



# Infor SyteLine Application Administration Guide

Release 9.01.x

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## Chapter 1: Setting Up Currencies

### About Records not Converted by Domestic Euro Currency Conversion

The **Domestic Euro Currency Conversion** utility will not convert some records if they are unprocessed.

You must process and post these records before you run the conversion utility (otherwise they may stop the conversion process):

- Data collection transactions. You must post all data collection transactions; the data collection tables must be empty for the conversion utility to run.
- EDI records. Process all inbound and outbound EDI transactions completely prior to conversion.
- A/P Payments and A/P Vouchers and Adjustments
- A/R Finance Charges
- A/R Payments and A/R invoices, credit memos, and debit memos

The conversion utility does not convert the following records:

- Notes/text records containing monetary amounts. For example, if a note on a transaction contains a monetary amount, that amount is not converted.
- User-defined fields containing monetary amounts.
- Bill of lading information.
- Audit trail information.
- Bank code reconciliation history. You must create a new bank code to support the Euro currency.
- Business Intelligence information.
- Minimum Charge field on the **Accounts Receivable Parameters** form. You must change this value manually.

### Details of Domestic Currency-to-Euro Conversion

Use the **Domestic Euro Currency Conversion** utility to convert your base domestic currency to the Euro (including all monetary amounts, exchange rates, and history records).

This utility does the following:

- Sets the **Buying and Selling Exchange Rate** fields to 1 for the Euro currency record on the **Currency Rates** form.

- Updates the **Effective Date** to today's date for all Part of Euro foreign currency records on the **Currency Rates** form.
- Changes the **Domestic Currency** field on the **Multi-Currency Parameters** form to the Euro.
- Updates the General Ledger:
  - If a ledger record's currency code is your old domestic currency, the utility converts the domestic and foreign amounts using the standard currency conversion, sets the exchange rate to 1, and sets the currency code to the Euro.
  - If a ledger record's currency code is the Euro, the utility sets the domestic amount equal to the foreign amount and sets the exchange rate to 1. The currency code and the foreign amount remain the same.
  - The utility accumulates the total debits and credits for pre- and post-conversion amounts for each distribution journal and ledger.
- Converts exchange rates and amount values in these areas:
  - Distribution journals
  - General Ledger
  - Customer-related records
  - Vendor-related records
  - Transfers
  - Jobs
  - Work Centers
  - Inventory
  - Human Resources
  - Fixed Assets
  - Project Costing
  - Other miscellaneous records

### Conversion Notes

- The values for some fields are calculated from other fields (for example, Brokerage + Duty + Freight + Insurance + Local Freight + Material = Item Cost). The system does not convert these fields directly; instead, it recalculates them after their component fields' values are converted.
- The system converts unit of measure fields using the standard processes maintained on the **Unit of Measure Conversions** form.
- If a record contains an amount in a foreign currency and the record's currency code is the Euro, the utility sets the domestic amount equal to the foreign amount and sets the exchange rate to 1. (This practice reduces rounding variances.)

## Euro Currency Overview

This topic describes how the system handles the Euro currency. It does not attempt to describe the details of the Euro currency system or any related rules and regulations.



For Euro-participating countries, there may be an interim period during which the country is converting their national currency to the Euro currency. During this interim period, financial transactions between participating countries can be completed in either the Euro currency or the national currency.

If you are a Euro participant, the system performs the necessary currency conversions when you conduct transactions with other Euro-participating countries during the interim period. When you change your domestic currency to the Euro, you can use the system utilities to convert all of your relevant business history. If you are not a Euro participant, but you conduct transactions with Euro-participating countries, the system performs the currency conversions.

### Currency Conversion Utilities

When you are ready to switch to the Euro, the **Domestic Euro Currency Conversion** utility converts your base domestic currency. The utility converts all domestic currency-specific amounts, including history data.

If any of your vendors have switched to the Euro, you can use the **Vendor Euro Currency Conversion** utility to convert all transaction amounts stored in the vendor's old currency. Similarly, the **Customer Euro Currency Conversion** utility allows you to convert any customer transaction amounts stored in the customer's old currency.

### Asset/Liability Revaluation

All accounts receivable, accounts payable, and vouchers payable records in the system are expressed in the transaction currency of the customer or vendor. These records also contain an exchange rate to translate the values back to your base currency. As of 1/1/1999, the exchange rate between Euro-participating currencies and the Euro currency is fixed.

Therefore, you must revalue outstanding assets and liabilities using the fixed exchange rate. Run the **Currency Revaluation Report**, the **Bank Account Revaluation** utility, and the **Euro Exchange Rate Revaluation** utility.

### Customer Payment Processing

The system allows you to accept payments in either the customer's transaction currency, the Euro currency, or your base domestic currency. During the interim period, you can accept payments in the Euro currency without switching your base domestic currency to the Euro. Therefore, you can accept payments in the Euro currency only for those transactions that require it, and deposit the customer payments in a base or Euro bank account.

### Reports

The following system reports allow you to print the total monetary amount in both the Euro currency and the transaction currency for any Euro-participating customer or vendor:

**Invoices, Debit and Credit Memos**

**Customer Statements Report**

**Estimate Response Form Report**

**Order Invoicing/Credit Memo**

**Order Verification Report**

**PO Change Orders**

**Purchase Order Report**

## How the System Handles Multi-Currency Transactions

In general, customer amounts are stored in the system in the transaction currency. This affects CO, Estimating, and Accounts Receivable.

Vendor amounts are also stored in the transaction currency. This affects purchase orders and accounts payable.

Cash accounts in Bank Reconciliation may be stated in non-domestic currencies. When receiving customer payments or making vendor payments, you may specify the payment in any currency.

All amounts in journals, ledger, inventory (price and cost), and the shop floor are always stated in domestic currency.

**Note:** When amounts are posted into journals they are translated.

### PO and Accounts Payable

- Gain/Loss - When exchange rates increase over time (foreign currency per one unit of domestic currency), the system records a gain and when exchange rates decrease, it records a loss.
- Entry - PO header and line/release costs are entered and stored in the transaction currency. Whenever these amounts are defaulted from the Items file, they are converted using the purchase order exchange rate.
- Receiving - At receiving time, the system records the amount received, cost, and exchange rate. Domestic amounts are posted to the journal using this exchange rate.

### Account Numbers Posted (PO Dist)

- Debit- Inventory Account
- Credit- Vouchers Payable

Generating Voucher (PO) and Posting Vouchers (A/P) - When the voucher record is created, the system stores any change in exchange rate from receiving time to voucher generation time as a distribution. The voucher is stored in the transaction currency. When the voucher is posted, domestic amounts are posted to the journal and vendor amounts are put on the posted transactions record along with the exchange rate that was used for posting.

### Account Numbers Posted (A/P Dist)

- Credit - Accounts Payable
- Debit- Vouchers payable

Payment - Payments may be entered in any currency. The payment currency is equivalent to the bank currency. The journal entries created from posting the A/P Payment are from the bank currency to the domestic currency, and the GL bank record is in the currency of the bank. When the payment is posted, domestic amounts get posted to the journal, and transaction amounts are put on the Posted Transaction record. At payment posting time, a mini-gain/loss is performed for the voucher and any payments or adjustments to that voucher. All of the posted transactions tied to the voucher will be "upgraded" to the new exchange rate.

- Credit - Cash account (Payment Amt at the new rate)
- Debit - Accounts Payable (Voucher Amt at old rate)

The voucher's Gain/Loss is posted to either Loss (Debit) or Gain (Credit)

### **CO and Accounts Receivable**

- Gain/Loss- When exchange rates decrease over time (foreign currency per one unit of domestic currency), the system records a gain and when exchange rates increase, it records a loss.
- Entry- CO header and line prices are entered and stored in the transaction currency. Whenever these amounts are defaulted from the Items file, they are converted using the current exchange rate.
- Shipping- At shipping time, the amount shipped, price, and exchange rate is recorded. Domestic amounts are posted to the journal using this exchange rate.

### **Account Numbers Posted (CO Dist)**

- Debit - Cost of Good Sold
- Credit - Inventory

Invoice Printing (CO) and Posting (A/R) - When the invoice record is created, any change in exchange rate from Shipping time to invoice printing time is stored as a distribution. The invoice is stored in the transaction currency. When the invoice is posted, domestic amounts are posted to the journal and transaction amounts are put on the Posted Transaction record along with the exchange rate that was used for posting.

### **Account Numbers Posted (A/R Dist)**

- Credit - Sales (Invoice at the Old rate)
- Debit - Accounts Receivable (Invoice at the new rate)

Payment - A payment currency is selected and a bank of a different currency can be used to receive the payment. The bank currency is then used to determine the domestic amount. The journal entries created are from the bank currency to the domestic currency, and the GL bank record is in the currency of the bank. When the payment is posted, domestic amounts get posted to the journal, and transaction amounts are put on the Posted Transaction record. At payment time, a mini-gain/loss is performed for the invoice and any payments, debits or credits to that invoice. All of the Posted transactions tied to the invoice will be upgraded to the new exchange rate.

### **Account Number Posted (A/R Dist)**

- Debit - Cash (Payment Amt at the new rate)

- Credit - Accounts Receivable ( Invoice Amt at the old rate)

Difference to currency Loss (Debit) or Gain Account (Credit)

### Gain/Loss Utility

At various times, you may wish to recognize any outstanding Gains or Losses. Run the Gain/Loss utility and specify either A/R, A/P or both.

A/R - Process all Posted A/R Transactions and upgrade them to the current exchange rate. For each invoice that has a gain or loss, post the amount to Accounts Receivable and the Gain or Loss Account.

A/P - Process all outstanding PO Receipts (received but not yet vouchered) and upgrade them to the current exchange rate. For each record that contains a gain or loss, post the amount to Vouchers payable and the Gain or Loss Account.

Process all unposted vouchers and upgrade them to the current exchange rate. For each voucher that has a gain or loss, post the amount to Vouchers Payable and the Gain or Loss Account.

For Gain/Loss Accounts:

- Users establish account records for Gains and Losses.
- The Gain Account is always used to record gains due to exchange rate changes.
- The Loss Account is always used to record losses due to exchange rate changes.

### Currency Master

The system contains a currency master file where all currencies are maintained. Users may enter an unlimited number of date- and time-stamped currency exchange rates. They may also back-date these rates by entering a past date. There are two exchange rates entered. The Buying rate is used exclusively in PO and A/P. The selling rate is used exclusively in CO, Estimating, and A/R.

### Financial Statements

Users are able to print Financial Statements in different currencies. The exchange rates used to print the report are the rates stored in the database that contains the ledger records being processed. The translations are for display purposes only. No posting of any kind takes place and no gain or loss is calculated.

Translations are defined for each line of the financial statement. Users choose to use the Buying or Selling Exchange rate. They choose one of the following translation methods:

- None (no translation)
- Spot (historic rate for each transaction)
- Current (current exchange rate)
- Average Period (weighted average exchange rate in effect for the accounting period for each transaction)
- End of Period (exchange rate in effect at the end of the accounting period for each transaction).

## Multi-Currency Overview

Your company may need to work with your customers and vendors in their own currencies, which may be different than your company's base (domestic) currency.

The system makes this possible through the following multi-currency features:

- Maintainable currency rates. This is done on the **Currency Rates** form.
- Transactions using either fixed or variable rates. (To specify a fixed rate for a specific transaction, select the Fixed Rate check box in the transaction's form.)
- Euro conversion tools.
- FASB52 compliance.
- Recognition of currency exchange rate gains or losses.
- Customer and vendor records maintained in the foreign currency but that can quickly be translated to your domestic currency.
- A third currency involved on the following forms: **A/P Payments**, **A/P Quick Payment Application**, **A/P Payment Distributions**, **A/R Payments**, **A/R Quick Payment Application**, and **A/R Payment Distributions**. For example, on the **A/P Payments** form, you can allow a payment to be made that is in a currency other than the domestic or vendor currency. In this case, you use the Payment currency.
- Multiple currencies maintained for individual customers and vendors.
- Currency exchange rate overrides and thresholds, as specified on the **Multi-Currency Parameters** form.
- Your general ledger maintained in your domestic currency.

Typically, system users of multi-currency tend to fall into two categories:

- Companies who process all transactions for a month at a given exchange rate. At the end of each month (or the beginning of the next month), the company performs a revaluation of all foreign currency transactions.

When you run the revaluation utility, you can post changes as unrealized. For example, you may decide at the end of March that the balance sheet needs to be valued at a certain rate, and this rate holds for all revenue and expense accounts for April. You enter the new rate on the **Currency Rates** form, and the reversing date for the journals created by the revaluation utility would be April 30. As a general rule, you should always date the reversals prior to the next change of the exchange rate.

- Companies who negotiate each foreign currency transaction at a fixed rate agreed with the customer/vendor. Payments are at that fixed rate. When using a fixed rate, specify that rate on the **Customer Orders** or **Purchase Orders** form's Amounts tab. (Running the Currency Revaluation utilities will not impact these entries.)

Even if your company uses fixed rates for specific transactions, you must enter a buying and selling exchange rate on the **Currency Rates** form. These rates should reflect a current value to use as the default in case a customer order or purchase order transaction is accidentally posted without a fixed rate. (The default customer order exchange rate maps to the selling rate, while the default purchase order exchange rate maps to the buying rate.) Each time you update the rates on the Currency Rates form, run the revaluation utility to highlight any posted invoices that do not have a fixed rate.

If your company uses a hybrid system (that is, using both the system exchange rate and orders with fixed rates), the rate should be managed as described above.

## Multi-Currency Setup

If you will be dealing with customers or vendors who use currencies other than your base (domestic) currency, use the following process to set up exchange rates and other multi-currency features.

**1 Make sure the general ledger accounts specific to currency exchange are set up in the **Chart of Accounts**:**

- Realized Gain
- Realized Loss
- Unrealized Gain
- Unrealized Loss
- A/R Unrealized Offset
- A/P Unrealized Offset
- V/P Unrealized Offset

If you are not using **Unit Code 4** for anything else, you might want to set **Unit Code 4** to Accessible for these accounts, and use it for reporting the foreign currency impact of the different currencies. If you do this, the currency codes must be entered for **Unit Code 4**. For information about setting up unit codes, see **Account Unit Code (1-4)**.

- 2** Set up currency and exchange rate variance accounts for the domestic currency and the Euro on the **Multi-Currency Parameters** form, to help you track realized and unrealized gains and losses due to exchange rate changes. These accounts should match the ones you set up in step 1. During installation, you set up a **Site Currency Code**, which is the domestic currency code shown on this form.
- 3** Also on the **Multi-Currency Parameters** form, specify whether to allow currency exchange rate overrides. If allowed, specify the type and amount.
- 4** Set up all other required currencies used by your vendors and customers in the **Currency Codes** form.

For each currency code, the unrealized and realized G/L accounts specified on this form default to the accounts set up in the **Multi-Currency Parameters** form. You can also designate expenses by currency code if you use unit code 3 or 4.

- 5** Use the **Currency Rates** form to enter exchange rates between all currencies you set up in step 3 and the **To** currency. On the **Currency Rates** form, the **To Currency** field is typically your domestic currency.
- 6** Use the **Bank Reconciliations** form to set up bank codes and accounts to use with foreign currency customers and vendors. The bank reconciliation, attached to the bank code, maintains a record of all receipts and payments for each currency/bank code. If you will be recording A/R or A/P payments in foreign currencies, you should set up the foreign bank codes (with applicable currency codes) on the **Bank Reconciliations** form. Then you can include those foreign bank codes on customer and vendor records.
- 7** Use the **Customers** and **Vendors** forms to set up foreign currency customers and vendors.

- 8 Optionally, you can use the **Currency Codes** tab on the **Customers** and **Vendors** forms to add multiple currencies for selected customers and vendors. These currencies can then be used as needed for the customer/vendor transactions.
- 9 If your system will share currency information between multiple sites, set up **Replication Rules** for the Shared Currency replication category.
- 10 Enter foreign currency customer orders and purchase orders. To see the amounts translated to your domestic currency, use the associated **Domestic Currency** forms.
- 11 Periodically, update the exchange rates and run the **Currency Revaluation Report**. This utility uses the current exchange rate (from the **Currency Rates** form) to determine gains and losses due to currency fluctuations.

## Using Currency Exchange Rate Overrides

For forms that include exchange rates, with the exception of payment forms, you can control whether or not the rate can be overridden by using the **Allow Currency Rate Override** check box on the **Multi-Currency Parameters** form. By default the setting is selected, so overrides are allowed. To prevent overrides, you can simply clear the check box.

You can also control override amounts by specifying a tolerance type and amount. Override thresholds are optional.

**Note:** Override settings do not apply to A/R or A/P payment functionality.

All override settings on the **Multi-Currency Parameters** form are used across the system, but they can be changed for individual currency codes using the **Currency Codes** form.

**Note:** If you clear the **Allow Currency Rate Override** option on the **Multi-Currency Parameters** form, then even if the setting is still selected on the **Currency Codes** form, overrides are not allowed.

- 1 To set override parameters, specify this information on the **Multi-Currency Parameters** form:

**Allow Currency Rate Override**

To allow currency exchange rate overrides in your system, this setting must be selected.

**Override Tolerance Type**

Optionally, you can specify a tolerance type of Amount or Percent. This determines the fixed or percentage amount of change users can make when overriding an exchange rate.

**Override Tolerance Amount**

If you choose a tolerance type, then you must specify the fixed amount or percentage amount by which the currency exchange rate can be overridden.

- 2 To modify settings for individual currencies, specify this information on the **Currency Codes** form:

**Allow Currency Rate Override**

To prevent overrides for the selected currency, you can clear this setting.

**Override Tolerance Type**

You can specify a tolerance type to use for only this currency. In addition to Amount or Percent, you can also choose Default or leave the field blank. Default causes this currency code to use the

**Multi-Currency Parameters** form setting. Blank causes no threshold to be used, so any override amount is allowed on the transactions.

#### **Override Tolerance Amount**

If you choose a tolerance type of Amount or Percent, you must specify a fixed amount or percentage amount to use for only this currency code. If you leave the tolerance type blank, you can also leave this field blank, because no threshold is used.

With override parameters set, this is an example of how they are used:

- 1 While entering a transaction, a user selects a customer or currency code.
- 2 The exchange rate is added by default on the form.
- 3 The user changes the exchange rate.
- 4 Multi-currency parameters are automatically checked to see if rate overrides are allowed.
- 5 If so, currency code settings are automatically checked to see if the selected code allows overrides.
- 6 If so, the override type is checked:
  - For Percent, the system calculates to make sure the override falls within the range of the code's default rate  $\pm$  (default rate x percent).
  - For Amount, the system calculates to make sure the override falls within the range of the code's default rate  $\pm$  (default rate x amount).
  - For Default, the system looks to the **Multi-Currency Parameters** form override settings and performs the same checks.
  - If an override type is not specified, no threshold is used and any override amount is allowed on the transactions.

## Setting Up the Euro Currency Code

To enter the currency code for the Euro currency on the **Currency Codes** and **Currency Rates** forms, follow these steps:

- 1 On the **Countries** form, add a new country code for the European Economic and Monetary Union (or whatever you want to call the country code that will be associated with the Euro in your system).
- 2 Access the **Currency Codes** form.
- 3 Select **New** from the Actions menu.
- 4 In the **Currency** field, enter the code to represent the Euro, such as **ECU**.
- 5 In the **Description** field, enter descriptive text for the Euro currency code.
- 6 In the **Currency Symbol** field, enter the characters to display with the currency. The default value is the same as the currency code (you can overwrite it).
- 7 Save the record.
- 8 Access the **Currency Rates** form.
- 9 In the **Buying and Selling Exchange Rate** fields, enter the number of Euros equal to one unit of your domestic national currency.



- 10 In the **Effective Date** field, enter the date on which you are adding the Euro as a valid currency code in your system.
- 11 Save the record.
- 12 On the **Multi-Currency Parameters** form, enter the Euro currency code in the **Euro Currency** field.

## Example: Rate is Divisor

This topic provides an example for the **Rate is Divisor** field.

### Foreign to Domestic Example

Your domestic currency is the South Korean Won and you have received a 500,000 USD payment from a US company. The system will convert the amount to Won.

Assume the **Rate is Divisor** field is set to **yes** and neither currency is Part of Euro (Part of Euro makes the conversion process somewhat different).

The exchange rate is .0008771 USD to 1 Won. Because **Rate is Divisor** is set to **yes**, you enter the exchange rate in the **Exchange Rate** fields as the amount of Won to one USD (in this example, 1140 Won).

The system calculates the conversion as follows:

Domestic amount = Foreign amount \* Exchange Rate

or

Won = 500,000 \* 1140

The resulting amount of Won is 570,000,000.

### Domestic to Foreign Example

Your domestic currency is USD and you must invoice a South Korean company for a 100,000 USD product. The system will convert the amount to Won.

The exchange rate is 1140 Won to 1 USD. Because **Rate is Divisor** is set to **yes**, you enter the exchange rate as .0008771 USD to 1 Won.

The system calculates the conversion as follows

Foreign amount = Domestic amount / Exchange Rate

or

Won = 100,000 / .0008771

The resulting amount of Won is 114,012,085.28.

## Example: Rate is Divisor - Euro Currencies

This topic provides an example for European currencies when using the **Rate is Divisor** field.

**Note:** If the domestic currency is not Part of Euro and the Euro currency itself does not have **Rate is Divisor** set to **Yes**, the Euro triangulation conversion method is unchanged.

### Foreign to Domestic Example

Your domestic currency is the Deutsche mark (DEM) and you have received a 100,000,000 Won payment from a South Korean company. The system will convert the amount to Euros (EUR) and then to DEM.

The DEM currency is Part of Euro. The **Rate is Divisor** field for the Won-EUR currency is set to Yes and the Won currency is not Part of Euro.

The DEM-EUR rate is 1.9557989 DEM to 1 EUR. The Won-EUR rate is 942.89 Won to 1 EUR. Because the **Rate is Divisor** field is set to **Yes**, you enter the exchange rate in the **Exchange Rate** fields as the amount of EUR to one Won (in this case, 0.0010605).

The system calculates the conversion as follows:

Domestic amount = Foreign amount \* Won-EUR \* DEM-EUR

or

DEM = 100,000,000 \* 0.0010605 \* 1.9557989

The resulting amount of DEM is 207,412.47.

