A2/A2) 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
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

Item Price Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer No	Key the number of the customer for whom the item pricing/cost information will be determined. If you do not know the customer number, use the customer search by keying criteria in the following **Find**, **City**, and/or **State** fields. *Valid Values:* Any valid customer created through Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Required
Ship-To No	This field displays if the **Multi Company** field is set to Y in System Options Maintenance (MENU XAFILE). This field will not display if the **Multi Company** field is set to N and customer/ship-to contracts are not being used. Key the ship-to number associated with the customer for which item pricing/cost information will be determined. If you do not know the ship-to number, press F5=SHIP-TO SEARCH after entering the customer number to perform a ship-to search. NOTE: If you enter a ship-to number in this field, the system will check to see if the indicated company is allowed to use customer/ship-to/item contracts or customer/ship-to/item group contracts, as defined through Order Entry Options Maintenance (MENU XAFILE). If not, an error message will appear. *Valid Values:* A ship-to number defined through Customer/Ship to Master Maintenance (MENU ARFILE). (A 7) Optional
Find (Customer)	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 the Cross Applications User Guide. 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

Item Price Inquiry Selection Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>City</td><td>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 the Cross Applications User Guide.

(A 8) Optional</td></tr>
<tr><td>St/Prov</td><td>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 the Cross Applications User Guide.

(A 10) Optional</td></tr>
<tr><td>Quantity</td><td>The quantity of items for which pricing/cost information (i.e., quantity breaks, contracts, and rebates) will be requested.

Key the (optional) appropriate quantity. When selecting a quantity, note the following:

• If you key a quantity and also a stocking unit of measure in the U/M field on this screen, the quantity will be displayed in the Qty Ord and Quantity Ord fields on the Item Price Inquiry Screen (p. 101-11).

• If you key a quantity and also an additional selling unit of measure in the U/M field on this screen, the quantity will be displayed in the Cust U/M Qty field on the Item Price Inquiry Screen (p. 101-11); the Cust U/M Qty field only displays if an additional selling unit of measure has been selected. Furthermore, the Qty Ord and Quantity Ord fields on that screen will be updated to reflect the needed quantity to support the ordering unit of measure. Refer to the Qty Ord and Quantity Ord fields on the Item Price Inquiry Screen (p. 101-11) for details about the ordering unit of measure.

If this field is left blank, the quantity assumed on the Item Price Inquiry Screen (p. 101-11) will be one (1.000).

NOTE: The quantity entered in this field (or assumed in this field if left blank) relates to the unit of measure entered in the U/M field. If the U/M field is left blank, it relates to the default unit of measure selected by Distribution A+. For a description of the method used to select the correct default unit of measure, refer to the Overview of the Inventory Accounting User Guide.

(N 10,3) Optional</td></tr>
</table>

Item Price Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
U/M	Pricing/cost information will be requested in the unit of measure you enter in this field, or in the unit of measure determined by Distribution A+ if you leave this field blank. Key the appropriate unit of measure. You may select a stocking unit of measure (up to three may be defined for the item; at least one is required), or an additional selling unit of measure (an unlimited number may be defined for the item; none are required). When selecting a unit of measure, note the following: • If you key a stocking unit of measure in this field, this unit of measure will be displayed in the **U/M** field on the Item Price Inquiry Screen (p. 101-11). • If you key an additional selling unit of measure defined for the item, this unit of measure will be displayed in the **Cus U/M** field on the Item Price Inquiry Screen (p. 101-11); the **Cus U/M** field only displays if an additional selling unit of measure has been selected. Furthermore, the **U/M** field on the Item Price Inquiry Screen (p. 101-11) will now show the U/M (relation) as defined for the additional selling unit of measure on the Additional U/M Maintenance Screen in Item Master Maintenance (MENU IAFILE). Refer to the Inventory Accounting User Guide for details about establishing unit of measure relationships for additional selling units of measure. If this field is left blank, a default unit of measure will be determined by Distribution A+ and used as the default in the **U/M** field on the Item Price Inquiry Screen (p. 101-11). The **Cus U/M** field on that screen may or may not be applicable, depending on the default unit of measure (stocking or additional) selected by Distribution A+. Refer to the Overview of the Inventory Accounting User Guide for an explanation of the steps used to determine the correct default unit of measure. *Valid Values:* A valid stocking unit of measure defined for the item (up to three may be defined) through Item Master Maintenance (MENU IAFILE) on the Item File Maintenance Screen 1 or an additional selling unit of measure (if any) defined for the item through Item Master Maintenance (MENU IAFILE) on the Additional U/M Maintenance Screen. (A 3) Optional

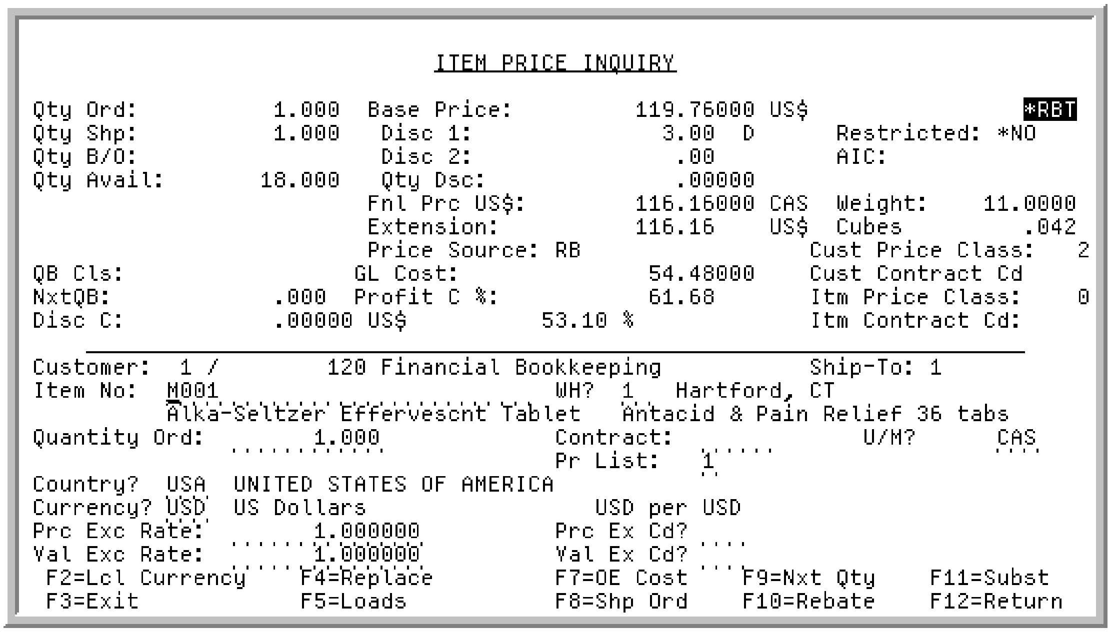
Item Price Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Contract No	This field displays if the **Multi Company** field is set to Y in System Options Maintenance (MENU XAFILE). This field will not display if the **Multi Company** field is set to N and contracts are not being used. Use this field to specify a different contract for which to retrieve item cost and pricing information. If the customer/item for which pricing/cost information is to be determined uses contract pricing and a specific contract number has been created for the customer/item, you may identify the desired contract in this field. According to the pricing hierarchy, contract discounts or markups will be used instead of price matrix pricing or quantity discount pricing that has also been set up for the same items and customers. The resulting prices and discounts may be overridden during order entry, however, with override pricing. NOTE: In order for contracts to be used, the **Use Customer Contracts** field must be Y in Order Entry Options Maintenance (MENU XAFILE). Contracts (with or without specific contract numbers) are created through Contract Prices Maintenance (MENU OEPRCE). When International Currency is installed, if a Country or Currency is entered on this screen, they must match this contracts country and currency. Contracts created without specifying a currency code are assumed to be the company's local currency in which they apply. Key a contract number. *Valid Values:* The number of a contract defined through Contract Prices Maintenance (MENU OEPRCE) (A 5) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU OEINQY will display.
F5=Ship-To Search	F5=SHIP-TO SEARCH displays if the **Multi Company** field is set to Y in System Options Maintenance (MENU XAFILE). F5=SHIP-TO SEARCH will not display if the **Multi Company** field is set to N and customer/ship-to contracts are not being used. If you entered a customer number, and do not know the ship-to number of the shipping address to use (when more than one shipping address exists), press F5=SHIP-TO SEARCH to display the Ship-To Search Screen. Refer to this screen as described in the Accounts Receivable User Guide.

Item Price Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections to determine pricing/cost information for the identified customer or customer ship-to and item. If you key item search criteria, the Item Description Search Screen will appear. Refer to this screen as described in the Inventory Accounting User Guide. If you key customer search criteria, the Customer Search Screen will appear. Refer to this screen as described in the Accounts Receivable User Guide. Otherwise, the Item Price Inquiry Screen (p. 101-11) will appear.

Item Price Inquiry Screen



```
                              ITEM PRICE INQUIRY

Qty Ord:            1.000  Base Price:          119.76000 US$              *RBT
Qty Shp:            1.000   Disc 1:               3.00  D     Restricted: *NO
Qty B/O:                    Disc 2:                .00        AIC:
Qty Avail:         18.000   Qty Dsc:               .00000
                           Fnl Prc US$:         116.16000 CAS  Weight:    11.0000
                           Extension:           116.16    US$  Cubes         .042
                           Price Source: RB                  Cust Price Class:   2
QB Cls:                   GL Cost:               54.48000    Cust Contract Cd
NxtQB:               .000  Profit C %:           61.68        Itm Price Class:    0
Disc C:            .00000 US$           53.10 %               Itm Contract Cd:

Customer:  1 /        120 Financial Bookkeeping           Ship-To: 1
Item No:   M001                         WH?  1   Hartford, CT
           Alka-Seltzer Effervescnt Tablet   Antacid & Pain Relief 36 tabs
Quantity Ord:         1.000             Contract:                U/M?      CAS
                                        Pr List:   1
Country?  USA  UNITED STATES OF AMERICA
Currency? USD  US Dollars                  USD per USD
Prc Exc Rate:         1.000000          Prc Ex Cd?
Val Exc Rate:         1.000000          Val Ex Cd?
 F2=Lcl Currency      F4=Replace        F7=OE Cost    F9=Nxt Qty    F11=Subst
 F3=Exit              F5=Loads          F8=Shp Ord    F10=Rebate    F12=Return
```

This screen appears after you press ENTER from the Item Price Inquiry Selection Screen (p. 101-3).

Use the top half of this screen to display pricing/cost information for the selected customer/item. The display may be changed to reflect that information for different criteria keyed in the bottom half of this screen.

If any vendor rebates are in effect for the identified item and customer, ***RBT** will display in reverse image on the top right of the screen. If this is the case, the cost and/or pricing information will reflect the rebate. F5=LOADS will also reflect the rebate vendor and not the regular vendor for the item. F10=REBATE can be used, if necessary, to bypass the rebate and then F5=LOADS will reflect the regular vendor instead.

If the customer has been suspended, ***SUSPENDED*** will display in reverse image on the bottom right of the screen. Identifying a suspended customer on the screen assists you on the current status of the customer.

If the item has Safety Data Sheets (SDS) associated with it (the Item Master last revision **SDS Date** is filled) or the item is DOT regulated (the Item Master **DOT Regulated** flag is Y), a text in reverse image in the top left corner of this screen appears and the text content will be as follows:

- **SDS** - if there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is filled), but the item is not DOT regulated (the Item Master **DOT Regulated** flag is not Y)
- **SDS/DOT** - if there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is filled), and the item is DOT regulated (the Item Master **DOT Regulated** flag is Y)

- **DOT** - if there are no Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is not filled), but the item is DOT regulated (the Item Master **DOT Regulated** flag is Y)

When International Currency is installed, if you are using multiple country/currency pricing, then pricing information for the specified item, country, currency, and warehouse (if using warehouse level pricing) will be checked first in the hierarchy for each type of pricing, where applicable. Note that contracts that do not have a currency code are assumed to be in the contract company's currency. Quantity discounts that do not have a currency code will be in the currency of the warehouse's company, if a warehouse is specified; or, if not warehouse specific, prices will be in the system currency. If you would like to check those prices for a customer and item, you may need to clear out the Currency and Country on the prompt screen.

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
Warehouse Pricing	The information message **Warehouse Pricing** displays on the top of the screen when the Warehouse Numbers (MENU IAFILE) maintenance field **Use Whse Pricing** is set to Y for the selected warehouse.
Qty Ord	The quantity of the item for which pricing/cost information is presented. This quantity may be one of the following: • The default value of one (1.000) if a quantity was not keyed in the **Quantity** field on the Item Price Inquiry Selection Screen (p. 101-3). • The quantity keyed in the **Quantity** field on the Item Price Inquiry Selection Screen (p. 101-3). • The quantity calculated when a quantity was keyed in the **Quantity** field on the Item Price Inquiry Selection Screen (p. 101-3) and an additional selling unit of measure was also selected. The value in this field may be changed by keying a new quantity in the **Quantity Ord** field on the bottom half of this screen. You may also change the information displayed for another unit of measure (if the item has more than one stocking unit of measure or additional selling units of measure) by keying a valid value in the **U/M** field on the bottom of this screen. The quantity is displayed in the previously selected unit of measure, if a stocking unit of measure was selected. If no unit of measure was selected or an additional selling unit of measure was selected, if one was available, the quantity is displayed in the default unit of measure defined in the Item Master File (ITMST). Display

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
Qty Shp	The quantity of items that would be shipped, as calculated by the system. If the quantity of items available is equal to or greater than the quantity shown in the **Qty Ord** field, the quantity shown in the **Qty Ord** field is displayed here too. If the quantity available is less than the quantity shown in the **Qty Ord** field, the quantity available is displayed in this field. The difference between ordered and available is displayed as a backorder in the **Qty B/O** field. Display
Qty B/O	The quantity of items that would be backordered, as calculated by the system, if the indicated quantity of the item was ordered. Display
Qty Avail	The quantity available of this item in its stocking unit of measure. For multiple U/M items, the available is converted to the displayed stocking unit of measure. If Warehouse Management is not installed, the quantity available is calculated as: Available = Qty On-hand - Allocated + In Process If Warehouse Management is installed, the quantity available is calculated as: Available = Qty On-hand - Allocated + In Process -Unavailable + Return Qty* + Special Order Qty *Return Qty is the sum of all the quantity returned for open orders with **Allocate Inventory** set to Y. If the item is a kit item, the quantity available includes the total component availability required to complete a kit. Display
QB Cls	The quantity break class of the item (if one exists), as assigned at the item level through Item Master Maintenance (MENU IAFILE), and, if applicable, at the warehouse level through Item Balance Maintenance (MENU IAFILE). Quantity break classes are defined through Quantity Break Class Maintenance (MENU IAFILE) and then assigned to individual items at the item level and, if applicable, at the warehouse level. After creating a quantity break class, up to ten different quantity discounts can be created for that quantity break class through Quantity Discounts Maintenance (MENU OEPRCE). These quantity break class discounts are additional discounts that are applied during end order processing and therefore reflected in the pricing/cost information displayed on this screen. Refer to the **NxtQB** field description for more details about quantity discount breaks. Display

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
NxtQB	The next quantity break discount created for the quantity break class displayed in the **QB Cls** field, or for the item alone. Up to ten quantity break discounts may be defined for an existing quantity break class or a specific item through Quantity Discounts Maintenance (MENU OEPRCE). Depending on the quantity ordered (shown in the **Qty Ord** field), the next defined quantity break for which a discount has been created will display here and the associated discount value for this next break will display in the **Disc %** field on this screen. Note that if there is a next quantity break discount, the pricing/cost information displayed reflects the current quantity break discount with the current discount value displaying in the **Qty Dsc** field. This field will increment with the F9=NXT QTY to scroll through the defined discount breaks. Doing this will change the quantity ordered to the quantity displayed here. The quantity shipped, discounts, final price, etc. are recalculated to use the quantity discount displayed in this field. After doing this, the next quantity discount will display in this field. Refer to CHAPTER 2: *Order Entry Pricing* Quantity Discount Pricing (p. 2-18) section for examples of quantity discounts. For example, you can use this option to determine the different pricing/cost information for an item with a defined quantity break class discounts if a customer orders a quantity of 10 (1%); a quantity of 20 (2%), and a quantity of 30 (3%). The following will occur: • When the **Qty Ord** reflects 5, the **Nxt Qty Brk** field will be 10 and the **Disc %** field will be the 1% discount assigned. Therefore, since the pricing/ cost information will not reflect incorporation of any quantity discount breaks, the **Qty Dsc** field will be blank. Press the F9=NXY QTY function key to change the screen to reflect an order quantity of 10. • When the **Qty Ord** reflects 10, the **Nxt Qty Brk** field will be 20 and the **Disc %** field will be the 2% discount assigned. The pricing/cost information shows the **Qty Dsc** field 1.00000. • Manually change the **Qty Ord** to reflect 25. The **Nxt Qty Brk** field will be 30 and the **Disc %** field be the 3% discount assigned.The pricing/cost information shows the **Qty Dsc** field 2.00000. Display

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
Disc C / Disc %	The discount value (where C represents currency and % is percentage) identified for the next quantity break discount shown in the **NxtQB** field. This was defined through Quantity Discounts Maintenance (MENU OEPRCE). **Disc C** will display the monetary amount of the discount to be applied at the next level of quantity discounts. When International Currency is installed, the currency symbol displays to the right of the amount. **Disc %** will display the percentage off discount to be applied at the next level of quantity discounts. Display
Base Price	The calculated base price of the item, as determined by one of the following: • One of the five list prices defined for the item based on the price list code assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE). Prices are assigned at the item level through Item Master Maintenance (MENU IAFILE), and, if applicable, at the warehouse level through Item Balance Maintenance (MENU IAFILE). • When the price of an item is determined through the price matrix by a gross margin or markup from cost [i.e., **Allow Gross Margin Pricing** or **Use Markup Pricing**, respectively, have been defined as Y in Order Entry Options Maintenance (MENU XAFILE)], the base price displayed is the cost of the item. The specific cost is selected from the response to **Cost to be Used for Markup Pricing** set to A-average, S-standard, U-user, L-last cost, or C-commission cost in Order Entry Options Maintenance (MENU XAFILE). If set to O-Order Entry cost, the value from the **Cost to be Used for OE** will be used instead. Additionally, if a surcharge is specified for a unit of measure for an item through Item Master Maintenance (MENU IAFILE), the surcharge is applied to the list price value to display as the base price. When International Currency is installed, the currency symbol will display to the right of the **Base Price** field. Both will toggle with the F2=LCL CURRENCY / F2=TRD CURRENCY key. NOTE: The base price will be displayed in either the "ordering" unit of measure or the "pricing" unit of measure, as determined in the **Show Prices in Order Entry** field through Order Entry Options Maintenance (MENU XAFILE). Display

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
Disc 1	The first discount amount applied to the base price to calculate the final selling price. The calculation uses the following hierarchy for this item: 1. A contract, or contract criteria, that match the customer/item. 2. The price matrix and quantity breaks for this customer/item. If the amount in this field is a discount percentage, the letter D is displayed directly to the right of this field. In a price matrix or a contract, this item may be determined to use gross margin or markup pricing (i.e., the cost of the item plus a gross margin or markup percentage is used to determine the final price). In this case, the letter G or M, respectively, is displayed directly to the right of this field. Display
Disc 2	This field displays only if **Use Second Discount** has been defined as Y through System Options Maintenance (MENU XAFILE). This field displays any optional second discount amount that is applied to the value of the base price after having been discounted by the percentage in the first discount (**Disc1**) field. NOTE: The second discount is a chain discount when the first discount is used. If a quantity break discount is applied to this item, it is also a chain discount in addition to the first and second discounts (if used). Refer to CHAPTER 2: *Order Entry Pricing* for a discussion of the use of chain discounts. Also, this discussion applies if **Disc 2** is used in addition to **Disc 1** for Gross Margin or Markup Pricing. Display
Qty Dsc	This field displays the current quantity break discount value, if any is applied. Based on the current value in the **Qty Ord** field, the item falls into a discount bracket and the discount amount/percent that is qualified for appears. Display

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
Final Price / U/M Fnl Prc xxx / U/M	The final price of the item. This is determined as the base price of the item minus any applicable item discounts. If markup pricing or gross margin pricing is used [determined through Order Entry Options Maintenance (MENU XAFILE)], the final price is the base price plus the percent markup. Note that any price overrides used in order entry or in vendor rebates will affect the final price of the item. NOTE: The final price will be displayed in either the “ordering” unit of measure or the “pricing” unit of measure, as determined in the **Show Prices in Order Entry** field through Order Entry Options Maintenance (MENU XAFILE). The designated unit of measure will be shown to the right of this field. If you ordered an item using one of its additional selling units of measure but you did not order a quantity that was a multiple of one of its stocking units of measure, there will be a slight variance between the final price and the total price. This is due to the method used for system calculations. Refer to the Item Review Screen (p. 6-115) for details. When International Currency is installed, the currency symbol will display to the right of the **Fnl Prc** field heading. Both will toggle with the F2=LCL CURRENCY / F2=TRD CURRENCY key. Display
Extension	The value in the **Final Price** field (that is, the final price of one item) multiplied by the value in the **Qty Ord** field (that is, the quantity of items to be ordered). When International Currency is installed, the currency symbol will display to the right of the **Extension** field. Both will toggle with the F2=LCL CURRENCY / F2=TRD CURRENCY key. Display

Item Price Inquiry Screen Fields and Function Key

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Price Source</td><td>
The price source for the ordered item. The price source indicates from where the price originated: contracts, rebates, matrix, quantity breaks, etc.
One of the following price sources will appear:

RB - Rebate Override Price or Discount

This is only applicable for rebates that have an override price and/or a discount specified.
It is possible for a rebate to be found and used for an item’s cost, and for that item’s price source to be something other than RB, if there is no price information for the item specified on the rebate.
For Rebate Contracts, the source code will be RB.

