



# Fax User Guide

Infor Distribution A+ Version Number 10.03.03

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The Facsimile (FAX) module provides an optimum means by which documents may be transmitted between you and your vendors/customers with the speed and accuracy needed in today's business environment. Infor Distribution A+ works with a third-party product to enable the facsimile function, so that your workstation will simulate a fax machine, initiating fax transmissions of selected Distribution A+ documents through your communications line.

This section provides you with information on the following topics:

- Introduction to FAX
- Interfaces
- Distribution A+ Documents that can be faxed
- Faxing/Printing Functions
- Distribution A+ Required File Updates
- Nicknames
- Distribution A+ Cover Sheet and FastFax Cover Sheet
- Access into Quadrant's FastFax Menus

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## Introduction to FAX

FAX is geared towards reducing the handling and mailing of certain business documents created during order entry or when performing certain accounts receivable, purchasing, or warehouse management tasks.

Faxing a document through Distribution A+ requires only the destination data of the **Fax Phone Number** (or an optional nickname. However, to ensure that the fax is received by the correct person, customer/vendor/warehouse data, including the contact name, can be predefined through Distribution A+.

FAX sends a document as follows:

- Distribution A+ determines which documents are allowed to be processed by FAX.
-

- Distribution A+ then generates a document that has been selected to be processed via FAX; this initiates the creation of a facsimile in an output queue to be picked up by the facsimile software.
- Third party software processes fax spooled output in facsimile output queue; transmits fax data to the appropriate customer/vendor/warehouse over applicable communication lines.

The process of converting and sending Distribution A+ data through third party software over communication lines to your vendor/customer will need to be mapped and identified for types of files, record layouts, or field definitions needed to interface with Distribution A+.

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## Interfaces

Through FAX, defaults are established at both the system and the warehouse level which tailor the operation of FAX. Additionally, the Distribution A+ Vendor and Customer/Ship-To Address Master files may be globally updated with fax phone numbers and the names of the contact persons. To fax documents and globally update information, FAX interfaces with Order Entry, Purchasing, and Accounts Receivable. The interface that occurs for each is briefly described below:

### Order Entry

The FAX interface with Order Entry allows you to fax documents when performing order processing through MENU OEMAIN. From the End Order Screen during order entry, you may fax Pick Lists (and Shipping Manifests, if applicable), Pack Lists (during shipping confirmation), Invoices or Acknowledgements; Invoices and Acknowledgements may also be faxed through Print Invoices (MENU OEMAIN) or Print Acknowledgements (MENU OEMAIN) if the **Fax (Y/N)** field on the End Order Screen for the respective document is **Y**. Refer to the Order Entry User Guide for an explanation of the End Order Screen.

### Purchasing

The FAX interface with Purchasing allows you to fax documents when performing purchase order processing through MENU POMAIN. From the End Requisition Screen during purchase order entry, you may fax Purchase Orders. You also may fax Purchase Orders from the End Purchase Order Changes Screen during purchase order modification through Req/PO Inquiry (MENU POMAIN), or from Purchase Orders (MENU POMAIN) if the **Fax (Y/N)** field on the End Order Screen of requisition entry is **Y**. Refer to the Purchasing User Guide for an explanation of these screens.

### Accounts Receivable

The FAX interface with Accounts Receivable allows you to fax documents through MENU ARREPT. From Demand A/R Statements (MENU ARREPT) and Overdue Notices (MENU ARREPT), you may fax Demand A/R Statements and Overdue Notices, respectively. Refer to the Accounts Receivable User Guide for an explanation of these options.

NOTE: The default for faxing Demand A/R Statements and Overdue Notices is determined on Customer Maintenance Screen 4 in Customer/Ship-to Master Maintenance (MENU ARFILE). Refer to the Accounts Receivable User Guide for an explanation of this screen.

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## Bid & Quote

The FAX interface with Bid & Quote allows you to fax documents through MENU BQMAIN. From Print Vendor RFQs (MENU BQMAIN) and Print Customer Quotes (MENU BQMAIN), you may fax Vendor RFQs and Customer Quotes, respectively. Additionally, you may fax either of these documents from the End Bid Screen in Enter, Change, Delete Bids (MENU BQMAIN) by using the function keys at the bottom of the screen. Refer to the Bid & Quote User Guide for an explanation of these options.

## forms@work

FAX can interface with forms@work to format and fax documents. For more information about faxing via forms@work, refer to the forms@work System Administration Guide.

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## Distribution A+ Documents That Can Be Faxed

Fax transmissions of selected documents will be initiated through your communications line. Documents that may be faxed from your System i include the following:

- Purchase Orders
- Invoices (including reprints from history)
- Acknowledgments (quotes)
- Demand A/R Statements
- Overdue Notices
- Pick Lists [and Shipping Manifests, if **Use Route/Stop** is set to **Y** in Order Entry Options Maintenance (MENU XAFILE)]
- Pack Lists
- Vendor RFQs
- Customer Quotes

The passing of each of these documents is tracked and monitored until completion, ensuring that your document has been sent. History also is maintained for the documents that are faxed.

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NOTE: For a list of the documents that can be faxed via forms@work, refer to the forms@work System Administration Guide.

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## FAX Document Transfer Process

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Documents selected for faxing in Distribution A+ will be placed in an output queue to be picked up by the third party facsimile product. To initiate the document transfer process, use the following screens in Distribution A+ to send faxes for the indicated documents:

### Purchase Orders

Fax Purchase Orders from any of the following places:

- the End Requisition Screen during purchase order entry through Enter or Change Requisitions (MENU POMAIN)
- the End Purchase Order Changes Screen during purchase order modification through Req/PO Inquiry (MENU POMAIN)
- through Purchase Orders (MENU POMAIN), if the **Fax (Y/N)** field on the End Order Screen of requisition entry is **Y**.

### Invoices

Fax Invoices from any of the following places:

- the End Order Screen during order entry through Enter, Change & Ship Orders (MENU OEMAIN)
- through Print Invoices (MENU OEMAIN), if the **Fax (Y/N)** field on the End Order Screen is **Y**.

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NOTE: A reprint or re-fax of Invoices may be performed with the use of the **F5=REPRINT** function key (refer to the Reprint Invoice FAX/Print/Email Prompt Screen (p. A-7) for details).

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### Acknowledgements

Fax Acknowledgements from any of the following places:

- the End Order Screen during order entry through Enter, Change & Ship Orders (MENU OEMAIN)
- through Print Acknowledgements (MENU OEMAIN), if the **Fax (Y/N)** field on the End Order Screen is **Y**.

### Demand A/R Statements

Fax Demand A/R Statements through Demand A/R Statements (MENU ARREPT). You may fax statements through this option if, when setting up the customer, you selected **Y** in the **Fax A/R Statements** field on the Customer Maintenance Screen 4 accessed through Customer/Ship-to Master Maintenance (MENU ARFILE). Refer to the Accounts Receivable User Guide for an explanation of this screen.



## Overdue Notices

Fax Overdue Notices through Overdue Notices (MENU ARREPT). You may fax Overdue Notices through this option if, when setting up the customer, you selected **Y** in the **Fax Overdue Notices** field on the Customer Maintenance Screen 4 accessed through Customer/Ship-to Master Maintenance (MENU ARFILE). Refer to the Accounts Receivable User Guide for an explanation of this screen.

## Pick Lists (and Shipping Manifests, if applicable)

Fax Pick Lists (and Shipping Manifests, if applicable) from any of the following places:

- the End Order Screen during order entry through Enter, Change & Ship Orders (MENU OEMAIN)
- through Print Pick Lists (MENU OEMAIN), if the indicated warehouse is set up to fax.

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NOTE: The default for faxing Pick Lists is determined on the FAX Warehouse Options Screen (p. 2-5), accessed through Fax System Options Maintenance (MENU AXMAIN).

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## Pack Lists

Fax Pack Lists from the End Order Screen during shipping confirmation through Enter, Change & Ship Orders (MENU OEMAIN).

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NOTE: The default for faxing Pack Lists is determined on the FAX Warehouse Options Screen (p. 2-5), accessed through Fax System Options Maintenance (MENU AXMAIN).