### Domestic to Foreign Example

Your domestic currency is the Deutsche mark (DEM) and you need to invoice a South Korean company for a 100,000 DEM product. The system will convert the amount to EUR and then to Won.

Assume the exchange rates from the above example still apply.

The system calculates the conversion as follows:

Foreign amount = Domestic amount / DEM-EUR / Won-EUR

or

Won = 100,000 / 1.9557989 / 0.0010605

The resulting amount of Won is 48,213,108.11.

## About the Euro Exchange Rate Revaluation Utility

For each currency code set as **Part of Euro**, you must run the **Euro Exchange Rate Revaluation Utility** to revalue the outstanding asset and liability transactions using the national currency-to-Euro exchange rate.

**Note:** If the **Fixed Rate** field on the transaction record is enabled, the utility does not update the exchange rate.

This utility updates the exchange rate in the following types of transactions:

- A/P and A/R transactions
- Customer orders
- Purchase orders
- Vouchers payable
- RMAs

The system updates each transaction's exchange rate, places the new rate in the transaction's exchange rate field, and uses it for all Translate to Domestic calculations.

The utility produces a report that lists the new exchange rates for all the affected order numbers and customer/vendor numbers.

In addition to running this utility, you must run the standard **Currency Revaluation Report** for all Part of Euro currency codes, and you must run the standard **Bank Account Revaluation Utility** for all bank codes that use a Part of Euro currency.

### When to Run This Utility

If your company is situated in a Euro-participating country, Euro regulations require you to revalue asset and liability transactions using this exchange rate. If you are not situated in a Euro-participating country, this revaluation is optional.

During an interim period of transitioning a national currency to the Euro, Euro regulations prohibit direct currency conversions between Euro-participating countries. Therefore, to convert a monetary amount from one national currency to another, the system performs all conversions between Part of Euro currencies using the Triangulation conversion method. This conversion method may affect the value of asset and liability transactions in your system.

The domestic-to-foreign exchange rate from the time the transaction was created is contained within the transaction record. As of 1/1/1999, the exchange rate between Euro-participating currencies and the Euro currency has been fixed. Therefore, for each currency code set as Part of Euro, you must run this utility to revalue the outstanding asset and liability transactions using the fixed exchange rate.

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## Chapter 2: Setting Up Mobile Access

### Example: Distributing the URL

This topic provides an example for mobile users to set up a URL.

Let the mobile users know what URL to enter in the browser on their mobile devices:

- If you set up a default mobile Home page for the user (see above), the URL has a format similar to this:  
`http://server_or_domain/WSWebClient/Mobile.aspx?page=formonly`
- If you did not set up a default mobile Home page for the user, the URL must include the name of the Home page to open. In this case, the URL has a format similar to this:  
`http://server_or_domain/WSWebClient/Mobile.aspx?page=formonly&form=formname.mobi`

where *server\_or\_domain* is the SyteLine web/application server where the Web Rendering option is installed, and *formname.mobi* is the mobile Home page.

## Setting Up Mobile Access

- 1 During installation, make sure that the **Web Rendering** option is selected, so that the web client can be used to display the mobile forms on users' mobile devices.
- 2 On the application server, make sure the Infor Framework Event Service is running.
- 3 On the **Intranets** form, set up information about your SMTP server: the SMTP server name, a valid From Email address, and in the **Delivery Method** field, select **Network**.
- 4 On the **Email Types** form, create types such as Mobile, Work, and Home.
- 5 On the **Users** form, define a default mobile Home page for the user. This is the form that displays on their mobile device when they log in using the URL (see below). For example, `HomePage_SP.mobi` is intended for salespeople and has links to graphs and information that is useful to salespeople. Infor has predefined several Home pages. You can use these pages as-is, customize them, or create additional mobile home pages.
- 6 On the **Users** form, set up the user's email address to receive email notifications. In the grid on the **Email** tab, set up an email address of type **Primary**. If you want the user to receive notifications as texts on a mobile device, specify the user's mobile address, for example `614555-5555@provider.com`, as the primary email address. Save the record. Then, in the fields above the grid, select **Send External Notifications** and select the primary address. (This

email address is the default address that displays on mobile forms such as Subscribe to Alerts. The user can change the address on those forms.)

- 7 Click **User Modules** and assign the SyteLineMobile or SyteLineMobileMultiSite license module to the user. Return to the **Users** form.
- 8 In the **Groups** tab on the **Users** form, assign the appropriate authorizations for the mobile user. There is an authorization group defined for each "role" (for example, there is a "Mobile IT" authorization group that allows access to the IT mobile forms).
- 9 Open the **Workflow Event Handler Activation** form.
- 10 For each handler that your mobile users will need, click **Active**.
- 11 In most cases, that is all you need to do on this form, but some handlers have additional steps. For example, if you want your IT mobile users to monitor resources, select the Alert on Status of Monitored Resources row and make sure it is Active.
- 12 Save the record.
- 13 Click the **Event Triggers** button to open the **Event Triggers** form.
- 14 For the MonitoringResources event, set a polling interval, in seconds, for Condition Retest Interval and Trigger Reset Interval.

## Switch Sites Overview

In mobile forms where a user can view data from different sites, a **Site** drop-down list is displayed on the form. If the form's data comes from an `_all` table, no logging in and out of sites is needed.

If the data must be accessed from separate site databases, then the user must select a configuration from the list and tap the Switch link to "switch sites." Behind the scenes, a URL is built that includes the name of the Web server, the new configuration, the current form, and the user's name. A login screen to the other site is displayed. If you want the switch to be seamless, without requiring the user to enter a password, then set up the user with a Workstation login in that site.

The use of the Switch Sites feature assumes that all of your sites use the same Web client on the same Web server. It also assumes that users set their browsers to allow pop-ups. When you select **Switch**, you are logged out of the current session and a pop-up window opens with the new login information.

## Mobile - Setting Up to Kill Long-Running Tasks

To allow users to kill long running TaskMan tasks from a mobile device, the system must know how to connect to the application server that hosts the TaskMan service.

Specify this information on the **Monitored Resources** form:

- 1 Resource Type: Process
- 2 Resource Name: KillTask
- 3 Machine Name: Name of the application server where the TaskMan Service runs

- 4 User Name / Password: Windows Administrator user name and password to connect to that server
- 5 Domain: Domain name of that server
- 6 You also must associate the resource with a publication on the **Publication Subscribers** tab, because **Publication** is a required field. However, when the **Resource Type** is set to **Process**, the **Publication** field does not affect processing, so you can set it to any publication name. After this information is set up, and after the tasks in [Setting Up SyteLine Mobile Access](#) on page 20 are completed, IT Administrator mobile users can remotely monitor and kill long running TaskMan tasks on the **Kill Active Task** mobile form.

## Monitoring Disk Space

You can monitor disk space usage and set a threshold above which certain users will receive a notification. Use these steps to set up the notification:

- 1 In the **Publications** form, add a publication that will be used for notifying users about low disk space. For example, add a publication named **DiskLowAlert**. Specify a category for the publication, for example, **IT Admin**.
- 2 Use the **Monitored Resources** form to specify these values to set up disk monitoring:

Field	Value
Resource Type	DiskSpace
Resource Name	The disk drive, for example <b>c :</b>
Active	Activates monitoring when selected.
Machine Name	The name of the computer where the drive is located, for example <b>USCMH</b>
User Name/Password	The Windows user name and password used to connect to the computer. This user must be part of the Administrative group.
Domain	The complete domain name, for example <b>infor.com</b>
Warning Threshold	The threshold percentage above which you want to be warned. For example <b>65.00</b> sends an alert message when the disk space is filled above 65%.
Alert Subject	The subject of the notification, for example <b>Disk space is low</b>
Alert Message	The message to send, for example <b>Disk space is low on HDD C</b>
Publication Name	In this required field, select the publication you defined in step 1, for example <b>DiskLowAlert</b> .

- 3 Click **Add Subscribers**.
- 4 On the **Publication Subscribers** form, specify the users who should receive the publication you set up in step 1 (for example **DiskLowAlert**).

## Monitoring a Service

To monitor a Windows service:

- 1 In the **Windows Services** window, right-click on the service and select **Properties** to find the official **Service** name.
- 2 In the **Publications** form, create a publication for the alert with at least one subscriber. Subscribers to this publication will receive an alert when the service is stopped.
- 3 In the **Monitored Resources** form, specify this information for the service:
  - Resource Type: **Service**
  - Resource Name: The name you found in Step 1
  - Machine Name: Name of the application server where the service runs
  - User Name / Password: Windows Administrator user name and password to connect to that server
  - Domain: Domain name of that server
  - Alert Subject: Brief description of the reason for the alert, for example: [xxx] service on [servername] is stopped.
  - Alert Message: Message that is sent to the user.
- 4 In the **Publication** field on the **Monitored Resources** form, select the publication you specified in Step 2. This associates the alert with the publication.
- 5 To verify that the monitor is working, go to the **Status** tab and click the **Status** button. You should see a response in the **Status** field.
- 6 Select **Active** so the **Application Event System** will monitor this service and send subscribers an alert when the service stops.

## Chapter 3: Setting Up Multi-Site Processing

### Multi-Site Overview

This topic provides an overview of multi-site functions.

The system allows you to perform the following multi-site functions:

- Move or transfer material or items between sites or warehouses
- Combine data from sites at financial entities
- Ship to common customers and receive from common vendors
- Share administrative functions between sites
- Centralize payment processing (between sites having the same currency)
- View Accounts Payable and/or Accounts Receivable transactions across sites
- Create items at one site for multiple sites
- View item availability across sites
- Create vendors at one site for multiple sites
- Create customers at one site for multiple sites
- Create purchase orders at one site for multiple sites, allowing for accumulation of like items in order to get quantity breaks from vendors
- Create and post invoices at one site for multiple sites.
- Create vouchers and adjustments from one site for multiple sites when generating vouchers from PO Receipts. (Multi-site vouchering is not available for manual vouchers and adjustments.)
- Create journal entries at one site for multiple sites
- Automate demand and source vendor site PO-CO processing

#### About Sites and Entities

Logically, a site is any place where work is done. Thus, a site may correspond to company headquarters, a manufacturing plant, a distribution center, or a legal company that requires financial reporting.

Sites may report to financial reporting units called entities. An entity has a specific currency, a chart of accounts, and the ability to produce financial statements. For financial reporting purposes, you can assign sites to report to an entity. Sites can report to only one entity, and they must share characteristics with the entity such as account formatting, account numbers, and base (domestic) currency.

Sites and entities are defined during database server installation, and additional information about each site and entity is set up on the **Sites/Entities** form. This information includes the intranet used by the site/entity and any linked sites. Replication rules may be set up to transfer data between sites, or master sites may be specified to maintain data for multiple sites.



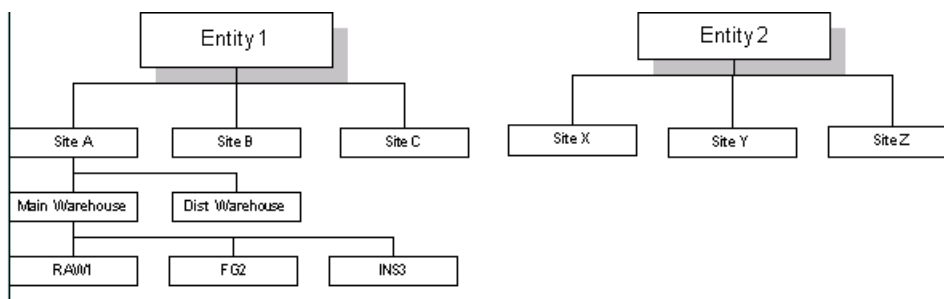
Site groups may also be set up to combine data for sites performing related functions (for example, A/R payment generation or subcomponent manufacturing). Sites in a group do not have to be reporting to the same entity, but they do need to be sharing the appropriate data through replication.

You can add more sites later, as required by your situation. You can also create new entities, add a new site to an existing entity, and/or move sites from one entity to another.

### Company Hierarchies

A corporate entity can have child entities (for consolidating reporting at different levels), and each entity can have child sites. Each site can contain multiple warehouses, and each warehouse can contain multiple item stockroom locations to store inventory.

The following chart shows the hierarchical relationship between components of a company.



Here, Sites A, B, and C are grouped to form Entity 1. There are two warehouses under Site A: Main and Dist. There are three locations shown under the Main warehouse: RAW1, FG2, and INS3.

### Material Transfers Between Sites

There are two different ways to move or transfer items or material between SyteLine sites:

- Multi-site Quantity Move - Use the **Multi-Site Quantity Move** form to perform simple, quick movements of inventory where there is relief of inventory in one site and receipt in another. A multi-site quantity move does not require paperwork and assumes no transit time.
- Transfer Order - A transfer order is used for the planning and controlling of stock movement and availability. When a transfer order requests that the material be transferred from the shipping site to the receiving site, the shipping site must be aware of this transfer order. If the material is being transferred to the receiving site from the shipping site, the receiving site must be aware of this transfer order. Once the transfer order is entered at one site, the system creates a complementary record automatically at the other site. In addition to in-transit visibility, transfer orders support the following features:
  - Landed cost
  - Full cross-referencing capability with jobs, purchase orders, and customer orders
  - The ability of the "From" site to use price codes
  - Shipping paperwork and Pro-Forma invoices
  - Multiple currencies

Both multi-site quantity moves and transfer orders support the use of lots and serial numbers.

### Price Codes

The price code determines the costs that are used in multi-site quantity moves or transfer orders. You can set up price codes for sites that report to different entities. If both sites are in the same entity, price codes are not used.

### Accounts

Multi-site transfer accounting automates inter-company financial transactions and inter-company financial consolidation. The system provides parameter set-up for profit/cost eliminations, and offers separate account tracking for inter-company profit, cost, Accounts Receivable, Accounts Payable, sales, and cost of sales.

Accounts must be set up to establish site relationships and default account numbers that will record inter-entity financial transactions. When initiating either a move or a transfer between sites, the costs and account numbers that default for the transaction come from the Inter-Site Parameters form and are relative to the site that initiated the transaction.

### Multi-Site Linked MRP and APS

SyteLine can replicate transfer orders between remote sites. When either MRP or APS creates planned transfer supply orders (PLNs) for components provided by remote supply sites, the planned transfer order is replicated to the supply site as a planned demand transfer order.

### Demand and Source Vendor Sites

If you have separate demand and source vendor sites, with one site taking customer orders and maintaining POs while the other site fulfills those orders through a CO, you can set up a relationship between the sites to automate transaction processing. The process is similar to transfer orders but is between entities that are fiscally separate, so physical funds are moved through invoicing and vouchering. By automating the process, you can eliminate some of the manual data entry needed and ensure that the PO and CO remain in sync.

### Inter-Site Parameters

The Inter-Site Parameters form must be filled out prior to any A/P, A/R, or transfer multi-site activities taking place. These parameters establish the relationship between the sites ("inter" or "intra") and identify the inter-company accounts numbers to be used during transactions. If your sites are set up to replicate Site Admin data, you can enter these parameters in one site and all the others will update automatically.

### Centralized and Decentralized Order Entry

If you want your sites to share customer order data, set up "centralized order entry" replication rules between the sites. This allows either:

- Centralized order entry, where the company's ordering, A/R payments and/or pricing can be handled at a single site.
- Decentralized order entry, where any site can originate its own orders.

When determining whether to implement centralized order entry, consider where Cost of Sales and Revenue are recognized. In centralized order entry, the shipping site incurs the cost and earns the revenue.

An order's shipment can span several sites: lines 1-3 are shipped from Site A, and lines 4-6 are shipped from Site B. Shipping and invoicing tasks must be performed at each shipping site.

Notes about multi-site customer orders:

- Credit checking and inventory visibility are provided from site to site.
- Invoice, credit, and debit memo sequences may be used to easily distinguish one site's A/R transactions from another.
- The Item Availability form can be used to check inventory levels across sites. (It uses the Site Group ID.)
- Both the Shipping and Invoicing activities must take place in the "shipping" site. In a multi-site environment, invoicing is performed by each individual site. The originating site invoices only those line items shipping from its site. Other shipping sites will invoice locally for only their line items. In centralized order entry, if the originating site has no inventory, invoicing is done only by the shipping sites, not the originating site. However, if you have Invoice Builder replication set up between sites, users can create and post invoices at one site for items that are shipping from that site and other sites, through the Multi-Site Invoice Posting form.
- A/R cash application can be done centrally, as long as the sharing sites have the same base currency. (In order to do centralized cash applications, A/R replication rules must be set up between the sites.)
- A site can make a payment for an order that originated from another site that reports to the same entity, as long as the necessary data is being replicated between the sites. However, you cannot generate a new draft payment and apply it to multiple invoices because when there is an invoice generated for a draft customer, the system creates a draft record. There is a one-to-one relationship (site-specific) with an invoice and a draft.
- To pull all default item prices for CO lines from the site originating the order select "Price From Originating Site" on the **Order Entry Parameters** form. (If this field is not selected, the system pulls the default prices from the site shipping the order line item.)
- You can use prefixes to ensure that orders are unique by site.
- If you have a multi-site system with CCI centralized order entry, licensed Credit Card Interface users can enter and validate credit card information from a centralized site, and then later charge the card from a different shipping site where the invoice is generated. For more information, see the *Credit Card Interface Configuration Guide*.

### Functions where Entity Data Is Not Available

Many system forms include a "Site" field that allows you to select a site. In some cases, both sites and entities are listed; however, if the data on the form is not applicable to entities, then only sites are listed.

## About Site Groups

Use multi-site groups to combine data for sites performing related functions - for example, A/R payment generation or subcomponent manufacturing. Sites in a group do not have to be reporting to the same entity, but they do need to be sharing the appropriate data through replication.

See this [Example](#) on page 36.

Site groups can also include entities when needed. For example, you might want to perform manual replication of data to a group that includes entities.

The system automatically creates one group that just contains the current site. If you used the SyteLine Configuration Wizard to link your system as multi-site, you might have created an additional group containing a set of linked sites and entities. You can create more groups on the **Site Groups** form.

### Defaults

You can set up a specific site group to display as the default value on certain forms as shown in this table:

Form	Description
<b>General Parameters</b>	<p>You must specify a site group in the <b>General Parameters</b> form. This becomes the default site group value on these forms:</p> <ul style="list-style-type: none"> <li>• <b>1099 Form Printing Report</b></li> <li>• <b>A/P Payment Generation</b></li> <li>• <b>Accounts Payable Aging Report</b></li> <li>• <b>Accounts Receivable Aging Report</b></li> <li>• <b>Cash Receipts Due Report</b></li> <li>• <b>Cash Requirements Report</b></li> <li>• <b>Customer Statements Report</b></li> <li>• <b>Dunning Report</b></li> <li>• <b>EU Sales List Report</b></li> <li>• <b>Financial Statement Output</b></li> <li>• <b>General Ledger</b></li> <li>• <b>Order Status Report</b></li> </ul> <p>Users can change the site group on the forms.</p>
<b>Users</b>	<p>You must enter a site group for each user in the <b>Users</b> form. This value becomes the default site group value shown when that user opens the <b>Item Availability</b> form.</p> <p>If the user_local_mst table is not shared in the <b>Intranet Shared User Tables</b> form, then you must update the multi-site group field at each site where the user record exists, even for sites in the same database.</p>

Form	Description
<b>Accounts Payable Parameters</b>	<p>You must enter a site group in the <b>Accounts Payable Parameters</b> form. Only records from sites that are included in this site group will display on the following forms:</p> <ul style="list-style-type: none"> <li>• <b>A/P Posted Transactions - Summary</b> and Detail (if you select "Show Site ID")</li> <li>• <b>A/P Quick Payment Application</b></li> </ul>
<b>Accounts Receivable Parameters</b>	<p>You must enter a site group in the <b>Accounts Receivable Parameters</b> form. Only records from sites that are included in this site group will display on the following forms:</p> <ul style="list-style-type: none"> <li>• <b>A/R Posted Transactions - Summary</b> and Detail (if you select "Show Site ID")</li> <li>• <b>A/R Quick Payment Application</b></li> <li>• <b>Returned Checks</b></li> </ul> <p>On the <b>A/R Payment Distribution</b> form, the <b>Site</b> field value is validated against the list of sites in the site group specified on the <b>Accounts Receivable Parameters</b> form.</p>

### No Default

These forms have no default value for the site group.

- **A/R Finance Charge Generation**
- **Item Product Code Sales Analysis Report**
- **Journal Transaction Report**
- **Manual Replication Utility**
- **Purge Transfer Orders**
- **Order Credit Hold Change**
- **Rebalance Customer Balances**

**Note:** If you leave the **Site Group** field blank on a form where it is not required, only records for the current site are considered.

## Setting Up Inter-Site Parameter Records

Use the **Inter-Site Parameters** form to set up relationships between sites where one site will make moves or transfers to another site.

In the case where moves or transfers occur in both directions (e.g., Site A and Site B both move and transfer items to one another), then two records need to be created:

From Site A

To Site B

and

From Site B

To Site A

In the case where moves or transfers only occur in one direction, you only need to enter one record. If, for example, Site A moves or transfers items to Site C, but Site C never moves or transfers items to Site A, then you only need to enter:

From Site A

To Site C

In the case where moves or transfers never occur between two sites (for example, Site A and Site D), this record would not need to be created.

**Note:** To update an account number for both the From Site and the To Site, you must have relevant authorizations on each site.

### Price Code Setup

Setting up the Price Code determines the costs that are used in Multi-Site Quantity Moves or transfer orders. You have the option of setting up Price Codes for sites that are in different entities. If both sites are in the same entity then Price Code functionality is not available.

### Free on Board (FOB) Setup

Setting up the FOB site affects the timing of the costing based on the change of ownership of goods when they are moved or transferred, and determines which account numbers are used for recording the transactions.

### Multi-Site Quantity Moves and Transfer Orders

Multi-Site quantity moves and transfer orders are two different ways to move or transfer items or materials within the system. Intra-Entity account numbers are used when the move or transfer is between sites within an entity.

For Multi-Site Quantity Moves, the system provides functionality for any one site to enter a Multi-Site Quantity Move for items to be moved to one other site.

For transfer orders, the system provides functionality for any one site to enter a transfer order for items to be received at that site from one other shipping site. The system also provides functionality for any one site to enter a transfer order for items to be shipped to one other receiving site.