CNzy - Contract Price, where ‘z’ is the Contract Type and ‘y’ is the Contract Hierarchical Level
Contract Types:

$ = Fixed Price
G = Gross Margin
D = Discount
M = Markup
N = Other (None)

Contract Hierarchical Level:
Named Contracts
Note that if the contract used for pricing is a Named Contract, the Contract Number will be displayed in the Price Source field.

M = Customer/Ship-To/Item
N = Customer/Ship-To/Item Group
A = Customer/Item
B = Customer/Item Group
C = Customer Group/Item
D = Customer Group/Item Group
E = All Customers/Item
F = All Customers/Item Group

Unnamed Contracts

O = Customer/Ship-To/Item
P = Customer/Ship-To/Item Group
G = Customer/Item
H = Customer/Item Group

</td></tr>
</table>

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description

Price Source
Continued
	• I = Customer Group/Item
	• J = Customer Group/Item Group
	• K = All Customers/Item
	• L = All Customers/Item Group
	• **MX** - Matrix Pricing
	• **MXRED** - Matrix Price Redirect
	  • Matrix used for pricing, but a contract was used to redirect to a different part of matrix.
	  • **MXREDRCT** will appear in upper right corner of this screen below the warehouse, if the matrix entry had a price list redirect specified.
	• **LS** - List Price
	• **LSRED** - List Price Redirect
	  • List price used for pricing, but a Contract was used to redirect to a specific list.
	• **QB** - Item and Class Quantity Discounts
	Item Quantity Discount (QB)
	  • This will be concatenated to the price source derived for the list price. For example, if the matrix was used to determine the price, and a quantity discount was also applied, then the source would be **MXQB**.
	Class Quantity Discount (QB)
	  • Quantity break class already appears on the screen, if applicable.
	  • This will be concatenated to the price source derived for the list price. For example, if the matrix was used to determine the price, and a quantity discount was also applied, then the source would be **MXQB**.
	• **CM** - Component Override Price
	  • Only applicable for assortment components that have an override price specified.
	• **PM** - Promotion Override Price
	  • Only applicable for promotional "get" items if it was a free item or if an override price was specified in the promotion.
	• A ***P** will be notated in the **Price Source** field if a discount percentage or dollar off was taken for promotional "get" items
	• A **#** will be notated in the **Price Source** field if the price was overridden
	Display

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
GL Cost / OE Cost	The **GL Cost** and **OE Cost** is toggled with the F7=GL COST / F7=OE COST function key and displays only when a user is authorized to see GL and/or OE Cost. Authority to see GL and/or OE cost is defined in the **Display GL Cost and Profit (OE, SA, AR, some PO)**, **Display OE Cost and Profit (OE, SA, AR, some PO)**, and **Authorized Users** fields in Application Action Authority Maintenance (MENU XASCTY). This field toggles to display the extended GL or OE Cost of the item expressed in the selected unit of measure. This GL or OE Cost includes all applicable discounts, markups, rebates, etc. When International Currency is installed, this field only displays in the company's local currency. Display
Profit C %	The profit that will be realized if the displayed items were ordered, in both a monetary value and a percentage on the line below. The profit is calculated as the difference between the extended GL or OE cost of the item and the price of that item. You can display the profit based on the GL or OE cost values for the customer by pressing the F7=GL COST / F7=OE COST toggle function key. NOTE: **LOW MARGIN** will display when the calculated gross margin falls below the **Minimum Gross Margin Percent** specified in Order Entry Options Maintenance (MENU XAFILE). Display
*RBT	***RBT** displays on this screen only if a vendor rebate for the identified customer and item is in effect. Depending how the rebate is created, the following fields may reflect incorporation of the rebate: • **Base Price** • **Disc 1** • **Final Price** (and therefore, **Extension**) if an override was identified in the rebate • **Cost** (and therefore, **Profit C %**) With ***RBT**, you may also see the field **CONTRACT** (preceding ***RBT**) if an override to the price was not used when the rebate was created and a contract was in effect and applicable. If ***RBT** and **CONTRACT** both display, the rebate then applies to the cost, not the price and the contract applies to the price. If the rebate is using an override price or discount amount, contracts (as well as quantity breaks) will not be considered and **CONTRACT** will therefore not display. For further details regarding vendor rebates, refer to Rebate Master Maintenance (MENU OERMAIN) where vendors are created. Display

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
Restricted	Identifies whether or not this customer is restricted from ordering this item. An item is restricted by entering a **Restrict Code** for that item through Item Master Maintenance (MENU IAFILE); a customer requires authorization checking if **Chk Prd Rstr** has been defined as Y through Customer Master Maintenance (MENU ARFILE), or defined as Y through Customer Master Maintenance at the ship-to level. For a logic flow for authorization checking, refer to the "Product Restrictions" on page 4-51 section of CHAPTER 4: *Order Entry Order Processing* in this user guide. NOTE: Product Restriction codes are defined through Product Restriction Codes Maintenance (MENU OEFIL2). Display
AIC	This field displays the customer's Authorized Item Code (AIC), if one is located for the customer. Otherwise, this field is blank. AICs are defined through Authorized Item Codes Maintenance (MENU OEFIL3) and can be assigned to a customer or ship-to through Customer Master Maintenance (MENU ARFILE), so that you can designate which items a customer or ship-to will be authorized to purchase. In addition to AICs defined through Authorized Item Codes Maintenance, you will also be able to assign a system defined AIC of ***CONTR** to a customer or ship-to through Customer Master Maintenance. Assigning ***CONTR** will allow the customer or ship-to to only order items for which a current contract has been set up, if **Use Customer Contracts** is Y in Order Entry Options Maintenance (MENU XAFILE). If the item is not included on the customer's AIC, depending on your User ID authority, either an error or warning will appear on this screen (error = "3600: Customer is not authorized to purchase this item"; warning = "3010: Warning! Customer is not authorized to purchase this item). If the warning (3010) is displayed, you will be able to press ENTER again to have the item's prices and available quantity calculated. Display
Weight	Identifies the total weight of the quantity of items for which pricing/cost information is displayed. The unit weight is defined for an item's stocking units of measure through Item Master Maintenance (MENU IAFILE). Display
Cubes	Identifies the total cubic size of the quantity of items for which pricing/cost information is displayed. The cubic size is defined for an item through Item Master Maintenance (MENU IAFILE). Display

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
Cust Price Class	The customer price discount class code (001-999) assigned to customers to classify them for matrix pricing functions. This code is used with an item's **Item Price Class** for the price matrix to determine the applicable discount, markup, or gross margin percentage. NOTE: The price matrix is used for pricing only if **Use Price Matrix** has been defined as Y in Order Entry Options Maintenance (MENU XAFILE); the price matrix is defined through Price Matrix Maintenance (MENU OEPRCE). Also note that for the price matrix to use gross margin pricing, the **Allow Gross Margin Pricing** option must be set to Y in Order Entry Options Maintenance (MENU XAFILE). *Default Value:* The customer price class assigned to this customer through Customer/Ship to Master Maintenance (MENU ARFILE). Display
Cust Contract Cd	The customer contract code assigned to customers to classify them for contract pricing functions. This code is used in contract pricing to categorize a group of customers that use the same contract. NOTE: Contracts are used for pricing only if **Use Customer Contracts** has been defined as Y through Order Entry Options Maintenance (MENU XAFILE); contracts are defined through Contract Prices Maintenance (MENU OEPRCE). Also note that for contracts to use gross margin pricing, the **Allow Gross Margin Pricing** option must be set to Y in Order Entry Options Maintenance (MENU XAFILE). *Default Value:* The customer contract code assigned to this customer through Customer/Ship to Master Maintenance (MENU ARFILE). Display

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
Itm Price Class	The item price class code (001-999) assigned to items to classify them for matrix pricing functions. It is used with a customer's Customer Price Discount Code for the price matrix to determine the applicable discount, markup, or gross margin percentage. NOTE: The price matrix is used for pricing only if **Use Price Matrix** has been defined as Y in Order Entry Options Maintenance (MENU XAFILE); the price matrix is defined through Price Matrix Maintenance (MENU OEPRCE). Also note that for the price matrix to use gross margin pricing, the **Allow Gross Margin Pricing** option must be set to Y in Order Entry Options Maintenance (MENU XAFILE). *Default Value:* The item price class assigned to this item, if applicable, through Item Master Maintenance (MENU IAFILE). Display
Itm Contract Cd	The item contract code assigned to items to classify them for contract pricing functions. This code is used with contract pricing to categorize a group of items that use the same contract. NOTE: Contracts are used for pricing only if **Use Customer Contracts** has been defined as Y through Order Entry Options Maintenance (MENU XAFILE); contracts are defined through Contract Prices Maintenance (MENU OEPRCE). Also note that for contracts to use gross margin pricing, the **Allow Gross Margin Pricing** option must be set to Y in Order Entry Options Maintenance (MENU XAFILE). *Default Value:* The item contract code assigned to this item, if applicable, through Item Master Maintenance (MENU IAFILE) or, if using warehouse level (balance) pricing, through Item Balance Maintenance (MENU IAFILE). Display
Customer	The company, customer selected on the Item Price Inquiry Selection Screen (Item Price Inquiry Selection Screen (p. 101-3)) for which the pricing/cost information is displayed. The name of the customer will also display/ Display
Ship-To No	This field displays only if ship-to contracts are being used, as defined through Order Entry Options Maintenance (MENU XAFILE), for the indicated company. The ship-to number, if any, of the customer selected on the Item Price Inquiry Selection Screen (Item Price Inquiry Selection Screen (p. 101-3)) for which the pricing/cost information is displayed. Display

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
SUSPENDED	***SUSPENDED*** displays on this screen (on the bottom right side) in reverse image, if the customer shown in the **Customer** field has been suspended. Identifying a suspended customer on the screen assists you on the current status of the customer. Display
Item No	Use this field to key the item number for which pricing/cost information is desired. If you do not know the item number, you may return to the previous screen and use the Item Search (refer to the field descriptions for **Find**/**Item No**/**Class**). The item description displays on the line below the item number. If you change the item number in this field, the information displayed on the top of this screen will reflect that for the new item when the ENTER key is pressed. *Default Value:* The item number selected on the Item Price Inquiry Selection Screen (p. 101-3). *Valid Values:* Any valid item number that is stocked in the identified warehouse. (A 27) Required
WH	This field displays only if you are set up to use multiple warehouses through System Options Maintenance (MENU XAFILE). The warehouse from which inventory would be shipped. This is also the warehouse that would be credited for the sale. You may override or accept the default warehouse number. The warehouse name is displayed to the right of this field. If you change the warehouse in this field, the information displayed on the top of this screen will reflect that for the new warehouse. *Default Value:* The warehouse ID selected on the Item Price Inquiry Selection Screen (p. 101-3). *Valid Values:* An warehouse ID of a valid warehouse that stocks the item. (A 2) Required

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
Quantity Ord	The quantity of the item for which pricing/cost information is displayed, for the unit of measure shown or selected in the **U/M** field on this screen. If you change this quantity, the information displayed on the top of this screen will reflect that for the new quantity. You may also change the information displayed for another unit of measure (if the item has more than one stocking unit of measure or additional selling units of measure) by keying a valid value in the **U/M** field on this screen. This quantity is displayed in the previously selected unit of measure, if a stocking unit of measure was selected. If no unit of measure was selected or an additional selling unit of measure was selected, if one was available, the quantity is displayed in the default unit of measure determined by Applications Plus (refer to the Overview section of the Inventory Accounting User Guide for the rules of determining the correct unit of measure.) NOTE: If you select an “additional” selling unit of measure in the **U/M** field, the quantity may be changed based on the **Fraction Code** field on the Additional U/M Maintenance Screen in Item Master Maintenance (MENU IAFILE). The **Fraction Code** field will adjust the conversion up/down, round the conversion, or allow for a fraction (no rounding). *Default Value:* The quantity keyed in the **Quantity** field on the Item Price Inquiry Selection Screen (p. 101-3), if a stocking unit of measure was selected, the quantity calculated by Distribution A+ if a quantity was keyed in the **Quantity** field on the Item Price Inquiry Selection Screen (p. 101-3) and an additional selling unit of measure was also selected, or 1.000 if a quantity was not keyed in the **Quantity** field on the Item Price Inquiry Selection Screen (p. 101-3). (N 10,3) Required

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
Contract	This field displays only if using contracts for the indicated company. Use this field to specify a contract for which to retrieve item cost and pricing information. If the customer/item for which pricing/cost information is to be determined uses contract pricing and a specific contract number has been created for the customer/item, you may identify the desired contract in this field. According to the pricing hierarchy, contract discounts or markups will be used instead of price matrix pricing or quantity discount pricing that has also been set up for the same items and customers. The resulting prices and discounts may be overridden during order entry, however, with override pricing. NOTE: In order for contracts to be used, the **Use Customer Contracts** field must be Y in Order Entry Options Maintenance (MENU XAFILE). Contracts (with or without specific contract numbers) are created through Contract Prices Maintenance (MENU OEPRCE). If you key a new contract number in this field, the information displayed on the top of this screen will reflect that for the new contract. When International Currency is installed, if a **Country** or **Currency** is entered on this screen, they must match this contracts country and currency. Key a contract number. *Valid Values:* The number of a contract defined through Contract Prices Maintenance (MENU OEPRCE). *Default Value:* The contract number keyed in the **Contract** field on the Item Price Inquiry Selection Screen (p. 101-3), if any. (A 5) Optional

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
U/M	The item information displayed on this screen is for this unit of measure. If the item has more than one stocking unit of measure, or if additional selling units of measure have been defined for the item, you may specify a different selling unit of measure in this field. Key a different unit of measure, if available, or accept the default unit of measure displayed. The default unit of measure is determined by Distribution A+ through a series of steps. For an explanation of the steps executed by Distribution A+ to determine the correct unit of measure, refer to the Overview in the Inventory Accounting User Guide. If you key an additional selling unit of measure, the U/M (relation) will be presented in this field and the value keyed in this field will be displayed in the **Cus U/M** field. If you key a different unit of measure in this field, the information displayed on the top of this screen will be updated to reflect the new unit of measure. This information will only be reflected, however, if **Show Prices in Order Entry** is set to O (Ordering U/M) in Order Entry Options Maintenance (MENU XAFILE). *Default Value:* The default unit of measure displayed in this field may be one of the following: • The stocking unit of measure entered in the **U/M** field on the Item Price Inquiry Selection Screen (p. 101-3), if one was entered. • The U/M (relation) defined for an additional selling unit of measure through Item Master Maintenance (MENU IAFILE), if an additional selling unit of measure was entered in the **U/M** field on the Item Price Inquiry Selection Screen (p. 101-3) or in this field; the additional selling unit of measure entered will be shown in the **Cus U/M** field (refer to that field.) • The default unit of measure determined by Distribution A+, if the **U/M** field on the Item Price Inquiry Selection Screen (p. 101-3) is left blank. Refer to the Overview section of the Inventory Accounting User Guide for details. *Valid Values:* A valid stocking unit of measure defined for the item (up to three may be defined) through Item Master Maintenance (MENU IAFILE) on the Item File Maintenance Screen 1 or an additional selling unit of measure (if any) defined for the item through Item Master Maintenance (MENU IAFILE) on the Additional U/M Maintenance Screen. (A 3) Required

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
Cust U/M Qty	This field only displays when: • an "additional" selling unit of measure has been keyed in the **U/M** field on the Item Price Inquiry Selection Screen (p. 101-3) or on this screen. • the **U/M** field is left blank on the Item Price Inquiry Selection Screen (p. 101-3) AND an "additional" selling unit of measure has been defined for the item AND used as a default in Customer/Item Dft U/M Maintenance (MENU ARFIL2) and/or Item Balance Maintenance (MENU IAFILE). This field displays the unit of measure quantity, for this customer. This value may be one of the following: • The value that was keyed in the **Quantity** field on the Item Price Inquiry Selection Screen (p. 101-3), if an additional selling unit of measure was keyed or selected by Distribution A+. • The default value of one (1.000) if the **Quantity** field on the Item Price Inquiry Selection Screen (p. 101-3) was left blank and an additional selling unit of measure was keyed or selected by Distribution A+. This field will be automatically updated on-line for the customer, if the **Quantity Ord** field or **U/M** field on this screen is changed. Display
Pr List	The price list used for this inquiry. Each item may be assigned up to five list prices at the item level through Item Master Maintenance (MENU IAFILE) and, if using warehouse pricing, at the item/warehouse level through Item Balance Maintenance (MENU IAFILE). In this field, you determine which of those list prices are used. When defining a customer through Customer/Ship-to Master Maintenance (MENU ARFILE), you specify the price list typically used by that customer. That price list code is the default displayed in this field. Key a price list code (1-5) to use item prices for this inquiry that are not typically used for this customer. If you key a new price list code in this field, the information displayed on the top of this screen will reflect that for the new price list. *Default Value:* The price list number assigned to this customer. (N 1,0) Required