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## Vendor RFQs

Fax Vendor RFQs from any of the following places:

- the End Bid Screen during bid entry through Enter, Change, Delete Bids (MENU BQMAIN)
- through Print Vendor RFQs (MENU BQMAIN).

## Customer Quotes

Fax Customer Quotes from any of the following places:

- the End Bid Screen during bid entry through Enter, Change, Delete Bids (MENU BQMAIN)
- through Print Customer Quotes (MENU BQMAIN)

## Faxing/Printing Functions

FAX provides you with both faxing and printing capabilities. Effectively, all documents that you may fax, you may also print, if desired. For details on the existing printing functions, refer to the appropriate Distribution A+ User Guides.

Documents that can be printed using either **Form Type 1** or **Form Type 2** can also be faxed regardless of the form type selected through System Options Maintenance (MENU XAFILE) or the form size selected through Company Name Maintenance (MENU XAFILE).

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## Distribution A+ Required File Updates

Certain files in Distribution A+ must be updated to ensure that the correct data exists in the appropriate files for fax processing. The files that must be updated include the Customer Master File, Ship-To Address Master File, and the Vendor Master File.

## Document Level Overrides

At the vendor and customer level, you can print specific documents in addition to or in place of faxing such documents. The method used for printing/sending documents can be overridden at the document level, so that even if you set the default to always fax Purchase Orders to a specific vendor, you can, while printing a particular Purchase Order, decide that fax transmission will not be used. These document level overrides (if applicable) are identified below.

### Purchase Orders

You can override the default faxing option for Purchase Orders on the End Requisition Screen through Enter or Change Requisitions (MENU POMAIN) and on the End Purchase Order Changes Screen through Req/PO Inquiry (MENU POMAIN). When you print Purchase Orders through Purchase Orders (MENU POMAIN), the system uses the value selected in the **Fax (Y/N)** field on the End Order Screen of requisition entry; information will be stored in the Purchase Order Header File. If a reprint is performed, the selections made when the Purchase Order was originally printed will remain in effect.

### Invoices

You can override the default faxing option for Invoices on the End Order Screen through Enter, Change & Ship Orders (MENU OEMAIN). The **Fax (Y/N)** default will be taken from the Customer Master File and you will be allowed to override it on this screen. When Invoices are printed through Print Invoices (MENU OEMAIN), the system uses the value selected in the **Fax (Y/N)** field on the End Order Screen; information will be stored in the Order Header File. If a reprint is performed, the selections made when the Invoice was originally printed will remain in effect.

NOTE: A reprint or re-fax of invoices may be performed, as well, with the use of the F5=REPRINT function key (refer to the Reprint Invoice FAX/Print/Email Prompt Screen (p. A-7) for details).

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## Acknowledgements

You can override the default faxing option for Acknowledgements on the End Order Screen through Enter, Change & Ship Orders (MENU OEMAIN). The **Fax (Y/N)** default will be taken from the Customer Master File and you will be allowed to override it on this screen. When Acknowledgements are printed through Print Acknowledgements (MENU OEMAIN), the system uses the value selected in the **Fax (Y/N)** field on the End Order Screen; information will be stored in the Order Header File. If a reprint is performed, the selections made when the Acknowledgement was originally printed will remain in effect.

## Demand A/R Statements

No overrides exist for the default faxing option for Demand A/R Statements. The value is extracted from Customer Maintenance Screen 4 through Customer/Ship-to Master Maintenance (MENU ARFILE); you will have the ability to fax and/or print the document.

## Overdue Notices

No overrides exist for the default faxing option for Overdue Notices. The value is extracted from Customer Maintenance Screen 4 through Customer/Ship-to Master Maintenance (MENU ARFILE); you will have the ability to fax and/or print the document.

## Pick Lists

No overrides exist for the default faxing option for Pick Lists. The value is extracted from the FAX Warehouse Options Screen (p. 2-5) at the warehouse level through Fax System Options Maintenance (MENU AXMAIN); you will have the ability to fax Pick Lists to this warehouse.

## Pack Lists

No overrides exist for the default faxing option for Pack Lists. The value is extracted from the FAX Warehouse Options Screen (p. 2-5) at the warehouse level through Fax System Options Maintenance (MENU AXMAIN); you will have the ability to fax Pack Lists to this warehouse.

## Vendor RFQs

No overrides exist for the default faxing option for Vendor RFQs. The value is extracted from the Additional Information Maintenance Screen through Vendor Master Maintenance (MENU POFILE); you will have the ability to fax or print the document.

## Customer Quotes

No overrides exist for the default faxing option for Customer Quotes. The value is extracted from the Customer Maintenance Screen 4 through Customer/Ship-to Master Maintenance (MENU ARFILE); you will have the ability to fax or print the document.

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# Distribution A+ Cover Sheet and FastFax

## Cover Sheet

### Cover Sheet

A cover sheet is used in Distribution A+ to provide all pertinent sending information about the document you are faxing. This includes information such as the fax document, company, contact person, fax phone number, hold on fax queue, fax priority, and specific notes, if any.

Cover sheet information will display on-line in Distribution A+ (on the FAX Cover Sheet Information Screen (p. A-2)) when faxing a single Customer Quote, Vendor RFQ, Acknowledgement, Invoice, Purchase Order, Pack List, or Pick List (and Shipping Manifests, if applicable). Additionally, cover sheet information also will display when Pick Lists are generated through Print Pick Lists (MENU OEMAIN), if the warehouse is set up to fax. However, this information will display only if the **Fax** field is **Y** for the selected document in Fax System Options Maintenance (MENU AXMAIN).

Information from the Vendor Master File, Customer Master File, and Ship-to Address Master File will be extracted and displayed on the FAX Cover Sheet Information Screen (p. A-2), as well as any notes that have been keyed for the indicated document through Fax System Options Maintenance (MENU AXMAIN).

The default Fax Priority defined on the FAX System Options Screen for Quadrant's FastFax Software (p. 2-10) (MENU AXMAIN) will display on the cover sheet. Fax priorities can range from **1** to **99**. A priority of **1** is the highest priority, while a priority of **98** is the lowest priority.

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FAX options are defined through Fax System Options Maintenance on the Fax Main Menu (MENU AXMAIN). This is used to specify instructions for faxing documents at the system level and warehouse level.

---

NOTE: You must first establish at the company and, if applicable, warehouse level, which documents are allowed to be faxed before updating the Vendor Master File, Customer Master File and Ship-to Address Master File for each applicable vendor/customer/ship-to. This determination is made through Fax System Options Maintenance (MENU AXMAIN).

---

System level options are used to specify global processing selections and which third-party software package to use when faxing documents; warehouse level options are used to specify the tailoring selections for each warehouse used in FAX.

At the system level (which must be executed before you will be able to set up warehouse level options), you determine which third-party software package to use to fax documents (either Optio or Quadrant's FastFax). If you choose to use Quadrant's FastFax, you can further specify:

- whether or not headings will be used for specific documents
- the default fax output queue to be used
- the default fax priority for specific types of documents
- any default fax notes
- whether or not a specific document will be held in FastFax after it has been created
- an optional cover sheet name

Additionally, at the warehouse level, you determine the following information for each warehouse that will be using FAX:

- the fax phone number of the warehouse
  - the name of the contact person for that warehouse
  - whether or not Pick Lists [and Shipping Manifests, if **Use Route/Stop** is set to **Y** in Order Entry Options Maintenance (MENU XAFILE)] or Pack Lists will be printed/faxed for that warehouse
  - an optional nickname for an individual warehouse to link certain Distribution A+ file information with data in Quadrant's FastFax
-

## Fax System Options Maintenance

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The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

<b>Title</b>	<b>Purpose</b>
FAX Options Maintenance Screen	Used to specify if you want to maintain FAX system options or warehouse options.
FAX Warehouse Options Screen	Used to specify FAX warehouse options.
FAX System Options Selection Screen	Used to select the third-party software package that you want to use to fax documents.
FAX System Options Screen for Quadrant's FastFax Software	Used to specify system-level criteria you can use when faxing your documents.
Document FAX Notes Screen	Used to enter, modify, and review fax notes that will print on the cover sheet for each type of outgoing document that will include notes.

---

## FAX Options Maintenance Screen

```

FAX OPTIONS MAINTENANCE

Warehouse?  _ . (blank for System Options)

F3=Exit

```

This screen displays after selecting option 1 - Fax System Options Maintenance from MENU AXMAIN. Use this screen to specify if you want to maintain FAX warehouse options or system options.