### Account Setup

Accounts need to be set up to establish site relationships and default account numbers that will record Inter-Entity financial transactions. When setting up the account numbers, it is important to understand the concept that moves or transfers can be either Push or Pull transactions. Based on how you set up relationships among the sites in your system in the Inter-Site Parameters, it is possible to initiate both moves and transfers from one site to another. Both the costs and account numbers that default will be relative to the site that initiated the transaction and are dependent on whether the transaction was a Push or Pull transaction.

Payments are entered at the From Site and distributed to the To Site.

When posting an A/P Payment, the From Inter-Site Asset Account is debited and the To Inter-Site Liability site is credited. When posting an A/R Payment, the From Inter-Site Liability Account is credited and the To Inter-Site Asset account is debited.

## Moving Items or Materials Between Sites

To perform simple, quick movements of inventory where there is relief of inventory in one site and receipt in another, use the **Multi-Site Quantity Move** form. A multi-site quantity move does not require paperwork and assumes no transit time. It is frequently used in Focused Factories or close proximity locations. All material and financial transactions occur automatically without user intervention.

Multi-site moves may be:

- From/To a different location/lot
- From/To a different whse/location/lot
- From/To a different site/whse/location/lot
- From/To a different entity/site/whse/location/lot

### Multi-Site Quantity Move Assumptions

- A multi-site and multi-warehouse environment must be configured.
- The Unit of Measure for items or materials to be moved must be identical at all sites.
- The Multi-Site Quantity Move provides for Price Code functionality with the following conditions:
- The move is between sites in two different entities, and
- the entities have the same currency.

If these conditions are not met, the system uses the Unit Cost.

- The Multi-Site Quantity Move does not support Multi-Currency.
- The Multi-Site Quantity Move does not support Landed Costing.
- The Multi-Site Quantity Move does not support Freight costs.
- The Multi-Site Quantity Move does not support EU reporting.
- The Multi-Site Quantity Move does not generate paperwork or supporting documentation. Accounting entries are posted automatically into the IC DIST Journal for both the To Site and From Site.
- The Multi-Site Quantity Move assumes no transit time.
- The Multi-Site Quantity Move does not support movement of items or materials with reserved quantities.

### Push/Pull Transactions

Multi-Site Quantity Moves can be either Push or Pull transactions.

Push transactions move material from Site A to Site B.

EXAMPLE: Site A is the originating site and moves material to Site B. Site A is considered the From Site and Site B is considered the To Site. The transaction uses the cost/price of Site A.

Pull transactions move material from Site B to Site A.

EXAMPLE: Site A is the originating site and moves material from Site B. Site A is considered the To Site and Site B is considered the From Site. The transaction uses the cost/price of Site B.

The system provides functionality for any one site to enter a Multi-Site Quantity Move for items to be moved at that site from one other shipping site.

### Staging Locations

**Note:** The following convention is suggested when you are performing a Multi-Site Quantity Move.

The **Multi-Site Quantity Move** form prompts for both From and To Locations. However, frequently you might not know a valid To Location. Therefore, we suggest that you use the location staging in one or both locations.

For example, if you are at Site A and performing a Multi-Site Quantity Move to Site B, when the form prompts for a receiving location, enter **staging**. If the Staging location is consistently used, then the user at Site B will always check the Staging location for incoming items or materials as a result of Multi-Site Quantity Moves.

### Costing for Multi-Site Quantity Moves

Costing functionality begins by performing validations for proper account numbers set up at both the From and To Sites. The transaction date is checked against the dates for the current accounting period.

When items or materials are moved between two different entities, the transaction can use either the Unit Cost or a price. For many moves the Unit Cost is sufficient, and in that case you are not required to enter the Unit Cost. However, you must enter two Price Codes if you wish to indicate a price:

- A Price Code for the item, and
- The Price Code defined on the Inter-Site Parameters form for the combination of sites.

The Multi-Site Quantity Move checks these two Price Codes, and if a match is found then the Price Matrix is searched and the appropriate Price Formula is used for costing.

Material Transactions records and journal entries are also created. For Multi-Site Quantity Moves there is no timing issue involved for posting journal entries because there is no transit time. Therefore, when a Multi-Site Quantity Move is entered, journal entries are created for both the To and From sites and they are both posted at the same time.

### Types of Moves

The following table outlines what types of moves and types of costing and pricing Multi-Site Quantity Move supports.

Cost Type	From Loc to Loc	From Whse to Whse	From Site to Site	From Ent to Ent
1 - Same Cost	yes	yes	yes	yes
2 - Different Cost	*	*	yes	yes
3 - Price or Cost	no	no	no	yes



Key:

\* = Specific Costing only

Loc = Location

Whse = Warehouse

Ent = Entity

- Same Cost for From Site and To Site - Moves allowed for all scenarios (e.g., location-to-location, warehouse-to-warehouse, site-to-site, entity-to-entity).
- Different Cost for From Site and To Site - Moves allowed for site-to-site moves and entity-to-entity moves.
- Pricing functionality used between From Site and To Site - Moves allowed for entity-to-entity moves where valid Price Codes have been set up. If pricing has not been set up, then the system uses the Unit Cost instead.

### Price Codes

In determining which Unit Price to use on a Multi-Site Quantity Move, several validations take place by the system. The following conditions are assumed:

- The two sites are in different entities.
- Both sites have the same currency.
- Valid Price Codes have been set up.

The system checks for matching Price Codes as defined on the **Item Pricing** form and for the From Site and To Site combination as defined on the **Inter-Site Parameters** form.

**Note:** The system checks the **Item Pricing** form for the item at the From Site.

When a match is made for the Price Codes, then the system searches the Price Matrix for a valid Price Formula and uses it for price calculations. If no valid Price Formula is found, then the Unit Cost is used.

Journal entries are made automatically based on the accounts defined in the Inter Site Receive To Accounts and Inter Site Ship From Accounts.

### Incomplete Transactions

In order to perform a Multi-Site Quantity Move, it is necessary for both the From Site and To Site databases to be running and connected to the global database. If these conditions are not met, then error messages display and indicate that this option is not currently available. You are prevented from performing this transaction until the condition is corrected.

If an error condition occurs during a Multi-Site Quantity Move, (for example, one of the databases becomes disconnected), an error message displays and the transaction is not completed. The entire transaction is backed out and you must repeat it later when the necessary conditions have been re-established.

**Note:** If previous transactions have been successfully completed, they are not backed out when an error condition occurs. The only transactions that fail will be the ones that were being entered at the time of the error condition.

**How to Make Corrections/Reversals**

You can correct or reverse a Multi-Site Quantity Move by entering a Quantity Adjustment at each site. This corrects the inventory, but not the accounting. The accounting must be manually corrected based on your situation and the type of costing that you use.

**Accounting Transactions**

Multi-Site Quantity Moves create accounting transactions automatically without user intervention. The following chart summarizes the accounts that are affected based on the type of move (for example, entity-to-entity moves, site-to-site moves, etc.). The cost used is also a variable. For example, the cost can be the same between two sites. When reading the chart, refer to the following key:

Key:

All = These accounts will record transactions for all costing conditions. In the case where the cost is the same for both the From and To Sites, then these are the only accounts that will have transactions.

y = The 'y' indicates that for this type of transaction this account will be affected.

\* = Variances are recorded in the Val Var account when using Standard Costing.

**Note:** Variances are recorded in the Inv Adj account when using Actual costing.

Cost Variables:

cost<>cost = From Site and To Site have different costs

price <>cost = From Site charges the To Site a price

**Affected Accounts Based on Move Type**

	Sales	COS	A/R	Profit	Cost	A/R	A/P	Split WIP	Val Var	Inv Adj	Clring
Ent to Ent - All	Y	Y				Y	Y				
Ent to Ent - cost <> cost									Y	Y	
Ent to Ent - price <> cost				Y	Y						
Site to Site - All								Y			Y

	Sales	COS	A/R	Profit	Cost	A/R	A/P	Split WIP	Val Var	Inv Adj	Clring
Site to Site cost <> cost										Y	
Whse to Whse - All								Y			
Whse to Whse - cost <> cost										Y	

### Lot Tracking

Lot tracking is independent for each site. This means that each site creates/maintains lot numbers for that site only. There is not a common pool of lot numbers that is shared across all sites.

In order to perform lot tracking, you need:

- Lot Tracking enabled for the system, and
- Item Stockroom Detail authorizations for both sites you specify in the move.

**Note:** This permits you to create item locations and item lots 'on the fly' for the To Site.

When doing either site-to-site or entity-to-entity moves, enter the lot number when you specify the To Lot. The system carries forward the lot number from the From Site to the To Site. Matltrack records are created automatically by the system, which can then be used to trace these transactions at a later time.

### Serial Number Tracking

Serial Number Tracking assumes that serial numbers are corporate-wide and are not independent for each site. This means that each site creates/maintains serial numbers that are used by all sites.

To perform Serial Number Tracking, you need:

- Serial Number Tracking enabled for the system, and
- Item Stockroom Detail authorizations for both sites you specify in the move.

**Note:** This permits you to create item locations 'on the fly' for the To Site.

When doing either site-to-site or entity-to-entity moves, enter the serial number when you specify the To Location. The **Serial Number** tab is enabled. Matltrack records are created automatically by the system which can be used to trace these transactions at a later time.

The following table presents your options for entering serial numbers.

From Site	To Site Yes-Serial Track Enabled	To Site No-Serial Track Not Enabled
Yes-Serial Track Enabled	From Site-user selects s/n and processes To Site- process SAME s/n	From Site-user selects s/n and processes To Site- Not Valid Option
No-Serial Track Not Enabled	To Site-user enters NEW s/n and processes	Not Valid Option

**Note:** When the To Site has serial numbers enabled but the From Site does not, enter new serial numbers in the Serial Numbers tab after the To Loc and To Lot fields are entered.

### Matltran Records

The following Matltran records are created for each type of move as indicated in the following table:

Move	Type	Ref
loc/loc	M	I
whse/whse	M	I
site/site	M	I
entity/entity	M	I

## Example: Site Groups

The following example shows how Site Groups can be used.

ENTITY 3

ENTITY 1      ENTITY 2

Site A Site B Site C Site X Site Y Site Z

A product manager is in charge of finished goods that are only manufactured at sites A and Y. All other sites produce sub-components. You can create a site group such as "AY", consisting of only sites A and Y.

This site group "AY" can then be selected as the default site group for the product manager on the **Users** form. Then, when the product manager opens the Item Availability form, the system automatically defaults the Site Group field to "AY". In effect, this customizes the product manager's view of the available items.

Default site groups may also be set for other areas of the system.

## Chapter 4: Setting Up Tax Processing

### Setting Up Tax Systems

There are three types of tax systems used in SyteLine: area-based tax, item-based tax, and parametric sales tax. This topic describes each tax system type and then explains how to set specific fields when creating a tax system.

**Note:**

- For businesses operating in Canada, the system assumes that the main tax system (GST) is set up as Tax System 1, with either an item-based or an area-based tax mode, depending on provincial requirements. The system also assumes that PST and HST are set up as Tax System 2, with an area-based tax mode.
- For European Union (EU) countries and Australia, the system assumes that the main tax system (sales tax or VAT tax) is set up as Tax System 1, with an item-based tax mode.  
For other countries that use VAT (which is an item-based tax), Tax System 1 can be area-based and Tax System 2 can be item-based, or the reverse.
- For the United States, the system assumes that the main tax system (sales tax) is set up as Tax System 1, with an area-based tax mode.

#### Area-Based Tax System

The area-based tax system, which applies to U.S. companies, allows taxes to be charged at the header level. On the **Tax Codes** form, you assign tax rates to a state tax code. The **Include Price** and **Include Misc** options on this form should be selected, and the A/R account number must be defined.

Under the area-based tax system, if an item is tax-exempt (as specified in the **Items** form), the system ignores the tax code at the order header level and does not charge sales tax.

If an item is taxable, the system charges tax based on the "Ship To" customer's tax code (or the "Bill To" if it is the same as the "Ship To" customer).

Tax discounts and allowances can be adjusted in area-based tax systems.

If a line item is drop shipped, tax is charged based on the tax code of the "Drop Ship" customer. This overrides the tax status of the line item and the header tax code. If you want to display a message asking if sales tax should be charged based on the tax code of the "Drop Ship" customer, the following options must be selected for the tax system:

- **Prompt on Line Item** (on the **Tax Systems** form) - Asks whether an item is taxable or nontaxable at the line item level of an order.

- **Prompt for [Tax System (1)]** (on the **Tax Parameters** form) - Asks whether an item is taxable or nontaxable in the **Items** form's **Sales** tab. If there are two tax systems, the form has two **Prompt for...** fields, one for each tax system.

The [Tax System (1)] portion of the field is replaced by the tax system's name.

If you are using only an area-based tax system, do not set a default value for the following fields on the **Tax Systems** form; otherwise you may encounter problems:

- **Item Tax Code**
- **AR/AP Tax Code**
- **Freight Tax Code**
- **Misc Tax Code**

These four fields are only used for item-based tax systems. You can choose to **Include Misc Charges** and **Include Freight** when setting up the tax code on the **Tax Codes** form.

### Item-Based Tax System

The item-based tax system mainly applies to Canada, the United Kingdom, and European Union (EU) countries. It allows sales taxes to be charged at the line item level and tax codes to be specified in the **Items** form. (For example, this type of tax is used for Canada's GST.) The system looks at the tax rate of the item and overrides the tax code on the order header.

### Parametric Sales Tax System

The parametric sales tax system allows flexibility mainly for the EU. Many of the fields and options should be ignored (or set to N) for U.S. companies.

### General Parameters Form

Use this form to set parameters used throughout the system. The following fields on the **General Parameters** form apply to tax systems:

Field	Description
<b>Activate EU Reporting</b>	Selected to activate EU VAT information
<b>EU Wt. Conv. Factor</b>	Converts the <b>Weight</b> field in the Item file to kilograms (unit weight on EU SSD)
<b>Capitalize State Abbreviations</b>	Selected for uppercase

### Tax Systems Form

Use this form to establish the tax system and tax codes used in processing Value Added Tax (VAT) or sales tax related information. The VAT function processes items in Customer Order Entry, Purchasing, Accounts Receivable, and Accounts Payable.

Set the **Tax Mode** to Area for U.S. companies. This allows tax rates to be entered at the header level.

Set the **Tax Mode** to Item for European/U.K. companies. This only allows tax rates to be entered at the item level. (Taxes are based on each item of the sale - for example, VAT.)

**Caution:** The fields on the **General** tab should not be changed once there are valid transactions in the system. This can invalidate your data and compromise integrity.

For example, if the **Active For Purchasing** field is set to Yes after POs have already been entered into the system, the current POs will NOT contain the proper tax codes, and the tax records on the PO side will be nonexistent.

Use the **Tax Codes** tab on this form to define default tax code information.

- If there are commissions, non-A/P, or non-A/R charges, associate their tax codes with Tax System 1.
- The **Transfer A/P VAT Tax Code** and the **Transfer A/R VAT Tax Code** are used when **Transfer VAT** is selected on the **Tax Codes** form.

Use the Labels tab to customize labels for tax codes, tax amounts, and tax IDs.

#### Tax Parameters Form

Use this form to set your company's specific reporting and functionality requirements.

#### Tax Jurisdiction Form

Use this form to record where taxes are located. It allows you to group tax codes into jurisdictions. Each tax code can be assigned a jurisdiction.

The **Tax Jurisdiction** form is not applicable for U.S. companies.

#### Tax Codes Form

Use this form to set up tax codes that specify the percentage of tax to charge to a customer, and the G/L Account to which the sales tax is to be posted. These tax codes are used when entering invoices and vouchers. You can create one set of tax codes per tax system. See the two Entering Tax Code Information topics in Related Topics, below.

Select **Transfer VAT** if you want to enable VAT recognition upon bank reconciliation of voucher and invoice payments.

#### Address Tax Code Defaults Form

Use this form to set up default tax codes by location for new customer and vendor records.

#### Chart of Accounts Form

Use this form to set up tax accounts. For example, if your system handles VAT taxes, input and output VAT accounts are required.

## Setting Up a Parametric Tax System

**Note:** This topic is intended to help U.S. companies set up SyteLine systems to properly handle sales tax. The system must be completely set up before any transactions are entered. Once the system is initialized, it will charge sales tax on customer orders and calculate sales tax on purchase orders. The system will generate proper tax records for invoicing taxable orders.

- 1 On the **General** tab of the **General Parameters** form, select the **Capitalize State Abbreviations** field. The system then capitalizes the state abbreviation in addresses.
- 2 On the **Tax Systems** form, SyteLine presumes that the main tax system (Sales Tax) will be set up with **Tax Mode** set to **Area** for U.S. companies. Most of the parameters on this form should be left at their default value, except the following:
  - Enter **Taxable** in **Tax Code Label** field.
  - Enter **Federal ID** in **Tax ID Label** field.
  - Set up a default **Customer/Vendor Tax Code** with a **Rate** tax type.
- 3 On the **Tax Parameters** form, set the field values according to your company's specific reporting and functionality requirements. The usual field values for U.S. companies are:
  - Cash Rounding Factor: 0.00.
  - Prompt for Tax Discount: cleared
  - Print Tax Codes on Invoice: cleared
  - Print Tax Footer on Invoice: cleared
  - Prompt for State Tax: selected
  - Two Exchange Rates: cleared
- 4 On the **Tax Codes** form, at least one tax code with a **Rate** tax type must already have been created in Step 2. In general, for tax codes with a **Rate** tax type in the U.S., the **Include Price** and **Include Misc** fields should be selected.
- 5 Create another tax code to accommodate sales tax exempting, with the following values:
  - Tax System: 1
  - Tax Code Type: Exemption
  - Tax Code: N
  - Description: Sales Tax Exempt
  - Tax Rate: 0.00
  - Assess on Return: cleared

The SyteLine system is now ready for valid transactions to be entered. If the defaults in the **Tax Systems** form have been entered accurately, new customers entered into the **Customers** form will have appropriate tax codes. Therefore, when customer orders and purchase orders are entered, they will use the proper defaults and have the correct sales tax applied.

## Entering Tax Code Information (Area-Based)

Use these general steps to set up tax code information in the system.



- 1 In the **Tax Systems** form:
- 2 Specify **Tax System 1**.
- 3 Select **Tax Mode Area**.
- 4 Specify a default tax code only in **Customer/Vendor Tax Code**.
- 5 Open the **Tax Parameters** form.
- 6 Make sure **Prompt for [Tax System (1)]** is selected.
- 7 In the **Tax Codes** form, enter all the tax codes you will use. State, county, city, and local taxes should be entered with Tax Code Type set to **Rate**. You should also have one tax code set up as **Exempt**.
- 8 In the **Address Tax Code Defaults** form, set up default tax codes by location for new customer and vendor records.
- 9 On the **Customer Ship-Tos** form, for each customer specify a tax code that was set up in Step 7 with a **Tax Code Type** of **Rate**.
- 10 On the **Vendors** form, for each vendor specify a tax code that was set up in Step 7 with a **Tax Code Type** of **Rate**.
- 11 Open the **Items** form **Sales** tab. For each item that is taxable, the **Tax Code** field should be blank. If an item is not taxable, enter an exempt tax code in the **Tax Code** field.
- 12 To test the tax system setup, open the **Customer Orders** form and enter an order. For total order taxing, check the information in the **Tax Info** tab. The tax should be filled in the **Tax Code** field, and freight and miscellaneous should be blank, even if they are taxable.
- 13 Print the **Order Verification** report. Verify the tax amount on this report before proceeding.
  - Tax amounts will be placed on the **Customer Orders** form's Amounts tab when shipping occurs. The **Assess on Return** and **Deductible** fields on the **Tax Codes** form are only active for vouchers.
  - This information is not stored separately in the tax records. Do not change the flags mid-period, since this will cause the report to change. If you want a change, enter a new tax code with the desired values.
  - You cannot delete a tax code if it is used in the **Customers**, **Customer Orders**, or **Estimates** forms.

## Entering Tax Code Information (GST/PST)

Use these general steps to set up GST/PST tax code information in the system.

- 1 Open the **Tax Systems** form:
- 2 Enter **GST** as Tax System 1.
- 3 Select Tax Mode **Item**.
- 4 If you need to calculate tax adjustments in payments due to discounts and allowances, select **Tax Discount/Allowance**.
- 5 Enter **GST** as the default value for Item Tax Code, AR/AP Tax Code, Freight Tax Code, and Misc. Tax Code.

- 6 Enter **PST** as Tax System 2.
- 7 Select Tax Mode **Area**.
- 8 Enter **PST** as the default value for Customer/Vendor Tax Code.
- 9 Open the **Tax Parameters** form and make sure **Prompt for PST** is selected.
- 10 Open the **Tax Codes** form.
- 11 Set the **Tax Code Type** for both GST and PST tax systems to **Exempt**. Enter a tax code of **GST Tax** (with **Type** set to **Exempt**) for tax system 1. For tax system 2 (PST), enter rates for provinces as tax codes (with **Type** set to **Rate**).
- 12 Open the **Customer Ship-Tos** form **Codes** tab.
- 13 Leave the first **Tax Code** field blank for each customer.
- 14 Enter **PST** in the second **Tax Code** field.
- 15 Open the **Items** form **Sales** tab.
- 16 Enter the GST (with a "Rate" tax type) under **Tax Code** for tax system 1. For tax system 2, leave the code blank if your PST needs to be charged. Enter a tax code with an "Exempt" tax type if PST will not be charged.
- 17 Open the **Customer Orders** form.
- 18 Enter an order to test the tax system. For total order taxing, check the information in the **Tax Info** tab. The first **Tax Code** field should be blank. PST should be in the second **Tax Code**. **Freight** and **Miscellaneous** should display the default tax codes set in the **Tax Systems** screen for tax system 1.
- 19 Print the **Order Verification Report**. Verify the tax amount on this report before proceeding.

**Note:** Tax amounts will be placed on the **Customer Orders** form's **Amounts** tab when shipping occurs.

## Setting Up Default Tax Codes

This topic describes how to set up default tax codes.

### Customer and Vendor Tax Codes by Location

Use the Address **Tax Code Defaults** form to enter default tax codes by location (country, state, and zip) for new customer and vendor records. You can enter tax codes all at once or as needed to do business with customers and vendors in different locations.

When a new customer ship-to record or vendor record is created in SyteLine, or when a new customer ship-to record is created from the Customer Portal, a tax code from this form which is associated with the new shipping or vendor address is used as the default tax code on the customer ship-to or vendor record. If no matching tax code is found here, the standard SyteLine tax code default, from the **Tax Systems** form, is used.