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
Cus U/M	This field only displays when: • an "additional" selling unit of measure has been keyed in the field on the Item Price Inquiry Selection Screen (p. 101-3) or on this screen. • the **U/M** field is left blank on the Item Price Inquiry Selection Screen (p. 101-3) AND an "additional" selling unit of measure has been defined for the item AND used as a default in Customer/Item Dft U/M Maintenance (MENU ARFIL2) and/or Item Balance Maintenance (MENU IAFILE). This field displays the unit of measure, for this customer. This value may be: • The additional selling unit of measure keyed (if one was keyed) in the **U/M** field on the Item Price Inquiry Selection Screen (p. 101-3); or, the additional selling unit of measure keyed in the **U/M** field on this screen. • The default value determined by Distribution A+ if a value was not keyed in the **U/M** field on the Item Price Inquiry Selection Screen (p. 101-3) AND additional selling units of measure have been set up for the item (see the notes above as to when this field does and does not display.) Refer to the Overview section of the Inventory Accounting User Guide for the steps executed by Distribution A+ to determine the current customer's default unit of measure. This field automatically updates on-line for the customer, if the **Quantity Ord** or **U/M** field is changed. Display
Country	This field will only display if International Currency installed. If you entered a contract in the **Contract** field, this country code must match the contract's country code. This field appears only if the **Use Multiple Country/Currency Pricing** system option is set to Y in International Currency Options (MENU ICFILE). Use this field to specify a different country for which to retrieve item cost and pricing information. Key a country code. *Default Value:* The country code specified for the customer through Customer/Ship to Master Maintenance (MENU ARFILE) *Valid Values:* A country code defined through Country Names Maintenance (MENU ARFIL2). (A 3) Optional

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
Currency	This field will only display if International Currency installed. If you entered a contract in the **Contract** field, this currency code must match the contracts currency code. Use this field to specify a different currency for which to retrieve item cost and pricing information. Key a currency code. *Default Value:* The currency code specified for the customer through Customer/Ship to Master Maintenance (MENU ARFILE). *Valid Values:* A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Optional
(Currency Relationship)	This field will only display if International Currency installed. This field displays the relationship between the customer's trading currency in the **Currency** field and the company's local currency. Display
Prc Exc Rate	This field will only display if International Currency installed. This field displays the exchange rate used to convert local currency prices to trading currency equivalents for this customer. Accept the default, override the rate by keying a new exchange rate, or delete the value in this field to update the rate to the most current exchange rate for the customer's currency (or the currency in the **Currency** field, if you changed it). NOTE: If the rate is overridden, this field will display in reverse image. *Default Value:* The most recent exchange rate for the currency in the **Currency** field and the code in the **Pr Ex Cd** field. (N 12,0) Optional
Prc Ex Cd	This field will only display if International Currency installed. This field displays the exchange code associated with the rate used to convert local currency prices to trading currency equivalents. Accept the default or override the exchange code by keying a new exchange code. *Default Value:* The default pricing exchange code defined for the customer in the Customer/Ship-To Master File. *Valid Values:* Any valid exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Required/Optional

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
Val Exc Rate	This field will only display if International Currency installed. This field displays the exchange rate used to convert trading currency values to local currency equivalents when this customer’s orders are revalued. Accept the default, override the rate by keying a new exchange rate, or delete the value in this field to update the rate to the most current exchange rate for the customer’s currency (or the currency in the **Currency** field, if you changed it). NOTE: If the rate is overridden, this field will display in reverse image. *Default Value:* The most recent exchange rate for the currency in the **Currency** field and, if applicable, for the code in the **Val Exch Cd** field. (N 12,0) Optional
Val Ex Cd	This field will only display if International Currency installed. This field displays the exchange code associated with the rate used to convert trading currency values to local currency equivalents when this customer’s orders are revalued. Accept the default or override the exchange code by keying a new exchange code. *Default Value:* The default pricing exchange code defined for the customer in the Customer/Ship-To Master File. *Valid Values:* Any valid exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Required/Optional
F2=Lcl Currency/ F2=Trd Currency	F2=LCL CURRENCY / F2=TRD CURRENCY will only display if International Currency installed. Press F2=LCL CURRENCY / F2=TRD CURRENCY toggle key to view price and discount values in the company's local currency or in the currency selected in the Currency field. The applicable currency symbol(s) will display to the right of the Base Price value, the **Fnl Prc** field, and the Extension value.
F3=Exit	Press F3=EXIT to return to the MENU OEINQY.
F4=Replace	If replacement items have been defined for this item, press F4=REPLACE to display the Item Price Inquiry - Replacements Screen (p. 101-34). On the Replacements Selection Screen, you may select a replacement, alternate, or upgrade item for the item keyed to review it’s pricing information.

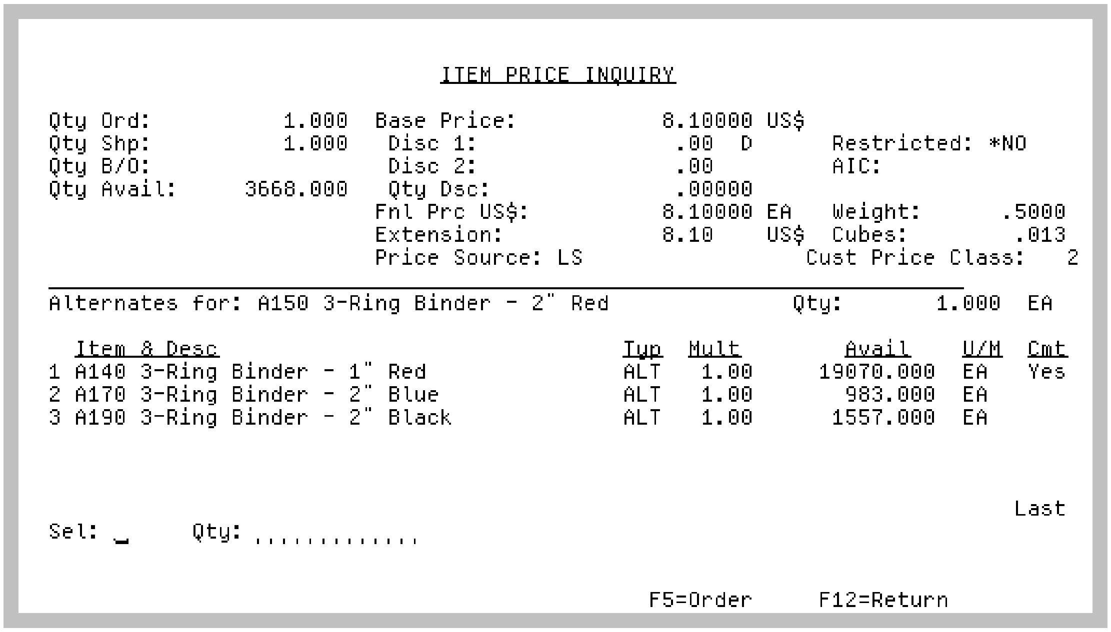
Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
F5=Loads	The F5=LOADS function key displays only if you have been granted access to this function key, as defined in the **Allow Access to Cost Load Window** action in Application Action Authority (MENU XASCTY). The F5=LOADS function key is not valid with a kit item that has cost rolled up. When using the F5=LOADS function key, the rebate vendor and not the regular vendor for the item will be reflected. F10=REBATE can be used, if necessary, to bypass the rebate and then F5=LOADS will reflect the regular vendor instead. Press F5=LOADS to review any additional cost factors applied to the base commission cost. Cost load factors are defined through Cost Load Factors Maintenance (MENU IAFIL2). The Cost Load Screen in Item Balance Maintenance (MENU IAFILE) will appear. Refer to the Inventory Accounting User Guide for details about this screen.
F7=OE Cost / F7=GL Cost	Press F7=OE COST / F7=GL COST to toggle between the Order Entry (OE) and General Ledger (GL) cost values for the customer in the **OE Cost** or **GL Cost** field. The display of the field changes accordingly and the cost will reflect either the OE Cost or GL Cost values. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F8=Shp Ord	Press F8=SHP ORD to access the Shipped Orders By Item Inquiry Screen (p. 18-6) that has been filtered to the item number and customer displayed on this screen.
F9=Nxt Qty	Use this key to scroll through the defined discount quantity break data. Each time this key is pressed, the **Nxt Qty Brk** field and associated **Discount %** field will be updated to identify the next discount quantity break available.
F10=Rebate	F10=REBATE appears only if this customer and/or item qualify for a rebate. Press F10=REBATE to review the rebate, bypass the rebate, or to select a different rebate. The Rebate Display Screen (p. 101-45) appears.

Item Price Inquiry Screen Fields and Function Key

Field/Function Key	Description
F11=Subst	Press F11=SUBST to display the Item Description Search Screen for items that may be suitable substitutes for the item in the **Item No** field. Refer to this screen as described in the Inventory Accounting User Guide. The substitutes displayed are based only on the description of the item. The first five characters of each word of the original item description are used as search criteria; items matching the search criteria are the possible substitutes displayed on the Item Description Search Screen. NOTE: Do not confuse this substitute function with that provided by the F4=REPLACE function key.
F12=Return	Press F12=RETURN to return to the Item Price Inquiry Selection Screen (p. 101-3).
Enter	Press ENTER after making any changes to this screen to enter your selections and refresh the screen.

Item Price Inquiry - Replacements Screen



This screen appears after you press F4=REPLACE on the Item Price Inquiry Screen (p. 101-11) if the item selected has replacements defined.

The replacement selected on this screen is for the item keyed on the Item Price Inquiry Screen (p. 101-11) and has been assigned alternate items through Item Replacements/Complements Maintenance (MENU OEFILE).

Item Price Inquiry - Replacements Screen Fields and Function Keys

Field/Function Key	Description
Warehouse Pricing	The information message **Warehouse Pricing** displays on the top of the screen when the Warehouse Numbers (MENU IAFILE) maintenance field **Use Whse Pricing** is set to Y for the selected warehouse.

Item Price Inquiry - Replacements Screen Fields and Function Keys

Field/Function Key	Description
Qty Ord	The quantity of the item for which pricing/cost information is presented. This quantity may be one of the following: • The default value of one (1.000) if a quantity was not keyed in the **Quantity** field on the Item Price Inquiry Selection Screen (p. 101-3). • The quantity keyed in the **Quantity** field on the Item Price Inquiry Selection Screen (p. 101-3). • The quantity calculated when a quantity was keyed in the **Quantity** field on the Item Price Inquiry Selection Screen (p. 101-3) and an additional selling unit of measure was also selected. The value in this field may be changed by keying a new quantity in the **Quantity Ord** field on the bottom half of this screen. You may also change the information displayed for another unit of measure (if the item has more than one stocking unit of measure or additional selling units of measure) by keying a valid value in the **U/M** field on the bottom of this screen. The quantity is displayed in the previously selected unit of measure, if a stocking unit of measure was selected. If no unit of measure was selected or an additional selling unit of measure was selected, if one was available, the quantity is displayed in the default unit of measure defined in the Item Master File (ITMST). Display
Qty Shp	The quantity of items that would be shipped, as calculated by the system. If the quantity of items available is equal to or greater than the quantity shown in the **Qty Ord** field, the quantity shown in the **Qty Ord** field is displayed here too. If the quantity available is less than the quantity shown in the **Qty Ord** field, the quantity available is displayed in this field. The difference between ordered and available is displayed as a backorder in the **Qty B/O** field. Display
Qty B/O	The quantity of items that would be backordered, as calculated by the system, if the indicated quantity of the item was ordered. Display

Item Price Inquiry - Replacements Screen Fields and Function Keys

Field/Function Key	Description
Qty Avail	The quantity available of this item in its stocking unit of measure. For multiple U/M items, the available is converted to the displayed stocking unit of measure. If Warehouse Management is not installed, the quantity available is calculated as: Available = Qty On-hand - Allocated + In Process If Warehouse Management is installed, the quantity available is calculated as: Available = Qty On-hand - Allocated + In Process -Unavailable + Return Qty* + Special Order Qty *Return Qty is the sum of all the quantity returned for open orders with **Allocate Inventory** set to Y. If the item is a kit item, the quantity available includes the total component availability required to complete a kit. Display
Base Price	The calculated base price of the item, as determined by one of the following: • One of the five list prices defined for the item based on the price list code assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE). Prices are assigned at the item level through Item Master Maintenance (MENU IAFILE), and, if applicable, at the warehouse level through Item Balance Maintenance (MENU IAFILE). • When the price of an item is determined through the price matrix by a gross margin or markup from cost [i.e., **Allow Gross Margin Pricing** or **Use Markup Pricing**, respectively, have been defined as Y in Order Entry Options Maintenance (MENU XAFILE)], the base price displayed is the cost of the item. The specific cost is selected from the response to **Cost to be Used for Markup Pricing** set to A-average, S-standard, U-user, L-last cost, or C-commission cost in Order Entry Options Maintenance (MENU XAFILE). If set to O-Order Entry cost, the value from the **Cost to be Used for OE** will be used instead. Additionally, if a surcharge is specified for a unit of measure for an item through Item Master Maintenance (MENU IAFILE), the surcharge is applied to the list price value to display as the base price. When International Currency is installed, the currency symbol will display to the right of the **Base Price** field. Both will toggle with the F2=Lcl Currency / F2=Trd Currency key. Note: The base price will be displayed in either the “ordering” unit of measure or the “pricing” unit of measure, as determined in the **Show Prices in Order Entry** field through Order Entry Options Maintenance (MENU XAFILE). Display

Item Price Inquiry - Replacements Screen Fields and Function Keys

Field/Function Key	Description
Disc 1	The first discount amount applied to the base price to calculate the final selling price. The calculation uses the following hierarchy for this item: 1. A contract, or contract criteria, that match the customer/item. 2. The price matrix and quantity breaks for this customer/item. If the amount in this field is a discount percentage, the letter D is displayed directly to the right of this field. In a price matrix or a contract, this item may be determined to use gross margin or markup pricing (i.e., the cost of the item plus a gross margin or markup percentage is used to determine the final price). In this case, the letter G or M, respectively, is displayed directly to the right of this field. Display
Disc 2	This field displays only if **Use Second Discount** has been defined as Y through System Options Maintenance (MENU XAFILE). This field displays any optional second discount amount that is applied to the value of the base price after having been discounted by the percentage in the first discount (**Disc1**) field. NOTE: The second discount is a chain discount when the first discount is used. If a quantity break discount is applied to this item, it is also a chain discount in addition to the first and second discounts (if used). Refer to CHAPTER 2: *Order Entry Pricing* for a discussion of the use of chain discounts. Also, this discussion applies if **Disc 2** is used in addition to **Disc 1** for Gross Margin or Markup Pricing. Display
Qty Dsc	This field displays the current quantity break discount value, if any is applied. Based on the current value in the **Qty Ord** field, the item falls into a discount bracket and the discount amount/percent that is qualified for appears. Display

Item Price Inquiry - Replacements Screen Fields and Function Keys

Field/Function Key	Description
Final Price / U/M Fnl Prc xxx / U/M	The final price of the item. This is determined as the base price of the item minus any applicable item discounts. If markup pricing or gross margin pricing is used [determined through Order Entry Options Maintenance (MENU XAFILE)], the final price is the base price plus the percent markup. Note that any price overrides used in order entry or in vendor rebates will affect the final price of the item. NOTE: The final price will be displayed in either the “ordering” unit of measure or the “pricing” unit of measure, as determined in the **Show Prices in Order Entry** field through Order Entry Options Maintenance (MENU XAFILE). The designated unit of measure will be shown to the right of this field. If you ordered an item using one of its additional selling units of measure but you did not order a quantity that was a multiple of one of its stocking units of measure, there will be a slight variance between the final price and the total price. This is due to the method used for system calculations. Refer to the Item Review Screen (p. 6-115) for details. When International Currency is installed, the currency symbol will display to the right of the **Fnl Prc** field heading. Both will toggle with the F2=LCL CURRENCY / F2=TRD CURRENCY key. Display
Extension	The value in the **Final Price** field (that is, the final price of one item) multiplied by the value in the **Qty Ord** field (that is, the quantity of items to be ordered). When International Currency is installed, the currency symbol will display to the right of the **Extension** field. Both will toggle with the F2=LCL CURRENCY / F2=TRD CURRENCY key. Display

Item Price Inquiry - Replacements Screen Fields and Function Keys

Field/Function Key	Description

Price Source	The price source for the ordered item. The price source indicates from where the price originated: contracts, rebates, matrix, quantity breaks, etc.
	One of the following price sources will appear:
	• **RB** - Rebate Override Price or Discount
	  • This is only applicable for rebates that have an override price and/or a discount specified.
	  • It is possible for a rebate to be found and used for an item's cost, and for that item's price source to be something other than **RB,** if there is no price information for the item specified on the rebate.
	  • For Rebate Contracts, the source code will be **RB**.
	• **CNzy** - Contract Price, where 'z' is the Contract Type and 'y' is the Contract Hierarchical Level
	Contract Types:
	  • $ = Fixed Price
	  • G = Gross Margin
	  • D = Discount
	  • M = Markup
	  • N = Other (None)
	Contract Hierarchical Level:
	Named Contracts
	  • M = Customer/Ship-To/Item
	  • N = Customer/Ship-To/Item Group
	  • A = Customer/Item
	  • B = Customer/Item Group
	  • C = Customer Group/Item
	  • D = Customer Group/Item Group
	  • E = All Customers/Item
	  • F = 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
	  • O = Customer/Ship-To/Item
	  • P = Customer/Ship-To/Item Group
	  • G = Customer/Item
	  • H = Customer/Item Group
	  • I = Customer Group/Item

Item Price Inquiry - Replacements Screen Fields and Function Keys

Field/Function Key	Description

Price Source
Continued
	• J = Customer Group/Item Group
	• K = All Customers/Item
	• L = All Customers/Item Group
	• **MX** - Matrix Pricing
	• **MXRED** - Matrix Price Redirect
	  • Matrix used for pricing, but a contract was used to redirect to a different part of matrix.
	  • MXREDRCT will appear in upper right corner of this screen below the warehouse, if the matrix entry had a price list redirect specified.
	• **LS** - List Price
	• **LSRED** - List Price Redirect
	  • List price used for pricing, but a Contract was used to redirect to a specific list.
	• **QB** - Item and Class Quantity Discounts
	Item Quantity Discount (QB)
	  • This will be concatenated to the price source derived for the list price. For example, if the matrix was used to determine the price, and a quantity discount was also applied, then the source would be **MXQB**.
	Class Quantity Discount (QB)
	  • Quantity break class already appears on the screen, if applicable.
	  • This will be concatenated to the price source derived for the list price. For example, if the matrix was used to determine the price, and a quantity discount was also applied, then the source would be **MXQB**.
	• **CM** - Component Override Price
	  • Only applicable for assortment components that have an override price specified.
	• **PM** - Promotion Override Price
	  • Only applicable for promotional “get” items if it was a free item or if an override price was specified in the promotion.
	• A ***P** will be notated in the **Price Source** field if a discount percentage or dollar off was taken for promotional “get” items
	• A **#** will be notated in the **Price Source** field if the price was overridden
	Display

Item Price Inquiry - Replacements Screen Fields and Function Keys

Field/Function Key	Description
Restricted	Identifies whether or not this customer is restricted from ordering this item. An item is restricted by entering a **Restrict Code** for that item through Item Master Maintenance (MENU IAFILE); a customer requires authorization checking if **Chk Prd Rstr** has been defined as Y through Customer Master Maintenance (MENU ARFILE), or defined as Y through Customer Master Maintenance at the ship-to level. For a logic flow for authorization checking, refer to the “Product Restrictions” on page 4-51 section of CHAPTER 4: *Order Entry Order Processing* in this user guide. NOTE: Product Restriction codes are defined through Product Restriction Codes Maintenance (MENU OEFIL2). Display
AIC	This field displays the customer’s Authorized Item Code (AIC), if one is located for the customer. Otherwise, this field is blank. AICs are defined through Authorized Item Codes Maintenance (MENU OEFIL3) and can be assigned to a customer or ship-to through Customer Master Maintenance (MENU ARFILE), so that you can designate which items a customer or ship-to will be authorized to purchase. In addition to AICs defined through Authorized Item Codes Maintenance, you will also be able to assign a system defined AIC of ***CONTR** to a customer or ship-to through Customer Master Maintenance. Assigning ***CONTR** will allow the customer or ship-to to only order items for which a current contract has been set up, if **Use Customer Contracts** is Y in Order Entry Options Maintenance (MENU XAFILE). If the item is not included on the customer’s AIC, depending on your User ID authority, either an error or warning will appear on this screen (error = “3600: Customer is not authorized to purchase this item”; warning = “3010: Warning! Customer is not authorized to purchase this item). If the warning (3010) is displayed, you will be able to press ENTER again to have the item’s prices and available quantity calculated. Display
Weight	Identifies the total weight of the quantity of items for which pricing/cost information is displayed. The unit weight is defined for an item’s stocking units of measure through Item Master Maintenance (MENU IAFILE). Display
Cubes	Identifies the total cubic size of the quantity of items for which pricing/cost information is displayed. The cubic size is defined for an item through Item Master Maintenance (MENU IAFILE). Display