NOTE: System options must be set up before warehouse level options.

### Fax Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>Use this field to specify a warehouse for which default settings will be defined, or leave this field blank to define system defaults for FAX.</p> <p>Key a warehouse number to define warehouse defaults.</p> <p>Leave this field blank and press <b>ENTER</b> to define system defaults (system defaults must be defined prior to warehouse level defaults).</p> <p><i>Valid Values:</i> A warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE).</p> <p>(A 2) Optional</p>
F3=Exit	Press <b>F3=EXIT</b> to return to MENU AXMAIN.
Enter	<p>If a warehouse number is entered, press <b>ENTER</b> to display the FAX Warehouse Options Screen (p. 2-5).</p> <p>If a warehouse number is not entered, press <b>ENTER</b> to display the FAX System Options Selection Screen (p. 2-8).</p>





## FAX Warehouse Options Screen

```

          FAX WAREHOUSE OPTIONS
        WH: 1 Hartford, CT

    Fax Phone Number: _ .....
    Fax Contact:      .....
    Nickname:        .....

    Pick List:   Print: Y,   Fax: N      (Y,N)
    Pack List:   Print: Y,   Fax: N      (Y,N)

                                           F12=Return
  
```

This screen displays after entering a warehouse number and pressing **ENTER** on the FAX Options Maintenance Screen (p. 2-3). Use this screen to specify FAX options for a warehouse.

### Fax Warehouse Options Fields and Function Keys

Field/Function Key	Description
FAX Phone Number	<p>This is the telephone number that directs the fax document(s) (Pick Lists, including Shipping Manifests if applicable, and/or Pack Lists) to the appropriate destination.</p> <p>An entry in this field is required only if you are faxing a Pick List or Pack List and you leave the <b>Nickname</b> field blank.</p> <p>Key the fax telephone number for the appropriate warehouse. This is the receiving fax telephone number specific to this warehouse.</p> <p>(N 10,0) Required/Optional</p>
FAX Contact	<p>This is the person to whom documents will be sent when faxed to this warehouse.</p> <p>Key the name of the contact person for the specified warehouse.</p> <p>(A 30) Optional</p>

## Fax Warehouse Options Fields and Function Keys

Field/Function Key	Description
Nickname	<p>This is a unique name that you can assign to each warehouse so that Distribution A+ file information can be linked to Quadrant's FastFax, thereby ensuring proper transmittal of data and enabling you to update applicable Distribution A+ files.</p> <p>An entry in this field is required only if you are faxing a Pick List or Pack List and did not enter a phone number in the <b>Fax Phone Number</b> field.</p> <p>Key a nickname for the specified warehouse.</p> <hr/> <p>NOTE: <b>Nicknames</b> for vendors are assigned through Vendor Master Maintenance (MENU POFIELD). <b>Nicknames</b> for customers and ship-tos are assigned through Customer/Ship to Master Maintenance (MENU ARFIELD).</p> <hr/> <p>If you are using Optio to fax documents, leave this field blank.</p> <p>(A 10) Required/Optional</p>
Pick List Print/Fax	<p>Use these fields to determine whether or not Pick List(s) for the specified warehouse will be printed and/or faxed [along with Shipping Manifests, if <b>Use Route/Stop</b> is set to <b>Y</b> in Order Entry Options Maintenance (MENU XAFIELD)]. If Pick Lists (and, if applicable, Shipping Manifests) will be faxed (that is, <b>Y</b> is keyed in the <b>Fax</b> field), cover sheet information will display on the FAX Cover Sheet Information Screen (p. A-2) when faxing a single Pick List from the End Order Screen in Order Entry. For an explanation of the End Order Screen, refer to the Order Entry User Guide.</p> <p><b>Print</b></p> <p>Key <b>Y</b> to print Pick List(s) for the specified warehouse.</p> <p>Key <b>N</b> if you do not want to print Pick List(s).</p> <p><b>Fax</b></p> <p>Key <b>Y</b> to fax the Pick List(s) in addition to or in place of printing the document(s).</p> <p>If you are using Optio to fax documents, you must set forms@work to fax documents before you key <b>Y</b> in this field.</p> <hr/> <p>NOTE: If faxing a Pick List, you must also enter a <b>Fax Phone Number</b> or <b>Nickname</b>.</p> <hr/> <p>Key <b>N</b> if you do not want to fax the Pick List(s).</p> <hr/> <p>NOTE: You may select to print the document, fax the document, or both. The <b>Print</b> and <b>Fax</b> fields cannot both be <b>N</b>.</p> <hr/> <p>(2 @ A 1) Required</p>

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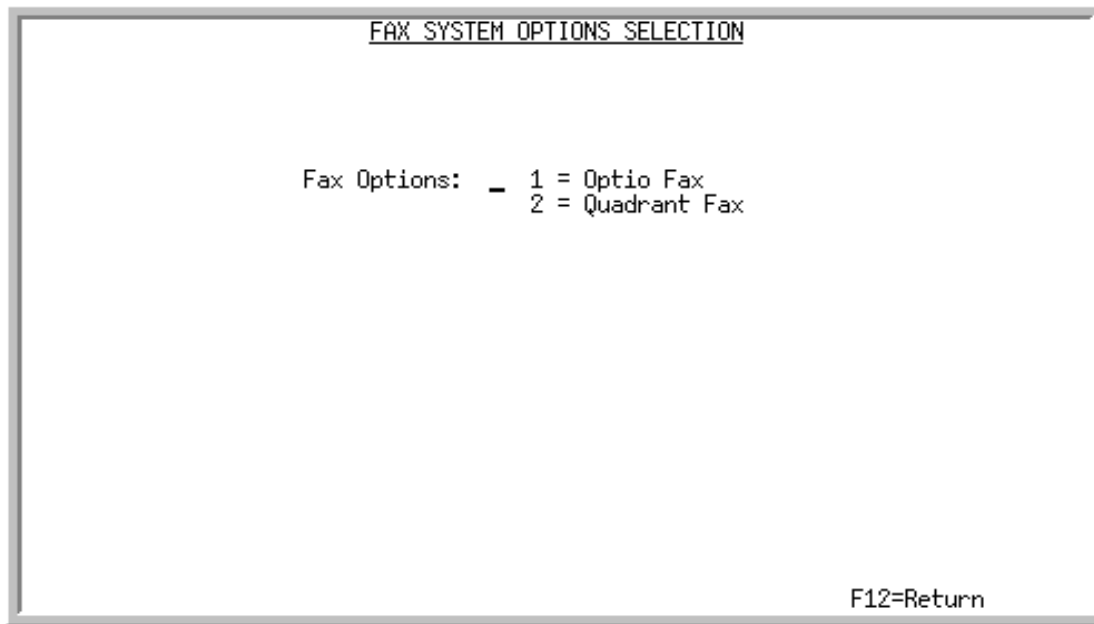
**Fax Warehouse Options Fields and Function Keys**


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Field/Function Key	Description
Pack List Print/Fax	<p>Use these fields to determine whether or not Pack List(s) will be printed and/or faxed to the warehouse. If Pack List(s) will be faxed (that is, a <b>Y</b> is keyed in the <b>Fax</b> field), cover sheet information will display on the FAX Cover Sheet Information Screen (p. A-2) when faxing a single Pack List from the End Order Screen in Order Entry. For an explanation of the End Order Screen, refer to the Order Entry User Guide.</p> <p><b>Print</b></p> <p>Key <b>Y</b> to print Pack List(s) for the specified warehouse.</p> <p>Key <b>N</b> if you do not want to print Pack List(s).</p> <p><b>Fax</b></p> <p>Key <b>Y</b> to fax the Pack List(s) in addition to or in place of printing the document(s).</p> <p>If you are using Optio to fax documents, you must set forms@work to fax documents before you key <b>Y</b> in this field.</p> <hr/> <p>NOTE: If faxing a Pack List, you must also enter a <b>Fax Phone Number</b> or <b>Nickname</b>.</p> <hr/> <p>Key <b>N</b> if you do not want to fax the Pack List(s).</p> <hr/> <p>NOTE: You may select to print the document, fax the document, or both. The <b>Print</b> and <b>Fax</b> fields cannot both be <b>N</b>.</p> <hr/> <p>(2 @ A 1) Required</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the FAX Options Maintenance Screen (p. 2-3) without updating this screen.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections and return to the FAX Options Maintenance Screen (p. 2-3).</p>

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## FAX System Options Selection Screen



This screen appears after you press **ENTER** on the FAX Options Maintenance Screen (p. 2-3) if the **Warehouse** field was left blank.