### Matching Addresses for Tax Codes

The matching process for the default tax code uses the values from the Address **Tax Code Defaults** form as described here:

- If a default tax code exists on this form where the country, state, and zip code all match the address, use that tax code.
- Otherwise, if a default code with a matching country and state, and a blank zip code exists, use it.
- Otherwise, if a default code with a matching country and zip, and a blank state exists, use it.
- Otherwise, if a default code with a matching country, and a blank state and zip exists, use it.

For example, you can specify a default tax code with a country and state, and leave the zip code blank, to use that code as the default for all addresses in that state. Or, if you ship orders to a country for which you don't charge taxes, you can set up a default tax code for that country as **Exempt**, and not fill in a state or zip.

### Tax Codes and the Customer Portal

For new Customer Ship-To records added in SyteLine, the SyteLine user can change the default tax code to an appropriate code. But for new customer records added from the portal, there is no human intervention, so having an appropriate default tax code is more important.

During Customer Portal setup, it is helpful to set up as many default tax codes as possible in the Address **Tax Code Defaults** form. At least one address tax code for each country to which a sale or purchase can occur should be created at each site in the Customer Portal site group. If the Address **Tax Code Defaults** form has no records, then when customers add orders through the portal, the portal cannot display valid tax amounts for their area. In that case, customers submit the order without knowing how much they will pay in taxes on the order. To ensure that new customer records created from the portal have the correct tax codes, an alert is sent to subscribed SyteLine users when someone registers on the portal, and again if someone creates a ship-to address but no address tax code default can be found for their address. The customer and order are then put on Ship Hold until an SyteLine user can enter a valid tax code for the customer and order.

We recommend that, to start with, you create at least one tax code for each country. Over time, as you create more matching tax code records, the **Address Tax Code Defaults** form becomes more useful. Customer addresses can be more precisely matched to the default tax codes, and more new customers and orders can flow through the system automatically without waiting for manual entry of a valid tax code.

For more information, refer to the portals administration guide.

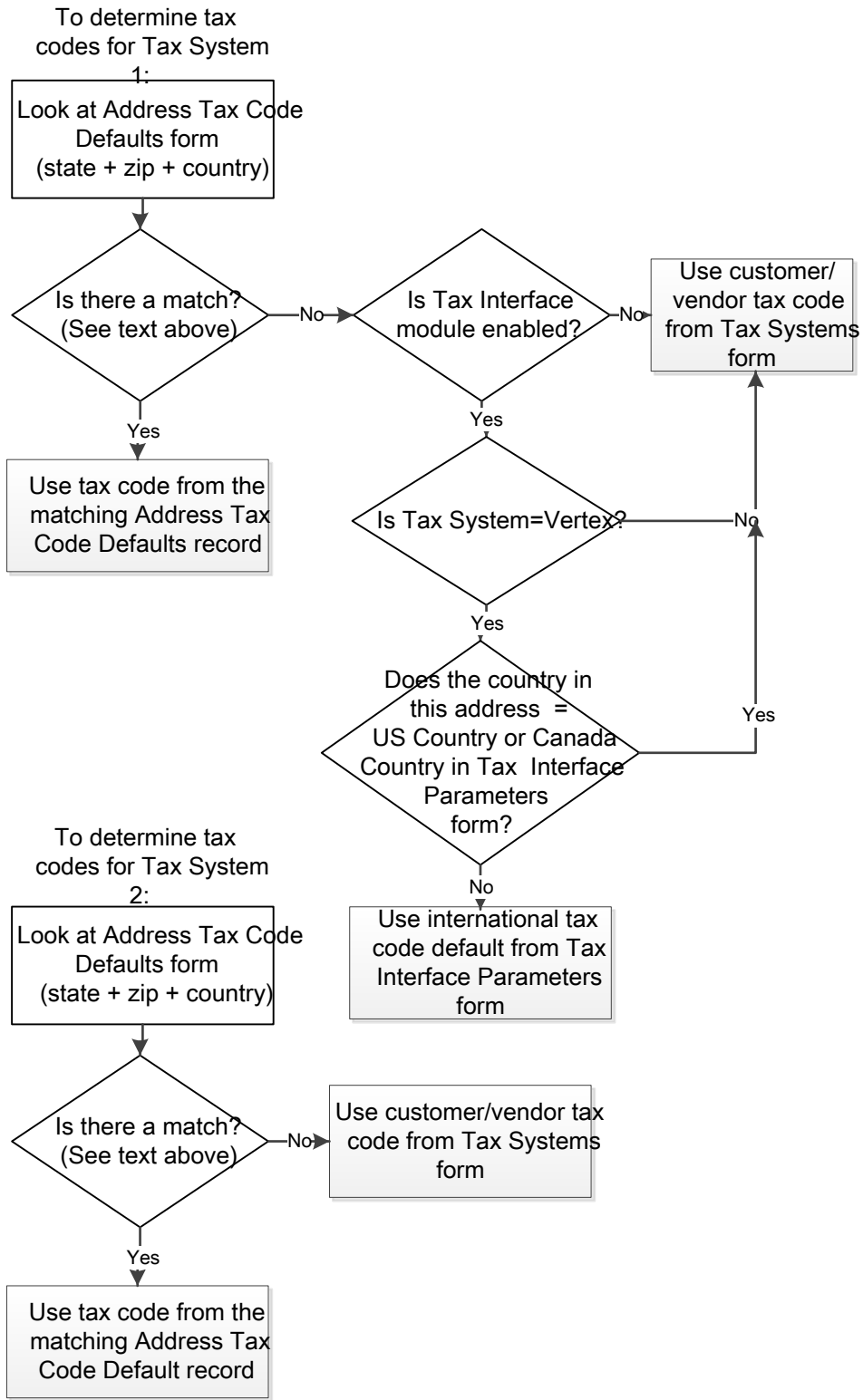
### Tax Codes, Portals and the Tax Interface

If you use the Tax Interface module for taxing of Customer Portal orders, you can specify the EXTRNL tax code as the Tax System 1 default tax code in the **Address Tax Code Defaults** form. Then any new Customer Ship-To record created from the portal uses the default tax code of EXTRNL when there is an address match. A tax code of EXTRNL triggers the customer order tax calculation logic to calculate tax amounts using the Tax Interface module logic instead of the standard SyteLine tax calculation logic.

For vendor records, a default tax code of EXTRNL is invalid and must be manually changed to a valid tax code.

### **General Process for Determining Default Tax Codes**

The system uses the process below to determine the default tax code when you provide an address in a new Customer Ship-To or Vendor record. This process is used in both area-based and item-based tax systems.



In an area-based tax system, the customer/vendor tax code is required. When a new customer or vendor record is added, the default tax code on the **Customer Ship-Tos** or **Vendors** form is set as described above. You can change the default value. The value from the **Customer Ship-Tos** or **Vendors** form then defaults into the customer order or purchase order header, respectively. This tax code is passed on to the invoice or voucher records and to the tax records. In an area-based tax system, the tax code for an item on the **Items** form is either blank or set to an exempt tax code.

In an item-based tax system, the item tax code is required on the **Items** form. When a new item is entered on the **Items** form, the item tax code is set to the default Item tax code from the **Tax Systems** form. You can change that default value. The tax code on the **Items** form then defaults into the customer order or purchase order line/releases. This tax code is passed on to the invoice or voucher records and to the tax records. In an item-based tax system, the customer or vendor tax code is either blank or set to an exempt tax code.

For either area- or item-based tax systems, whenever a new line item is added to a CO or PO, the new line item's tax code is set to the tax code in the **Items** form, except in the case where a special - for example, non-zero tax rate - exempt code is entered on the CO or PO header. Exempt tax codes are defined as follows:

- Exempt with zero rate: In either area-based or item-based tax systems, the line item is not taxable.
- Exempt with non-zero rate: In area-based tax systems, tax is based on the rate of the tax code in the header. In an item-based tax system, use the tax jurisdiction, which is a special setup. If a tax jurisdiction is not specified, then tax this line based on the rate of the tax code for the line item.

If the line item's tax code is blank, the tax code from the CO or PO header is used to calculate taxes on the line items.

Freight and miscellaneous tax codes on the CO or PO are set to the tax code specified in the **Freight Tax Code** and **Misc. Tax Code** on the **Tax Systems** form.

For accounts receivable and accounts payable transactions, the default value of the tax code is set from the specified customer ship-to or vendor. However, the freight and miscellaneous tax codes are pulled from the AR/AP Tax Code fields on the **Tax Systems** form.

## About GST Adjustments Due to Discounts/Allowances

If you do business in a country that requires the Goods and Services Tax (GST), the calculated tax on an invoice or voucher can be adjusted for any discounts. This applies only to invoices and vouchers in an item-based tax system.

Select the **Tax Discount/Allowance** field on the **Tax Systems** form to specify this. The adjusted tax amounts can be viewed on the **A/R Payment Distributions** and **A/P Payment Distributions** forms.

If you have a mix of taxable and exempt line items on one invoice, the discount is taken on the entire invoice. Tax is calculated on the taxable part of the discounted amount.

### Adjustment Example

Without tax adjustments, when an invoice or voucher is created, the tax is calculated on the full amount. If a discount is part of the payment on an invoice or voucher, the tax amount is not adjusted. For example:

Sale	100.00
Tax	5.00
-----	
Total Invoice	105.00
Payment	101.00
Discount	4.00

If the **Tax Discount/Allowance** field is selected, this example would change as follows:

Sale	100.00
Tax	5.00
-----	
Total Invoice	105.00
Payment	100.80
Discount	4.00
Tax Adjustment	.20

## Chapter 5: Setting Up Workflows

### About Publications, Categories, Subscribers, and Key Values

Publications in SyteLine are not actual documents. They are, in most cases, notifications that something has happened in the system, for example, a shipment is overdue or a task is taking too long to run. Users, including portal or mobile users, subscribe to publications so that they receive a notification when something happens.

#### Predefined Publications

SyteLine has set up these predefined publications to which users can subscribe:

Publication	Description	Used By
BOMBulkImportError	BOM Bulk Import error occurred	Users running a BOM bulk import
CPConsignedInvLevelAlert	Quantity of customer consigned inventory has gone below the minimum or above the maximum value	Customer Portal users
CPVendorInteractionAlert	SyteLine user has entered interaction text for subscribed Customer Portal users	Customer Portal users
CustomerCreditHoldAlert	A customer was put on credit hold	Financial Controller mobile; Salesperson mobile
CustomerDocumentUploadAlert	A customer has uploaded a document using Customer Portal, or an SyteLine user has uploaded a customer document using	SyteLine users who approve documents uploaded by other users or by customers using Customer Portal
CustomerInteractionFollowUpAlert	A follow-up is needed to a customer interaction. Key Value 1 defines the customer number.	Salesperson mobile
CustomerOrderCreditHoldAlert	A customer order was put on credit hold	Salesperson mobile



Publication	Description	Used By
CustomerShipmentAlert	An order was shipped to a customer (for specific orders/customers)	Salesperson mobile
DCShopFloorTransactionErrorAlert	A specified number of Data Collection shop floor transaction errors occurred. Key Value 1 defines how many errors must be generated before the user receives an alert	Production supervisor mobile
ItemPriceRequestAlert	An item price request was entered in SyteLine	Vendor Portal users who respond to item price requests
ItemPriceResponseAcceptedAlert	An item price response was accepted in SyteLine	Vendor Portal users who respond to item price requests
ItemPriceResponseAlert	An item price response was entered in Vendor Portal	SyteLine users who enter item price requests
JobMaterialCostAlert	The quantity issued against a job is more than required and the total material cost (actual) of the job exceeds the required cost by a certain percent (tolerance) set by the user	Financial Controller mobile; Production supervisor mobile
JobOperationHoursAlert	Labor hours for a job were more than estimated	Production supervisor mobile
JobOverProductionAlert	The completed quantity of a job is greater than the released quantity	Production supervisor mobile
JobProjectedLateForCustomerAlert	A job is projected to be late for a specified customer. Key Value 1 is the customer number.	Production supervisor mobile
LateOrderShippingAlert	At least one open order line for a customer has a due date prior to the current date. Key Value 1 is the customer number	Executive mobile
LeadAssignedAlert	A lead is assigned to a salesperson	Salesperson mobile
LockedUserAlert	A user is locked out	IT Admin mobile

Publication	Description	Used By
NewCustomerCreatedAlert	<p>A new customer has been created in Customer or Reseller Portal.</p> <p>For resellers to receive emails when new customers associated with them are registered in the Customer Portal, reseller users should be subscribed to this publication with Key Value set to their salesperson ID (for example, Key Value = JAR). When any customer with slsman = JAR is registered in the portal, the reseller is notified by email.</p> <p>SyteLine users should be subscribed with Key Value set to Null, so they get email when any customer is created from the portals.</p>	Reseller Portal users and SyteLine users
OpportunityDueAlert	An opportunity is due	Salesperson mobile
OrderShippingAlert	The customer's order has shipped	Customer Portal or Reseller Portal users
OverBudgetAlert	The specified account's actual amount is above budget for the current fiscal period. Key Value 1 is the account number, and Key Value 2 is the percentage over budget that triggers an alert	Financial Controller mobile; Executive mobile
PortallIncidentAlert	An incident was entered in Customer or Reseller Portal	SyteLine users

Publication	Description	Used By
PortalOrderReceivedAlert	<p>An order has been placed in Customer or Reseller Portal.</p> <p>For resellers to receive emails when their customers place orders in the Customer Portal, reseller users should be subscribed to this publication with Key/Value set to their salesperson ID (for example, Key/Value = JAR). When any customer with slsman = JAR places an order in the portal, the reseller is notified by email.</p> <p>SyteLine users should be subscribed with Key/Value set to Null, so they get email when any order is created from the portals.</p>	Reseller Portal users and SyteLine users
PortalOrderRequestDateBefore-DueDateAlert	A portal order was placed with a request date before the due date	SyteLine users
PortalSROLaborTransactionAlert	A service request order (SRO) labor transaction was entered in Reseller Portal	SyteLine users
PortalSROMatTransactionAlert	A service request order (SRO) material transaction was entered in Reseller Portal	SyteLine users
PortalSROMiscTransactionAlert	A service request order (SRO) miscellaneous transaction was entered in Reseller Portal	SyteLine users
PortalUnitRegistrationAlert	A unit registration was entered in Customer or Reseller Portal	SyteLine users
ProjectedLateShipAlert	An order line is projected to ship late. Key Value 1 is the customer number.	Salesperson mobile; Executive mobile
ProspectInteractionFollowUpAlert	A follow-up is needed with a prospect. Key Value 1 is the prospect ID.	Salesperson mobile
ScheduledMaintenanceAddedAlert	A service request originates as a result of a call center incident.	Molding Industry Pack
ScheduledMaintenanceAlert	Service work for scheduled maintenance is needed.	Molding Industry Pack

Publication	Description	Used By
SLCustomerInteractionAlert	A customer has entered interaction text using Customer Portal. Key Value for subscribers of this publication can contain a single interaction topic (from the <b>Interaction Topics</b> form) to limit alerts received to only interactions about that topic. Key Value also can be left blank to receive all alerts about all topics.	SyteLine users who respond to Customer Portal interactions In multi-site implementations, the user must be subscribed to this alert in the site for which they are responsible and in the primary site.
SLVendorInteractionAlert	A vendor has entered interaction text using Vendor Portal. Key Value for subscribers of this publication can contain a single interaction topic (from the <b>Interaction Topics</b> form) to limit alerts received to only interactions about that topic. Key Value also can be left blank to receive all alerts about all topics. The subscriber's email Type must be set to Primary.	SyteLine users who respond to Vendor Portal interactions In multi-site implementations, the user must be subscribed to this alert in the site for which they are responsible and in the primary site.
SpecialPromotionsAnnouncements	An announcement or promotion was sent to you	Customer Portal users
TaxCodeEvaluationAlert	A new user has been added on the portal and/or an order has been submitted, but there is no default tax code record associated with the user's ship-to address	SyteLine users
TransactionAmountAlert	The amount of a transaction for a specified account is over the specified amount. Key Value 1 is the account number. Key Value 2 is the amount to which transactions should be limited.	Financial Controller mobile
VendorDocumentUploadAlert	A vendor has uploaded a document using Vendor Portal, or an user has uploaded a vendor document using	SyteLine users who approve documents uploaded by other users or by vendors using Vendor Portal
VPConsignedInvConsumptionAlert	The quantity on hand of a vendor consigned inventory item has been reduced through consumption or return to the vendor	Vendor Portal users

Publication	Description	Used By
VPConsignedInvLevelAlert	Vendor consigned inventory of an item has gone below the minimum or above the maximum value	Vendor Portal users
VPCustomerInteractionAlert	SyteLine user has entered interaction text for subscribed Vendor Portal users	Vendor Portal users

You can also create your own publications on the **Publications** form.

### Publication Categories

Certain publications are intended for certain types of users. To help organize the publications for users, SyteLine provides some predefined categories. In most cases, these categories match the predefined mobile home pages. For example, there is a salesperson category that is used to organize publications that are available on the salesperson mobile home form.

You can create additional custom categories on the **Publication Categories** form.

### Publication Subscribers

Users can subscribe to publications using the **Publication Subscribers** form. They can also subscribe from the SyteLine mobile **Subscribe to Alerts** page or from the customer or vendor portals.

If the user is also defined with the same PersonId or email address in Infor Ming.le and IFS, then the alerts for some of these publications can also be displayed in the Infor Ming.le Alerts panel. For more information, see the *Infor SyteLine Configuration Guide for Infor Operating Service*.

### Using Publications for Alerts

Publications work with the Application Event system and optionally with other application forms to send email alerts to subscribed users when specific circumstances occur. For example, when a monitored resource triggers an alert message, it activates the publication associated with the resource, and the publication sends an alert to all subscribed users.

Use these forms to set up publications:

- **Publication Categories** - Use this form to create and manage publication categories. Some categories are predefined to be used with SyteLine Mobile.
- **Publications** - Use this form to create publications and associate them with publication categories. You can associate any number of categories with a single publication. You can also associate any number of publications with a single category. Some publications are predefined to be used with SyteLine Mobile.
- **Publication Subscribers** - This form links individual users to publications. Instead of using this form, mobile users can subscribe to publications from their mobile devices through the **Subscribe to Alerts** link on their mobile home page.
- **Monitored Resources** - Use this form to link monitored resources with publications. See the "How To" links on that form for more information.

## Key Values

Some publications allow you to enter key values when you subscribe. For example, the TransactionAmountAlert requires two key values: **Key Value 1** holds the account number and **Key Value 2** holds the amount to which transactions should be limited. Where they are required, the key values are listed in the table above. IF you leave a key value field blank, you will receive alerts for every matching event or transaction that occurs.

Another example: The DCShopFloorTransactionErrorAlert **Key Value 1** defines how many errors must be generated before the user receives an alert. You specify a **Key Value** of 10. Then if 47 DC errors are generated, you receive 4 alerts, one for each batch of 10 errors. The remaining seven alerts do not generate an alert because they did not reach the specified amount. After three more errors are generated, a new alert is sent.

Enter a zero (0) in the **Key Value** field to suspend alerts from a publication. This lets you temporarily stop receiving alerts without having to unsubscribe from the publication.

## Setting Up and Activating Workflow Event Handlers

To set up and activate workflow event handlers:

- 1 Select one of the event handlers in the **Workflow Event Handler Activation** form.
- 2 Specify the people who should be notified. Provide one or more email addresses in the **Email Users** field to send an external email, and/or provide one or more SytelLine user names in the **Notify Users** field.
- 3 Specify any other requested values. For example, for the Check Order Line Discount Percentage and Approval handler, you specify the discount percentage that, if exceeded, triggers a notification and approval request.
- 4 Select **Active** to activate the event handler so that it is monitoring the event.
- 5 Select **Actions>Save**.

**Note:** Some workflow event handlers apply to more than one event. For example, Check Order Line Discount and Approval applies to both inserted (new) and updated order lines, so there are two rows for this event handler description in the **Workflow Event Handler Activation** form, associated with different events (IdoOnItemInsert and IdoOnItemUpdate). If there are multiple rows for an event handler description, the values you specify in steps 2 and 3 for one row are automatically updated in the other rows. However, you activate each occurrence separately.

## Modifying Workflow Event Handlers

To change the text of notifications sent by an existing workflow event handler, or to create a custom handler that works slightly differently from an existing workflow event handler, follow these steps to copy the handler and then modify the copy:

- 1 In the **Workflow Event Handler Activation** form, select the handler you want to modify.
- 2 Specify the variable information such as **Notify Users** or **Email Users**.  
**Note:** Do NOT select the **Active** check box.
- 3 Click **Copy for Modification** to create a copy of the handler, including its event actions. The copy does not display on this form; view and edit it from the **Event Handlers** form. The copied handler has the same description but has a different sequence number, and the **Access As** value is not SyteLine (so you can modify the handler).
- 4 From the **Event Handlers** form, make any changes to the copied event handler. For example, you can:
  - Change the handler description to indicate what this changed version does.
  - Change the text of a message that the handler sends. (Select the **Notify** action and click **Event Actions** to get started with this.) Most messages are defined as message strings in the database, to allow for handling different languages.
  - Add an event action or resequence the existing actions.For more information, see "About Event Handlers" in the *Guide to the Application Event System*.
- 5 To activate the copied handler, select **Active** on the **Event Handlers** form.
- 6 To test your copied handler, perform the action that triggers the event.

## Infor Document Management Integration

### Setting Up the IDM Integration Workflow

Some reports and documents that are generated in SyteLine can be automatically sent to Infor Document Management (IDM) for storage. You can then view the documents in IDM or within SyteLine through the Infor Ming.le Related Information context app. Currently most invoice and purchase order reports are predefined for this process. You can customize the integration to include additional reports.

If an error occurs and a document workflow cannot be processed, an email is sent to the user who generated the document in SyteLine. The user can then manually attach the document's PDF file in IDM or into the Related Information context app, specifying the appropriate document type and attributes.

### Understanding the IDM Workflow Log

The **IDM Document Workflow Logs** form displays information about workflows that have been processed and sent to IDM. One row is generated for every background task that successfully sends a document workflow to IDM.

Only documents that were inserted into IDM are shown in this form. Failures are emailed to the user who initiated the document generation.