Item Price Inquiry - Replacements Screen Fields and Function Keys

Field/Function Key	Description
Cust Price Class	The customer price discount class code (001-999) assigned to customers to classify them for matrix pricing functions. This code is used with an item's **Item Price Class** for the price matrix to determine the applicable discount, markup, or gross margin percentage. NOTE: The price matrix is used for pricing only if **Use Price Matrix** has been defined as Y in Order Entry Options Maintenance (MENU XAFILE); the price matrix is defined through Price Matrix Maintenance (MENU OEPRCE). Also note that for the price matrix to use gross margin pricing, the **Allow Gross Margin Pricing** option must be set to Y in Order Entry Options Maintenance (MENU XAFILE). *Default Value:* The customer price class assigned to this customer through Customer/Ship to Master Maintenance (MENU ARFILE). Display
Qty/U/M	This field displays the quantity and unit of measure you keyed on the Item Price Inquiry Screen (p. 101-11). This may be the ordering quantity/unit of measure, the pricing quantity/unit of measure, etc. Display
Dft U/M	This field displays only if the **Qty/U/M** field does not reflect the default unit of measure defined for the item. This field displays the default unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) in order to show the relationship of the multiple to the unit of measure of the original item. Display
Reference Number	The reference number of the displayed replacement, alternate, or upgrade item. To select one of the items displayed, you must key this number in the **Sel** field on the lower portion of this screen. Display
Item & Desc	The item number and description of the item or items that have been established as replacement, alternate, or upgrade items for the item displayed on the Item Price Inquiry Screen (p. 101-11). Items are displayed in the sequence specified when creating replacement items on the Replacements File Maintenance Screen, used during Item Replacements/Complements Maintenance (MENU OEFILE). Display

Item Price Inquiry - Replacements Screen Fields and Function Keys

Field/Function Key	Description
Typ	The type of item used as a replacement; this may be one of the following: • **RPL**: Replacement. Replacement items may be ordered in place of the item originally requested by the customer. Replacement items are also used in the Inventory Management & Planning (IM&P) module to update sales demand for new items. Do not confuse the IM&P function with the O/E function of replacement type items. Both the original and the replacing item number must have been created through Item Master Maintenance (MENU IAFILE). • **ALT**: Alternate. Alternate items also may be ordered in place of the item originally requested by the customer. Unlike replacement items, however, the original item number does not have to be an item defined through Item Master Maintenance (MENU IAFILE). • **UPG**: Upgrade. Upgrade items are used in the same manner as with alternate items; the original item number does not have to be an item defined through Item Master Maintenance (MENU IAFILE). You may choose to categorize an item as an upgrade, indicating that they are a better quality or provide features not available with the original item. Display
Mult	The multiplier assigned to this replacement, alternate, or upgrade item. For alternate or upgrade items, the multiplier is used to calculate the quantity of alternate or upgrade items to order if you leave the **Qty** field on this screen blank. The quantity that will display on the Item Price Inquiry Screen (p. 101-11) is calculated by multiplying the quantity of the original item ordered by this multiplier. For replacement items, the multiplier performs the same function if Inventory Management & Planning (IM&P) is not installed. If IM&P is installed, however, the multiplier for replacement items is used to adjust sales demand of the replacing item by the number specified by the multiplier (refer to the Inventory Management & Planning User Guide for additional information.) Display
Avail	The net available quantity of replacement items. Refer to the Inventory Status Screen in the Inventory Accounting User Guide for the net available calculation and definition. Display
U/M	The unit of measure that corresponds with the quantity of items available. Display

Item Price Inquiry - Replacements Screen Fields and Function Keys

Field/Function Key	Description
Cmt	Yes displays if a comment has been created for this replacement; otherwise, this field is blank. A comment may be displayed by keying the **Reference Number** of this replacement in the **Sel** field and pressing ENTER. Display
Sel	Key the reference number of the replacement to select for the original item keyed on the Item Price Inquiry Screen (p. 101-11). After selecting the replacement item in this field, you may press ENTER to display any comments for the item, or press F5=ORDER to create an item entry for the replacement item. (N 1,0) Required
Qty	The quantity of the replacement item ordered. If the quantity of the replacement to order is different than the quantity specified for the original item, you may key the new quantity in this field before pressing F5=ORDER to create the new order. (N 10,3) Optional
F5=Order	Press the F5=ORDER function key to create an order for the replacement item. The order for the original item is overridden by the replacement item selected. If you keyed a quantity in the **Qty** field, that quantity will display on the Item Price Inquiry Screen (p. 101-11), which appears after pressing the F5=ORDER function key.
F12=Return	Press the F12=RETURN function key to return to the Item Price Inquiry Screen (p. 101-11).
Enter	Press the ENTER key after selecting a replacement item in the **Sel** field. The Replacements Selection Comments Screen (p. 6-161) displays.

Rebate Display Screen

```
                         REBATE DISPLAY

Rebate ID: SUPPLIES   Medicine Supplies Rebate        Bid No:
Bypass Rebate: N        Vendor: 1500   ZEUS MEDICAL WHOLESALERS
Item:      M001                        Alka-Seltzer Effervescnt Tablet
                                       Antacid & Pain Relief 36 tabs
Currency: USD  US Dollars                 US$
Original Cost:             55.58000 Y     Rebate Cost:            54.58000 $
Override Price:             4.99000       Disc Pct:      3.00 D
Commission Cost:            2.62866       Rebate Contract:
Start Date: 27/12/13  End Date: 26/12/16  Quantity Limit:            .000

Company:          01
Customer:        120 Financial Bookkeeping
Ship-To:

Order/Gn: 02864/00




                     F6=Available Rebates                     F10=Update
                                                              F12=Return
```

This screen appears after you press F10=REBATE on the Item Price Inquiry Screen (p. 101-11), F16=REBATE on the Item Review Screen (p. 6-115), or F8=REBATE from the Order Bill of Material Component Change Information Screen. This screen displays information about the rebate selected for the item based on the rebate options and rebate availability. You can bypass the rebate, if you are authorized through Application Action Authorities Maintenance (MENU XASCTY), or select a different rebate from this screen.

Rebate Display Screen Fields and Function Keys

Field/Function Key	Description
Rebate ID	The ID and description assigned to the rebate when it was created through Rebate Master Maintenance (MENU OERFILE). When you access this screen from Enter, Change & Ship Orders, it is the rebate assigned to the selected order. If you accessed this screen from the Enter, Change & Ship Orders option or the Item Price Inquiry option (MENU OEMAIN), you can specify a different rebate for the order by keying the rebate ID in this field and pressing the F10=UPDATE function key. (A 10) Required/Display Only
Bid No	The rebate's bid number displays if this rebate was created from Bid & Quote. Display

Rebate Display Screen Fields and Function Keys

Field/Function Key	Description
Bypass Rebate	If you accessed this screen from the Enter, Change & Ship Orders option or the Item Price Inquiry option (MENU OEMAIN) and you authorized to bypass rebates through Application Action Authorities Maintenance (MENU XASCTY), use this field to prevent a rebate from being applied to this line (not order), even though a rebate qualifies. Key Y to bypass qualified rebates for this line. No rebate will be applied to this line. Key N to allow qualified rebates to be applied to this line. *Default Value:* N (A 1) Required
Vendor	The number and name of the reference vendor associated with the rebate displays in this field. Display
Item	The item number and the first and second lines of item description display in this field. Display
Currency	The **Currency** field only displays when International Currency is installed. This currency code, description, and currency symbol associated with the rebate. The costs displayed are shown in this currency. Display
Original Cost	The original cost for the item, to which the rebate is applied, and the original cost code specified for this item's rebate from the Item Rebate File display in this field. Display
Rebate Cost	The cost of the item after the rebate is applied and the rebate cost code specified for this item's rebate from the Item Rebate File display in this field. NOTE: When the rebate cost is more than the Cost to be Used for GL, the inventory GL cost becomes the rebate cost. Display
Override Price	This field does not appear for bill of material kit component items. The override price for the item, if one was specified, from the Item Rebate File. Display
Disc Pct	This field does not appear for bill of material kit component items. The discount percent that will be applied to the override price of the item, if one was specified, from the Item Rebate File. Display

Rebate Display Screen Fields and Function Keys

Field/Function Key	Description
Commission Cost	The fixed or calculated commission cost for the item, and the commission cost code. If the rebate specified an F (fixed) in the **Cd** (commission cost code), the commission cost keyed will be the actual commission cost; otherwise, the normal commission cost calculations are used, based on the **Commission Cost Flag** in Order Entry Options Maintenance (MENU XAFILE). For further details, refer to the Rebate Items Maintenance Screen (**Commission Cost/Cd** field) and Offline Rebate Maintenance Screen (**Commission Cost** and **Commission Cost Code** field) in the Order Entry Rebates User Guide. Display
Rebate Contract	The rebate contract description field from the *Rebate Information Screen* in Rebate Master Maintenance (MENU OERFILE). This field is the rebate contract assigned by the vendor for the associated pricing of this rebate. Refer to the Order Entry Rebates User Guide for more information. Display
Start Date	The date on which the rebate items costs and prices become effective. If this rebate is from a rebate contract, this field is the date the rebate contract begins. Display
End Date	The date on which the rebate items costs and prices end. If this rebate is from a rebate contract, this field, this field is the date the rebate contract ends. Display
Quantity Limit	The total quantity that can be sold for the item in this rebate. Display
Company	The number and name of the company that will fulfill the order displays in this field. Display
Customer	The number and name of the customer associated with the order displays in this field. Display
Ship-To	The number and name of the customer's ship to address associated with the order displays in this field. Display
Order/Gn	The order number and generation displays in this field. Display

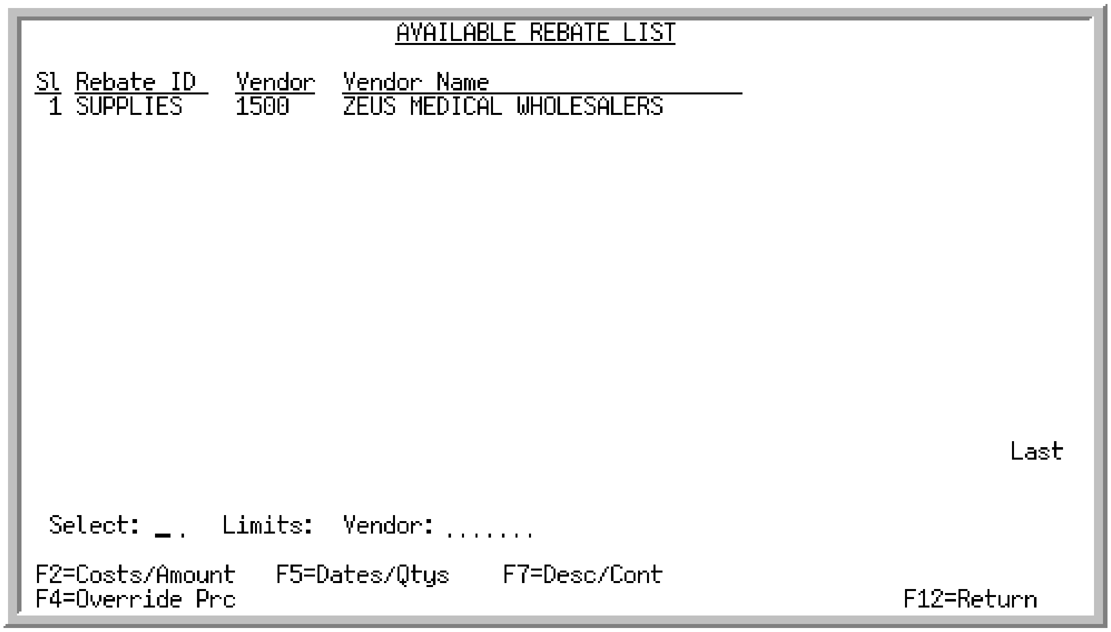
Rebate Display Screen Fields and Function Keys

Field/Function Key	Description
Invoice	The invoice number associated with the order displays in this field. Display
Invoice Date	The date on which this order was invoiced displays in this field. Display
Extract	The extract number assigned to the order when the order/invoice was extracted through Rebate Extract Maintenance (MENU OERMAIN). Display
Extract Date	The date on which this order/invoice was extracted through Rebate Extract Maintenance (MENU OERMAIN). Display
Reported	This field indicates whether the rebate extract has been reported. Y displays if the extract has been reported; N displays if it has not. If the extract has been reported, the date on which the extract was reported also displays in this field. Display
Filed	This field indicates whether the rebate extract has been filed. Y displays if the extract has been filed; N displays if it has not. If the extract has been filed, the date on which the extract was filed also displays in this field. Display
Posted	This field indicates whether the rebate extract has been posted. Y displays if the extract has been posted; N displays if it has not. If the extract has been posted, the date on which the extract was posted also displays in this field. Display
Invoice/Voucher	The invoice number or the voucher number for the extracted and posted rebate applied to accounts payable or accounts receivable displays in this field. Display
Invoice Status	The current status of the invoice or voucher displays in this field. Display
F2=Display Invoice	The F2=DISPLAY INVOICE function key appears only if the order for the rebate has been invoiced. Press the F2=DISPLAY INVOICE function key to review the invoice or voucher for the rebate extract.

Rebate Display Screen Fields and Function Keys

Field/Function Key	Description
F6=Available Rebates	The F6=AVAILABLE REBATES function key appears only if you accessed this screen from the Enter, Change & Ship Orders (MENU OEMAIN) option or the Item Price Inquiry (MENU OEINQY) option. Press the F6=AVAILABLE REBATES function key to review a list of other qualified rebates for the order. The Available Rebate List Screen (p. 101-50) displays.
F10=Update	The F10=UPDATE function key appears only if you accessed this screen from Enter, Change & Ship Orders (MENU OEMAIN) or the Item Price Inquiry (MENU OEINQY). Press the F10=UPDATE function key if you have made changes to the rebate associated with this order to update the sales order with the new rebate assignment.
F12=Return	Press the F12=RETURN function key to return to the previous screen.

Available Rebate List Screen



This screen appears after you press F6=AVAILABLE REBATES on the Rebate Display Screen (p. 101-45). Use this screen to select a different rebate. Only rebates that qualify and are available based on the rebate options, start dates, expiration dates, and cost calculations are listed. Refer to the Order Entry Rebates User Guide for more information.

Use the function keys to display additional information for the rebates.

Available Rebate List Screen Fields and Function Keys

Field/Function Key	Description
Sl	The reference number of the rebates that are displayed on this screen. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference a rebate to be viewed for more information. Display
Rebate ID	The ID assigned to the rebate when it was created through Rebate Master Maintenance (MENU OERMAIN). Display
Vendor Vendor Name	The number and name of the reference vendor associated with the rebate. This field is part of the default view of this screen and will redisplay when the F6=VENDOR key is pressed. Display

Available Rebate List Screen Fields and Function Keys

Field/Function Key	Description
Original Cost	This field only displays when the F2=COSTS/AMOUNT key is pressed. The original cost for the item, to which the rebate is applied, and the original cost code specified for this item's rebate from the Item Rebate File display in this field. Display
Rebate Cost	This field only displays when the F2=COSTS/AMOUNT key is pressed. The cost of the item after the rebate is applied and the rebate cost code specified for this item's rebate from the Item Rebate File. Display
Rebate Amount	This field only displays when the F2=COSTS/AMOUNT key is pressed. Display
Override Price	This field only displays when the F4=OVERRIDE PRC key is pressed. The override price for the item, if one was specified, from the Item Rebate File. Display
Disc %	This field only displays when the F4=OVERRIDE PRC key is pressed. The discount percent that will be applied to the override price of the item, if one was specified, from the Item Rebate File. Display
Code	This field only displays when the F4=OVERRIDE PRC key is pressed. Display
Start Date	This field only displays when the F5=DATES/QTYS key is pressed. The date on which the rebate items costs and prices become effective. If this rebate is from a rebate contract, this field is the date the rebate contract begins. Display
End Date	This field only displays when the F5=DATES/QTYS key is pressed. The date on which the rebate items costs and prices end. If this rebate is from a rebate contract, this field, this field is the date the rebate contract ends. Display
Quantity Limit	This field only displays when the F5=DATES/QTYS key is pressed. The total quantity that can be sold for the item in this rebate. Display
Rebate Sold Qty	This field only displays when the F5=DATES/QTYS key is pressed. Display

Available Rebate List Screen Fields and Function Keys

Field/Function Key	Description
Description	This field only displays when the F7=DESC/CONT key is pressed. The description assigned to the rebate when it was created through Rebate Master Maintenance (MENU OERFILE). Display
Contract	This field only displays when the F7=DESC/CONT key is pressed. The contract number associated with the rebate. Display
Select	Use this field to specify the reference number of the rebate you want to select. (N 2,0) Optional
Limits: Vendor	Use this field to limit the list of rebates shown to those rebates assigned a specific vendor number. Key the vendor number. *Valid Values:* A vendor number defined through Vendors Maintenance (MENU POFILE). (A 6) Optional
F2=Costs/Amount	Press the F2=COSTS/AMOUNT function key to display the original costs, rebate costs, and rebate amounts for the rebates.
F4=Override Prc	The F4=OVERRIDE PRC function key does not appear for bill of material kit component items. Press the F4=OVERRIDE PRC function key to display the override prices, discount percents, and discount codes for the rebates.
F5=Dates/Qtys	Press the F5=DATES/QTYS function key to display the start and end dates, the quantity limits, and the rebate quantities sold for the rebates.
F6=Vendor	Press the F6=VENDOR function key to display the vendor IDs and descriptions for the rebates.
F7=Desc/Cont	Press the F7=DESC/CONT function key to display the descriptions and contract numbers for the rebates.
F12=Return	Press the F12=RETURN key to return to the previous screen without making a selection.
Enter	Press the ENTER function key to confirm your selections. You will be returned to the previous screen and the selected rebate information will be shown.

CHAPTER 102

S/O Change Request Inquiry

102

Through this inquiry you can review and maintain change requests that have occurred through Order Entry and Purchasing and that have not yet been sent to history (if you are retaining history). This option is described in the Purchasing User Guide.