Use this screen to select the third-party software package that you want to use to fax documents.

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### Important

Changing the third-party software package used for faxing will cause system options specified for the previously used software package to be reset.

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### Fax System Options Selection Screen Fields and Function Keys

Field/Function Key	Description
Fax Options	Use this field to select the third-party software package that you want to use to fax documents. Key <b>1</b> to use Optio for faxed documents. Key <b>2</b> to use Quadrant's FastFax for faxed documents. (A 1) Required
F12=Return	Press <b>F12=RETURN</b> to return to the FAX Options Maintenance Screen (p. 2-3).

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**Fax System Options Selection Screen Fields and Function Keys**

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Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> to confirm your entry and continue.</p> <p>If you keyed <b>1</b> in the <b>Fax Options</b> field, a message will display, indicating that Optio will be used to fax documents. You will be prompted to press <b>ENTER</b> a second time to confirm the use of Optio.</p> <p>Refer to the forms@work System Administration Guide for the remaining steps of the interface to Optio Software by Bottomline Technologies.</p> <p>If you keyed <b>2</b> in the Fax Options field, the FAX System Options Screen for Quadrant's FastFax Software (p. 2-10) appears.</p>

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## FAX System Options Screen for Quadrant's FastFax Software

```

FAX SYSTEM OPTIONS

Quadrant Library:      EASTFAX
Fax Output Queue:     FFXOTQAPI

Document  Headings  Forms Name  M/C  Hold  Notes  Fax  Cover
           Y         .....  N     N     N     P     S
Invoice:   Y         .....  N     N     N     ..  ..
Acknowledgement: Y         .....  N     N     N     ..  ..
Pick List:  Y         .....  N     N     N     ..  ..
Pack List:  Y         .....  N     N     N     ..  ..
Purchase Order: Y         .....  N     N     N     ..  ..
A/R Statement: Y         .....  N     N     N     ..  ..
Overdue Notices: .....  N     N     N     ..  ..
B&Q Vendor RFQ: .....  N     N     N     ..  ..
B&Q Customer Quote: .....  N     N     N     ..  ..

Horizontal landscaping for A/R Statement: N (Y/N)
Scanned Infor A/R statement Form:       N (Y/N)
Override on cover prompt from Quadrant:  N (Y/N)

F12=Return
    
```

This screen displays after pressing **ENTER** on the FAX System Options Selection Screen (p. 2-8) if you keyed **2** in the **Fax Options** field. Use this screen to specify system-level criteria you can use when faxing your documents.

### Fax System Options Screen for Quadrant's FastFax Software Fields and Function Keys

Field/Function Key	Description
Quadrant Library	<p>Use this field to specify the library name for the FastFax faxing interface. The FastFax library does not need to be in the library list to interface with FastFax. Distribution A+ will use this library name for output queue validity checking and other functionality when faxing documents.</p> <p>Key the library name to be used in the facsimile interface.</p> <p><i>Default Value:</i> FASTFAX</p> <p><i>Valid Values:</i> A library name.</p> <p>(A 8) Required</p>
FAX Output Queue	<p>This field allows you to enter the appropriate output directives for your faxed documents. This is the output queue to which all of your fax document(s) will be sent while awaiting the actual fax transmission according to the time interval set through Quadrant's FastFax.</p> <p>Accept the default value, or key the appropriate output queue.</p> <p><i>Default Value:</i> FFXOTQAPI (FastFax), FFXOTQAPI (FastFax Plus), FFXOTQAPI (FastFax Blue)</p> <p>(A 10) Required</p>

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**Fax System Options Screen for Quadrant's FastFax Software Fields and Function Keys**


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Field/Function Key	Description
Headings	<p>For each type of document listed, this field allows you to determine whether or not the document will be sent with a header that displays cover sheet information.</p> <p>Key <b>Y</b> beside the appropriate document type to include headers when this type of document is faxed.</p> <p>This field cannot be <b>Y</b> for <b>A/R Statements</b> if the <b>Scanned Infor A/R statement Form</b> field is set to <b>Y</b>.</p> <p>Key <b>N</b> beside the appropriate document type to exclude headers when this type of document is faxed. You may want to exclude headers when using a preprinted document image. If this field is <b>N</b>, you should specify the name of the form to be used (see the Forms Name field).</p> <hr/> <p>NOTE: Your entry in this field includes or excludes cover sheet information for every document of that type; that is, ALL invoices, ALL acknowledgements, etc.</p> <hr/> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Forms Name	<p>These fields must contain a forms name if the <b>M/C Forms</b> field is <b>Y</b>.</p> <p>This field is applicable only if you are using Quadrant's FastFax/Plus and the form type is used with FastFax.</p> <p>Use this field to specify the forms type to be used when faxing document(s). This name is used to identify the preprinted forms type to be used. Data will print in the predefined graphics format.</p> <p>Key the forms name to be used to fax documents in a specific format.</p> <p>If you plan to print multi-company forms (<b>M/C Forms</b> field is <b>Y</b>), be sure to leave the last two positions in this field blank when you enter the forms name (the forms name may be from one to eight positions in length). The number of each company will become the suffix to the forms name and forms will print with the appropriate header for each company.</p> <p><i>Valid Values:</i> A valid forms name defined in Quadrant's FastFax.</p> <p>(A 10 or A 8 for M/C forms) Optional/Required</p>
M/C Forms	<p>Use this field if you want to utilize multi-company forms.</p> <p>Key <b>Y</b> in this field for each applicable document if you want to utilize multi-company forms (refer also to the description for the <b>Forms Name</b> field). If this field is <b>Y</b>, you must set up forms for each company (for example, INV01 for company 01, INV02 for company 02, and so on).</p> <p>Key <b>N</b> in this field if you do not want to use multi-company versions of the applicable document.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>

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**Fax System Options Screen for Quadrant's FastFax Software Fields and Function Keys**


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Field/Function Key	Description
Hold	<p>This field determines whether the indicated document will be held after it has been created. This allows you to store faxes in the fax send queue on temporary hold until you manually decide they will be transmitted.</p> <p>Key <b>Y</b> if you want to place the indicated document on hold.</p> <p>Key <b>N</b> to fax the indicated document when data is transmitted.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Notes	<p>This field determines whether or not associated notes (comments) keyed on the Document FAX Notes Screen (p. 2-15) will be sent with the cover sheet for each type of document to be faxed.</p> <p>Key <b>Y</b> next to the appropriate document type if you want to include the note that is keyed on) every time a document of this type is faxed. If this field is <b>Y</b>, you cannot key <b>NONE</b> in the related <b>Cover Sheet Name</b> field for this type of document.</p> <p>Key <b>N</b> next to the appropriate document type if you do not want the note sent with these documents.</p> <hr/> <p style="text-align: center;">NOTE: Your entry in this field includes or excludes notes for every document of that type; that is, notes will apply for ALL invoices, ALL acknowledgements, etc. Notes may be overridden, however, for individual documents on the cover sheet; refer to the Appendix section of this user guide for details about the cover sheet.</p> <hr/> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Fax Priority	<p>This field determines the priority of the document type to be faxed by FastFax. A priority of 1 is the highest priority, while a priority of 98 is the lowest priority.</p> <p>Your entry in this field sets the default fax priority for every document of that type; that is, the priority will apply for ALL invoices, ALL acknowledgements, etc. Your entry in this field will also be displayed on the cover sheet. This fax priority may be overridden, however, for individual documents on the FAX Cover Sheet Information Screen (p. A-2). Additionally, the fax priority Application Program Interface (API) command will print at the top of the cover sheet.</p> <p>Key the fax priority for this document type.</p> <p>Leave this field blank to have a fax priority of 50 for this document type.</p> <p><i>Valid Values:</i> 1 to 99, or blank</p> <p>(N 2,0) Optional</p>



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**Fax System Options Screen for Quadrant's FastFax Software Fields and Function Keys**