Use these fields for reference:

**Task Number**

The number of the background task that processed the document workflow.

**Process ID**

The ID that IDM assigned to the file, in the format *document\_type-ID-version-LATEST*.

**Name**

The document type that is assigned to the document workflow in the **IDM Document Workflows** form.

**Type**

The entity type that is linked to the document type in IDM.

**ID**

The sequence number of this entry into the document type in IDM.

**Version**

The IDM version, which indicates whether this is the original printing (version 1) or a reprint.

**IDO Collection**

The collection that is assigned to the document workflow in the **IDM Document Workflows** form.

**Filter**

The resulting filter that is defined for the document workflow in the **IDM Document Workflows** form.

**Property List**

The list of IDO properties that are to be used as attributes when users search for documents in IDM or in the Related Information context app

**Object Name**

The SyteLine table name that contains information related to the document.

**Ref Row Pointer**

The record ID of the SyteLine record determined by the **Filter** value.

## Customizing the IDM Integration Workflows

You can use the advanced features on the **IDM Document Workflows** form, along with the Application Event System (AES) background tasks, to customize the predefined workflows or to add new document workflows.

These are some cases where you might want to edit or add a document workflow:

- Your users want to find POs based on the PO Contract number, so you want to add that as an attribute for search and retrieval of documents in IDM. You can add as an attribute any value that exists in the referenced IDO for the workflow.
- Your Purchase Order Reports form has a personalization that includes a new field, and you want to users to be able to filter on that field. The personalized report form still uses the standard



background task name. In this case, you could append the property name of the new IDM attribute to the IDOPropertyList on the standard workflow record.

- Your invoicing document has been customized with a non-standard background task name. You want to use that background task in the workflow, instead of the standard name.
- You want to add a workflow for another report background task that is not in the current predefined list of workflows.

Use this process:

- 1 Open the **IDM Document Workflows** form.
- 2 Create a new workflow record. (If you are just adding an attribute to an existing workflow, or just changing the background task name to your custom task name, then just copy the existing workflow record and clear the **Active** field for the existing record.)

- 3 Click **Advanced** to view the advanced setup fields.

The information in these fields defines the metadata that the Application Event System (AES) uses to extract values from the background task parameters. The values are passed to IDM through an API.

- 4 Specify this information, as needed for your workflow:

**Note:** For an example that shows how some of these fields are used, see [IDM Document Workflow Example](#) on page 59.

### Display

Select the options for the sections you want to show on the form:

- **Key Text** values resolve into AES event variables that can be referenced by additional Key Text variables. Up to 15 values or formulas can be defined as Key Text. You can show 5 values at one time.
- **Finish Text** values resolve into AES event variables that can be referenced by additional Finish Text variables. Up to 15 values or formulas can be defined as Finish Text. You can show 5 values at one time.
- **IDO** values are used to define the data source (vldoName) of the lookup that is used to set IDM attribute values in **vldoPropertyList** and filter in **vldoFilter**.
- **Document** values are used to define how the document will be stored in IDM: the IDM document type, the entity type, and the description to use for this document.

A matching document type, entity type and description must be defined in IDM.

### vKeyText (01-15)

Select the set of key text fields you want to show (01-05, 06-10, 11-15). When the fields are shown, define an AES-like function in each field, as needed. AES evaluates the function, or series of functions, that are defined in the first field and places the value in an event variable called KeyText01. If there is a function in the second field, that function is evaluated and its value is placed in an event variable called KeyText02, and so on.

### vFinishText (01-15)

Select the set of finish text values you want to show (01-05, 06-10, 11-15). When the fields are shown, define the AES event variables to reference. You might use finish text in cases where, if a certain value is present in the document, you do not want to send the document to AES. In these cases, the process is finished, or adjourned.

**vFinishExpression1, vFinishOperator, and vFinishExpression2**

Finish Text values can be used to “finish,” or adjourn, the AES event if the condition evaluates to True. For example, if FinishText01 is defined to extract a specific value, you could instruct AES to adjourn before adding content to IDM if FinishText01 = “REPRINT ”.

If literals are used for either of the finish expression variables, they must be enclosed in double quotes in order for AES to interpret their values correctly.

The operator is typically in the form of equality operators such as =, >=, or <>.

**vIDOName**

Specify the name of the IDO that contains the information that you want to provide as attribute values.

**vIDOFilter**

Specify as an AES function, which is similar to C# string.format(), to create a filter on the IDO. The filter looks in the IDO for a specific record.

**vIDOPropertyList**

Specify a list of IDO properties that belong to that IDO listed in vIdoName. Excluding subcollections, any IDO property name is valid including, UET properties.

**Note:** The IDM document type that you specify in **vExtDocName** must include attributes that exactly match the names of the IDO properties in this list. This allows the IDM document to be tagged with the IDO property values for filtering.

**vExtDoc Name**

Specify the IDM document type that is used to store the submitted document. If this is a new document type, you must also add it in IDM.

**vExtMsgEntity**

Specify the entity type that is broadcast in a JSON message from SyteLine forms where this document should be available in the Related Information context app.

**vExtDocDescription**

Specify an AES function that creates a meaningful document description that includes the KeyText variable values.

- 5 Save your changes.
- 6 If you are setting up a document flow for a report that is not currently in the workflow list, you probably want the document to be available in the Related Information context app when certain related SyteLine forms are displayed. (For example, you might want the **Chargebacks** form to show CS\_SalesInvoice documents for a specific project in the Related Information pane.) Determine which SyteLine forms should include the documents, and then ensure that the web container messages for those forms are set up appropriately. The StdObjectSelectCurrentCompleted form event handler must pass the entity type and at least one of the key values (in our **Chargebacks** example, the InvNum) associated with the document type.
- 7 If your customization sends a new type of report or document to IDM, follow these steps in IDM:
  - Set up a new document type in IDM that matches the **vExtDocName** value specified in the workflow.
  - Set up attributes for the new document type. You must always include the Accounting Entity, Entity Type, Location, and Description attributes. You can add other attributes that are specific

to this document type. These attributes must exactly match the IDO properties specified in the SyteLine document workflow for that document type.

- Set up an Access Control List (ACL) for the new document type.
- Set up a Business Context Model (BCM) for the new document type that maps the contextual information passed by SyteLine forms to variables that the Related Information context app expects to see for this document type.

For more information about these steps, see the *Infor Operating Service Administration Guide*.

- 8 If your customization modifies one of the predefined documents to send additional metadata, set up any new attributes in the ACL for the document type in the IDM application. This ensures that the new metadata value is available to users in IDM and in the Related Information context app. You must also add the new attribute ID to the IDOPROPERTYLIST.
- 9 In SyteLine, open the IDM Document Workflows form again and select your new or modified background task record. Click **Active** to activate the workflow.
- 10 In SyteLine, generate the document for which you added or modified a workflow. Verify that the document is available in IDM and in the Related Information context app.

## IDM Document Workflow Example

This example explains the OrderInvoicingCreditMemoLaser background task. It is one of the predefined document workflows. When a user prints an invoice, the OrderInvoicingCreditMemoLaser task runs. When that task completes, this workflow runs, and the invoice PDF file is sent to IDM along with metadata that identifies it, so that users can easily find this specific document in IDM. In this case, the metadata we want to include is the invoice number, as well as the customer number and the customer order that is tied to the invoice.

If you generate the invoice and look at the background task parameters in the **Active Background Tasks** form, you see a list of comma-separated parameters. vKeyText-01 in this workflow isolates the fourth parameter in the list, which is the invoice number, and puts it into the appropriate format.

After it gets the invoice number, the workflow uses the specified IDO (SLInvHdrs) to get additional information about the invoice, including the customer number and customer order that are tied to the invoice. This information will be passed to IDM as metadata for filtering.

The workflow determines where to store the document file in IDM based on the information you provide about the external document type (CS\_SalesInvoice) and entity type (InforSalesInvoice). You can set up a document description that uses values from the KeyText variables to make the description useful, for example `4677103_InforSalesInvoice`.

This table explains the values that are defined in the OrderInvoicing CreditMemoLaser workflow:

Field	Value	Description
TaskName	OrderInvoicingCreditMemo-Laser	TaskName appearing in the <b>Background Task Definitions</b> form.
vKeyText01	StartInvoice=	Search string.

Field	Value	Description
vKeyText02	INSTR(E(eTaskParms1), V(vKeyText01)) + LEN(V(vKeyText01))	Find the starting position of StartInvoice= in the TaskParms1 string.
vKeyText03	SUBSTRING(E(eTaskParms1), V(vKeyText02), LEN(DBFUNCTION("ExpandKyByType", "InvNumType", "A1"))))	Extract the characters from TaskParms1 string from the starting position plus the length of invoice number (10 characters).
vKeyText04	DBFUNCTION("ExpandKyByType", "InvNumType", V(vKeyText03))	Convert the value of the extracted string to the invoice number.
vIdoName	SLInvHdrs	Name of the IDO that contains data for InvoiceNumber.
vIdoFilter	SUBSTITUTE("InvNum='{0}'", V(vKeyText04))	The filter looks in the IDO for a record where, for example InvNum=' 4677103' if the vKeyText04 field evaluates to " 4677103'.
vIdoPropertyList	CoNum,CustNum,InvNum	List of IDO properties that belong to the IDO listed in vIdoName. The IDM document will be tagged with attributes that match these IDO property values.
vExtDocName	CS_SalesInvoice	IDM document type that is used to store the submitted document.
vExtMsgEntity	InforSalesInvoice	Infor Ming.le EntityType that is used in JSON messages.
vExtDocDescription	SUBSTITUTE("{0}_{1}", V(vKeyText04), V(vExtMsgEntity))	Function that is used to create meaningful document descriptions in the form of " 4677103_InforSalesInvoice" if vKeyText04 evaluates to InvNum=" 4677103".

## Chapter 6: Using Logical Folders to Store Files

### Setting up a File Server for SyteLine in the Cloud

In order to import or export files that are used by SyteLine features such as EDI, EFT, or payroll, you must set up file servers and logical folders on those file servers. This topic tells how to set up one AWS file server in a cloud environment.

If you are in an on-premises environment, skip this section and use the steps in [Setting up a File Server for ERP On-Premises](#) on page 62.

- 1 On the **File Servers** form, add an AWS S3 "bucket" file server:

Specify this information:

**Active**

Select this check box.

**Server Name**

Specify **AWS**.

**Server Type**

Select **AWS S3**.

**Bucket Name**

Leave the default value or specify a name.

**Set as Default Bucket**

Select this check box.

**Root Path**

Specify a forward slash / to use the root level.

- 2 Save your changes.
- 3 Click **Validate** and verify that you see a success message.
- 4 Click **Activate**.
- 5 Configure the logical folders for this file server.  
See [Configuring Logical Folders](#) on page 65.

## Setting up a File Server for ERP On-Premises

In order to import or export files that are used by ERP features such as EDI, EFT, or payroll, you must set up file servers and logical folders on those file servers. This topic tells how to set up one FTP/SFTP server or shared on-premises server in an on-premises environment.

If you are in a cloud environment, skip this section and use the steps in [Setting up a File Server for SyteLine in the Cloud](#) on page 61.

Prerequisites:

- Decide where your file server should reside (FTP/SFTP server or shared server), and know the file path and login information.
  - Be aware that you cannot read or write to a shared file server in a partial trust environment.
- 1 On the **File Servers** form, set up an FTP, SFTP or shared file server.

Specify this information:

### Active

Select this field.

### Server Name

Specify a name that describes the server, for example FTP\_fileserver or fileserver1.

### Server Type

For an FTP server, select **FTP** or **SFTP**. For a shared server, select **Shared Path**.

**Note:** Review the Configuration Manager utility help for the configuration's Code Security setting, in relation to the Server Type you select here. Some combinations of code security and server type could cause file load/unload processes to not function properly because of security errors.

For example, for a shared server, these check boxes on the Runtime (Client) tab of the Configuration Manager must be cleared:

- Web Client Scripts Run In Partial Trust
- IDO Extension Classes Run In Partial Trust

### Domain

Specify the domain for user logins.

### Shared/FTP Path

Specify the path to access the shared server or FTP/SFTP site, for example: `//FTP_Server/Infor`

### User ID

Specify the user ID to access the shared server or FTP/SFTP site. The user ID must have access to the primary location and all subsequent file server logical folders.

### Password

Specify the user password to access the shared server or FTP/SFTP site.

### Remote Server Name

Specify the DNS name/IP address of the server. This is optional for FTP/SFTP but required for a shared UNC server.

- 2 If the **Server Type** is **FTP** or **SFTP**, you can click **Additional Properties** to open a new form where you can set additional JSON key-value pairs. These properties are optional.  
For more information, see "Additional Properties for File Servers" in the online help.
- 3 Save your changes.
- 4 Click **Validate** and verify that you see a success message.
- 5 Click **Activate**.
- 6 Configure the logical folders for this file server.  
See [Configuring Logical Folders](#) on page 65.

## Setting Up a Web-based File Server

You can set up a local web server to use as a file server in a cloud environment. You can then set up logical folders on that file server. The file server and logical folders are used with various SyteLine activities, such as EDI or EFT, where physical files must be transferred between the cloud and your local web server.

### Prerequisites:

- Set up a local web server. Microsoft Internet Information Services (IIS) must be installed on the server. The server must be able to communicate with external sites, including the Infor Cloud server. The server must be secured.
- Log into the Infor Support Portal site and search for KB 1957632.
- Download the `MGFileTransferService.zip` file from the KB article to your local web server.

Follow these steps to configure the file server and logical folders:

- 1 Configure the web service file:
  - a Unzip the `MGFileTransferService.zip` file into a folder on the local web server, for example `C:\Installs\MGFileTransferService`. These files are extracted:
    - `bin` folder
    - `MGFileTransferService.svc`
    - `Web.config`
    - `Web.Release.config`
  - b Edit the `web.config` file with connection information for the web server.

```
<configuration>
  <appSettings>
    <add key="AuthenticationType" value="basic"/>
    <add key="UserName" value="username"/>
    <add key="Password" value="password"/>
    <add key="AuthenticationKey" value="thisismykey"/>
    <add key="RootPath" value="~/WebFolder"/>
  </appSettings>
</configuration>
```

Under the `<appsettings>` element, specify this information:

**AuthenticationType**

Use the default value of `basic`.

**Note:** If an additional level of security is required, you can modify the web service to use integrated windows authentication with impersonation. Contact your Infor representative for more information.

**UserName and Password**

Specify a user and password. This should be a user who is defined with administrative permissions on the local server.

**AuthenticationKey**

Specify a key of your choice, for example `FSKey`. This value will be used later.

**RootPath**

Leave this value as-is. It will be used later.

- 2 Set up the web service application in IIS:
  - a In the **Connections** pane of IIS, expand the server and the Sites folder, right-click on **Default Web Site** and select **Add Application**.
  - b Specify this information about the web service application:

**Alias**  
Specify `MGFileTransferService`.

**Physical Path**  
Specify the path to the folder where you unzipped the service file, for example `C:\Installs\MGFileTransferService`.
  - c Click **Connect As** and select **Specific User** and click **Set**. Specify the user and password that the service will use to connect to the web service application. This should be the same administrative user that you specified in the web.config file.
  - d In IIS, right-click on the new application and select **Add Virtual Directory**.  
Specify this information:

**Alias**  
Specify the Root Path that was defined in the web.config file, for example `WebFolder`.

**Physical Path**  
Browse and select the path to the folder on this server that you will use for file uploads and downloads from SyteLine, for example `c:\webfolder`.
  - e Click **Connect As** and select **Specific User** and click **Set**. Specify the user and password that the service will use to connect to SyteLine. This should be the same administrative user that you specified earlier.
  - f Restart IIS on this server.
- 3 Add a file server of type Mongoose Web Service:
  - a In SyteLine, open the **File Servers** form.
  - b Add a new file server. Specify this information:



**Server Name**

Specify a name, for example `WebServer`.

**Server Type**

Select `Mongoose Web Service`.

**Domain**

Specify the web domain that the service is installed in, for example `mycompany.com`.

**Shared/Ftp Path**

Specify the full path to the service, for example

`http://port/MGFileTransferService/MGFileTransferService.svc`

**User ID and Password**

Specify the user ID and password that you specified for the web service application created in IIS.

- c Click **Additional Properties** and specify this information:

**Key**

Specify `ws_authentication_key`.

**Value**

Specify the Authentication Key that you used in the `web.config` file. Encrypt the key if desired.

- d Click **Validate** to verify that the connection works.
- e Save your changes.
- f Click **Activate**.

**4** Add and configure logical folders for the file server/

Use the **File Server Logical Folders** form to add and activate the logical folders that you will use to import files to, and export from, the local web server. These logical folders must be set to reside on the `WebServer` file server.

You must also set up group or user authorizations to access the logical folders for the appropriate areas of the system.

See [Configuring Logical Folders](#) on page 65.

## Configuring Logical Folders

In order to import or export files that are used by ERP features such as EDI, EFT, or payroll, you must set up file servers and logical folders on those file servers. This topic tells how to configure the logical folders after the file server is set up and activated. The logical folders will store the files that are used for importing and exporting data into the application database, archiving data, and logging data.

In a demo environment, a set of logical folders are predefined for you, but they must still be configured. In an initialized application, only one "demo" logical folder is defined, and you must add other logical folders.

See [List of Logical Folders to Define](#) on page 67 for a list of the suggested logical folders to use in each area of the application that requires import, export, or archive files. This topic also provides the recommended authorization groups to assign to each logical folder.

Prerequisites:

- You must be a system administrator for this application, with permission to access the appropriate forms.
- Decide which of the logical folders from the [List of Logical Folders to Define](#) on page 67 that you need to add for your implementation.
- Decide which user authorization groups should have access to each logical folder.

**1** On the **File Server Logical Folders** form, click the filter button to view any existing logical folders.

**2** Add and configure logical folders as needed.

Use the information in [List of Logical Folders to Define](#) on page 67 to determine which folders you need to configure and activate.

For example, if you plan to use the External Payroll feature, you should configure the two logical folders named **PayrollImport** and **PayrollExport**.

For each logical folder that you need, specify this configuration information:

**Active**

Select this check box.

**Logical Folder Name**

Add a logical folder name from the [List of Logical Folders to Define](#) on page 67, for example, **PayrollImport**.

**Server**

Select the Server Name of the file server that you defined using one of these topics:

[Setting up a File Server for SyteLine in the Cloud](#) on page 61

[Setting up a File Server for ERP On-Premises](#) on page 62

**Folder Template**

Specify a path where the folders will be stored on the file server. For example, use **\PR** for external payroll logical folders or **\EDI** for EDI logical folders.

Later, you could set up a more elaborate folder structure using templates.

**Folder Access Depth**

Specify 5 as an initial value, to allow for future changes.

You can modify the **Folder Template** and **Folder Access Depth** values later. See the help topic "Example: Setting Up Templates for Logical Folders."

- 3** Set up the authorizations that determine which users can access each logical folders:
- a In the **Groups** form, select one of the authorization groups that will be used for a logical folder. For example, select the **Payroll** group. For the suggested groups to assign for each logical folder, see [List of Logical Folders to Define](#) on page 67.
  - b Ensure that the appropriate users are added to the group. This group must include all users who you want to access the logical folder.

**Note:** In order to test this setup in step 5, you must add yourself as a member of this group so that you have access to the logical folder. Super users do not automatically have access to logical folders.

- c Click **Group Authorizations**.
- d In the **Object Authorizations for Group** form, add the logical folder to the group. Specify this information:

**Object Type**

Select **File Server**.

**Object Name**

Select the name of the logical folder in that file server that you want to associate with the group.

For example, for the Payroll group, you would specify **PayrollImport** and **PayrollExport**. Then everyone in the Payroll group has access to the PayrollImport and PayrollExport logical folders.

**Privilege**

Select the access privileges that group members should have for this logical folder. These should include read, write and delete.

- e Repeat these steps for each authorization group/logical folder combination that you plan to use.

- 4 Associate the logical folders with the appropriate parameter forms.

To view the parameters form and field that should be set up with each defined logical folder, see [List of Logical Folders to Define](#) on page 67.

For example, on the **External Payroll Interface Parameters** form, specify **PayrollImport** in the **Import Logical Folder** field, and **PayrollExport** in the **Export Logical Folder** field.

- 5 Click the **Files** button next to one of the logical folder fields on the parameter form and verify that you can open the **File Maintenance** form for that logical folder. (In order to access the folder, you must be a member of the authorization group that is associated with the logical folder.)

You can use the **File Maintenance** form to manually upload or download files or to view the files in the logical folder.

You can then use transactional forms to actually import or export the files into the application. For example, on the **External Payroll Interface Input** form, when you click **Load File**, the externally processed payroll data from the file that was uploaded into the Import Logical Folder is loaded into the application database.

## List of Logical Folders to Define

SyteLine requires the use of files for importing, exporting, and archiving. Use the **File Servers** and **File Server Logical Folders** forms to set up your file servers and the logical folders that will store the import, export, archive, and log files. Then select the appropriate logical folder names on these forms:

**Note:** If you are upgrading from a version prior to 9.01, the upgrade script uses your current folder structure to derive the logical names.