CHAPTER 103

Customer Promotions Inquiry

103

Use the Customer Promotions Inquiry option to inquire into all the promotions a customer and/or customer/ship-to can receive during Order Entry. Promotions are set up for a customer and/or customer/ship-to through Promotions Maintenance (MENU OEPRCE). Screens throughout this menu option allow you to:

- select the customer and/or customer/ship-to for inquiring on valid promotions
- view a list of available promotions for the selected customer or customer/ship-to
- view the customer's 'buy' requirements that have been set up for each level of the promotion
- view the items and discounts that are offered for the customer for the level of the promotion you are inquiring on
- view additional information for the 'buy' requirement for the level of the promotion that you are inquiring on
- view additional information for the 'get' item or discount for the level of the promotion you are inquiring on

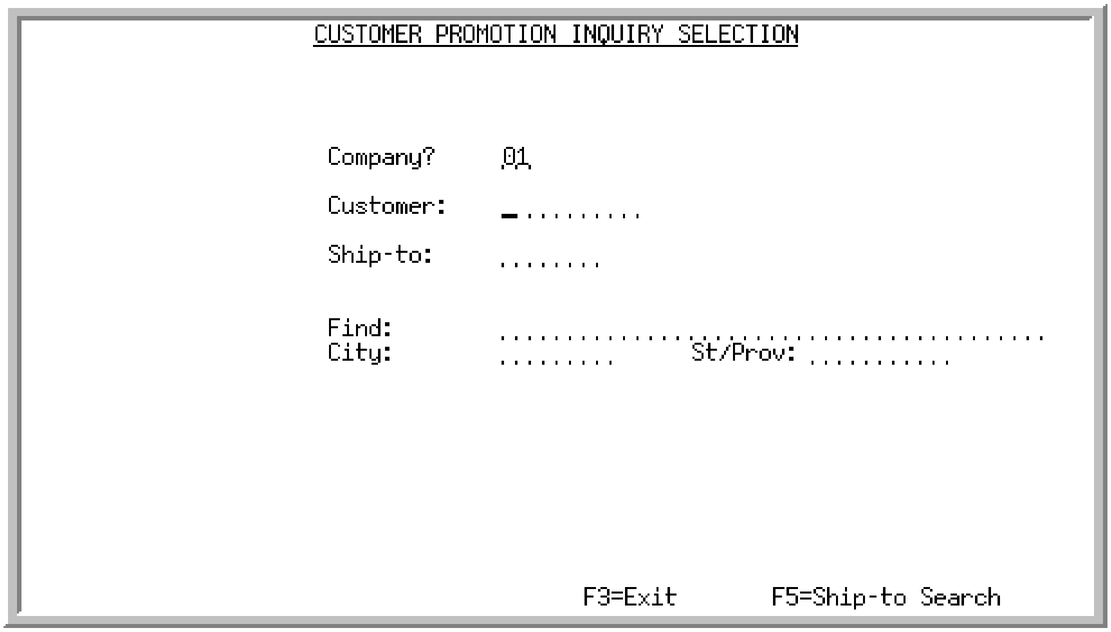
Customer Promotions Inquiry

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
Customer Promotion Inquiry Selection Screen	Use to select the customer and/or customer/ship-to for inquiring on valid promotions.
Customer Promotion Inquiry Screen	Use to view a list of available promotions for the selected customer or customer/ship-to.
Customer Promotion Inquiry - Buy Requirements Screen	Use to view the customer's 'buy' requirements that have been set up for each level of the promotion.

Title	Purpose
Customer Promotion Inquiry - Get Products Screen	Use to view the items and discounts that are offered for the customer for the level of the promotion you are inquiring on.
Customer Promotion Buy Detail Screen	Use to view additional information for the ‘buy’ requirement for the level of the promotion that you are inquiring on.
Customer Promotion Get Detail Item Screen Customer Promotion Get Detail Percentage Off Screen Customer Promotion Get Detail Discount Off Screen	Use to view additional information for the ‘get’ item or discount for the level of the promotion you are inquiring on.

Customer Promotion Inquiry Selection Screen



This screen appears after selecting option 7 - Customer Promotions Inquiry from MENU OEINQY. Use this screen to select the customer and/or customer/ship-to for inquiring on valid promotions. A list of all valid promotions that the customer and/or customer/ship-to qualifies for will be displayed on the Customer Promotion Inquiry Screen (p. 103-6).

Customer Promotion Inquiry Selection 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). Key the company number associated with the customer you want to select for inquiry. *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

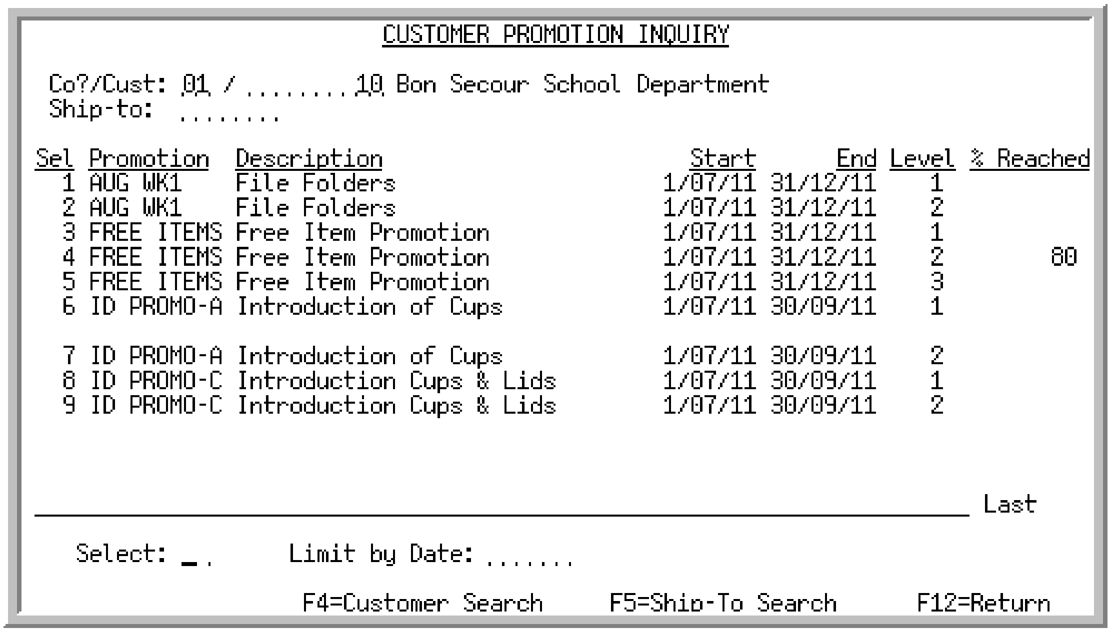
Customer Promotion Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer	Use this field to select the customer you want to inquire on. Key the customer number for which promotions will display that the customer is qualified to receive during Order Entry. *Valid Values:* any customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Optional
Ship-to	Use this field to select the customer/ship-to you want to inquire on. Key the customer's ship-to number for which promotions will display that the customer is qualified to receive during Order Entry. *Valid Values:* any customer/ship-to defined through Customer/Ship to Master Maintenance (MENU ARFILE). (A 7) Optional
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 the Cross Applications User Guide. 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 the Cross Applications User Guide. (A 8) Optional
St/Prov	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 the Cross Applications User Guide. (A 10) Optional

Customer Promotion Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press the F3=EXIT function key to cancel this option and return to MENU OEINQY.
F5=Ship-To Search	After entering a customer number in the **Customer** field, press the F5=SHIP-TO SEARCH function key to locate a ship-to address that has been defined for the selected customer. The Ship-To Search Screen will appear. Refer to the Accounts Receivable Users Guide for a description of this screen.
Enter	Press ENTER to confirm your selections. The Customer Promotion Inquiry Screen (p. 103-6) will appear.

Customer Promotion Inquiry Screen



This screen appears after you press ENTER on the Customer Promotion Inquiry Selection Screen (p. 103-3). Use this screen to view a list of available promotions for the selected customer or customer/ship-to. Promotions can be limited to only those that are valid on a specific date, and you can select a valid promotion from the list for inquiry.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

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.

Customer Promotion Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Co/Cust	The **Co** field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE). This field displays the company number and customer you selected on the Customer Promotion Inquiry Selection Screen (p. 103-3). You have the option to retain this company and/or customer, or key a new company and/or customer. If you key a new company and/or customer, press ENTER to refresh the screen. (N2,0 / N10,0) Display/Required
Ship-to	This field displays the customer/ship-to you selected on the Customer Promotion Inquiry Selection Screen (p. 103-3), if one was selected. You have the option to retain this customer/ship-to (if one was keyed), or key a new customer/ship-to. If you key a new customer's ship-to number, press ENTER to refresh the screen. (A 7) Optional
Sel	This field displays the reference number assigned to each promotion displayed on this screen. Key this number in the **Select** field to select a promotion you want to display 'buy' requirements for. Display
Promotion	This field displays all the promotions that the customer is qualified to receive. Display
Description	This field displays the description of the promotion. Display
Start	This field displays the date the promotion will start. Display
End	This field displays the date the promotion will end. Display
Level	This field displays the level number of the promotion, which allows better deals for a customer, if that customer purchases more of a particular item or items. Display

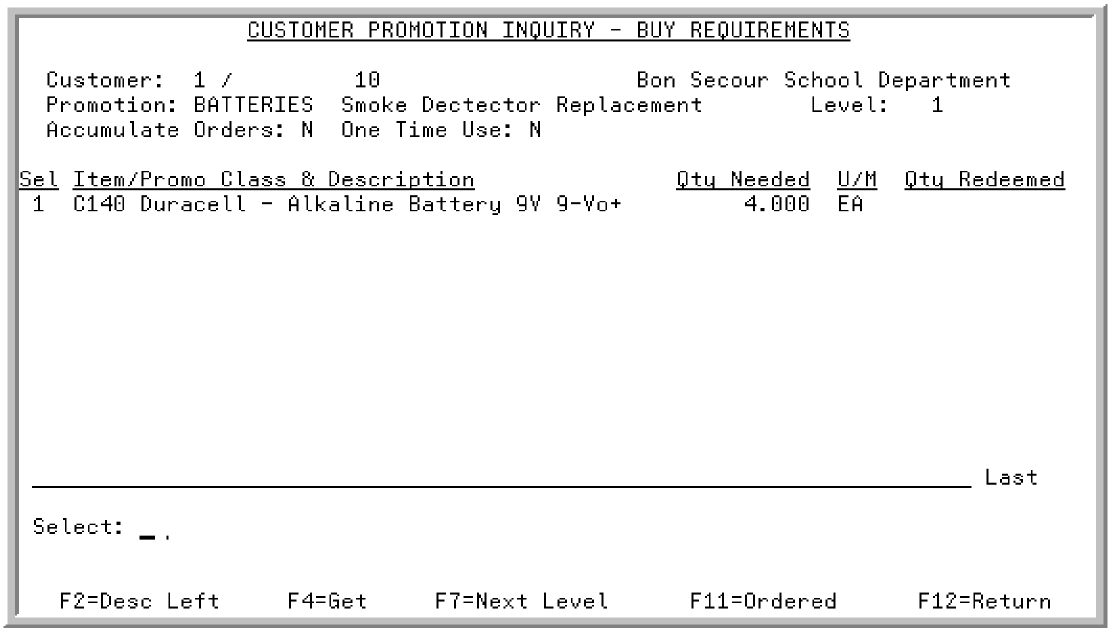
Customer Promotion Inquiry Screen Fields and Function Keys

Field/Function Key	Description
% Reached	This field displays the percentage reached of the promotion. This percentage is determined by adding up the total quantities of all ‘get’ items and dividing by the total that has been bought. If the promotion has been used multiple times, then the percentage reached will reflect that and be greater than 100%. When this percentage reaches 100%, it means that the customer now qualifies for the promotion since they have purchased all the required items. For example, if a ‘buy’ requirement was set up with a quantity of 6 (the customer must purchase 6 items in order to qualify), and the customer has only purchased 3 to date, then 50 would display in this field. Note that the **Accumulate Orders** field on the Promotion Information Buy Requirements Screen in Promotions Maintenance (MENU OEPRCE), is also used to determine when a customer qualifies for a promotion. If the field is Y, then all items on other existing orders for the customer will be counted towards determining if the customer qualifies for this level of the promotion in Order Entry. The list of items that are ‘buy’ requirements for this level of the promotion ALL must be purchased in order to qualify. Display
Select	Use this field to select one of the promotions on this screen that you want to view ‘buy’ requirements for the customer. Key the number displayed in the **Sel** field that corresponds to the promotion that you want to select, and press ENTER. (N 2,0) Optional
Limit by Date	Use this field to limit the promotions shown on this screen to only those that are valid on a particular date. Key the date and press ENTER. The screen will refresh and show only those promotions associated with the date you keyed. *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
F4=Customer Search	Press F4=CUSTOMER SEARCH to search for customer/ship to addresses. The Customer Search Screen appears. Refer to the Accounts Receivable User Guide for information on the customer search.
F5=Ship-To Search	Press the F5=SHIP-TO SEARCH function key to locate a ship-to address that has been defined for the selected customer. The Ship-To Search Screen will appear. Refer to the Accounts Receivable Users Guide for a description of this screen.
F12=Return	Press the F12=RETURN function key to return to the Customer Promotion Inquiry Selection Screen (p. 103-3).

Customer Promotion Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Enter	After keying a promotion in the **Select** field or after keying a date in the **Limit by Date** field, press ENTER to confirm your entry. If you entered a value in the **Select** field, the Customer Promotion Inquiry - Buy Requirements Screen (p. 103-10) will appear. If you entered a value in the **Limit by Date** field, the screen will refresh and show only those promotions associated with the date you keyed.

Customer Promotion Inquiry - Buy Requirements Screen



This screen appears after you press ENTER on the Customer Promotion Inquiry Screen (p. 103-6). Use this screen to view the customer's 'buy' requirements that have been set up for each level of the promotion. All items listed on this screen must be purchased by the customer (for at least the **Qty Needed**) in order for that customer to qualify for the level of the promotion. If a promotion class has been set up as a 'buy' requirement, then any combination of items in that promotion class must be purchased as long as they meet the quantity for the promotion class buy requirement.

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.

Customer Promotion Inquiry - Buy Requirements Screen Fields and Function Keys

Field/Function Key	Description
Order	This field displays only if this screen is called from the Available Promotions Screen in Enter, Change & Ship Orders (MENU OEMAIN). This field displays the order number, if any. Display
Customer	This field displays the company number and customer associated with the promotion. Display

Customer Promotion Inquiry - Buy Requirements Screen Fields and Function Keys

Field/Function Key	Description
Promotion	This field displays the promotion ID and description of the promotion the customer qualifies to receive. Display
Level	This field displays the level number of the promotion, which allows you to specify better deals for a customer, if that customer purchases more of a particular item or items. To display the next level of the promotion, press the F7=NEXT LEVEL function key. Display
Accumulate Orders	This field indicates if items on other existing orders for the customer will be counted towards determining if the customer qualifies for this level of the promotion in Order Entry. Y displays if orders will be accumulated; N displays if orders will not be accumulated. Display
One Time Use	This field indicates if the customer/ship-to qualifies for this promotion while it is available, or only qualifies for the promotion once. Y displays if the customer/ship-to only qualifies for this promotion one time only. N displays if the customer/ship-to qualifies for this promotion while it is available. Display
Sel	This field displays the reference number assigned to each item/promotion class displayed on this screen. Key this number in the **Select** field to select an item/promo class you want to display 'buy' detail for. Display
Item/Promo Class & Description	This field displays the item/promotion class and description for the level of the promotion. All item/promo classes listed on this screen must be purchased by the customer (for at least the **Qty Needed**) in order for that customer to qualify for the promotion. Display
Qty Needed	This field displays the quantity that the customer must purchase in order to qualify for the promotion. Display
U/M	This field displays the unit of measure of the quantity that the customer must purchase in order to qualify for the promotion. Display

Customer Promotion Inquiry - Buy Requirements Screen Fields and Function Keys

Field/Function Key	Description
Qty Redeemed/Qty Ordered	This field displays the quantity of the item/promo class that has been redeemed or the quantity ordered, as toggled with the F11=REDEEMED / F11=ORDERED function key. The **Qty Redeemed** is the quantity of the items on orders that have been selected and marked to be counted towards a promotion in Order Entry. The **Qty Ordered** is the quantity of the item on orders that have been marked to be counted towards the promotion. If more of an item is purchased than needed to qualify for a promotion, the quantity ordered may be greater than the quantity redeemed. The additional quantity ordered, that has not yet been redeemed, may be counted towards the promotion in the future, if this level of the promotion is set up to **Accumulate Orders**. If the quantity ordered is less than the quantity needed for the promotion, then the customer will not be able to redeem any for a promotion since they do not qualify for it yet. Display
Select	Use this field to select one of the items/promotion classes on this screen that you want to display 'buy' details for. Key the number displayed in the **Sel** field that corresponds to the item/ promotion class that you want to select, and press ENTER. (N 2,0) Optional
F2=Desc Left/ F2=Desc Right/ F2=Item & Desc	Press F2=DESC LEFT to show the "left window" of the item description starting with the left-most word in the description. Press F2=DESC RIGHT to show the "right window" of the description, so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen. Press F2=ITEM & DESC to show the complete item number and as much of the description as will fit (two blanks separate the fields).
F4=Get	Press the F4=GET function key to inquire on the items and discounts that are offered for the level of the promotion that the customer qualifies for. The Customer Promotion Inquiry - Get Products Screen (p. 103-14) will appear.
F7=Next Level	Press the F7=NEXT LEVEL function key to display the next level of the promotion. The **Level** field on the top portion of this screen will change accordingly and the buy requirements will be refreshed for the new level.
F11=Redeemed/ F11=Ordered	Press the F11=REDEEMED / F11=ORDERED function key to toggle between showing the quantity of the item/promo class that has been redeemed or the quantity that has been ordered. The fields in the middle portion of this screen will change accordingly.

Customer Promotion Inquiry - Buy Requirements Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN function key to return to the Customer Promotion Inquiry Screen (p. 103-6).
Enter	After keying a value in the **Select** field, press ENTER to confirm your entry. The Customer Promotion Buy Detail Screen (p. 103-19) will appear.

Customer Promotion Inquiry - Get Products Screen

```
                     CUSTOMER PROMOTION INQUIRY - GET PRODUCTS

  Customer:  1 /       606                     French Wine Exporters
  Promotion: FREE ITEM  Buy 5 Boxes, Get 1 Free              Level:   1
  Accumulate Orders: N  One Time Use: N                                    Cur
                                                Discount       Total Disc or
Sl Item & Description                          or Quantity     or Qty Rcvd U/M
 1 A500 File Folders - Manilla Box of 100 -+          1.000          0.000 EA










 ______________________________________________________________________ Last

 Select: _ .

                            F6=Price Ovr
   F2=Desc Left      F4=Buy                      F12=Return     F14=Local Curr
```

This screen appears after you press F4=GET on the Customer Promotion Inquiry - Buy Requirements Screen (p. 103-10). This screen displays the items and discounts that are offered for the customer for the level of the promotion you are inquiring on.

For 'get' types of A (Assortment), C (Choice of Items), and I (Item), you can view the Override Price, Override Item Discount, and Quantity of the item that will be given if the customer qualifies for this level of the promotion. In the right hand column, the total quantity of the item that has been received by the customer for this level of the promotion will also display along with the unit of measure.

For 'get' types of P (Percentage Off) or D (Discount Off), the percentage off or discount amount will display in the **discount** or **quantity** column, which appears when F6=ITEM DESC is pressed. The total discount that has already been given to the customer will also display in the right hand column, along with the company's local currency (if International Currency is live).

To see more details about the 'get' item or discount and also the orders that have been marked for this promotion level, you can select any item number or discount using the **Sl** and **Select** fields on 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.