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Field/Function Key	Description
Cover Sheet Name	<p>Once cover sheet information has been created, you may use this field to select the cover sheet that you want use for the indicated document.</p> <p>Key the name of the cover sheet to be used for the indicated document types.</p> <p>Key <b>NONE</b> in the field(s) corresponding to the document(s) that won't include a cover sheet. If you key <b>NONE</b> in this field, the value in the <b>Notes</b> field for the same document type must be <b>N</b>.</p> <p>Leave this field blank to use the default cover sheet that was selected in the FastFax system defaults or for a user's FastFax profile, if one was selected.</p> <p><i>Valid Values:</i> A valid cover sheet name defined in FastFax.</p> <p>(A 10) Optional</p>
Horizontal landscaping for A/R Statement	<p>Use this field to identify whether you will use a horizontal landscaping format, instead of the standard vertical format, when printing A/R Statements.</p> <p>Key <b>Y</b> to use horizontal landscaping for A/R Statements.</p> <p>This option must be <b>Y</b> if you set the <b>Scanned Infor A/R statement Form</b> field to <b>Y</b>.</p> <p>Key <b>N</b> to not use horizontal landscaping for A/R Statements.</p> <p>(A 1) Required</p>
Scanned Infor A/R statement Form	<p>Use this field to identify whether you will use the Distribution A+ scanned standard form for A/R Statements.</p> <p>Key <b>Y</b> if you plan to use the Distribution A+ scanned standard form for A/R statements. The <b>Horizontal landscaping for A/R Statement</b> field must be <b>Y</b> if you key <b>Y</b> in this field. Also, if you set this field to <b>Y</b>, you cannot set the <b>Headings</b> field to <b>Y</b> for A/R Statements.</p> <p>Key <b>N</b> if you do not plan to use the Distribution A+ scanned standard form for A/R statements.</p> <p>(A 1) Required</p>

---

**Fax System Options Screen for Quadrant's FastFax Software Fields and Function Keys**

Field/Function Key	Description
Override on cover prompt from Quadrant	<p>When you fax a document, information from the Vendor Master File, Customer Master File, and Ship-to-Address Master File will be extracted and displayed on the FAX Cover Sheet Information Screen (p. A-2). Use this field to identify whether you want to override this default cover sheet information with information defined in the FastFax files. Cover sheet information from the FastFax files will be selected and displayed based on the company nickname.</p> <p>Key <b>Y</b> to always display cover sheet information from the FastFax files.</p> <p>Key <b>N</b> to always display cover sheet information extracted from the Vendor Master File, Customer Master File, and Ship-to-Address Master File.</p> <hr/> <p>NOTE: If <b>N</b> is entered, FastFax information will be used if a fax number is not entered in the Distribution A+ master files and the <b>Nickname</b> field has a value.</p> <hr/> <p>(A 1) Required</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the FAX Options Maintenance Screen (p. 2-3) without updating this screen.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections.</p> <p>If you entered <b>Y</b> in one or more of the <b>Notes</b> fields, the Document FAX Notes Screen (p. 2-15) will display.</p> <p>If you entered <b>N</b> in all of the <b>Notes</b> fields, the FAX Options Maintenance Screen (p. 2-3) will display.</p>

## Document FAX Notes Screen

DOCUMENT FAX NOTES

Document: Invoice

Notes

F12=Return

This screen displays after pressing **ENTER** on the FAX System Options Screen for Quadrant's FastFax Software (p. 2-10) if a **Y** was keyed in any of the **Notes** fields. Use this screen to enter, modify, and review fax notes that will print on the cover sheet for each type of outgoing document that will include notes.

### Document Fax Notes Screen Fields and Function Keys

Field/Function Key	Description
Document	<p>This field displays the type of document that will include the note as determined on the FAX System Options Screen for Quadrant's FastFax Software (p. 2-10) by a <b>Y</b> in the <b>Notes</b> fields. Press <b>ENTER</b> to change this field to each successive document type.</p> <p>Display</p>
Notes	<p>This field allows you to enter, modify, and review notes that will print on the cover sheet for each type of document.</p> <p>Key the desired notes for each document type. Press <b>ENTER</b> to change the <b>Document</b> field to each successive document type.</p> <p><b>NOTE:</b> Any notes entered will appear on every cover sheet for documents of that type, i.e., for ALL invoices, ALL acknowledgements, etc. Notes may be overridden, however, for individual documents on the FAX Cover Sheet Information Screen (p. A-2).</p> <p>(2 @ A 80) Required</p>

### Document Fax Notes Screen Fields and Function Keys

---

Field/Function Key	Description
F12=Return	Press <b>F12=RETURN</b> to return to the FAX System Options Screen for Quadrant's FastFax Software (p. 2-10).
Enter	Press <b>ENTER</b> to enter, modify, or view fax notes for each type of document. The <b>Document</b> field will display each document type in succession. After viewing all fax cover sheet notes, press <b>ENTER</b> to confirm selections and return to the FAX Options Maintenance Screen (p. 2-3).

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You can update Distribution A+ files with FastFax information through the Update A+ from FastFax via Nickname option on the Fax Main Menu (MENU AXMAIN). This option copies FastFax information to Distribution A+ files via the use of the **Nickname** field, which is used to link information between FAX and FastFax. Fax information in Distribution A+ Vendor Master and Customer/Ship-to Address Master files will be updated from FastFax files.

Only those customers/ship-tos/vendors that have been identified with a nickname will be updated. Warehouses are not updated through this option.

After running this option, the fax phone numbers and contact data in the Distribution A+ Customer Master, Ship-to Address Master, and Vendor Master files will be updated through FastFax according to the assigned nicknames.

---

### Important

Since this option uses the nickname to associate Distribution A+ and FastFax files, you must already have identified the nickname in the Customer Master, Ship-to Address Master, and Vendor Master files in order for the files to be updated.

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Through Fax System Options Maintenance (MENU AXMAIN), you can assign a nickname to a specific warehouse. Such warehouse information must be keyed through that option, however, since it is not updated from FastFax through this option. Refer to *CHAPTER 2: Defining FAX Options* for details.

---

## Update A+ from FastFax via Nickname

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

---

Title	Purpose
Update A+ Files from FastFax Files Screen	Used to designate whether the Customer, Ship-to Address, and Vendor Master files will be updated according to the assigned nicknames.

---

## Update A+ Files from FastFax Files Screen

```

UPDATE A+ FILES FROM FASTFAX FILES

Enter Selections for Update:

FILES:   Update Customer Master File:  Y  (Y,N)
         Update Shipping Address File:  Y  (Y,N)
         Update Vendor Master File:     Y  (Y,N)

FIELDS:  Update Contact Name:           Y  (Y,N)
         Update Fax number:             Y  (Y,N)

F3=Cancel

```

This screen displays after selecting option **2** - Update A+ from FastFax via Nickname (MENU AXMAIN). Use this screen to designate whether the Customer, Ship-to Address, and Vendor Master files will be updated according to the assigned nicknames. This screen also allows you to designate whether the contact name and fax number fields will be updated.

At least one of the files listed on this screen must be **Y** in order to run this option.