Functional area	Form	Field	Suggested Logical Folder Name	Suggested Authorization Group
A/P	1099 Form Printing Report	Logical Folder	1099Form	Accounts Payable
DIOT (Mexico)	Mexican SAT Parameters	DIOT File Logical Folder	DIOTFile	MX Loc
EDI	Demand EDI Parameters – Interface Setup	IB Archive Logical Folder	EDIDemandIBArchive	EDI
EDI	Demand EDI Parameters – Interface Setup	IB Data Logical Folder	EDIDemandIBData	EDI
EDI	Demand EDI Parameters – Interface Setup	OB Archive Logical Folder	EDIDemandOBArchive	EDI
EDI	Demand EDI Parameters – Interface Setup, CARaS Commodity Code Extraction, CARaS Customer Address Extraction, CARaS Parts Extraction, CARaS Ship Via Extraction	OB Data Logical Folder	EDIDemandOBData	EDI
EDI	Demand EDI Parameters – Interface Setup	Log File Logical Folder	EDIDemandLogFile	EDI
EDI	Supply EDI Parameters – Interface Setup	IB Archive Logical Folder	EDISupplyIBArchive	EDI
EDI	Supply EDI Parameters – Interface Setup	IB Data Logical Folder	EDISupplyIBData	EDI
EDI	Supply EDI Parameters – Interface Setup	OB Archive Logical Folder	EDISupplyOBArchive	EDI

Functional area	Form	Field	Suggested Logical Folder Name	Suggested Authorization Group
EDI	Supply EDI Parameters – Interface Setup	OB Data Logical Folder	EDISupplyOBData	EDI
EDI	Supply EDI Parameters – Interface Setup	Log File Logical Folder	EDISupplyLogFile	EDI
EFT	Electronic File Transfer Mappings, Electronic File Transfer Imports	Import Logical Folder	EFTImport *	General Ledger, Accounts Payable, Accounts Receivable
EFT	Electronic File Transfer Mappings, Electronic File Transfer Imports	Archive Logical Folder	EFTArchive *	General Ledger, Accounts Payable, Accounts Receivable
EFT/GL	Bank File Format	Logical Folder	EFTBankFile *	General Ledger, Accounts Payable, Accounts Receivable
EU SSD	Tax Parameters	SSD File Logical Folder	EUSSDFile	All groups starting with MGR-
External Payroll	External Payroll Interface Parameters, External Payroll Interface Input	Import Logical Folder	PayrollImport	Payroll, MGR-Payroll
External Payroll	External Payroll Interface Parameters, External Payroll Interface Input	Export Logical Folder	PayrollExport	Payroll, MGR-Payroll
External Payroll	External Payroll Interface Parameters	Log File Logical Folder	PayrollLogFile	Payroll, MGR-Payroll
Golden Tax (China)	Order Entry Parameters	Export Document Logical Folder	GoldenTaxExport-Document	MGR-Inventory Control, MGR-Order Entry, Order Entry Hide Prices, Order Entry

Functional area	Form	Field	Suggested Logical Folder Name	Suggested Authorization Group
Golden Tax (China)	Order Entry Parameters	Export File Logical Folder	VATExportFile	MGR-Inventory Control, MGR-Order Entry, Order Entry Hide Prices, Order Entry
Golden Tax (China)	Order Entry Parameters	Import File Logical Folder	VATImportFile	MGR-Inventory Control, MGR-Order Entry, Order Entry Hide Prices, Order Entry
Golden Tax (China)	Order Entry Parameters	Archive File Logical Folder	VATArchiveFile	MGR-Inventory Control, MGR-Order Entry, Order Entry Hide Prices, Order Entry
HR	1095 Form Printing Report	Output Logical Folder	1095Form	Human Resources
Payroll	Magnetic Media Direct Deposit	Logical Folder	MagMediaFile	Payroll, MGR-Payroll
Payroll	W-2 Electronic Filing	Logical Folder	W2File	Payroll, MGR-Payroll
Picking, Packing and Shipping	Inventory Parameters	Template Logical Folder	PackageLabelTemplate	Inventory
Picking, Packing and Shipping	Inventory Parameters	Output Logical Folder	PackageLabel	Inventory
PLM	BOM Bulk Import Parameters	Bulk Import Logical Folder	PLMBulkImport	Inventory
PLM	BOM Bulk Import Parameters	Bulk Archive Logical Folder	PLMBulkArchive	Inventory
PLM	Inventory Parameters, BOM Import Builder	Import/Export Logical Folder	BOMImportExport	Inventory
Positive Pay File	Positive Pay File Generator	Logical Folder	PositivePayFile	General Ledger
PLM	Inventory Parameters	Archive Logical Folder	BOMArchive	Inventory

\* If there is a separation of EFT duties between A/P and A/R, create additional logical folders and set authorizations accordingly.

**Note:** Do not remove or rename the TEMP logical folder that is created during installation or upgrade.

## Uploading Files to a Logical Folder

- 1 To access the **File Maintenance** form and open a logical folder, use either of these methods:
  - From a form with a **Logical Folder** field, specify the logical folder and click **Files**.
  - Open the **File Maintenance** form from the Explorer, and specify a logical folder.

**Note:** Both the logical folder and its file server must be set to **Active** in order to use the folder. Also, you must be in the appropriate authorization group to access the logical folder.
- 2 In the **File Maintenance** form, click **Upload**.
- 3 Browse to select the file you want to upload to the logical folder, and click **Open**. The file is listed in the grid.

## Downloading Files from a Logical Folder

- 1 To access the **File Maintenance** form and open a logical folder, use either of these methods:
  - From a form with a **Logical Folder** field, specify the logical folder and click **Files**.
  - Open the **File Maintenance** form from the Explorer, and specify a logical folder.

**Note:** Both the logical folder and its file server must be set to **Active** in order to use the folder. Also, you must be in the appropriate authorization group to access the logical folder.
- 2 In the **File Maintenance** form, select one or more files to download from the logical folder to a local folder.
- 3 Click **Download**.
- 4 Browse to select the folder where you want to download the files, and click **Open**.

## Deleting Files from a Logical Server

- 1 To access the **File Maintenance** form and open a logical folder, use either of these methods:
  - From a form with a **Logical Folder** field, specify the logical folder and click **Files**.
  - Open the **File Maintenance** form from the Explorer, and specify a logical folder.

**Note:** Both the logical folder and its file server must be set to **Active** in order to use the folder. Also, you must be in the appropriate authorization group to access the logical folder.
- 2 In the **File Maintenance** form, select one or more files to delete from the logical folder.

**3 Click Delete.**

## Upgrading to Logical Folders from Flat Files

Previously, functions such as external payroll and EDI required users to set parameters that specified UNC pathnames to folders on a shared local server. Those folders were used to store XML or other “flat files” that are imported, exported, or created by the functions. This prevents the use of these functions in the cloud, where users cannot directly add, delete or access files that are stored on local servers.

Now, you define file servers and logical folders to be used for these functions. For example, you could define a logical folder called EDIDemandInboundData to store EDI inbound data files, and a logical folder called EFTImports to store imported EFT files. These could be on the same or different file servers.

If you are upgrading from a previous version of this application, the upgrade attempts to create file servers and logical folders that are equivalent to the current servers and directories that you used for these functions:

- **1095 Form Printing Report**
- **Bank File Format**
- **BOM Bulk Import Parameters**
- **CARaS Commodity Code Extraction**
- **CARaS Customer Address Extraction**
- **CARaS Parts Extraction**
- **CARaS Ship Via Extraction**
- **Demand EDI Parameters - Interface Setup**
- **EDI Transaction Load Routine**
- **EDI Transaction Unload Routine**
- **Electronic File Transfer Imports**
- **Electronic File Transfer Mappings**
- **External Payroll Interface Input**
- **External Payroll Interface Parameters**
- **Inventory Parameters**
- **Magnetic Media Direct Deposit**
- **Mexican SAT Parameters**
- **Order Entry Parameters**
- **Positive Pay File Generator**
- **Supply EDI Parameters - Interface Setup**
- **Tax Parameters**
- **W-2 Electronic Filing**

The logical folders that are generated are based on your current folder structure. For example, if you currently have a demand EDI folder defined as \\USServer7\EDI\DEMAND, the upgrade creates a File



Server called USServer7 and a Logical Folder on that server named EDI. (You will set up the additional subfolder levels later, through the folder template.)

After the upgrade script is run, follow these steps to complete the setup:

- 1 On the **File Servers** form, verify that the file server UNC directory value is set correctly.
- 2 Provide a User ID and Password to log into the file server.
- 3 On the **File Server Logical Folders** form, set up a **Folder Template** that matches the old folder structure.

Using the above example, the **Server Name** would be set to **USServer7**, the **Logical Folder Name** would be set to **EDI**, and you would set the **Folder Template** to **DEMAND**.

- 4 Click **Verify** to test the connection to the server.
- 5 On the **File Server Logical Folders** form, verify the list of logical folders that were created by the upgrade script.

See [List of Logical Folders to Define](#) on page 67

- 6 On the Object Authorizations for Group form, select the file server that contains the logical folders, and set up group authorizations for each logical folder.

## Chapter 7: About the Privacy Utility

In order to comply with the European Union General Data Protection Regulation (EU GDPR), Data Controllers and Data Processors can use the **Privacy Utility** to find and report on personal data that is held in the system for a particular individual. The individual can review the report and request that the data be redacted from the system. In that case, after the legal retention period for the data records has passed, the administrator can either manually delete the records from your system, or run the Privacy Utility again to X out the data about the individual so that it can no longer be viewed. (After the information is X'ed out, this action cannot be undone.)

The user who runs the Privacy Utility should be authorized to use an Electronic Signature. See [Setting up the Privacy Utility for Electronic Signatures](#) on page 75.

In addition, the **Privacy** option on the **Electronic Signature Records Report** allows auditors to see who used the **Privacy Utility**, when they ran it, and what action they performed on which records. This report does not show any individual's personal data.

### Types of private information

The Privacy Utility searches the database to find personal data, given a specific name and country. It is intended to find information about an individual (employee, customer, vendor, applicant, etc.) who has requested to see or redact their personal data from your database. It is not intended to find companies or company data.

Personal data is information that, when combined with other data, could be used to make an individual reasonably identifiable. This includes details such as the individual's name, photo, email address, bank details, or medical information.

These areas of the database are searched for the person's records:

- Applicant information such as name, address, education, references, and work experience
- Consumer information
- Customer information such as name, address, credit card, service contracts/rentals, partners, point of sale
- Drop ship to information
- Employee information such as name, address, birthdate, direct deposit bank accounts, emergency contacts, education, injuries, insurance, work experience, children and partners
- Prospect information
- Sales contact information
- Vendor information such as name, address and partners

### Data retention policies

Each country, government, and company can have specific rules about data retention periods. It is the responsibility of the person who runs the Privacy Utility to follow these rules in regard to retention of data.

### Types of information that are not covered by the Privacy Utility

Data in some areas of the application is not searched, or X'd out, by the Privacy Utility. It is your responsibility to handle this information as needed for privacy concerns, and to document your process for handling this information:

- **Audit Log:** If you have turned on Audit Logs that track changes to names or personal information, then you must ensure that those audit logs are deleted. Purge utilities are available for the audit logs, and you can turn audit logs on or off.
- **BODs:** Personal data in business object documents (BODs) in the Replication Document Inbox or Outbox forms is not searched. It is up to you to purge this data.
- **Customer, prospect, and vendor interactions:** This data is not processed by this utility. You must determine what information in these interactions is private, and handle it accordingly.
- **Contacts:** Contact information on transaction forms such as Customer Orders or Purchase Orders is not included in this utility. You must purge it.
- **Third party software:** It is up to you to document and notify any third party (such as EDI, tax interface, EFT institutions) to which you are sending personal data.
- **UETs:** If a User Extended Table field contains personal information, you must purge this information.
- **Electronic Signatures:** If an Electronic Signature description includes a user name, it is not included in the Privacy Utility report or processing.
- **Pictures:** If the database contains an employee picture, the utility removes the link to the picture when X-out is performed. However, you must delete the picture from the server.
- **Users:** Records on the Users form are not included in the utility. You must purge this data.
- **Machine-readable data formats:** If you have exported data from forms to Excel or saved it as XML or .CSV files, you must edit or remove the data from those files as required.

## Setting up the Privacy Utility for Electronic Signatures

**Note:** Before you perform these steps to allow the use of the Privacy Utility, ensure that your company has policies in place to determine what types of personal data your SyteLine system holds, and how long your company is required to retain the data.

You must have system administrator authorization to use these forms.

- 1 On the **Electronic Signature Setup** form, ensure that **Enabled** is selected for the Privacy Utility.

**Caution:**

If your company only operates in countries where GDPR is not required, and you do not want to restrict use of the Privacy Utility, then you can turn this option off. However, you must be aware of the consequences: when a user clicks the X-Out button on the Privacy Utility, all selected records

are no longer readable, and this action cannot be reversed. If the Electronic Signature is not enabled, then you will have no record of the user who performed that action, or when it was performed.

If you choose not to require electronic signatures for the Privacy Utility, you can skip the rest of the steps in this topic.

- 2 On the **Electronic Signature Reason Codes** form, add at least two reason codes:
  - One code to use when Privacy Utility records are printed, for example PPR.
  - One code to use when replacing values with Xs on personal records, for example XPR.
- 3 On the **Electronic Signature Authorizers** form, add the Data Controller and Data Processor users who need electronic signature authorization in order to run reports or X-outs using the Privacy Utility.

The users you specify here must belong to the Auditor or System Administrator group in order to access the Privacy Utility.

You can restrict the user's electronic signature type only to the Privacy Utility, or leave the **Signature Type** field blank to allow the user to provide electronic signatures in all available areas.

## Finding and reporting personal data about individuals

Use the **Privacy Utility** when an individual requests that your company provide information about that individual's personal data.

Use the utility to search through the database to find information about the individual, based on the individual's name and, where applicable, country.

**Note:** You must be set up on the **Electronic Signature Authorizers** form in order to print reports from this utility.

- 1 Open the **Privacy Utility** form.
- 2 Specify the individual's name, and optionally the country to narrow the search results.

You can specify part of a name to display any instances that contain the partial name. For example, if you enter **Rob**, the results display names such as Robertson, Robert, Wrobinski, and Rob, when searching the name and company fields.

In some cases, for example in applicant records, the country is not applicable.
- 3 Specify the Data Groups to search in the database.

See [About the Privacy Utility](#) on page 74 for more details about the types of information in each group.
- 4 Click **Search**.

The grid displays the records that were found. Each record indicates the data group where the record was found, and the name that was found. Where available, country and address information is displayed to further distinguish the individual.
- 5 Select the **Select** check box for each record that you want to include on the report.

- 6 Click **Print** to generate a report that includes all of the selected records.
- 7 If required, the **Electronic Signature Required** window is displayed. Specify your user name and password, select the appropriate reason code for printing, and click **OK**.

The report is printed, including the private information that your company holds for the individual. You can provide this report to the requesting individual.

A log is updated each time that the utility is used, for auditing purposes. You can print the log from the **Electronic Signature Records Report**.

## Redacting (X out) personal data for an individual

Individuals can ask your company to redact their personal information from your database. After the legal retention period for preserving the data records has passed, you can manually delete some records from your system, and run the Privacy Utility to X-out other personal data about the individual so that it can no longer be viewed.

See [About the Privacy Utility](#) on page 74 to determine which records can be handled by the Privacy Utility, and which must be removed manually.

In many areas of the system, the user information cannot simply be deleted, because it is related to transactions or records that must be maintained for auditing and historical purposes. The Privacy Utility allows you to X-out the personal data. For example, the person's name and address are replaced by X's in the database. Date fields that contain personal data, such as a birth date, are set to a null value. The key fields in each database table, such as the vendor or customer number, are not X-ed out. To prevent validation errors, on the Customers and Prospects forms, the country is not X-ed out, and the tax code, if originally set to an external tax code, is cleared.

**Note:** These changes cannot be reversed after the utility is run.

To use the Privacy Utility to X-out personal data for an individual:

**Note:** You must be set up on the **Electronic Signature Authorizers** form in order to X-out data in this utility.

- 1 Open the **Privacy Utility** form.
- 2 Specify the individual's name, and optionally the country to narrow the search results.

You can specify part of a name to display any instances that contain the partial name. For example, if you enter **Rob**, the results display names such as Robertson, Robert, Wrobiniski, and Rob, when searching the name and company fields.

In some cases, for example in applicant records, the country is not applicable.
- 3 Specify the Data Groups to search in the database.

See [About the Privacy Utility](#) on page 74 for more details about the types of information in each group.
- 4 Click **Search**.

The grid displays the records that were found. Each record indicates the data group where the record was found, and the name that was found. Where available, country and address information is displayed to further distinguish the individual.

- 5 Select the **Select** check box for each record that you want to X-out.
- 6 Click **X-out** to X-out personal data in all of the selected records.
- 7 If required, the **Electronic Signature Required** window is displayed. Specify your user name and password, select the appropriate reason code for printing, and click **OK**.  
The personal data is X-d out.  
A log is updated each time that the utility is used, for auditing purposes. You can print the log from the **Electronic Signature Records Report**.

## Auditing the use of the Privacy Utility

If electronic signatures are required, you can see who used the Privacy Utility, what types of records they printed or X'd out, for which IDs, on what date.

- 1 Open the **Electronic Signature Records Report**.
- 2 Select these fields:
  - Display Report Header
  - Privacy
- 3 Click **Print**.

The report shows this information:

- Name and description of the user who ran the report
- Type of electronic signature
- Reason code and description, which indicates whether the utility was run to print a report or to X-out data
- Date the utility was run
- Column caption and value, which indicate the type of record and the value. For example, in an Employee record, the value indicates the employee ID on which the action was performed.

## Chapter 8: Miscellaneous Other Topics

### About Electronic Signatures

Electronic signatures can be required for activities involving these forms:

- **Job Receipt**
- **Order Shipping**
- **Post Engineering Change Notice**
- **Post Job Transactions**
- **Privacy Utility**
- **Purchase Order Receiving**

This table shows the forms that are used to perform these signature activities:

To perform this task	Use this form	Notes
Create reason codes for requiring electronic signatures	<b>Electronic Signature Reason Codes</b>	
Designate which transactions require electronic signatures	<b>Electronic Signature Setup</b>	When you enable specific transactions on the Electronic Signature Setup form, those transactions cannot occur until a valid signature (user name and password of an authorized user) is entered.
Give users authorization to provide electronic signatures	<b>Electronic Signature Authorizers</b>	
Provide an electronic signature	<b>Electronic Signature Required</b>	This form is displayed automatically when a signature is required
Generate a report that displays records where the checksum stored for the data no longer matches the data	<b>Tampered Electronic Signature Records Report</b>	
Generate a report that lists electronic signatures for a specific type of record. It can also list signatures for the Privacy Utility.	<b>Electronic Signature Records Report</b>	

## About Viewer Forms

There are several forms in the system with the word "viewer" as the last part of the name and caption. These are all templates for placing data when reporting and are intended to be used by developers only.

## About Home Flows

Business process flows are found on the **Flow** tab of the forms listed here.

- **Buyer Home**
- **Controller Home**
- **Customer Service Home**
- **Inventory Control Home**
- **Production Planner Home**
- **Project Manager Home**
- **Salesperson Home**

The business process flow includes links to help topics and other forms. Double-click labeled items to open help topics. Double-click squares to open forms.

## Auditing Overview

This topic provides an overview of the auditing processes.

The system provides several different types of auditing:

- **Event auditing:** Any time a specified event occurs (for example, every time a user opens a form), a message is logged in the Audit Log. You can turn this audit log on or off, and you can customize the types of events that are logged.
- **Transaction auditing:** Whenever certain types of transactions are posted, the system automatically logs the information into files that can generally be printed as reports.
- **Project auditing:** You can turn on auditing for the Projects module and then track milestones through an Audit tab on several of the forms.

**Note:** We strongly recommend that you enable audit logging only if there is a specific need to check something, and enable it for only a short time. The audit trail processing is extensive and robust. While enabled, it will reduce system performance and create a large number of process records in the log.

### Material Transactions

Material Transaction (matltran) records provide an audit trail for material transactions. Material transactions are created when you perform these tasks:

- Issue an item to, or withdraw an item from, a job



- Finish a job
- Start a job
- Move an item to the next operation in a job
- Ship or return customer orders
- Receive or return purchase orders
- Change the quantity on hand or cost of an item
- Move a quantity
- Add a new location

You can print this audit trail with the **Material Transactions Report**.

Use the **Delete Material Transactions** utility to delete most types of material transactions, except End of Period Costing transactions. End of Period Costing transactions include Just-In-Time (JIT) Production Transactions, Production Schedule Complete Transactions, Production Schedule Scrap Transactions, Work Center Labor Transactions, Work Center Machine Time Transactions, and Work Center Material Transactions. You can run **Delete End of Period Costing Transactions** to delete End of Period Costing transactions.

**Caution:** Be sure to run the **Material Transactions Report** before you delete any material transactions, to preserve the audit trail. When a material transaction is deleted, references to that transaction from any ledger or journal records will be cleared. If you then try to view detail on a ledger or journal previously referenced to the deleted material transaction record, the system will display a message saying that the record is not available.

### Inventory Count Transactions

Prior to posting inventory cycle counts, run the **Cycle Count Variance Report** to provide an accounting audit trail for any variances encountered from the original quantities.

Before using the **Physical Inventory Count Posting** utility to post inventory quantities to the **Quantity On-Hand** field, we recommend that you run the **Preadjustment Report** to generate an accounting audit trail for visibility for count discrepancies.

Use the **Physical Inventory Records Purge** utility to erase the contents of the Physical Inventory files after the entire physical inventory is approved and posted, and the auditors have reviewed and approved the results. The purpose of this option is to release disk space taken up by the Physical Inventory file. Although the contents of the file are erased, an audit trail of the Physical Inventory posting is still available. The Item/Warehouse file contains these fields for reference purposes: Physical Inventory Count (quantity counted) and Physical Inventory Date (date the posting occurred).

### Labor and Production Transactions

Job Transaction (jobtran) records provide an audit trail for labor transactions (job, production schedule, JIT, and work center). You insert Job Transaction records into the jobtran file manually and use the Job Labor Transaction Posting feature to post them. Be sure to run the **Job Transactions Report** before you delete any job transactions, to preserve the audit trail. You can delete this type of record only by using the **Delete Job Transactions** utility.

### Invoice Transactions

Before you post invoices, debit memos, and credit memos through the **Invoice Posting** activity, print the **Invoice Transaction Report** as an audit trail of the posted items.

### Financial Transactions

Use the **A/R Draft Purge** utility to delete canceled, paid, and voided drafts. It produces a register of the purged drafts as an audit trail.

Before you post A/P voucher and adjustment transactions, print the **Voucher Transaction Report** as an audit trail.

Before you use the **Mass Journal Posting** utility or the **Ledger Posting for Journal** utility to post transactions from one or more journals to the ledger, print the **Journal Transaction Report** as an audit trail of the items that will be posted. Also, before using **Journal Compress** to reduce the number of transactions in a journal, you must print the **Journal Transaction Report**.

### Employee Direct Deposit Transactions

On the **Direct Deposit Banks** form, enter the General Ledger account number that will be credited and debited when a direct deposit is posted for an employee using this bank. This account maintains an audit trail of direct deposits to the bank.

### Project Auditing

When you set up **Project Parameters** for revenue milestones and invoice milestones, you can enable audit trails. The audit information then appears in an **Audit** tab on the **Revenue Milestones**, **Estimate Revenue Milestones**, and **Invoice Milestones** forms.