Customer Promotion Inquiry - Get Products Screen Fields and Function Keys

Field/Function Key	Description
Order	This field displays only if this screen is called from the Available Promotions Screen in Enter, Change & Ship Orders (MENU OEMAIN). This field displays the order number being maintained. Display
Customer	This field displays the company number and customer associated with the promotion. Display
Promotion	This field displays the promotion ID and description of the promotion the customer qualifies to receive. Display
Level	This field displays the level number of the promotion, which allows you to specify additional offerings deals for a customer, if that customer purchases more of a particular item or items. Display
Accumulate Orders	This field indicates if items on other existing orders for the customer will be counted towards determining if the customer qualifies for this level of the promotion in Order Entry. Y displays if orders will be accumulated N displays if orders will not be accumulated. Display
One Time Use	This field indicates if the customer/ship-to qualifies for this promotion while it is available, or only qualifies for the promotion once. Y displays if the customer/ship-to only qualifies for this promotion one time only. N displays if the customer/ship-to qualifies for this promotion while it is available. Display
Sl	This field displays the reference number assigned to each item displayed on this screen. Key this number in the **Select** field to select an item you want to display 'get' details for. Display
Item Number/ Item & Description	This field displays the item or item and description for the level of the promotion, as toggled with the F6=ITEM DESC / F6=PRICE OVR function key. Display

Customer Promotion Inquiry - Get Products Screen Fields and Function Keys

Field/Function Key	Description
Override Price	This field appears on this screen when the F6=ITEM DESC / F6=PRICE OVR toggle function key displays as F6=ITEM DESC. This field displays the override price of the item, assortment, or choice, if one was keyed. This amount will override any other pricing that has been setup for the customer/item, including any defined through contract pricing or defined for quantity discounts. When International Currency is installed, this field will toggle with the F14=LOCAL CURR / F14=TRADING CURR function key and show the customer's trading currency or the company's local currency. The currency symbol will display as part of the heading. Display
Discount or Quantity	This field appears on this screen when the F6=ITEM DESC / F6=PRICE OVR toggle function key displays as F6=PRICE OVR. The discount percentage or discount amount, or the quantity a customer receives for an item, assortment, or choice, if one was keyed. Display
Item Discount	This field appears on this screen when the F6=ITEM DESC / F6=PRICE OVR toggle function key displays as F6=ITEM DESC, and the F9=SHOW DISCOUNT / F9=SHOW OVR PRICE toggle function key displays as F9=SHOW OVR PRICE. The discount associated with the item, assortment, or choice, if one was keyed. Display
Disc Type	This field appears on this screen when the F6=ITEM DESC / F6=PRICE OVR toggle function key displays as F6=ITEM DESC, and the F9=SHOW DISCOUNT / F9=SHOW OVR PRICE toggle function key displays as F9=SHOW OVR PRICE. The discount type associated with the item, assortment, or choice, if one was keyed. Either **C** (for a dollar off the item), or **%** (for percentage off the item) will be displayed. Display
Total Disc or Qty Rcvd	This field displays the total discount for a D (discount) or P (percentage) 'get' type. For the item, assortment, or choice types, the total quantity received by the customer for this level of the promotion. Display
Cur or U/M	This field displays the unit of measure for the item as assigned to the promotion. When International Currency is installed, the currency symbol of the customer's trading currency will display for discount amount and discount percent offerings. Display

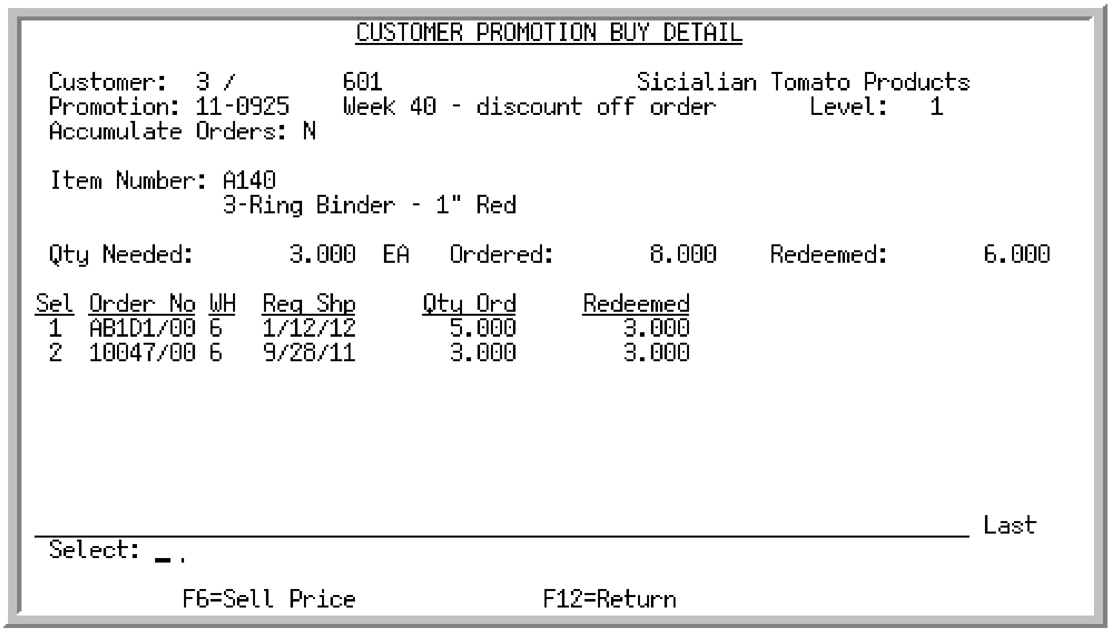
Customer Promotion Inquiry - Get Products Screen Fields and Function Keys

Field/Function Key	Description
Select	To see more details about the 'get' item or discount and also the orders that have been marked for this promotion level, use this field to select any item number or discount. Key the number displayed in the **SI** field that corresponds to the item or discount that you want to select, and press ENTER. (N 2,0) Optional
F2=Desc Left/ F2=Desc Right/ F2=Item & Desc	The F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC function key appears after you press the F6=ITEM DESC / F6=PRICE OVR function key to toggle to show the **Item & Description** field. Press F2=DESC LEFT to show the "left window" of the item description starting with the left-most word in the description. Press F2=DESC RIGHT to show the "right window" of the description, so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen. Press F2=ITEM & DESC to show the complete item number and as much of the description as will fit (two blanks separate the fields).
F4=Buy	Press the F4=BUY function key to display the buy requirements for the level that is being inquired on. The Customer Promotion Inquiry - Buy Requirements Screen (p. 103-10) will appear.
F6=Item Desc/ F6=Price Ovr	Press the F6=ITEM DESC / F6=PRICE OVR function key to toggle between showing the **Item Number**, **Item Discount**, and **Disc Type** fields or the **Item & Description** and **Discount or Quantity** fields on this screen. Also, when the **Item & Description** field is shown, the F2=DESC LEFT function key appears.
F9=Show Discount / F9=Show Ovr Price	The F9=SHOW DISCOUNT / F9=SHOW OVR PRICE toggle function key displays initially when you access this screen. If you press the F6=ITEM DESC / F6=PRICE OVR toggle function key, this key no longer appears. Press the F9=SHOW DISCOUNT / F9=SHOW OVR PRICE function key to toggle between showing the **Item Discount** and **Disc Type** fields or the **Override Price** field on this screen.
F12=Return	Press the F12=RETURN function key to return to the Customer Promotion Inquiry Screen (p. 103-6).
F14=Local Curr / F14=Trading Curr	The F14=LOCAL CURR / F14=TRADING CURR function key only displays when International Currency is installed. The F14=LOCAL CURR / F14=TRADING CURR function key display when viewing the **Sell Price** column. Press the F14=LOCAL CURR / F14=TRADING CURR function key to toggle the sell price display from the customer's trading currency to the company's local currency.

Customer Promotion Inquiry - Get Products Screen Fields and Function Keys

Field/Function Key	Description
Enter	After keying a value in the **Select** field, press ENTER to confirm your selection. The Customer Promotion Get Detail Item Screen (p. 103-23) will appear.

Customer Promotion Buy Detail Screen



This screen appears after you press ENTER on the Customer Promotion Inquiry - Buy Requirements Screen (p. 103-10). Use this screen to view additional information for the 'buy' requirement for the level of the promotion that you are inquiring on. All orders for this customer/ship-to that were marked to be counted towards this level of the promotion in Order Entry are shown on this screen.

If the selected 'buy' requirement is a promotion class, then the actual item number that was ordered will display so you can view exactly was ordered by the customer that counted towards this buy requirement. Other information about the order (the warehouse, the requested ship date, the quantity ordered, and the quantity on this order redeemed for the promotion level) is also displayed.

Additionally, you can select an order and access the Open Orders Inquiry (MENU OEMAIN) for open orders or history orders for the line item.

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.

Customer Promotion Buy Detail Screen Fields and Function Keys

Field/Function Key	Description
Customer	This field displays the company number and customer associated with the promotion. Display

Customer Promotion Buy Detail Screen Fields and Function Keys

Field/Function Key	Description
Promotion	This field displays the promotion ID and description of the promotion the customer qualifies to receive. Display
Level	This field displays the level number of the promotion, which allows you to specify better deals for a customer, if that customer purchases more of a particular item or items. Display
Accumulate Orders	This field indicates if items on other existing orders for the customer will be counted towards determining if the customer qualifies for this level of the promotion in Order Entry. Y displays if orders will be accumulated; N displays if orders will not be accumulated. Display
Promo Class	This field displays if the selected 'buy' requirement is a promotion class. This field displays the promotion class and its description. The actual item number that was ordered will also display so you can view exactly what was ordered by the customer that counted towards this buy requirement. If the selected 'buy' requirement is not a promotion class, the **Item Number** field will display here instead. Display
Item Number	This field displays if the selected 'buy' requirement is not a promotion class. This field displays the item number and its description. If the selected 'buy' requirement is a promotion class, the **Promo Class** field will display here instead. Display
Qty Needed	This field displays the quantity that the customer must purchase in order to qualify for this level of the promotion. Display
Ordered	This field displays the 'total' quantity ordered for all orders displayed on this screen. Display
Redeemed	This field displays the 'total' quantity of orders displayed on this screen that have been selected and counted towards this level of a promotion. Display

Customer Promotion Buy Detail Screen Fields and Function Keys

Field/Function Key	Description
Sel	This field displays the reference number assigned to each order displayed on this screen. Key this number in the **Select** field to select an order and access the Open Orders Inquiry (MENU OEMAIN) for open orders or history orders for the line item. Display
Order No	This field displays the order number and generation of the order, if any. Display
WH	This field displays the warehouse associated with the order. Display
Req Shp	This field displays the requested ship date of the order. Display
Qty Ord	This field displays the quantity ordered for each order displayed on this screen. The **Qty Ord** and the **Redeemed** fields toggle to the **Sell Price** field using the F6=SELL PRICE / F6=QTY ORDERED function key. Display
Redeemed	This field displays the quantity redeemed for each order displayed on this screen. The **Qty Ord** and the **Redeemed** fields toggle to the **Sell Price** field using the F6=SELL PRICE / F6=QTY ORDERED function key.
Sell Price	The **Sell Price** displays the price of the item as part of this promotion. When International Currency is installed, it will toggle to display the sell price in the customer's trading currency and the company's local currency with the F14=LOCAL CURR / F14=TRADING CURR function key.
Item Number	This field displays if the selected 'buy' requirement is a promotion class. This field displays the actual item number that was ordered by the customer that counted towards this buy requirement. Display
Select	Use this field to select an order and access the Open Orders Inquiry (MENU OEMAIN) for open orders or history orders for the line item. Key the number displayed in the **Sel** field that corresponds to the order that you want to select, and press ENTER. (N 2,0) Optional
F6=Sell Price / Qty Ordered	Press the F6=SELL PRICE / F6=QTY ORDERED function key to toggle between showing the quantity ordered and quantity redeemed with the item's sell price as part of the promotion.
F12=Return	Press the F12=RETURN function key to return to the Customer Promotion Inquiry - Buy Requirements Screen (p. 103-10).

Customer Promotion Buy Detail Screen Fields and Function Keys

Field/Function Key	Description
F14=Local Curr / F14=Trading Curr	The F14=LOCAL CURR / F14=TRADING CURR function key only displays when International Currency is installed. The F14=LOCAL CURR / F14=TRADING CURR function key display when viewing the **Sell Price** column. Press the F14=LOCAL CURR / F14=TRADING CURR function key to toggle the sell price display from the customer's trading currency to the company's local currency.
Enter	After keying a value in the **Select** field, press ENTER to access the Open Orders Inquiry (MENU OEMAIN) for open orders or history orders for the line item.

Customer Promotion Get Detail Item Screen

```
                          CUSTOMER PROMOTION GET DETAIL

 Customer:  1 /         20                   Lithonia School Department
 Promotion: BATTERIES  Smoke Dectector Replacement       Level:   2
 Accumulate Orders: N

 Item Number:   C-ASSORTMENT                Choice of Items
                battery assortment for week 14  promotional pricing
 Get Quantity:       3.000  EA   Override Price:                 US$
 Tot Qty Rcvd:       6.000       Discount:                         Byp Rbt: N
    Qty Limit:
Sel Order No WH  Req Shp       Qty Received        Item Number
 1  03014/00 3   1/25/13         123453.000        C140
 2  03014/00 3   1/25/13              3.000        C150







                                                                       Last
 Select: _ .

           F6=Sell Price      F11=BOM Inq     F12=Return
```

Customer Promotion Get Detail Percentage Off Screen

```
                          CUSTOMER PROMOTION GET DETAIL

 Customer:  1 /         20                   Lithonia School Department
 Promotion: 10% DISCNT Buy 3 Boxes, Get 10% Discount      Level:   1
 Accumulate Orders: N

 Discount Type: Percentage Off

 Discount Amount:          10.00  %     Percentage Type: P
 Total Disc Amt:            6.86  US$   Charge Code:     D
    Qty Limit:
Sel Order No WH  Req Shp      Discount US$
 1  03053/00 1   9/24/13              6.86








                                                                       Last
 Select: _ .

                                                  F12=Return
```

Customer Promotion Get Detail Discount Off Screen

```
                         CUSTOMER PROMOTION GET DETAIL

  Customer:  1 /        30                  Lebanon School Department
  Promotion: CHOICE2012 File folder choices              Level:   2
  Accumulate Orders: N

  Discount Type: Discount Off

  Discount Amount:            8.98  US$
  Total Disc Amt:             8.98  US$   Charge Code:     1
     Qty Limit:
 Sel Order No WH  Req Shp      Discount US$
  1  03006/00 1  11/26/12              8.98








                                                                      Last
  Select: _ ,

                                        F12=Return
```

This screen appears after you press ENTER from the Customer Promotion Inquiry - Get Products Screen (p. 103-14). Different information displays on this screen depending on the selected 'get' item. Use this screen to view additional information for the 'get' item or discount for the level of the promotion you are inquiring on.

All orders for this customer/ship-to that were marked to be counted towards this level of the promotion in Order Entry are displayed.

If the selected 'get' item is an Assortment (type A) or Choice (type C), then the actual component item number that was added to the order or chosen by the customer will display. Other information about the order (the warehouse, the requested ship date, the quantity ordered) is also displayed.

Additionally, you can select an order and access the Open Orders Inquiry (MENU OEMAIN) for open orders or history orders for the line item.

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.

Customer Promotion Get Detail Screen Fields and Function Keys

Field/Function Key	Description
Customer	This field displays the company number with customer number and name associated with the promotion. Display
Promotion	This field displays the promotion ID and description of the promotion the customer qualifies to receive. Display
Level	This field displays the level number of the promotion, which allows you to specify better deals for a customer, if that customer purchases more of a particular item or items. Display
Accumulate Orders	This field indicates if items on other existing orders for the customer will be counted towards determining if the customer qualifies for this level of the promotion in Order Entry. Y displays if orders will be accumulated; N displays if orders will not be accumulated. Display
Item Number	This field displays for an item (I) 'get' type.and shows the item number and its description. If the selected 'get' type is an Assortment (type A) or Choice (type C), then the actual component item number that was added to the order or chosen by the customer will display in the **Item Number** field that appears in the middle of the screen. Display
Get Quantity	This field displays for an item (I) 'get' type. This field indicates the quantity of item(s) and unit of measure the customer will receive for the level of the promotion. Display

Customer Promotion Get Detail Screen Fields and Function Keys

Field/Function Key	Description
Override Price	This field displays for an item (I), Assortment (A), or Choice (C) 'get' type. The override of the price of the item. This amount will override any other pricing that has been setup for the customer/item, including any defined through contract pricing or defined for quantity discounts. NOTE: For Assortments or Choice items, the **Override Price** will apply to all items in the assortment or all items chosen in Order Entry (if a choice is presented). When International Currency is installed, use the F14=LOCAL CURR / F14=TRADING CURR function key to toggle the price from the customer's trading currency to the company's local currency amount. Display
Tot Qty Rcvd	This field displays for an item (I), Assortment (A), or Choice (C) 'get' type. The 'total' quantity received for all orders displayed on this screen. Display
Discount	This field displays for an item (I), Assortment (A), or Choice (C) 'get' type. The optional percent discount for the item, up to 100% for a free item; or the flat monetary amount off discount for the item. The type of item discount (% for percent or C for a dollar off) displays to the right of the discount. Display
Byp Rbt	This field displays for an item (I), Assortment (A), or Choice (C) 'get' type. This field indicates whether or not the item will bypass or run through the Rebate Selection process. Y displays if the item will bypass the Rebate Selection process. N displays if the item will run through the Rebate Selection process. Display
Qty Limit	This field displays for an item (I), Assortment (A), or Choice (C) 'get' type. The maximum quantity that will be allowed to be given to the particular customer/ship-to for this deal level of the promotion. If this field is zero, then it is assumed that there is no limit for the get item. Display
Discount Type	This field displays for a percentage off (P) or discount off (D) 'get' type. If the type of discount being offered to the customer is a specified percentage off, this field displays **Percentage Off**. If the type of discount being offered to the customer is a specified discount amount, this field displays **Discount Off**. Display

Customer Promotion Get Detail Screen Fields and Function Keys

Field/Function Key	Description
Discount Amount	This field displays for a percentage off (P) or discount off (D) 'get' type. This field indicates the discount monetary amount or discount percentage off the order that the customer will receive. When International Currency is installed, the currency symbol will also display. Display
Total Disc Amt	This field displays for a percentage off (P) or discount off (D) 'get' type. The total monetary amount of discounts given to customers for percentage off or discount amount off promotions. Display
Percentage Type	This field displays for a percentage off (P) 'get' type. This field indicates how the percentage discount will be calculated in Order Entry. P displays if the discount is based on the promotion quantity specified through Promotions Maintenance (MENU OEPRCE). L displays if the discount is based on the line quantity that was ordered in Order Entry for the items. Display
Charge Code	This field displays for a percentage off (P) or discount off (D) 'get' type. This field indicates the charge code associated with the discount or percentage off. The discount calculated in Order Entry is placed on the order as a negative special charge. The order level charge code will be used to add this charge to the order. A value of 1 through 9 or A through Z, as specified through Promotions Maintenance (MENU OEPRCE) is displayed. Display
Sel	This field displays the reference number assigned to each order displayed on this screen. Key this number in the **Select** field to select an order and access the Open Orders Inquiry (MENU OEMAIN) for open orders or history orders for the line item. Display
Order No	This field displays the order number and generation of the order, if any. Display
WH	This field displays the warehouse associated with the order. Display
Req Shp	This field displays the requested ship date of the order. Display

Customer Promotion Get Detail Screen Fields and Function Keys

Field/Function Key	Description
Qty Received/Sell Price	This field displays for an item (I) 'get' type. This field indicates either the quantity received or the sell price for the item on the order, as toggled with the F6=SELL PRICE / F6=QTY RECEIVED.
Item Number	This field displays if the selected 'get' type is an Assortment (type A) or Choice (type C). This field indicates the actual component item number that was added to the order or chosen by the customer. This will allow you to see which items were chosen for the Choice type, and all items added as part of an Assortment get type. Display
Discount	This field displays for a percentage off (P) or discount off (D) 'get' type. This field displays the discount amount for the order; the discount for each specific order is the actual discount amount that was taken. When International Currency is installed, the currency symbol display as part of the heading. Display
Select	Use this field to select an order and access the Open Orders Inquiry (MENU OEMAIN) for open orders or history orders for the line item. Key the number displayed in the **Sel** field that corresponds to the order that you want to select, and press ENTER. (N 2,0) Optional
F6=Sell Price/F6=Qty Received	The F6=SELL PRICE / F6=QTY RECEIVED function key displays for an item (I) 'get' type. Press the F6=SELL PRICE / F6=QTY RECEIVED function key to toggle between showing the sell price of the item or the quantity received.
F11=BOM Inq	The F11=BOM INQ function key appears only if Bill Of Material is installed, and the selected 'get' type is an Assortment (type A) or Choice (type C). Press the F11=BOM INQ function key to display parent and component relationships for the bill of material item. The Bill Of Material Inquiry Selection Screen will appear. For an explanation of that screen, refer to the Bill Of Material User Guide.
F12=Return	Press F12=RETURN to return to the previous screen.