### Update A+ Files from FastFax Files Screen Fields and Function Keys

Field/Function Keys	Description
Update Customer Master File	<p>This field updates the AP contact names and/or fax numbers in the Customer Master File, which is maintained through Customer/Ship to Master Maintenance (MENU ARFILE).</p> <p>Key <b>Y</b> to update the Customer Master File. If selected, the <b>AP Contact</b> and/or <b>Fax</b> fields on Customer Maintenance Screen 1 will be updated after running this option. The <b>AP Contact</b> will be updated with the value keyed in the <b>Department/Location</b> field in FastFax for the specified nickname. The <b>Fax</b> phone number will be updated with the value keyed in the <b>Fax Number</b> field in the same directory.</p> <p>Refer to the Accounts Receivable User Guide for an explanation of Customer/Ship to Master Maintenance.</p> <p>Key <b>N</b> if you do not want to update the Customer Master File.</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>

### Update A+ Files from FastFax Files Screen Fields and Function Keys

Field/Function Keys	Description
Update Shipping Address File	<p>This field updates the contact names and/or fax numbers in the Ship-to Address Master File, which is maintained through Customer/Ship to Master Maintenance (MENU ARFILE).</p> <p>Key <b>Y</b> to update the Ship-to Address Master File. The <b>Contact</b> and/or <b>Fax Phone Number</b> fields on the Ship To File Maintenance Screen 1 will be updated after running this option. The <b>AP Contact</b> will be updated with the value keyed in the <b>Department/Location</b> field in FastFax for the specified nickname. The <b>Fax Phone Number</b> will be updated with the value keyed in the <b>Fax Number</b> field in the same directory.</p> <p>Refer to the Accounts Receivable User Guide for an explanation of Customer/Ship to Master Maintenance.</p> <p>Key <b>N</b> if you do not want to update the Ship-to Address Master File.</p> <p><i>Default Value: Y</i> (A 1) Required</p>
Update Vendor Master File	<p>This field updates the contact names and/or fax numbers in the Vendor Master File, which is maintained through Vendors Maintenance (MENU POFILE).</p> <p>Key <b>Y</b> to update the Vendor Master File. The <b>Contact</b> and/or <b>FAX Number</b> fields on the Vendor Master Additional Information Maintenance Screen will be updated after running this option.</p> <p>Refer to the Purchasing User Guide for details about Vendor Master Maintenance.</p> <p>Key <b>N</b> if you do not want to update the Vendor Master File.</p> <p><i>Default Value: Y</i> (A 1) Required</p>
Update Contact Name	<p>This field updates the names of the contacts in the Customer, Ship-to Address, and/or Vendor Master files, as applicable.</p> <p>Key <b>Y</b> to update the contact names in the selected files.</p> <p>Key <b>N</b> if you do not want to update the contact names in the selected files.</p> <p><i>Default Value: Y</i> (A 1) Required</p>
Update Fax Number	<p>This field updates the fax numbers in the Customer, Ship-to Address, and/or Vendor Master files, as applicable.</p> <p>Key <b>Y</b> to update the fax numbers in the selected files.</p> <p>Key <b>N</b> if you do not want to update the fax numbers in the selected files.</p> <p><i>Default Value: Y</i> (A 1) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this operation and return to MENU AXMAIN.



**Update A+ Files from FastFax Files Screen Fields and Function Keys**

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Field/Function Keys	Description
Enter	Press <code>ENTER</code> to update the selected files and return to MENU AXMAIN.

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You can access the FastFax Main Menu (MENU FFXMAIN) through the FastFax Main Menu option on the Fax Main Menu (MENU AXMAIN). Through MENU FFXMAIN, you may review, send, track, and monitor the status of fax documents.

Refer to Quadrant's FastFax manual for an explanation of MENU FFXMNU.

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You can access the FastFax User Menu (MENU FFXUSER) through the FastFax User Menu option on the Fax Main Menu (MENU AXMAIN). Through MENU FFXUSER, you may work with FastFax jobs, FastFax memos, capture a screen for faxing, and so forth.

Refer to Quadrant's FastFax manual for an explanation of MENU FFXUSER.

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This appendix explains FAX screens that can be accessed through multiple Distribution A+ options.

A cover sheet is utilized in Distribution A+ to provide all pertinent sending information about a certain documents being faxed. This includes information such as the fax document, company, contact person, fax phone number, and specific notes, if any.

Cover sheet information will display on-line in Distribution A+ on the FAX Cover Sheet Information Screen when faxing a single:

- Customer Quote, Acknowledgement, Pick List, Pack List, Invoice, Purchase Order, Vendor RFQ
- Shipping Manifests, if **Use Route/Stop** is set to **Y** in Order Entry Options Maintenance (MENU XAFILE)]
- Pick Lists generated through Print Pick Lists (MENU OEMAIN), if the warehouse is set up to fax.

However, the FAX Cover Sheet Information Screen will display only for Pick Lists and Pack Lists, if the **Fax** field is **Y** for the selected document in Fax System Options Maintenance (MENU AXMAIN). Other documents which may be faxed, but for which the FAX Cover Sheet Information Screen does not display include Demand A/R Statements and Overdue Notices.

Information from the Vendor Master File, Customer Master File, and Ship-to Address Master File will be extracted and displayed on the FAX Cover Sheet Information Screen, as well as any notes that have been keyed for the indicated document through Fax System Options Maintenance (MENU AXMAIN). You may override this default information or, if desired, display related fax information that exists in FastFax files by simply keying in the nickname of the company for which fax information has been defined.

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## FAX Cover Sheet Information Screen

FAX COVER SHEET INFORMATION

Fax Document: ACKNOWLEDGEMENT

Company: Jones, Department, Store.....

Contact: John Hoffman.....

Fax #: 275-272-9575..... International Code: ....

Notes:

.....

.....

Use this screen to identify any overriding data needed to fax the indicated document. Note that faxing a document does not occur immediately. The document is sent to the output queue defined in Fax System Options Maintenance (MENU AXMAIN) and is transmitted according to the time interval determined through the specific third-party fax software. You will be notified via your message queue when the fax has been transmitted.

Document Type	Contact	Fax Number
Acknowledgement - orders with only Customer selected; or with Ship-to Address selected that has <b>Fax Acknowledgement</b> field set to <b>C</b>	Customer Master PO contact	Customer Master PO fax number; if blank the default fax number
Acknowledgement - orders with Ship-to address selected that has <b>Fax Acknowledgement</b> field set to <b>Y</b> or <b>N</b>	Ship-to Address Master PO contact	Ship-to Address Master PO fax number; if blank the default fax number
Pick List	Warehouse Fax Contact Name [Fax System Options Maintenance (MENU AXMAIN)]	Warehouse Fax Number [Fax System Options Maintenance (MENU AXMAIN)]



Document Type	Contact	Fax Number
Pack List - warehouse copy	Warehouse Fax Contact Name [Fax System Options Maintenance (MENU AXMAIN)]	Warehouse Fax Number [Fax System Options Maintenance (MENU AXMAIN)]
Pack List - orders with only Customer selected; or with Ship-to Address selected that has <b>Fax Pack List</b> field set to <b>C</b>	Customer Master PO contact	Customer Master PO fax number; if blank the default fax number
Pack List - with Ship-to Address selected that has <b>Fax Pack List</b> field set to <b>Y</b> or <b>N</b>	Ship-to Address Master contact	Ship-to Address Master PO fax number; if blank the default Ship-to Master fax number
Invoice - orders with only Customer selected; or with Ship-to Address selected that has <b>Fax Invoice</b> field set to <b>C</b>	Customer Master AP contact	Customer Master AP fax number; if blank the default fax number
Invoice - with Ship-to Address selected that has <b>Fax Invoice</b> field set to <b>Y</b> or <b>N</b>	Ship-to Address Master contact	Customer Master AP fax number; if blank the default fax number
Customer Quote	Customer Master PO contact	Customer Master Fax Info PO fax number; if blank the Customer Master PO fax number
Vendor RFQ	Vendor Master PO Contact	Vendor Master PO fax number
Purchase Order	Vendor Master PO contact	Vendor Master PO fax number

### FAX Cover Sheet Information Screen Fields and Function Keys

Field/Function Key	Description
Fax Document	<p>This field displays the specific document to be faxed: Acknowledgement, Invoice, Purchase Order, Pack List, or Pick List.</p> <p>Other documents which may be faxed, but for which this screen does not display, include Demand A/R Statements, and Overdue Notices.</p> <p>Display</p>