## Crash Recovery Steps

Use this utility to clear user sessions for all users except the user running this utility, and unlock all locked functions and journals. You would most commonly need to run this utility following a crash of the application server, but you can run it at any time.

- 1 Open the **Crash Recovery** form.
- 2 Select the fields for the functions you want the utility to perform.
- 3 Click **Process**.

---

# Creating Dimensions and Attributes for Extended Data Analysis

System administrators can define dimensions and attributes for SyteLine data, based on table joins. This allows your users to analyze data using multiple dimensions. Some dimensions (Customer, Item, and Vendor) and attributes for those dimensions have been predefined, but the system administrator can create additional dimensions and attributes, or modify the predefined versions.

Use the **Dimension Table Joins** form to link the appropriate primary and secondary tables to the base table. You can then use the **Dimension Attributes** form to add columns from the base, primary and secondary tables to the list of attributes for a dimension. (An attribute can be any valid SQL statement used in a SELECT clause within the scope of the table joins.) Use the **Dimension Functions** form to specify constants, SQL functions and math operands that can be used to add calculated fields to the list of attributes. The **Dimension Attributes Query** and **Dimension Table Joins Query** forms are also available.

**Note:** Access to the forms described here should be limited to database administrators, because they allow you to define table relationships that could allow general users access to information that should be restricted.

Typically the process includes these decisions:

- Users tell you how they want to analyze data. For example, the CFO wants to analyze the Chart of Accounts and posted ledger transactions and drill down to information about the customers and items listed on those transactions.
- Determine which tables contain the data that the user wants. One table should be the "base" table, with joins to other primary and secondary tables. If the needed data is not currently in a table, determine how it can be calculated or derived from existing data.
- Determine the "object" that the data will belong to. An object can have multiple related dimensions; for example, the Chart and Ledger objects include dimensions for Customer, Item, and Vendor, as each of these relate to accounts.

**Note:** Currently, you can modify the predefined Chart and Ledger objects and their dimensions and attributes, but you cannot create new objects.

- Use the **Dimension Table Joins** form to define the base table for the object and link the appropriate primary and secondary tables to the base table. See "Defining a Table Join" below for the steps to take.

A parent form can have only one base table. Primary tables are defined as having a one-to-one relation to the base table. Secondary tables represent a subcollection; more than one result is returned in respect to the base or primary tables.

In the example above, the user wants to add dimensions to the Chart of Accounts. The base table used for Chart of Accounts is **chart**. At least one of the joined tables must link to the **Primary Key** column on the base table, in this case, **acct**. Use the predefined data for the Chart object as an example: the ledger table is joined to the chart table through `ledger.acct=chart.acct`. Other secondary tables can be joined to the base table or to another table linked to the base table. In the sample data, the matltran table is linked to the ledger table through `matltran.trans_num=ledger.matl_trans_num`, and then the item table is linked to the matltran table through `item.item=matltran.item`. The information in any of these linked tables is then available to be defined as an attribute for a dimension.

- Use the **Dimension Functions** form to create a list of user-defined database functions that can be included in dimension attributes. Some standard SQL functions and custom functions are predefined for you as examples.
- Use the **Dimension Attributes** form to add columns from the base, primary and secondary tables to the list of attributes for this object. You can also include constants, SQL functions, calculations, and math operands when you build an attribute. See "Defining an Attribute" below for the steps to take.

Attributes provide the actual values that end users want to see in reports.
- The dimension attributes must be accessible to users through a form tied to the base table.

## Defining a Table Join

On the **Dimension Table Joins** form, use these steps to define the table joins:

- 1 At the top of the form, specify the name of the object that these table joins describe. Also specify the base table name, alias and primary key. The base table is the principal table to which other tables will be joined. Be aware that there are more than 200 records in some of these drop-down lists, so use a partial name with a wild card to filter the list results.
- 2 Next, specify the name and alias of a table to be joined. Also specify the type of table join that this table has in relation to the base table:
  - Primary Table: An additional table that has a one-to-one relationship with the base table.
  - Secondary Table: An additional table that has a one-to-many relationship with the base table.
- 3 In the **Join Type** field, specify how secondary tables are joined to other tables. Specify **Inner Join** only if the columns referenced in the join are not nullable and the join is on a foreign key. Otherwise, use **Outer Join**.
- 4 Select the column in the current table to use as the join, and the other table and column to join it to. The other table must already be listed in this form.
- 5 Click **Add** to display the join information in the text box and in the Join Text area of the grid.

## Defining an Attribute

On the **Dimension Attributes** form, use these steps to define attributes:

- 1 Specify the object name to which the attribute applies.
- 2 Ensure that the information you want to add is not already included in the predefined attributes.
- 3 Specify a name and description for the new attribute.
- 4 Specify the attribute type:
  - Function: A field, calculation, or a SQL function that manipulates another attribute value or constant.
  - Attribute: The actual values that users want to see in reports.

- 5 Specify the value. You can either type directly in the **Value** text box, or, for Function attributes, use the fields and button in the right pane to build the Value expression:
  - In the **Type** field, select one of these options and then select the appropriate row from the grid:
    - **Attribute Text**: The grid lists the available attributes. When selected, the attribute name is displayed. In the **Value** text box, this appears as **A(attribute)**. Literals can be used to develop strings based on a concatenation of string values. This results in consistent descriptions that can be modified across dimensions.
    - **Attribute Value**: The grid lists the available attributes. When selected, the attribute value displays. In the **Value** text box, this appears as **V(attribute)**.
    - **Parameter**: The grid displays a list of the available tables and columns that were defined for this object on the **Dimension Table Joins** form. Use the **Table** field to filter the grid for a specific table. Select a table and column from the grid.
    - **Operation**: The grid displays a list of available operations.
    - **SQL Function**: The grid displays a list of the functions defined on the **Dimension Functions** form.
  - Click **Add** to add your selection to the Value text box. You can build a Value expression by combining parameters, operations, functions, and literals.
  - Literals must be typed in the text box and are designated as **L(value)**. Literals can be concatenated with **V(Attribute)**. For example, you could create the attribute Account Number with a value of **A(Account) + L(-) + V(Account)**. This attribute is displayed as, for example, Account-11200.
- 6 For numeric or date fields, you can specify an appropriate mask in the **Masking** field.
- 7 Attributes can be hidden if they are used in calculations and not required to be displayed. This is useful when you create complex formulas.
 

For example, you could define the literal from the example above and use it in a more complex literal: **V(Account Number) + L( ) + A(Ledger Unit Code 1) + L(-) + V(Ledger Unit Code 1)**. This displays as Account-11200 Ledger Unit Code 1-123. In this example, there is no need to display the original literal, so it can be hidden.
- 8 Optionally, you can configure the 15 pre-defined Ledger object dimension analysis attributes for use on the **Journal Entries**, **Import Journal Entries**, and **G/L Posted Transactions** forms. See About Dimension Analysis Attributes.
- 9 Save your changes. In the case of a Chart object attribute, the attribute is then available for selection on the **Chart of Accounts Dimensions** form and Ledger objects attributes are available for selection on the **Ledger Dimensions** form.

## Deleting Debugging Data

After you have resolved an issue with the Credit Card Interface or Tax System Interface using the debugging feature, you can delete debugging data.

- 1 Open the **Application Debug Log Listing** form.
- 2 Perform one of these tasks:
  - To delete the currently selected record, click **Delete Current**. Click **Save**.

- To delete all of the records currently displayed on the form, click **Delete Collection**. You are prompted to confirm your selection. Click **OK**.
- To delete all records from the Application Debug Table, even records not currently displayed on the form, click **Delete All**. You are prompted to confirm your selection. Click **OK**.

## Displaying User Defined Fields Defined in Earlier Versions

Disabled "User Defined" tabs are included on certain forms. The fields on these tabs provide backward compatibility with user-defined fields in pre-7.0 versions of SyteLine.

By default, the fields are enabled as in your earlier SyteLine installation, but they have generic labels. The tabs contain three character fields, three decimal fields, one date field, and one Boolean field, along with field labels. You can access these fields when the tab is enabled.

**Note:** System administrators modifying forms typically have Site Developer editing permission. Site developers can set the scope of their editing to an individual user, a group of users, or to all users. Site developers may have to consider the scope of their changes to user-defined fields on a field-by-field basis.

### Repositioning and Resizing Fields

For information on repositioning and resizing fields and labels, see the topics "Move a Component" and "Size a Component" in the help.

## Editing a Default Field Label

To edit a default field label:

- 1 Enable the tab as described in the previous procedure.
- 2 Select **Edit>Design Mode** and specify the editing scope for the field label(s) you are editing. The scope remains in effect until you reset it. For important details on setting the scope for a form during an editing session, refer to the topic "Set and Change Editing Scope" in the help.
- 3 Click the field label on the **User Defined** tab.
- 4 On the **Component** properties sheet, enter your **Caption** for the field. By default, a colon (":") is appended to the label at run time.
- 5 Select **Form>Definition>Save**.

## Enabling the User Defined Tab

To enable a user defined tab:

- 1 Open a form containing a User Defined tab, for example, the Items form.
- 2 Select **Edit>Design Mode** and specify the editing scope for the tab you are enabling. The scope remains in effect until you reset it. For important details on setting the scope for a form during an editing session, refer to the topic "Set and Change Editing Scope" in the help.
- 3 Select the **User Defined** tab.
- 4 On the **Component** properties sheet, set **Read-only/Disable** to False.
- 5 Select **Form>Definition>Save**.

## Entering a Reason Code

You can add new reason codes on these forms:

- **Absence Reasons**
- **Bank Reconciliation Reason Codes**
- **CO Returns Reason Codes**
- **Credit Hold Reason Codes**
- **ECN Reason Codes**
- **Inventory Adjustment Reason Codes**
- **Miscellaneous Issues Reason Codes**
- **Miscellaneous Receipt Reason Codes**
- **Obsolete Slow Moving Reason Codes**
- **Payment Hold Reasons**
- **Position Change Reasons**
- **Purchase Order Return Reason Codes**
- **RMA Return Reason Codes**
- **Salary Change Reasons**
- **Scrap Reason Codes**
- **Termination Reasons**
- **Transfer Loss Reason Codes**
- **Transfer Order Return Reason Codes**
- **Void Invoice, Debit and Credit Memo Reason Codes**

To add new reason codes:

- 1 Open the appropriate reason codes form from the list above.
- 2 Click in the first empty row at the bottom of the list.
- 3 In the **Code** field, enter a three-character code to represent the reason for the transaction.
- 4 In the **Description** field, enter up to a 40-character description of the reason for the transaction.

- 5 If the **Inventory Adj** account field appears (it appears only on **Misc. Issue**, **Misc. Receipt**, and **Transfer Loss** reason codes forms), select an **Inventory Adjustment** account number to associate with the reason code.
- 6 Save the new reason codes and close the form.

## Export Documents for Delivery Orders

Export documents are used when a delivery order packing slip or consolidated invoice is created for the selected country. Some countries require this information to be exported to a specially-formatted file.

## Features-and-Options Product Configurator Steps

The features-and-options product configurator is a tool that enables Order Entry users to create custom items using specially designed items and bill of material.

These are the high-level steps for the features-and-options product configurator.

- 1 Design and set up the layout for the inventory item by Creating and Entering a Planning Item.
- 2 Add a Configured Item in Order Entry.

## Importing Startup Wizard Setting Files

To import a startup wizard setting file:

- 1 Open the **Import Implementation Wizard Setting** form.
- 2 Specify the **Logical Folder**.
- 3 Specify the desired file name in the **File Name** field.
- 4 Click **Process**.

## Mapping ISO 4217 Currencies to Existing Currencies

If you already have custom currencies defined and referenced elsewhere in the system, you cannot delete or modify them, for data consistency. However, when integrating SyteLine to other BOD-enabled applications, only the ISO currency codes may be used. In order to make this work, you can map any existing custom currencies to the predefined ISO currencies, using the **Currency Codes** form.



You can map multiple currencies to the same ISO currency code. This is acceptable if you already have existing custom currencies used in transactions stored in the database. For example, you might map the following:

Currency Code	Currency Description	ISO Currency Code
USD	US Dollars	USD
Dollars	US Dollars	USD

However, if you do this, the system will choose only one of the descriptions to display in Business Object Documents (BODs). So if you have mapped multiple names to one ISO country in error, the BOD may include an incorrect currency description. For example:

Currency Code	Currency Description	ISO Currency Code
BMD	Bermuda Dollar	BMD
BHD	Bahama Dollar	BMD

**Note:** In addition, currency formats and symbols should be set up to be the same for all user-defined currency codes associated with a single ISO currency code, so that when a BOD is generated for an ISO currency code, formats and symbols remain the same.

## Mapping ISO Countries to Existing Country Names

If you already have custom country names defined and referenced elsewhere in the system, you cannot delete or modify them, for data consistency. However, when integrating SyteLine to other BOD-enabled applications, only the ISO country names/codes are allowed. In order to make this work, you can map any existing custom countries to the predefined ISO countries, using the **Countries** form.

You can map multiple countries to the same ISO country. This is acceptable if you already have existing custom country names used in transactions stored in the database. For example, you might map the following:

Country (Name)	ISO Country Code	ISO Country
United States	US	UNITED STATES
USA	US	UNITED STATES

However, if you do this, the system will choose only one of the country names to display in Business Object Documents (BODs). So if you have mapped multiple names to one ISO country in error, the BOD might include an incorrect country name. For example:

Country (Name)	ISO Country Code	ISO Country
Andorra	AD	ANDORRA
Angola	AD	ANDORRA

## Navigating the Process Overview Forms

The SyteLine Business Solution form can be navigated by selecting the module names, or by selecting the icons.

- 1 Select a module name to open the process overview form associated with that module. For example, if you select **Customer Service**, the **Overview Customer Service** form displays.
- 2 Select an icon next to a module name to display additional links related to that module.
- 3 Select the **Related Links** and **Overview** icons to display lists of supplementary forms.

## Process Overview Forms

These forms provide a high-level overview of the relationships between the system modules and forms. They are divided into three categories, and are navigated by visual cues:

- The **Business Solution** form provides links to key activity forms for most SyteLine modules.
- The overview forms describe a module, in whole or in part, through the use of flow charts and diagrams, many of which allow you to navigate directly to a form within SyteLine.
- The concept forms introduce functional, architectural, and key application concepts through the use of flow charts and diagrams.

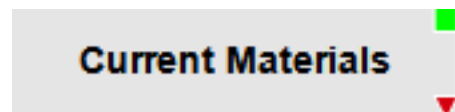
Each form is divided into a number of tabs.

**Note:** The flowcharts on these forms are neither a literal, nor a comprehensive, representation of business logic.

The process overview forms are made up of text boxes that are arranged and grouped to show relational properties with each other. Boxes that are connected by arrows demonstrate either a cause/effect relationship, or a logical progression.

To focus on a single text box, select it. The box becomes highlighted until you select another box.

Some text boxes display green squares, and/or red triangles. The existence of icons indicates that the text box is interactive, and the type of icon indicates how you can interact with it.



- A green square indicates that you can open the associated form by double-clicking on the box. The name of the associated form does not always match the text in the text box.
- A red triangle indicates that further information is available. This information is presented as hover-over text, online help (via a right-click menu), or both.

**Note:** Navigate by right-clicking, or double-clicking, the gray text box, not the colored icons.

## Selecting Critical Numbers to Display in Infor Ming.le

- 1 Launch the **User Critical Number Selection** form.
- 2 Select the category from which you want to select a critical number.  
The categories are a preconfigured list. If you select the **General** category, the associated critical numbers are displayed by default when you log in to Infor SyteLine in Infor Ming.le.
- 3 The **Critical Number** tab lists the applicable critical numbers. Select the check box for each critical number you want to be displayed on the form in Ming.le.
- 4 The **Effective Forms** tab lists the forms that show the selected critical numbers.
- 5 Save the record.

**Note:** See the Infor Ming.le online help for more information about manually adding a critical number.

## Setting up a Customer or Vendor Document Profile

Ensure that you understand how a customer or vendor document profile is used when sending reports to customers and vendors.

- 1 For customers, open the **Customer Document Profile** form and select the **Customer** and **Ship To** for which you want to create a profile.  
For vendors, open the **Vendor Document Profile** form and select the **Vendor** for which you want to create a profile.
- 2 Select the **Method** used to deliver the report:
  - Printer
  - Fax
  - EmailAll emailed report output is sent in PDF format, and the description that is specified on the **Background Task Definitions** form is used as the subject of the email.
- 3 Specify the **Destination**, which is the fax number, email addresses, or printer where the report will be delivered. To distribute a report to multiple fax numbers or printers, create multiple profiles, each with a different fax number or printer. To distribute a report to multiple email addresses, separate each email address with a semicolon.  
**Note:** If your phone or fax number contains commas, enclose the entire number in double quotes.
- 4 Select the **Task Name** for which you want to create report distribution defaults.
- 5 Specify a **Description** associated with the task for which you want to create report distribution defaults.  
This description is informational only. If you want to define a subject to be used with email distribution, use the **Task Description** field on the **Background Task Definitions** form.
- 6 Specify the number of copies of the report to print. The **Copies** field is enabled only if **Method** is set to **Printer**.
- 7 Select **Active** to enable this profile, or clear this check box to disable this profile.

- 8** In the **Cover Sheet Company** and **Cover Sheet Contact** fields, specify the name of the company and the contact to whom the fax is addressed. The names are displayed on the fax cover sheet. These fields are enabled only when **Method** is set to **Fax**.

**Note:** Windows Fax and Mongoose Fax Service do not support this field.

## Setting Up Incremental Date Ranges for Reports That Run in the Background

Use this example to understand how to set up incremental date ranges.

It is Friday, September 8. You want to set up a report to run in the background every Saturday night. The report should include all transactions from the previous week. You want to run the report for the first time on Saturday, September 9, to include transactions from September 2 through September 8. On Sept 16, the report will run again, and include transactions from September 9 through September 15, and so on in the future.

To set this up:

- 1** In the report form, set the **Starting Date** as the current date minus 7 days, or September 1 in our example. Set the **Ending Date** as the current date minus 1 day, or September 7 in our example
- 2** Submit the report to be executed as a background task every week, starting on September 9.

This setup runs the report on September 9 for a date range of September 2 to September 8; and then again on September 16 for a date range of September 9 to September 15; and so on.

## Sources for Notes

This topic describes the print options for notes what forms they are found on, and where the source notes are created and attached.

For more information about note-printing options and types of notes that can be printed, see [Working with Notes](#).

### Sources for Printable Notes

The following table lists printable note options as they appear on report forms and utilities. Each entry in the first column displays first the option as it is labeled in the form and second the form(s) on which it appears. The second column displays the names of the forms from which the notes are taken, where they are created and attached.

In cases where multiples sources are possible, the form names are followed by numbers in parenthesis indicating which source (in the second column) is used for that form.

Note Label/ Form where found	Source (Form where note is created/at- tached)
Customer (Print Invoice Text) <b>Post Project Retention Invoice</b>	<b>Customers</b>
Display DO Line Notes <b>Print Delivery Order Packing Slip Report</b>	<b>Delivery Order Lines</b>
Display DO Line Sequence Notes/Text <b>Print Delivery Order Packing Slip Report</b> <b>Print Delivery Order Pro Forma Invoice Report</b>	<b>Delivery Order Line Sequences</b>
Display DO/BOL Notes <b>Print Delivery Order Packing Slip Report</b>	<b>Delivery Orders</b>
Line (Print Invoice Text) <b>Post Project Retention Invoice</b>	<b>Invoice Milestones</b>
Materials (Print Notes For) <b>Item Current Routing Report</b>	<b>Current Materials</b>
Operations (Print Notes For) <b>Item Current Routing Report</b>	<b>Current Operations</b>
Print Bill To Notes <b>Consolidated Invoicing</b> <b>Estimate Response Form Report</b>  <b>Invoice Builder</b> <b>Order Invoicing/Credit Memo</b> <b>Order Verification Report</b> <b>Print Price Adjustment Invoice</b> <b>RMA Credit Memo</b>	<b>Customers</b> , Ship-To records num- bered 0 (zero)
Print Blanket Line Notes <b>Change Order Report</b>	<b>Purchase Order Blanket Lines</b>
Print Blanket Notes <b>Builder Purchase Order Report (2)</b> <b>Order Verification Report (1)</b> <b>Purchase Order Report (2)</b>	<b>(1) Customer Order Blanket Lines</b> <b>(2) Purchase Order Blanket Lines</b>

Note Label/ Form where found	Source (Form where note is created/attached)
Print Change Text <b>Change Order Detail Report</b>	<b>Change Notes</b> button on: <b>Purchase Orders</b> <b>Purchase Order Blanket Lines</b> <b>Purchase Order Blanket Releases</b>
Print Customer Notes <b>A/R Invoice Credit Debit Memo Report</b>  <b>Invoice Builder</b> <b>Order Invoicing/Credit Memo</b> <b>Post Project Invoice Milestones</b> <b>Print Price Adjustment Invoice</b> <b>Reprint Project Invoices Report</b>	<b>Customers</b>
Print ECN Item Notes <b>ECN Report</b>	<b>Engineering Change Notice Items</b>
Print ECN Notes <b>ECN Report</b>	<b>Engineering Change Notices</b>
Print Estimate Notes <b>Estimate Response Form Report</b> <b>Estimate Status Report</b>	<b>Estimates</b>
Print External Notes On forms where this option appears in conjunction with other note-printing options, this option determines whether external notes from the other note-printing options are printed in reports. On forms where this and the <b>Print Internal Notes</b> options are the only note-printing options, the source of those notes is as shown in "Other Internal/External Notes Sources." For more information about this and the <b>Print Internal Notes</b> options, see "Internal/External Notes" in Working with Notes.	See "Other Internal/External Notes Sources."
Print GRN Line Notes <b>Vendor ASN Reconciliation Report</b>	<b>Goods Receiving Notes Lines</b>
Print GRN Notes <b>Vendor ASN Reconciliation Report</b>	<b>Goods Receiving Notes</b>