Customer Promotion Get Detail Screen Fields and Function Keys

Field/Function Key	Description
F14=Local Curr / F14=Trading Curr	The F14=LOCAL CURR / F14=TRADING CURR function key only displays when International Currency is installed. The F14=LOCAL CURR / F14=TRADING CURR function key display when viewing the **Sell Price** column. Press the F14=LOCAL CURR / F14=TRADING CURR function key to toggle the **Override Price** from the customer's trading currency to the company's local currency.
Enter	After keying a value in the **Select** field, press ENTER to access either the Item Detail History Display Screen (p. 16-89) or the Item Detail Display Screen (p. 15-55) for the line item.

APPENDIX A

Offline Order Entry Standards

A

Offline Order Header File

The following table presents the data requirements for loading the Offline Order Header File (ORHOF). Fields marked with an asterisk (*) are index components.

All fields that are numeric should be put out as blanks if you want the system to determine the value of the field. If you put zeroes in a field where the rules say "Leave blank," it will take the zeroes as the override. For example, if you want a trade discount of 25.00% on an item, put 02500 in the XHTDPC field. If you want the system to calculate the discount, leave the XHTDPC field blank.

As long as the customer number and warehouse are correct (if a warehouse is entered), Offline Order Entry will create an order. If any errors exist, the order will be put on offline order hold (hold code OH).

All invalid items will be dropped, but will be printed on an edit report.

Offline Order Header File

Field Name	Description	Rules	Data Type	Format
XHORNO*	Order Number	Sequence number to differentiate between orders. Must be a unique number. System will assign a true order number after. To use your own order number, start the orders with a letter.	A	x(5)
XHORTP	Order Type	Valid entries are "O" for Order, "I" for Invoice, "R" for return. If blank, defaults to "O."	A	x(1)
XHCONO*	Company Number	Valid company number. If blank, uses the default company number.	N	(2,0)
XHCSNO*	Customer Number	Mandatory.	N	(10,0)

Offline Order Header File

Field Name	Description	Rules	Data Type	Format
XHSHP#*	Ship-To Number	If blank, uses ship-to number from the Customer Master File, if one exists.	A	x(7)
XHWHID	Warehouse ID	If blank, uses the default warehouse in the Ship-to Address or Customer Master File.	A	x(2)
XHALCD	Allocate Code	Valid entries are “Y” for Yes or “N” for No. If blank, defaults to “Y” for an order or invoice and to “N” for a return. Will force an “N” if XHDRSH is ”Y.”	A	x(1)
XHDRSH	Direct Ship Code	Valid entries are “Y” for Yes or “N” for No. If blank, defaults to “N.”	A	x(1)
XHETDT	Entry Date	Key date in user’s format, if defined, or system format. If blank, uses the system date.	N	(6,0)
XHRSDT	Requested Ship date	Key date in user’s format, if defined, or system format. If blank, uses the system date.	N	(6,0)
XHINDT	Invoice Date	Key date in user’s format, if defined, or system format. If blank, uses the system date.	N	(6,0)
XHFUDT	Future Date	Key date in user’s format, if defined, or system format. If blank, uses the system date.	N	(6,0)
XHCSPO*	Customer PO Number	Key the customer’s purchase order number.	A	x(22)
XHCNNR	Contract Number	If the prices in this order will come from a named contract, key the contract name in this field.	A	x(5)
XHCPRL	Customer Price List	If blank, uses the customer price list in the Customer Master File.	N	(1,0)
XHPRDS	Customer Price Class	If blank, uses the customer price class in the Customer Master File.	N	(3,0)

Offline Order Header File

Field Name	Description	Rules	Data Type	Format
XHOVDP	Override Price Discount Percent		N	(5,2)
XHTDPC	Trade Discount Percent	If blank, uses the trade discount percent in the Customer Master File.	N	(5,2)
XHTMCD	A/R Terms Code	If blank, uses the terms code in the Customer Master File.	A	x(2)
XHINNO	Invoice Number	Leave blank or put in 8 digits. Normally only used for returns.	N	(8,0)
XHORRF	Reference Number		A	x(6)
XHARCS	A/R Customer Number	If blank, uses the A/R customer number in the Customer Master File.	N	(10,0)
XHTXBD	Tax Body	If blank, uses the tax body in the Ship-to Address or Customer Master File.	A	x(10)
XHEXCD	Tax Exempt Code	If blank, uses the tax exempt code Ship-to Address or Customer Master File.	A	x(1)
XHSPIN	Shipping Instructions	If blank, uses the instructions in the Ship-to Address or Customer Master File.	A	x(20)
XHNOTE	Miscellaneous Note	If blank, uses the notes in the Ship-to Address or Customer Master File.	A	x(30)
XHPTYP	Payment Type	If blank, uses the payment type in the Customer Master File.	A	x(2)
XHCRCD	Credit Card Number	Leave blank. No loner used.	A	x(18)
XHEXPD	Expiration Date	MMYY format.	N	(4,0)
XHUS15	User Area	If data exists here, it will be placed in the XHUS15 field in XORHED.	A	x(15)
XHSLS1	Primary Salesrep	If blank, uses the primary salesrep in the Ship-to Address or Customer Master File.	N	(5,0)

Offline Order Header File

Field Name	Description	Rules	Data Type	Format
XHSLS2	Second Salesrep	If blank, uses the second salesrep in the Ship-to Address or Customer Master File.	N	(5,0)
XHSLS3	Third Salesrep	If blank, uses the third salesrep in the Ship-to Address or Customer Master File.	N	(5,0)
XHCPR1	Salesrep 1 Commission Percent	If blank, uses the salesrep commission percent in Salesrep Master File.	N	(5,3)
XHCPR2	Salesrep 2 Commission Percent	If blank, uses the salesrep commission percent in Salesrep Master File.	N	(5,3)
XHCPR3	Salesrep 3 Commission Percent	If blank, uses the salesrep commission percent in Salesrep Master File.	N	(5,3)
XHCSNM	Bill-To Name	If blank, uses the bill-to name in the Customer Master File.	A	x(30)
XHCAD1	Bill-To Address Line 1	If blank, uses the bill-to address in the Customer Master File.	A	x(30)
XHCAD2	Bill-To Address Line 2	If blank, uses the bill-to address in the Customer Master File.	A	x(30)
XHBLCY	Bill-To City	If blank, uses the bill-to city in the Customer Master File.	A	x(20)
XHBLST	Bill-To State	If blank, uses the bill-to state in the Customer Master File.	A	x(30)
XHBLZP	Bill-To Zip Code	If blank, uses the bill-to zip code in the Customer Master File.	A	x(10)
XHSHNM	Ship-To Name	If blank, defaults to the ship-to address.	A	x(30)
XHSAD1	Ship-To Address Line 1	If blank, defaults to the ship-to address.	A	x(30)
XHSAD2	Ship-To Address Line 2	If blank, defaults to the ship-to address.	A	x(30)

Offline Order Header File

Field Name	Description	Rules	Data Type	Format
XHSCTY	Ship-To City	If blank, defaults to the ship-to address.	A	x(20)
XHSHST	Ship-To State/ Province	If blank, defaults to the ship-to address.	A	x(30)
XHSZIP	Ship-To Zip/Postal	If blank, defaults to the ship-to address.	A	x(10)
XHROUT	Route	If blank, uses the route in the Ship-to Address or Customer Master File.	A	x(4)
XHSTOP	Route Stop	If blank, uses the route/stop in the Ship-to Address or Customer Master File.	N	(3,0)
XHBLCT	Bill-To Contact	If blank, uses the bill-to contact in the Customer Master File.	A	x(30)
XHBLPH	Bill-To Phone Number	This field is no longer used. It has been replaced by XHBPHN.	N	(10,0)
XHBLEX	Bill-To Phone Extension	If blank, uses the value in the Customer Master File.	N	(4,0)
XHSCNT	Ship-To Contact	If blank, it will default to the ship-to address	A	x(30)
XHSHPH	Ship-To Phone Number	This field is no longer used. It has been replaced by XHSPHN	N	(10,0)
XHSHEX	Ship-To Phone Extension	If blank, defaults to the ship-to address.	N	(4,0)
XHPRAC	Print Acknowledgement	Valid entries are “Y” for Yes and “N” for No. If blank, it defaults to the system option value.	A	x(1)
XHDUDT	Cash Discount Date	If blank, defaults to the date calculated from A/R terms	N	(6,0)
XHEXCS	Federal Excise Tax	Valid entries are “Y” for Yes and “N” for No. If blank, uses the value in the Customer Master File.	A	x(1)
XHORPR	Order Priority	Valid entries are 1 to 7. If blank, uses system default.	A	x(1)

Offline Order Header File

Field Name	Description	Rules	Data Type	Format
XHNWOR	New Order Number	Leave blank. This field is reserved for use in offline entry program.	A	x(5)
XHORSC	Order Source	Leave blank unless order source is required.	A	x(2)
XHRTST	Return to Stock	Leave blank unless an unallocated return, then valid entries are “Y” for Yes and “N” for No.	A	x(1)
XHUPDM	Update Demand	Valid entries are “Y” for Yes and “N” for No.	A	x(1)
XHTPID	Trading Partner ID	Used for EDI	A	x(15)
XHEIOR	EDI Order Indicator	Used for EDI. Valid entries are “Y” or blank.	A	x(1)
XHSSOR	EDI Spreadsheet (SDQ)	Used for EDI. Valid entries are “Y” or blank.	A	x(1)
XHCAD3	Customer Address Line 3	If blank, uses the value in the Customer Master File.	A	x(30)
XHCTID	Customer Country	If blank, uses the value in the Customer Master File.	A	x(3)
XHCTCD	Bill-To Phone Country Code	If blank, uses the ship-to phone country code.	A	x(3)
XHSAD3	Ship-To Address Line 3	If blank, defaults to the ship-to address.	A	x(30)
XHSHCI	Ship-To Country	If blank, uses the ship-to country.	A	x(3)
XHSHCD	Ship-To Phone Count Code	If blank, uses the ship-to phone country code.	A	x(3)
XHCLDT	Cancel Date	If blank, defaults to zero.	N	(6,0)
XHTRNO	Territory Number	If blank, uses the value in the Customer/Ship-to Master File.	A	x(3)
XHGTYN	GST Yes/No	If blank, uses the tax body value.	A	x(1)
XHGTXP	GST Tax Percent	If blank, uses the tax body value.	A	x(5)
XHPTYN	PST Yes/No/ Combination	If blank, uses the tax body value.	A	x(1)

Offline Order Header File

Field Name	Description	Rules	Data Type	Format
XHPTXP	PST Tax Percent	If blank, uses the tax body value.	A	x(5)
XHTXPC	Sales Tax Percent	If blank, uses the tax body value.	A	x(5)
XHCSCT	Customer Contract Code	If blank, uses the value in the Customer Master File.	A	x(4)
XHCAD4	Customer Address Line 4	Leave blank, uses the value in the Customer Master File.	A	x(30)
XHSAD4	Ship-to Address Line 4	If blank, defaults to the ship-to address.	A	x(30)
XHBPHN	Bill-to Phone Number	If blank, uses the value in the Customer Master File.	A	x(20)
XHSPHN	Ship-to Phone Number	If blank, uses the value in the Customer Master File.	A	x(20)
XHFOBC	FOB Code	If blank, uses the value in the Customer Master File.	A	x(5)
XHEXNO	Tax Exempt Certificate Number	If blank, uses the value in the Customer Master File.	A	x(15)
XHEXCC	Tax Exempt Certificate Expiration Century	If blank, uses the value in the Customer Master File.	N	(2,0)
XHEXDT	Tax Exempt Certificate Date	If blank, uses the value in the Customer Master File	N	(6,0)
XHPRON	Pro number	Leave blank, available for EDI modifications.	A	x(20)
XHBOLN	Bill of Lading (BOL) Number	Leave blank, available for EDI modifications.	A	x(20)
XHDEPT	Department	Leave blank, available for EDI modifications.	A	x(5)
XHIAVN	Internal Vendor Number	Leave blank, available for EDI modifications.	A	x(10)
XHLINK	User Link Field	Leave blank. Used by EDI to keep incoming documents unique.	A	x(30)

Offline Order Header File

Field Name	Description	Rules	Data Type	Format
XHCACD	Carrier Code	If blank, uses the value in the Ship-to Address or Customer Master File.	A	x(5)
XHCSOR	Consignment order type	Leave blank. Used for Consignment.	A	x(2)
XHUOTP	Use original tax %	Leave blank. Used for credit memos in GST.	A	x(1)
XHMKSC	Market Source	Leave blank. Used for Market Source code. Reserved for future use.	A	x(8)
XHKYCD	Keycode	Leave blank. Used for keycode. Reserved for future use.	A	x(30)
XHUS30	30 Character User Area	User field reserved for use with customer modifications.	A	x(30)
XHICTC	Incoterms Code	Leave blank. Used for VAT tax enhancement. Reserved for future use.	A	x(10)
XHNMPP	Incoterms Named Place/Port	Leave blank. Used for VAT tax enhancement. Reserved for future use.	A	x(30)
XHEVRC	Exempted of VAT reason code	Leave blank. Used for VAT tax enhancement. Reserved for future use.	A	x(2)
XHEVAN	Exempt of VAT Article #	Leave blank. Used for VAT tax enhancement. Reserved for future use.	A	x(10)
XHCRRE	Credit & Rebill	Leave blank. Used for Credit and Rebill.	A	x(1)

Offline Order Detail File

The following table presents the data requirements for loading the Offline Order Detail File (ORDOF). Fields marked with an asterisk (*) are index components.

All fields that are numeric should be put out as blanks if you want the system to determine the value of the field. If you put zeroes in a field where the rules say “Leave blank,” it will take the zeroes as the override. For example, if you want an item discount of 25.00% on an item, put 02500 in the **Discount/ Markup Percent** (XDDSCP) field. If you want the system to calculate the discount, leave the **Discount/ Markup Percent** (XDDSCP) field blank.

As long as the order sequence number and item number or special charge or message code is correct, and if it is an item and the order quantity is not blank, the line item will be created. All invalid items will be dropped but printed on an edit report

If the overridden entries like the **Actual Selling Price** (XDASLP) field and the **Total Line Amount** (XDLNAM) field are incorrect, the program will replace them correctly, but again the order will be placed on offline order hold (hold code OH) and the changes will be listed on the edit report.

Offline Order Detail File

Field Name	Description	Rules	Data Type	Format
XDORNO*	Order Number	Order number to match the XORHOF file.	A	x(5)
XDORSQ*	Order Sequence Number	Sequential line number of the order. Mandatory.	N	(5,0)
XDLITP	Line Item Type	Valid entries are “I” for Item, “M” for Message, “C” for Special Charge. If blank, defaults to “I.”	A	x(1)
XDITNO*	Item Number	For “I” Line Item Type only.	A	x(27)
XDCHTP	Message or Charge Type	For “M” or “C” Line Type only. Valid entries are “O” for Order or “L” for Line.	A	x(1)
XDMSGC	Message Code	For “M” Line Item Type. Can be blank.	A	x(2)
XDQTOR	Quantity Ordered	For “L” Line Item Type only.	N	(10,3)
XDQTSH	Quantity Shipped	For “I” Line Item Type only. If blank, calculates from availability	A	x(10)
XDOVUC	Under/Over Ship Code	“U” for Under Ship, “O” for Over Ship. Use only if entire quantity shopped. Cannot use “O” for bill of material items.	A	x(1)
XDUNMS	Unit of Measure	If blank, uses the default unit of measure for the item. If an invalid unit of measure is entered, reverts to the default unit of measure.	A	x(3)

Offline Order Detail File

Field Name	Description	Rules	Data Type	Format
XDITD1	Item Description 1	Leave blank for items, uses description from the Item Master File. Leave blank for special orders or comment, uses description from the System Control File.	A	x(31)
XDITD2	Item Description 2	Leave blank for items, uses description from the Item Master File. Leave blank for special orders or comment, uses default from the System Control File.	A	x(31)
XDDRSH	Drop Ship Code	“Y” for drop ship, “N” for not drop ship. If blank, defaults to “N.”	A	x(1)
XDPRLS	Price List Code	If blank, uses the price list code from the Order Header File.	N	(1,0)
XDDUDT	Due Date	Key date in user’s format, if defined, or system format. If blank, uses the Requested Ship Date from the Order Header File.	N	(6,0)
XDLSPR	List Price	Leave blank, system calculates price.	A	x(15)
XDDSMR	Item Discount Percent	Leave blank, system calculates.	A	x(5)
XDDSCP	Discount/Markup	Leave blank, system calculates. “M” for Markup, “D” for Discount.	A	x(1)
XDADSP	Additional Discount Percent	Leave Blank. Used for additional discount percent. Must be blank if overriding actual sell price.	A	x(4)
XDASLP	Actual Selling Price	Leave blank, system calculates.	A	x(15)
XDLNAM	Total Line Amount	Leave blank, system calculates. Must enter for special charges.	A	x(13)
XDLTCH	Lot Charge Code	“L” if XDASLP equals XDLNAM.	A	x(1)
XDCAVC	Unit Cost	If blank, uses the cost in the Item Balance File.	A	x(15)
XDEXWT	Extended Weight	Leave blank unless a catch weight and XHORTP in header is “I.”	N	(11,4)

Offline Order Detail File

Field Name	Description	Rules	Data Type	Format
XDWHLC	Warehouse Location	If blank, uses the value in the Item Balance File.	A	x(8)
XDOUPR	Our PO Number		A	x(6)
XDBLQT	Kit Build Quantity	Leave blank unless invoice for a bill of materials line item.	N	(10,3)
XDUS10	User Field	If entered, updates XDUS10 in the Order Detail File.	A	x(10)
XDNWSQ	New Sequence Number	Leave blank. This field is reserved for use in the offline order entry program.	N	(5,0)
XDWHID	Override Warehouse ID	Leave blank unless goods are to ship from a warehouse other than the warehouse on the order header.	A	x(2)
XDSOCD	Special Order Code	Leave blank unless the product is to be special ordered, then enter “Y.”	A	x(1)
XDRTRC	Return Reason Code	Use a valid return reason code for returns; otherwise, leave blank.	A	x(2)
XDEXMT	Override Tax Exempt Code	Leave blank to have system assign.	A	x(1)
XDELR#	EDI Line Reference Number	For EDI use.	A	x(20)
XDCOUM	Customer Order U/M	Additional unit of measure processing. Used mainly with EDI. Leave blank.	A	x(3)
XDCQTO	Customer Order Quantity	Additional unit of measure processing. Used mainly with EDI. Leave blank.	N	(10,3)
XDCPUM	Customer Pricing U/M	Additional unit of measure processing. Used mainly with EDI. Leave blank.	A	x(3)
XDACDC	Allow Cash Discount	“Y” for Yes, “N” for No. If blank, uses default.	A	x(1)
XDORIT	Original Item Number	Leave blank. Used for processing auto credit memo from history.	A	x(27)