### FAX Cover Sheet Information Screen Fields and Function Keys

Field/Function Key	Description
Nickname	<p>Use this field to utilize FAX information that has been defined in FastFax files by keying in the nickname of the company for which FAX information has been defined.</p> <p>This field is required only if the <b>Company</b> and <b>Fax #</b> fields are left blank. Key the appropriate <b>Nickname</b>.</p> <hr/> <p>NOTE: If you key a new <b>Nickname</b> in this field and press <b>ENTER</b>, data for this new nickname will be extracted from your FastFax files. Therefore, the <b>Nickname</b> is validated against FastFax and the name keyed must be a valid FastFax nickname.</p> <hr/> <p><i>Default Value:</i> For Invoices, the nickname defaults from Customer/Ship-to Master Maintenance (MENU ARFILE) for the order's identified customer. For Pick Lists or Pack Lists, the nickname defaults from that defined for the shipping warehouse through Fax System Options Maintenance (MENU AXMAIN).</p> <p>For Purchase Orders, the nickname defaults from Vendors Maintenance (MENU POFILE) for the order's identified vendor.</p> <p><i>Valid Values:</i> A valid nickname defined in FastFax.</p> <p>(A 10) Required/Optional</p>
Company	<p>This field indicates the name of the company for which fax information has been defined, or the name of the warehouse if faxing Pick Lists or Pack Lists and the warehouse is set up to fax.</p> <p>Use this field to enter the company's name or warehouse's name for which this fax applies. This field is required only if the <b>Nickname</b> field is not being utilized to extract FastFax information.</p> <p>Key the company's name (or warehouse's name, if applicable). This name will appear on the document to be faxed.</p> <p><i>Default Value:</i> For Invoices or Purchase Orders, the default is the name of the company associated with the customer or vendor as defined in the Vendor Master File, Customer Master File, or Ship-to Address Master File, as applicable. Or, this is the name of the warehouse if faxing Pick Lists or Pack Lists and the warehouse is set up to fax.</p> <p>(A 30) Required/Optional</p>

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**FAX Cover Sheet Information Screen Fields and Function Keys**

Field/Function Key	Description
Contact	<p>This field indicates the name of the contact person for this company to be associated with the document to be faxed.</p> <p>Key the name of the contact person for this document when using FAX or accept the default contact person, if any.</p> <p><i>Default Value:</i> The contact person identified for this document's associated customer through Customer/Ship-to Master Maintenance (MENU ARFILE); associated vendor through Vendors Maintenance (MENU POFILE); or, if overridden for Pick Lists and Pack Lists, the contact identified through Fax System Options Maintenance (MENU AXMAIN).</p> <p>(A 30) Optional</p>
Fax #	<p>Use this field to key the customer's fax number. This field is required only if the <b>Nickname</b> field is not being utilized to extract FastFax information.</p> <p>Key the phone number (including country code) needed to fax this document, or accept the default, if any.</p> <p><i>Default Value:</i> The fax phone number identified for this document's associated customer through Customer/Ship-to Master Maintenance (MENU ARFILE); associated vendor through Vendors Maintenance (MENU POFILE); or, if overridden for Pick Lists and Pack Lists, the contact identified through Fax System Options Maintenance (MENU AXMAIN).</p> <p>(A 20) Required/Optional</p>
International Code	<p>Use this field to key the international code when faxing to an international customer.</p> <p>Key the international code.</p> <p>(A 3) Optional</p>
Hold on Fax Queue	<p>This field indicates whether or not the "send document" function occurring from this screen will place documents on hold prior to actual faxing. Manual release of these jobs through the third party fax software will then be required.</p> <p>Key <b>Y</b> to place the document on hold until manual release.</p> <p>Key <b>N</b> if you do not want to have the document held. The fax will be transmitted according to the time interval set in the third party fax software. You will be notified via your message queue when the fax has been transmitted.</p> <p><i>Default Value:</i> The system level default, defined through Fax System Options Maintenance (MENU AXMAIN).</p> <p>(A 1) Required</p>

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**FAX Cover Sheet Information Screen Fields and Function Keys**


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Field/Function Key	Description
Fax Priority	<p>This field indicates the fax priority of this document. You may override the default value of this document by keying a different fax priority. A priority of 1 is the highest priority, while a priority of 98 is the lowest priority. A value of 99 is a reserved priority within FastFax and will cause the fax job to be created and placed on hold in the FastFax send queue. Manual release of held jobs through FastFax will then be required.</p> <p>Key the fax priority for this document.</p> <p>Leave this field blank to have a fax priority of 50 for this document type sent to the third party fax software.</p> <p>The fax priority Application Program Interface (API) command will print at the top of the cover sheet.</p> <p><i>Default Value:</i> The fax priority defined for this type of document in Fax System Options Maintenance (Menu AXMAIN).</p> <p><i>Valid Values:</i> 1 - 99, or blank</p> <p>(N 2,0) Optional</p>
Notes	<p>This field contains the notes that will be printed on the cover sheets when the document is faxed.</p> <p>Key any desired document notes, accept the default notes displayed (if any), or blank out the displayed notes (if any) if you do not want the notes to be printed on the cover sheet when the document is sent.</p> <p>The default note(s), if any, defined for each document type (Invoice, Pick List, Pack List, or Purchase Order) through Fax System Options Maintenance (MENU AXMAIN).</p> <p><i>Default Value:</i> The default note(s), if any, defined for each document type (Invoice, Pick List, Pack List, or Purchase Order) through Fax System Options Maintenance (MENU AXMAIN).</p> <p>(A 60) Optional</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections. You will be returned to the initial selection screen.</p>

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## Reprint Invoice FAX/Print/Email Prompt Screen

```
REPRINT INVOICE FAX/PRINT/EMAIL PROMPT

Fax Invoice Reprint: Y (Y,N)
Prt Invoice Reprint: Y (Y,N)
Eml Invoice Reprint: Y (Y,N)
Sold-to Address:    O (O,C)
Ship-to Address:   O (O,C)
```

This pop-up window will display whenever **F5=REPRINT** is pressed, where applicable, if FAX 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** function 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** function 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)

---

**Reprint Invoice FAX/Print/Email Prompt Screen Fields and Function Keys**

Field/Function Key	Description
Fax Invoice Reprint	<p>Use this field to designate whether or not you wish to re-fax the selected invoice.</p> <p>Key <b>Y</b> to re-fax the selected invoice. The invoice will be sent to the output queue defined through Fax System Options Maintenance (MENU AXMAIN).</p> <p>Key <b>N</b> if you do not wish to re-fax the invoice.</p> <hr/> <p>NOTE: If this field is <b>N</b>, the <b>Print Invoice Reprint</b> field or the <b>Eml Invoice Reprint</b> field must be <b>Y</b>.</p> <hr/> <p><i>Default Value:</i> The value in the history file for this order.</p> <p>(A 1) Required</p>
Print Invoice Reprint	<p>Use this field to designate whether or not you want to reprint the selected invoice.</p> <p>Key <b>Y</b> to reprint the selected invoice. The invoice will be sent to the designated printer.</p> <p>Key <b>N</b> if you do not wish to reprint the invoice.</p> <hr/> <p>NOTE: If this field is <b>N</b>, the <b>Fax Invoice Reprint</b> field or the <b>Eml Invoice Reprint</b> field must be <b>Y</b>.</p> <hr/> <p><i>Default Value:</i> The value in the history file for this order.</p> <p>(A 1) Required</p>
Eml Invoice Reprint	<p>Use this field to designate whether or not you want to re-e-mail the selected invoice.</p> <p>Key <b>Y</b> to re-e-mail the selected invoice. The Email Options Screen will appear when you press <b>ENTER</b>. Refer to the Mail Server User Guide for a description of this screen.</p> <p>Key <b>N</b> if you do not wish to re-e-mail the invoice.</p> <hr/> <p>NOTE: If this field is <b>N</b>, the <b>Fax Invoice Reprint</b> field or the <b>Print Invoice Reprint</b> field must be <b>Y</b>.</p> <hr/> <p><i>Default Value:</i> The value in the history file for this order.</p> <p>(A 1) Required</p>

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**Reprint Invoice FAX/Print/Email Prompt Screen Fields and Function Keys**

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Field/Function Key	Description
Sold-to Address	<p>This field appears only if the sold-to (bill-to) address on the invoice is different from the customer's current sold-to address.</p> <p>Key <b>O</b> in this field if you want the sold-to address from the original invoice to be used on the re-printed invoice.</p> <p>Key <b>C</b> in this field if you want the customer's current sold-to address to be used on the re-printed invoice.</p> <p><i>Default Value: O</i></p> <p>(A 1) Required</p>
Ship-to Address	<p>This field appears only if the ship-to address on the invoice is different from the customer's current ship-to address.</p> <p>Key <b>O</b> in this field if you want the ship-to address from the original invoice to be used on the re-printed invoice.</p> <p>Key <b>C</b> in this field if you want the customer's current ship-to address to be used on the re-printed invoice.</p> <p><i>Default Value: C</i></p> <p>(A 1) Required</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections. Your workstation will be held up momentarily and you will then return to the screen on which you pressed the <b>F5=REPRINT</b> function key.</p>

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This appendix explains the specifics related to an interface with Quadrant's FastFax third party software Distribution A+.

## FAX and Quadrant's FastFax Interface

Nicknames link information between FAX and Quadrant's FastFax (see Nicknames (p. B-3) for details). Update Distribution A+ From Quadrant's FastFax via Nickname (MENU AXMAIN) uses nicknames to globally copy data from Quadrant's FastFax to Distribution A+.

Once information has been identified in FastFax (which is not required in order to fax a document through Distribution A+), the **Fax Phone Number** and contact data can be globally copied from Quadrant's FastFax files into your Distribution A+ files: Customer Master, Ship-to Address Master, and Vendor Master files, as applicable. This copy updates the fields identified below:

- If only the Customer Master File is selected to be updated with the contact name and fax number, the **AP Contact** and **Fax** fields on the Customer Maintenance Screen 1 are updated. Refer to Customer/Ship-to Master Maintenance (MENU ARFILE) in the Accounts Receivable User Guide for an explanation of this screen.
  - If only the Ship-To Address Master File is selected to be updated with the contact name and fax number, the **Contact** and **Fax Phone Number** fields on the Ship To File Maintenance Screen 1 are updated. Refer to Customer/Ship-to Master Maintenance (MENU ARFILE) in the Accounts Receivable User Guide for an explanation of this screen.
  - If only the Vendor Master File is selected to be updated with the contact name and fax number, the **Contact** field on the Vendor Master Maintenance Screen and the **FAX Number** field on the Vendor Master Additional Information Maintenance Screen are updated. Refer to Vendor Master Maintenance (MENU POFILE) in the Purchasing User Guide for an explanation of these screens.
  - Quadrant's FastFax has a user profile field called **Highest Send Priority Allowed**. This FastFax field prohibits a FastFax user from assigning a fax priority number to a document that is a higher priority than the value in the **Highest Send Priority** field for this user. While FAX allows you to key any fax priority number from 1 to 99, you must be sure to key a number that is not a higher priority than the FastFax **Highest Send Priority Allowed**. If you key a fax priority number that is higher than the priority in the **Highest Send Priority Allowed** field, FastFax will send the document to the fax queue with a priority of 0, indicating an error with the fax priority, and the document will not be faxed until the priority error is resolved through FastFax. Refer to your FastFax documentation for information regarding the **Highest Send Priority** field.
-

## Fax Priority

You can determine the default FastFax fax priority for specific document types through Fax System Options Maintenance (MENU AXMAIN). A priority of 1 is the highest priority, while a priority of 98 is the lowest priority. A value of 99 is a reserved priority within FastFax and will cause the fax job to be created and placed on hold in the FastFax send queue. Manual release of held jobs through FastFax will then be required.

The fax document with the lowest fax priority number will be faxed before a fax document with a higher fax priority number. However, if the fax queue contains documents that have different dates, the oldest documents will be faxed before the newest documents. If documents have the same date, then they will be faxed in fax priority order.

The FastFax user profile field called **Highest Send Priority Allowed**. This FastFax field prohibits a FastFax user from assigning a fax priority number to a document that is a higher priority than the value in the **Highest Send Priority** field for this user. While FAX allows you to key any fax priority number from 1 to 99, you must be sure to key a number that is not a higher priority than the FastFax **Highest Send Priority Allowed**. If you key a fax priority number that is higher than the priority in the **Highest Send Priority Allowed** field, FastFax will send the document to the fax queue with a priority of 0, indicating an error with the fax priority, and the document will not be faxed until the priority error is resolved through FastFax. Refer to your FastFax documentation for information regarding the **Highest Send Priority** field.

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## FAX Document Transfer Process

Documents selected for faxing in Distribution A+ will be placed in an output queue and will be faxed at the time specified through Quadrant's FastFax. For immediate faxing, you must specify through FastFax that the document is to be sent as soon as it is received in the FastFax output queue. You will be notified via your message queue when the fax has been transmitted.

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## Faxing Screens and Reports

With the use of the Distribution A+ "Attention" menu and Quadrant's FastFax, any screen may be selected (captured) for faxing, as well as any Distribution A+ report. If you do not utilize pop-up windows for your "Attention" menu, you must set up (with the use of Quadrant's FastFax documentation) an **Attention Pgm** in the System i user profile so that the **ATTENTION** key will function as described in Quadrant's FastFax documentation.

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## Capturing Screen Images

You may capture any screen from within Distribution A+ for faxing. To do so, press the **ATTENTION** key (if you do not utilize pop-up windows for your “Attention” menu, refer to Quadrant’s FastFax documentation). From the “Attention” menu, press **F16** to access FAX. The FastFax/Plus User Menu (MENU FFXUSER) will display, where you may select option **3** to capture a screen for faxing; the previous screen will be captured. You then may select option **4** to send the captured screen.

## Faxing Distribution A+ Reports

You may fax reports through a generic report prompt. To fax reports, other than the documents designated for faxing, key **WRKSPLF** on any command line and press **ENTER**. The System i Work with All Spooled Files Screen will display. Key **F** in the **Opt** field(s) preceding the reports you want to fax and then press the **ATTENTION** key (again, if you do not utilize pop-up windows for your “Attention” menu, refer to Quadrant’s FastFax documentation). From the “Attention” menu, press **F16** to access FAX.

The FastFax Spooled Files Screen will display (press **F1** for System i window help on this screen.) Pertinent information will be shown, such as when the spooled files will be sent and the list of spooled files that have been captured by FastFax for sending. Select option **1** to send the spooled files according to the information filled in on the top portion of the screen.

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## Nicknames

A nickname is a unique name that can be assigned to each vendor, customer and ship-to so that Distribution A+ files may be linked with Quadrant’s FastFax. Quadrant’s FastFax uses this name to extract the appropriate fax information (for example, the company, fax number, etc.). Distribution A+ uses this name to provide a link between Distribution A+ and Quadrant’s FastFax. The association between the two will ensure that Distribution A+ files and Quadrant’s FastFax files contain the same information, thereby ensuring the proper transmittal of data.

Since the nickname is unique (in Quadrant’s FastFax) for a single vendor, customer or ship-to, the appropriate Distribution A+ master file may be updated when Update A+ from FastFax via Nickname (MENU AXMAIN) is run. Note however, that only those vendors, customers or ship-to’s for whom a nickname has been identified will be updated [warehouse specific data will not be updated through this option; it is maintained separately through Fax System Options Maintenance (MENU AXMAIN)]. This is useful because it alleviates the need for duplicate data entry and also reduces the chances of typographical errors. A nickname (and associated information) could be used to fax all Distribution A+ documents.

---

**NOTE:** Since Update A+ from FastFax via Nickname (MENU AXMAIN) uses the nickname to associate Distribution A+ and Quadrant’s FastFax files, you must already have identified the nickname in the Customer Master, Ship-to Address Master, and Vendor Master files in order for the files to be updated.

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## FastFax Cover Sheet

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You may gain access to cover sheets in FastFax in one of two ways:

- From the Fax Main Menu (MENU AXMAIN) select option 9; the FastFax/Plus Main Menu (MENU FFXMAIN) will display. Select option 3 to display the FastFax Utilities Menu (MENU FFXUTILITY).
- Key FFXUTILITY on any command line throughout Distribution A+ to gain immediate access to the FastFax Utilities Menu (MENU FFXUTILITY).

Once MENU FFXUTILITY is displayed, select option 4 to work with FastFax cover sheets. The FastFax/Plus Cover Sheets Screen will display. From this screen, you may create, change, copy, delete, display and/or edit the format of a FastFax cover sheet. The System i window help (F1), as well as Quadrant's FastFax documentation, will assist you.

---

## Access into Quadrant's FastFax Menus

Quadrant's FastFax menus are easily accessible to users through the use of the ATTENTION key defined through Distribution A+ or through pop-up menus. If you are not using the ATTENTION key or pop-up menus, an **Attention Pgm** in the System i user profile will be set up and the ATTENTION key will function as described in Quadrant's FastFax documentation.

Distribution A+ users also may access Quadrant's FastFax menus through the FastFax Main Menu (MENU AXMAIN) and FastFax User Menu (AXUSER).

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