Offline Order Detail File

Field Name	Description	Rules	Data Type	Format
XDOPAR	Original Parent Order Number	Leave blank. Used for processing auto credit memo from history.	N	(9,0)
XDOESQ	Original Entry Sequence Number	Leave blank. Used for processing auto credit memo from history.	N	(5,0)
XDRWCO	Receiving Warehouse Company Number	Leave blank. Used for centralized purchasing. Leave blank.	N	(2,0)
XDRWRQ	Receiving Warehouse Requisition Number	Leave blank. Used for centralized purchasing.	A	x(6)
XDRWLN	Receiving Warehouse Requisition Line Number	Leave blank. Used for centralized purchasing.	N	(4,0)
XDCMCS	Commission Cost	Leave zeros. System calculates.	N	(15,5)
XDINCS	Inventory Cost	Leave zeros. System calculates.	N	(15,5)
XDRBVN	Rebate Vendor Number	Leave blank. System will fill in.	A	x(6)
XDRBID	Rebate Id	Leave blank. System will fill in.	A	x(10)
XDAPRB	Apply for Rebate	Leave blank. System will fill in.	A	x(1)
XDOOGN	Original Order Generation	Leave zeros. Used for return processing.	N	(2,0)
XDTXDT	Return Tax Date	Leave blank. Used for Vertex credit memo system use.	L	x(10)
XDBPSC	Best Price Price Source	Leave blank.	A	x(15)
XDPSRC	Price Source	Leave blank.	A	x(15)
XDCNNR	Contract Number	Leave blank. Added for future use.	A	x(5)
XDRTST	Return to Stock	Leave blank. Added for future use.	A	x(1)
XDMKSC	Market source	Leave blank. Added for future use.	A	x(8)
XDKYCD	Keycode	Leave blank. Added for future use.	A	x(30)
XDUS30	30 Character User Area	User field reserved for use with customer modifications.	A	x(30)

Offline Order Detail File

Field Name	Description	Rules	Data Type	Format
XDSPC#	Special Charge Code	Alpha replacement for numeric XDSPCC which is obsolete. For “C” type line items only. Required.	A	x(1)
XDUPDM	Update Demand	Leave blank. Used for credit memos.	A	x(1)
XDRBCB	Rebate Cost Basis	Enter rebate cost basis. Leave zero to have the system calculate.	N	(15,5)
XDRBBC	Rebate Bypass	Enter rebate bypass. Leave blank to have the system calculate.	A	x(1)
XDCNCH	Container Charge	Leave blank. Used for VAT tax enhancement. Reserved for future use.	N	(15,5)
XDFETX	Federal Excise Tax Amount	Leave blank. Used for VAT tax enhancement. Reserved for future use.	N	(13,2)
XDATDC	Allow Trade Discount Code	Leave blank. Used for VAT tax enhancement. Reserved for future use.	A	x(1)
XDTXP01	Tax Percent 1	Leave blank. Used for VAT tax enhancement. Reserved for future use.	N	(5,3)
XDTXP02	Tax Percent 2	Leave blank. Used for VAT tax enhancement. Reserved for future use.	N	(5,3)
XDTXO01	Tax Override 1	Leave blank. Used for VAT tax enhancement. Reserved for future use.	A	x(3)
XDTXO02	Tax Override 2	Leave blank. Used for VAT tax enhancement. Reserved for future use.	A	x(3)
XDTXT01	Tax Type 1	Leave blank. Used for VAT tax enhancement. Reserved for future use.	A	x(3)
XDTXT02	Tax Type 2	Leave blank. Used for VAT tax enhancement. Reserved for future use.	A	x(3)

Offline Order Detail File

Field Name	Description	Rules	Data Type	Format
XDCOFO	Country of Origin	Leave blank. System uses for country of origin.	A	x(3)
XDHSSQ	History Sequence Number	Leave blank. Used by duplicate order function to get Bill of Material history.	N	(7,0)
XDHOSQ	History Order Sequence	Leave blank. Used by duplicate order function to get Bill of Material history.	N	(5,0)
XDBLCL	Billing Class	Leave blank unless Billing Class is known.	A	x(50)
XDBLSC	Billing Sub Class	Leave blank unless Billing Sub-class is known.	A	x(50)

Offline Order Header Extension File

The following table presents the data requirements for loading the Offline Order Header Extension File (ICOFHD). Fields marked with an asterisk (*) are index components.

NOTE: It is only necessary to fill the Offline Order Entry Extension Files for trading currency orders. If a price or cost is sent for trading currency orders, it should be in the order's currency and written to the extension file.

Field Name	Description	Rules	Data Type	Format
XHORNO*	Order Number	Order number to match Offline Order Header File	A	x (5)
XHCURR	Currency Code	Valid currency code. Leave blank, it will default to the customer's currency in the Customer Master Extension File	A	x (3)

Field Name	Description	Rules	Data Type	Format
XHEXCH	Exchange Code	Valid exchange code. Leave blank, it will default to the customer's exchange code in the Customer Master Extension File.	A	
XHCCNO	Currency Contract Number		N	x (7)
XHEXRT	Exchange Rate	Exchange rate used for this order. Leave blank, it will default to the current exchange rate for the order's currency.	N	(11,5)
XHRTCC	Exchange Rate Century		N	(6,0)
XHRTDT	Exchange Rate Date		N	(6,0)
XHLKCC	Lock Rate Century		N	(2,0)
XHLKDT	Lock Rate Date		N	(6,0)

Offline Order Detail Extension File

The following table presents the data requirements for loading the Offline Order Detail Extension File (ICOFDT). Fields marked with an asterisk (*) are index components.

Field Name	Description	Rules	Data Type	Format
XDORNO*	Order Number	Order number to match the Offline Order Header File.	A	x (5)
XDORSQ*	Order Sequence Number	Sequential line number of the order. Mandatory.	N	(5,0)
XDLSPT	Trading List Price	Leave blank, system will calculate price. For trading currency orders, this field is used in place of XDLSPR	A	x (15)

Field Name	Description	Rules	Data Type	Format
XDASPT	Trading Actual Sell Price	Leave blank, system will calculate. For trading currency orders, this field is used in place of XDASLP	A	x (13)
XDLNAT	Trading Line Amount	Leave blank, system will calculate. Must enter for special charges. For trading currency orders, this field is used in place of XDLNAM.	A	x (13)
XDSYCT	Trading Actual Cost	Leave blank, it will retrieve from the Item Balance File and convert to the order currency.	A	x (15)

Glossary

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Authorized Item Code (AIC)
Allows you to designate which items you want your customers or ship-to's to be authorized to purchase. AICs are defined through Authorized Item Codes Maintenance (MENU OEFIL3), where you can enter specific item numbers and/or item classes/subclasses on an AIC. Any item number that is either on the AIC or has its item class/subclass on the AIC will be available to the customer or ship-to for purchase.

Note that in addition to AICs defined through Authorized Item Codes Maintenance, you will also be able to assign a system defined AIC of *CONTR to a customer or ship-to through Customer Master Maintenance. Assigning *CONTR will allow the customer or ship-to to only order items for which a current contract has been set up, if **Use Customer Contracts** is Y in Order Entry Options Maintenance (MENU XAFILE).

Automatic Order Release
Allows you to automatically release one or more marked orders using F6 through Open Orders Inquiry (MENU OEMAIN), Customer Order/ Shipment Inquiry (MENU OEMAIN), or Order Inquiry by P/O or Order (MENU OEMAIN). This allows for release of orders in a more timely manner because you can release orders all at once instead of one at a time.

Base Price
The price of an item determined by Distribution A+ before any pricing methods in the pricing hierarchy are used.

Blanket Order
A type of master order used to release line items into orders according to either the line's requested ship dates or on an as-needed basis at the customer's request.

Boxing Hold
The hold assigned to an order with incomplete boxing information. A boxing hold may occur only after credit and Warehouse Management holds have been satisfied. An order will be removed from boxing hold when the boxing is correct. For further details, refer to the **Boxing Hold Code** field in Warehouse Management Options Maintenance (MENU WMFILE) of the Warehouse Management User Guide.

Consolidated Invoice Hold
The hold assigned to an order when the next invoice date for a bill code is in error (i.e., blank or has passed). All invoices created with a bill code in error will be automatically placed on consolidated invoice hold. The

consolidate invoice hold code is defined through Order Entry Options (MENU XAFILE). To release orders from this hold, the invoice date must be fixed through Consolidated Bill Code Maintenance (MENU ARFIL2) before the orders will be released the next time the regular invoices are printed for the applicable warehouses. Once released, the consolidated bill code can then be used to generate the consolidated invoice for these orders.

Contract Pricing Pricing that uses a contract that is defined through Contract Prices Maintenance (MENU OEPRCE). The contract can be for one customer/one item all the way to all customers/all items. There are six combinations of contract criteria that may be used to determine item prices for an order.

Credit Hold (CR) The hold assigned to an order when the customer's credit limit is less than the total credit used. The values used to calculate the total credit used are based on the value specified in the **Include Future Invoice in Credit Limit Check** field in Order Entry Options Maintenance (MENU XAFILE). An order on credit hold must be manually released before it can be processed. An order on credit hold will not be automatically released when payment is made or the credit limit increased. However, payments made or an increased credit limit will prevent a new order from being placed on a credit hold.

If the **Recheck Credit if Order Value Change** field is set to Y in Order Entry Options (MENU XAFILE) and the order value increases by the amount/ percent specified in the **Order Value Increased by** field in the same option, the system will perform a credit check when the order is changed if the difference between the new order value and the previously released order value is greater than the amount/percent allowed. This recheck occurs only for orders that have previously been on Credit Hold and released from hold.

If an order is assigned a terms code that has a credit check exclusion, that order will never be placed on credit hold because no credit check will be done for that order.

Days In Process A calculation to measure the number of days it takes to process either original or backordered orders. For original orders, the start of the days in process measurement begins at the pick list date and time and stops at the ship confirm date and time. For backordered orders, the start of the days in process measurement begins at the order entry date and time and stops at the ship confirm date and time. Days in Process calculations are shown in the Days in Process Inquiry (MENU OEINQY) as part of the shipped order information.

Drop Ship A shipment of an ordered item directly to a customer from your vendor.

Drop Ship Hold The hold assigned to an order when Purchasing Options (MENU XAFILE) are set to automatically hold orders that are not entirely drop ship, but contain a drop ship line whose quantities have been received through Account Payables drop ship receipt validation process. When posting receipts, the order will be placed on the default drop ship hold. This hold code is defined through Purchasing Options Maintenance (MENU XAFILE).

Extended Item Comments Allow you to enter up to 9,999 lines of additional information about an item, such as warranty information, picking/packing instructions, or promotional information.

Expected Ship Date The date that reflects when the customer should expect their order to be shipped. This date is included on the order and is stored in the Order Header File (ORHED) and Order Detail File (ORDET).

Future Order An order which you would like to enter into Distribution A+ immediately, but ship at a later date.

Gross Margin (GM) Hold The hold assigned to an order when either one or more items or the entire order fall below set gross margin values. Distribution A+ first checks for a minimum gross margin percent at the item class/sub-class level. An order is put on gross margin hold if the gross margin of one item on the order falls below **Minimum Gross Margin Percent** for the item class/sub-class and **Hold order if line item falls below margin percent** is Y for that item class/sub-class as defined through Item Class/Sub Class Maintenance (MENU IAFILE). If the item was added as a result of a promotion and the Order Entry option to **Include Promo Items in Gross Margin Checking** is N, then it will not cause the order to go on gross margin hold. If none is found or if there are no items below their individual gross margins, Distribution A+ then checks the minimum gross margin percent for the entire order. If all of the items on an order are above their individual minimum gross margins, but the gross margin of the entire order falls below **Minimum Gross Margin Percent** for an order and **Hold Below Gross Margin** is Y at the order level, as defined through Order Entry Options (MENU XAFILE), the order will be placed on gross margin hold. Note that if the Order Entry option to **Include Promo Items in Gross Margin Checking** is Y and a promotion was applied to this order, then any free or discounted promotional items will be included in the calculations when determining the order's gross margin percentage and when checking for gross margin holds.

In either case, even if the order is not held (**Hold order if line item falls below margin percent** and **Hold Below Gross Margin** are both N), a gross margin warning will display in reverse image below the customer's **Limit** on the End Order Screen (p. 6-248).

Note: It is possible to have an order in which one or more items fall below the minimum gross margin percent set for the item class/sub-class, but the total order is above the maximum gross margin percent set in the O/E options. In other words, both the GM and GX holds apply. In that case, the order will be put on GM hold. When the order is released from GM hold, it will then be put on GX hold.

Gross Margin Pricing
Allows a percentage to be added to an item's price so that the difference between an item's cost and that item's price is a desirable value.

GS1
GS1 is an international not-for-profit association with member organizations in over 100 countries. GS1 is dedicated to the design and implementation of global standards and solutions to improve the efficiency and visibility of supply and demand chains globally and across sectors. The GS1 system of standards is the most widely used supply chain standards system in the world.

GTIN (Global Trade Item Number)
Global Trade Item Number (GTIN), as defined in the document called "An Introduction to the Global Trade Item Number", is a unique identifier for trade items developed by the GS1, which include both products and services that are sold, delivered, and invoiced at any point in the supply chain. Such identifiers are used to look up product information in a database (often by inputting the number through a bar code scanner pointed at an actual product) which may belong to a retailer, manufacturer, collector, researcher, or other entity. The uniqueness and universality of the identifier is useful in establishing which product in one database corresponds to which product in another database, especially across organizational boundaries.

Hold Code
Used to temporarily suspend orders. There are five types of hold codes used in Distribution A+: Gross Margin, Slow Pay, Credit Exceeded, New Customer, and User Defined.

Invoice Only Order
An order that is entered as an invoice only and has an order status of ready for invoice. This is useful in "over the counter" situations.

Loaded Cost
A loaded cost is one that begins with a base value and then other costs (which include many different factors) are applied to this base, taking into account the vendor, item class/subclass, and item.This calculated loaded cost is then used in Order Entry as the commission cost, where mark-ups can occur off of this cost, if selected to do so.

Master Order
An order which can be copied many times. Once an order is created as a master, it can be used as a shell for other orders.

Maximum (GX) Gross Margin Hold
The hold assigned to an order when the gross margin of an order falls above **Maximum Gross Margin Percent** and **Hold Above Gross Margin** is Y as defined through Order Entry Options (MENU XAFILE). Even if the order is not held (**Hold Above Gross Margin** is N), a maximum gross margin warning will display in reverse image below the customer's **Limit** on the End Order Screen (p. 6-248).

Maximum Gross Margin Percent
The maximum acceptable percent profit (i.e., gross margin) for an item or order.

Minimum Gross Margin Percent The minimum acceptable percent profit (i.e., gross margin) for an item or order.

Multi-Warehouse Orders Allows orders to be taken that will ultimately be shipped from more than one warehouse. The system will automatically create a separate order for each warehouse.

New Customer (NC) Hold The hold assigned to an order created for a new customer, the order is put on new customer hold; however, if the order also meets the requirements for gross margin or maximum gross margin hold, those holds will be applied first. To indicate that an order is being created for a new customer, you must key the new customer number in the **Customer** field on the Start Order Screen (p. 6-6). The new customer number must have been defined through Customer/ Ship-To Master Maintenance (MENU ARFILE), and must have been defined as the new customer number through Change the "New Customer Order" Order Number (MENU OEMAST). After creating a customer number and supplying customer information for the new customer through Customer/ Ship-To Master Maintenance, you may release the order through Release "New Customer" Orders (MENU OEMAIN).

Offline Order Entry (OH) Hold The hold assigned to an order when the off-line order entry program has uploaded an order and determined that there is missing required criteria in the order.

Order Minimum Hold The hold assigned to an order when the order value does not meet the minimum order amount required for a company and/or customer/ship to. An order minimum hold is checked only if **Check Order Minimum Hold** field is set to Y in Order Entry Options Maintenance (MENU XAFILE). The order minimum hold code is also specified in Order Entry Options Maintenance (MENU XAFILE). You can specify an order minimum amount for a company and/or customer/ship to. When determining the minimum order amount to use, the system uses the following hierarchy:

- customer ship to address
- customer
- company

An order on minimum order hold will be released automatically once the order value rises above the order minimum. Distribution A+ will check for this type of hold only on order types of "O" for first generation orders (generations "00" and "50"), and check for this hold between a gross margin hold (GM) and a credit hold (CR). The same rules apply for off-line order entry (MENU OEMAIN).

Order Status Indicates the previous and next activity for an order at any particular moment. There are five order status types:

- Ready for Pick List Print
- Pick List Printed
- Ready for Invoice
- Invoice Printed
- Order Held

Override Pricing
: Allows you to change the price of an item at the time the order is being entered.

Parent Order Number
: The **Parent Order Number** field is numerically assigned to every new order. It is used as a control field to link together various iterations of an original order. For orders that reference an original order, the parent order number in those orders is the parent order number from the original orders. Split orders, releases against master blanket orders and back orders will all reference the **Parent Order Number** from their original orders.

Price Matrix Pricing
: Pricing set up through Price Matrix Maintenance (MENU OEPRCE) and specifies a discount amount, gross margin percentage, or markup percentage that is applied to the item's base price when an item is ordered by a specific customer. This value is determined using the Item Price Class Code assigned to the item and the Customer Price Discount Code that is assigned to the customer. This type of pricing is only used when override pricing or contract pricing is not used for an order.

Quantity Discount Pricing
: A dollar or percent discount that is used when an item quantity or dollar amount is exceeded for an item or group of items ordered.

Quote
: A quote is entered as a regular order. You press a function key on the End Order Screen (MENU OEMAIN), which stores the order information for review at a later date.

RGA Hold
: The hold assigned to new return orders. The RGA hold code is defined in Order Entry Options Maintenance (MENU XAFILE). When returning an order for a customer, if the **Place new returns on RGA hold** in Order Entry Options Maintenance (MENU XAFILE) field is set to Y, the order will be held using the **Default Hold Code** specified in the options. If you select to put new returns on hold, when entering the return order, the status of the order changes to "HOLD — XX" (XX being the default hold code for RGA holds). You will be required to provide a reason code indicating why the merchandise is being returned and the order quantity received must be keyed as a negative value.

Return Type Order
: An order which puts stock away and credits the customer's account.

Safety Data Sheet A document that may be required by the Occupational Safety & Health Administration to be provided to every customer who receives a hazardous item.

Slow Pay Hold (SP) The hold assigned to an order when any open order amount exists for the customer in or after the aging period specified for the order's aging code through A/R Aging Codes Maintenance (MENU ARFILE). If an order is assigned a terms code that has a credit check exclusion, that order will never be placed on slow pay hold because no credit check will be done for that order.

Special Order The means by which you handle orders for things such as drop-shipments, non-stocks, or of such a large quantity that you do not want to remove the items from stock.

Trade Discount Pricing Pricing applied to the total dollar amount of an order. Therefore, trade discounts are always examined for use regardless if any other pricing methods are used or not.

Warehouse Management Hold The hold assigned to orders when an order lacks the specification of specific lots, serials, or locations. This hold is available only if you have Warehouse Management. The Warehouse Management hold code is defined through Warehouse Management Options Maintenance (MENU WMFILE).

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