<b>Note Label/ Form where found</b>	<b>Source (Form where note is created/at- tached)</b>
<p>Print Internal Notes</p> <p>On forms where this option appears in conjunction with other note-printing options, this option determines whether internal notes from the other note-printing options are printed in reports.</p> <p>On forms where this and the <b>Print External Notes</b> options are the only note-printing options, the source of those notes is as shown in "Other Internal/External Notes Sources."</p>	<p>See "Other Internal/External Notes Sources."</p>
<p>Print Invoice, Debit, Credit Memo Notes</p> <p><b>A/R Invoice Credit Debit Memo Report</b></p>	<p><b>Invoice, Debit and Credit Memos</b></p> <p>To print the notes, place the notes on the header and not on the distribution.</p>
<p>Print Job Material Notes (Print Job Matl Notes)</p> <p><b>Production Schedule Routing Report (1)</b></p> <p><b>Estimate Job Routing Report (2)</b></p> <p><b>Job Packet (2)</b></p>	<p>(1) <b>Production Schedule Item Materials</b></p> <p>(2) <b>Job Materials</b></p>
<p>Print Job Operation Notes</p> <p><b>Production Schedule Routing Report</b></p>	<p><b>Production Schedule Item Operations</b></p>
<p>Print Job Route Notes</p> <p><b>Estimate Job Routing Report</b></p> <p><b>Job Packet</b></p>	<p><b>Job Operations</b></p>
<p>Print Line Notes</p> <p><b>Estimate Response Form Report (1)</b></p> <p><b>Purchase Requisition Report (2)</b></p> <p><b>Transfer Order Ship Pick List (3)</b></p> <p><b>Transfer Ship Packing Slip (3)</b></p>	<p>(1) <b>Estimate Lines</b></p> <p>(2) <b>Purchase Order Requisition Lines</b></p> <p>(3) <b>Transfer Order Line Items</b></p>

Note Label/ Form where found	Source (Form where note is created/attached)
Print Line/Release Notes (Print Line Release Notes) <b>Builder Purchase Order Report</b> (2) <b>Change Order Report</b> (2) <b>Consolidated Invoicing</b> (1) <b>Estimate Status Report</b> (3) <b>Order Invoicing/Credit Memo</b> (1) <b>Order Verification Report</b> (2) <b>Packing Slip</b> (1) <b>Print Price Adjustment Invoice</b> (1) <b>Purchase Order Report</b> (2) <b>Reprint Packing Slip Report</b> (1)	(1) <b>Customer Order Lines</b> (for regular orders) OR <b>Customer Order Blanket Releases</b> (for blanket orders) (2) <b>Purchase Order Lines</b> (for regular orders) OR <b>Purchase Order Blanket Releases</b> (for blanket orders) (3) Estimate Lines
Print Material Notes <b>Generate Co-Product Mix Cost Distribution</b> <b>Item Revision Report</b> <b>Validate Co-Product Mix Cost Distribution</b>	<b>Current Materials</b>
Print Milestone Notes <b>Post Project Invoice Milestones</b> <b>Reprint Project Invoices Report</b>	<b>Invoice Milestones</b>
Print Operation Notes <b>Generate Co-Product Mix Cost Distribution</b> <b>Item Revision Report</b> <b>Validate Co-Product Mix Cost Distribution</b>	<b>Current Operations</b>
Print Order Notes <b>Invoice Builder</b> <b>Order Invoicing/Credit Memo</b> <b>Order Verification Report</b> <b>Packing Slip</b> <b>Print Price Adjustment Invoice</b> <b>Reprint Packing Slip Report</b> <b>Transfer Order Ship Pick List</b>	<b>Customer Orders</b>
Print PO Blanket Line Notes <b>Outbound Shipping Schedule Report</b>	<b>Purchase Order Blanket Lines</b>
Print PO Change Notes <b>Change Order Report</b>	<b>Change Notes</b> button on <b>Purchase Orders</b>



Note Label/ Form where found	Source (Form where note is created/attached)
Print PO Item Notes <b>Inbound PO Acknowledgment Report (1)</b> <b>Outbound Purchase Order Report (2)</b> <b>Outbound Shipping Schedule Report (2)</b>	(1) <b>EDI Purchase Order Acknowledgment Lines</b> and/or incoming flat file (2) <b>Purchase Order Blanket Releases</b>
Print PO Line Notes <b>Inbound PO Acknowledgment Report (1)</b> <b>Outbound Purchase Order Report (2)</b>	(1) <b>EDI Purchase Order Acknowledgment Blanket Lines/Releases</b> and/or incoming flat file (2) <b>Purchase Order Blanket Lines</b>
Print PO Notes <b>Builder Purchase Order Report (1)</b> <b>Change Order Report (1)</b> <b>Inbound PO Acknowledgment Report (2)</b> <b>Outbound Purchase Order Report (1)</b> <b>Outbound Shipping Schedule Report (1)</b> <b>Purchase Order Report (1)</b>	(1) <b>Purchase Orders</b> (2) <b>EDI Purchase Order Acknowledgments</b> and/or incoming flat file
Print Progressive Billing Notes <b>Invoice Builder</b>  <b>Order Invoicing/Credit Memo</b>	<b>Progressive Billings</b>
Print Project Notes <b>Post Project Invoice Milestones</b> <b>Project Packing Slip</b> <b>Reprint Project Invoices Report</b> <b>Reprint Project Packing Slip Report</b>	<b>Projects</b>
Print Requisition Notes <b>Purchase Requisition Report</b>	<b>Purchase Order Requisitions</b>
Print Resource Notes <b>Project Packing Slip</b> <b>Reprint Project Packing Slip Report</b>	<b>Project Resources</b>
Print RMA Disposition Notes <b>Vendor Packing Slip</b> <b>Reprint Vendor Packing Slip Report</b>	<b>RMA Item Dispositions</b>

Note Label/ Form where found	Source (Form where note is created/at- tached)
Print RMA Line Notes <b>RMA Credit Memo</b> <b>RMA Verification Report</b>	<b>RMA Lines</b>
Print RMA Notes <b>RMA Credit Memo</b> <b>RMA Verification Report</b>	<b>RMA s</b>
Print Ship To Notes <b>Estimate Response Form Report</b> <b>Order Verification Report</b> <b>RMA Credit Memo</b>	<b>Customers</b> , Ship-To records not numbered 0 (zero)
Display Shipment Seq Notes <b>Shipment Pro Forma Invoice Report</b>  <b>Shipment Packing Slip Report</b>	<b>Shipment Master AND Pack Confir- mation</b>
Display Shipment Notes <b>Shipment Packing Slip Report</b>	<b>Shipment Master</b>
Display Shipment Package Notes <b>Shipment Packing Slip Report</b>	<b>Shipment Master AND Pack Confir- mation</b>
Print Transfer Line Notes <b>Reprint Transfer Ship Packing Slip Report</b>	<b>Transfer Order Line Items</b>
Print Transfer Notes <b>Reprint Transfer Ship Packing Slip Report</b> <b>Transfer Ship Packing Slip</b>	<b>Transfer Orders</b>
Project (Print Invoice Text) <b>Post Project Retention Invoice</b>	<b>Projects</b>

#### Other Internal or External Notes Sources

This table lists those report forms and utilities where **Print External Notes** and **Print Internal Notes** are the only two note-printing options. The first column lists the form in which these options appear. The second column shows where the notes for that form are taken from.

**Note:** On other forms, where the **Print External Notes** and **Print Internal Notes** options appear in conjunction with other note-printing options, these options control which of the other note-printing options actually get printed.

<b>Form (where found)</b>	<b>Source (form where note is created/attached)</b>
<b>Generate Order Pick List</b>	<b>Customer Order Lines</b> (for regular orders) OR <b>Customer Order Blanket Releases</b> (for blanket orders)
<b>Order Status Report</b>	<b>Customer Order Lines</b> (for regular orders) OR <b>Customer Order Blanket Releases</b> (for blanket orders)
<b>Customer Interactions Report</b>	<b>Customer Interactions</b>
<b>EDI Purchase Order Status Report</b>	<b>Customer Order Lines</b> (for regular orders) OR <b>Customer Order Blanket Releases</b> (for blanket orders)
<b>Estimate Worksheet Report</b>	<b>Estimate Lines</b>
<b>Estimates By Profit Report</b>	<b>Estimates</b>
<b>General Ledger</b>	<b>Journal Entries</b>
<b>General Ledger Check Information Report</b>	<b>Journal Entries</b>
<b>General Ledger Transaction Report</b>	<b>Journal Entries</b>
<b>Goods Receiving Note Report</b>	<b>Goods Receiving Notes Lines</b>
<b>Job Packet</b>	<b>Job Orders</b>
<b>Job Header</b>	<b>Job Operations</b>
<b>Job Traveller</b>	<b>Job Operations AND Job Materials</b> (This sub-report has other options.)
<b>Operation Listing</b>	
<b>Journal Transaction Report</b>	<b>Journal Entries</b>
<b>Multi-FSB General Ledger</b>	<b>Journal Entries</b> <b>Multi-FSB Journal Entries</b>
<b>Multi-FSB General Ledger Check Information Report</b>	<b>Journal Entries</b> <b>Multi-FSB Journal Entries</b>
<b>Multi-FSB General Ledger Transaction Report</b>	<b>Journal Entries</b> <b>Multi-FSB Journal Entries</b>
<b>Multi-FSB Journal Transaction Report</b>	<b>Multi-FSB Journal Entries</b>
<b>Pro Forma Invoice Report</b>	<b>Transfer Orders</b>
<b>Prospect Interactions Report</b>	<b>Prospect Interactions</b>
<b>RMA Status Report</b>	<b>RMA Lines</b>
<b>Shipment Packing Slip Report</b>	<b>Shipment Master</b>
<b>Shipment Pro Forma Invoice Report</b>	<b>Shipment Master</b>

Form (where found)	Source (form where note is created/attached)
Sales Contact Interactions Report	Sales Contact Interactions
Vendor Interactions Report	Vendor Interactions

## Using Input Masks to Set Up Field Formats

Some forms contain fields in which you can specify an input mask, or template, that determines the format used to display or enter values in the field.

**Note:** In specifying an input mask, consider whether a null value is allowed in a field. To prevent the system from attempting to save an unspecified value in a decimal field bound to a table column that does not allow null values, use the mask character 9. An input mask that contains 9 defaults to 0 if no value is specified in the field, and the value 0 can be saved.

## Using the Audit Log

The basic steps for setting up an event audit log are listed here.

- 1 In the **Process Defaults** form, set **Enable Audit Logging** to 1 which turns it on.  
The default value of 0 disables the audit log functionality.
- 2 In the **Audit Log Types** form, specify the types of messages to include in the audit log. By default, the system generates messages when users log on (type 1) and when users open a form (type 2). Developers can create other types of messages that are generated by event handlers of the "Add Entry to Audit Log" response type.  
See
- 3 Use the **Audit Log** form to review and delete audit log messages.
  - **Log Description** describes the type of audit log. For example, if you opened the **Purchase Order Lines** form, the **Log Description** lists the form name "PurchaseOrderLines".
  - **Message Type** indicates the type of message in the audit log. By default, messages about users logging on are 1, messages about users opening forms are 2, and messages about users modifying forms or objects are 3. Custom messages are numbered 10,000 and greater.
  - **Category** identifies the type of auditing. Three values can appear in this field:
    - **System:** Types of events are User Login and Open Form. You cannot select a category of **System**.
    - **Custom Form Event:** This allows programmers to add audit logging to any event handler; for example, when a user selects a tab on a form.
    - **Database:** Database displays when records are added, updated, and deleted, and the message displays Database: Add, Database: Update, or Database: Delete, depending on the action performed.

- **Message Description** is a description of the message type. The description will be one of three vales:
  - **User Login**
  - **Open Form**
  - **Custom Message**
- **Primary Key** identifies the database record being changed. It contains the fields that make up the primary key. When multiple fields make up a key, the values are concatenated and separated by dashes. For example, Purchase Order P000000001 Line 5 Release 2 appears as P000000001-5-2.
- **Old Value** is only used when **Category** is set to **Database**. Based on the activity - Add, Update, or Delete - the following is displayed:
  - Add: Blank
  - Update: Value prior to update
  - Delete: Value prior to delete
- **New Value** is only used **Category** is set to **Database**. Based on the activity - Add, Update, or Delete - the following is displayed:
  - Add: Value after the add
  - Update: Value after the update
  - Delete: Blank
- **User Name** shows the user ID whose actions generated the audit log message is displayed.
- **Date/Time** is the system date and time that the audit log entry was made.

**Note:** We strongly recommend that you enable audit logging only if there is a specific need to check something, and enable it for only a short time. The audit trail processing is extensive and robust. While enabled, it will reduce system performance and create a large number of process records in the log.

## Using the Calculator with the Keyboard

To perform the following functions with the Calculator, use the keys described here.

Function	How to Activate
Clear All	Type <b>c</b> .
Result	Press <b>Enter</b> .
Accept the result	To close the calculator and enter the result in the form's field, tab to the OK key and press <b>Enter</b> .
Close without saving	To close the calculator and leave the form's field unchanged, press the <b>Escape</b> key.
Scroll the tape	To scroll the tape, move the cursor up or down or press <b>Page Up/Page Down</b> . To move to the top or bottom of the tape, press the <b>Home</b> or <b>End</b> key.

## Using the Calculator with the Mouse

To click in the **Calculator**, use the left mouse key. You can select the numbers, select the calculation method, and scroll the tape at the top of the calculator.

Use these functions:

Function	How to Activate
Clear All	Click <b>C</b> .
Result	Click <b>=</b> .
Accept the result	Click <b>OK</b> .
Close without saving	Click <b>Cancel</b> .

## Using the Increment Date Field

Select this field to have the system automatically increment date ranges and re-run reports and utilities.

- 1 Enter a date range on the report/utility form.
- 2 Select the **Increment Date** field.
- 3 Select **Actions > Background**.
- 4 Determine the frequency of this report/utility.
- 5 Click **OK** to submit the report.

When the specified time period has elapsed, the date range increments and the report/utility is run again.

### Example

You want to run the **Direct Deposit Report** form every month, showing the direct deposit transactions for the previous month, starting with January.

- Open the form and select the transaction date range of 01/01/15 - 02/01/15.
- Select **Increment Date**.
- Select **Actions > Background** to open the **Background Queue** form.
- Select a monthly frequency, and set it to run on the first day of every month, at midnight.
- Click **OK** to submit the report.

When the next month begins, the transaction date range will increment to 02/01/08 - 03/01/08 and the report will automatically run.

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## Using the 360 Forms

The 360 forms consolidate data from many different forms, and display a summary of that data on a single form with multiple pages.

There are four 360 forms:

- **Item 360**
- **Customer 360**
- **Vendor 360**
- **Employee 360**

The **Item**, **Customer**, and **Vendor 360** forms display data only, and that data cannot be modified. However, you may create or modify records on the **Employee 360** form.

### View Details

Not all record data can be viewed on the 360 forms. To see detailed information about the selected page, click **View Details**. This button does not appear on all pages.

### Save Changes

On the **Employee 360** form, click **Save Changes** to save individual pages, or click **Save** on the toolbar to simultaneously save the changes on all pages.

## Viewing Debugging Data

If you are using the Credit Card Interface and/or one of the supported Tax System interfaces (Vertex, AvaTax, or Taxware), you can use the debug option on the parameters forms to help find and correct problems.

**Caution:** Do not turn on the debug option unless you have a problem with the interface. When debugging is turned on, large amounts of data are written to the database, which can affect system performance.

- 1 Depending on the interface, perform one of these tasks:
  - For a credit card interface, open the **Credit Card Interface Parameters** form and select **Debug**. Click **Save**.
  - For a tax interface, open the **Tax Interface Parameters** form. On the **General** tab, select the applicable tax system. On the corresponding parameters tab, select **Debug Infor**. Click **Save**.  
The system now starts logging any relevant information as users perform actions that involve credit card and/or tax calculations.
- 2 To view the debugging log data, open the **Application Debug Log Listing** form.
- 3 When you have a good sample of transactions, you can export the data to Excel and then contact Infor support, so they can help you solve the related issues.

- 4 After you have finished troubleshooting the problem, clear the debug option(s) on the parameters forms to stop logging entries.

## Year End Procedures - Overview

The following is a description of year-end procedures.

An asterisk (\*) denotes the procedures that initialize year-to-date fields in various files. To ensure accurate data, you must run these utilities before any processing that updates these fields is done in the new year. The timing of executing the remaining utilities is not critical.

- **A/R Period/Year End Procedure \*** - Resets to zero the following fields in the **Customers** form: **Sales PTD**, **Sales YTD**, **Discounts YTD**, **Sales Last Year**, and **Discounts Last Year**. The utility also resets to zero the **Sales PTD** and **Sales YTD** fields on the Salespersons form. This utility **MUST** be executed after generating invoices and posting customer payments for the current year **BEFORE** posting any of these transactions for the new year.  
**Note:** This utility should only be run once. If you run it more than once, it results in zeros in the **Sales Last Year** and **Discounts Last Year** fields.
- **Set Vendor Item and Customer Item PTD and YTD Totals to Zero \*** - Resets the fields in the **Vendor Item Contracts** and the **Customer Item Contracts** forms to zero. The **Vendor Item Contracts** fields reset are: **Ordered YTD**, **Received YTD**, **Rejected YTD**, **Average Cost**, **Average Lead Time**, **Average Lateness**, **Average Percentage**, and **Last Percentage**. The **Customer Item Contracts** fields reset are: **Purchases YTD**, **Ordered YTD**, **Shipped YTD**, and **Ordered PTD**.  
**Note:** This utility is located in both the Customer and Vendor modules but only needs to be run once.
- **Payroll Year End Procedure \*** (based on calendar year) - Updates the **Employees** form to reflect the change of year. The **Payroll Year End Procedure** should be run after the last payroll of the year and before any payrolls are run for the next year. All adjusting transactions for the current year must be entered and posted before executing this procedure and before posting any payroll for the new year. For more information about the process, see Closing the Year for Payroll.
- **Print W-2 Forms** (based on calendar year) - Calculates the year-to-date gross wages and taxes for employees in the **Employees** form. The information comes from the posted payroll file (prtrxp). The W-2s may take a long time to process. The length of time is dependent upon the number of employees and the frequency with which they are paid. It is not uncommon for the processing on large databases to take several days. If you have an automatic overnight backup procedure, disable it to ensure that the database server is not shut down. In addition, sending the output to a file can be helpful. This will allow you to review the W-2's before they are printed and to reprint them if necessary without additional processing time. W-2's can also be generated electronically, through **W-2 Electronic Filing**. A file called W2REPORT is created. W2REPORT is the filename required by the Social Security Administration and should not be changed.
- **Human Resources Year End Procedure \*** - Updates sick leave and vacation records for the selected range of employees. Only records that have not been processed during this calendar year will be affected. The total amount of sick leave or vacation hours due last year is calculated, and this number plus any carry-over amounts minus any days used will be the new total days. All other fields are set to zero.
- **Year End Closing Journal Entries or Multi-FSB Year End Closing Journal Entries** - Creates debit and credit entries to close out all revenue and expense accounts for the date range specified.



These entries will be placed in the General Journal, and the General Journal must then be posted to the General Ledger. This procedure should be run after all entries made to the fiscal year are posted. In addition, if any adjusting entries need to be made after the procedure has been run, the procedure must be performed again.

- Update Current Period and Current Fiscal Year - In order to post journals for next fiscal year and close previous year, the **Current Fiscal Year** field on the **General Parameters** form must be manually updated to the next fiscal year. You also need to update the **Current Period** field on the **Accounting Periods** or **Multi-FSB Accounting Periods** form.
- **A/P Year End Procedure** \* (payment YTD based on calendar year) - Resets these fields in the **Vendors** or **Multi-Site Vendors** form to zero: **Discount YTD**, **Purchase YTD**, and **Payments YTD**. In addition, the **Purchases Last Year** is set with the current value of the **Purchases YTD** and the **Discounts Last Year** is set to the current value of the **Discounts YTD**. This utility MUST be used after the last Accounts Payable check run for the current year, BEFORE posting any Accounts Payable checks for the new year.

**Note:** This utility must be run at the end of the calendar year (not the fiscal year). The **Vendors** (or **Multi-Site Vendors**) form's **Payment YTD** field is used in generating 1099s, which are printed on a calendar year basis. Also, this utility should be run only once. If you run it more than once, it results in zeros in the **Vendors** or **Multi-Site Vendors** form's **Payments Last Year**, **Purchases Last Year** and **Discounts Last Year** fields.

- **1099 Form Printing** \* (based on calendar year) - Prints a 1099 form for each vendor who has a Federal ID entered in the system. The value printed can be specified as either the vendor's **Payment YTD** or the vendor's **Payments Last Year** at the time the 1099s are generated. The choice between using the vendor's **Payments YTD** or **Payments Last Year** is based upon the execution of the A/P Year End Procedure. Please review the A/P Year End Procedure topics.

Electronic filing is available for the 1099 report. You may choose to run a test, correction or original electronic filing report. You may create 1099 records by state and submit records through an agent.

Two additional files are used to track information for 1099 reporting: (1) the state file tracks state abbreviation postal code, minimal payment and electronic filing participation information; and (2) the apparms file tracks the payer name control, TIN name, transmitter name, transmitter control code, transmitter address, and transmitter agent name and address.

- **Fiscal Reporting System Form Printing** (based on calendar year) - Prints a DAS2 form for each vendor who is set up for DAS2 reporting. The values printed are based on the fiscal reporting system types assigned to vouchers for each vendor. The sum of each type is shown on the report. For details about the amounts reported, see Generating DAS2 Declaration Forms.
- **Set Item/Warehouse PTD and YTD Totals to Zero** \* - Resets these fields in the **Items** and **Item/Warehouse** forms to zero: **Sold YTD**, **Used YTD**, **Purchased YTD**, **Quantity Manufactured YTD**, and **Sales YTD**. The utility should be run after completing jobs, shipping orders, and PO receipts for the previous year and prior to performing any of these transactions for the next year.
- **Fixed Asset Year End Procedure** \* - Resets the year-to-date Depreciation field for each fixed asset master record that falls within the selected range of assets. This utility MUST be used after the last depreciation generation for the current year BEFORE generating depreciation for the new year.

**Note:** When generating depreciation for the 12th period, there is an option for Year End processing. If set, depreciation is done for all periods and year items. Depreciation for period and year cannot be done separately. If depreciation is run and posted twice, once with Year End processing not set and once with Year End processing set, it will double-depreciate all period items.

### Additional Procedures

The following is a list of procedures by module which need to be performed periodically and may be convenient to run at year end. Most of these procedures delete information from the database. Once the data is purged, you will not be able to view or restore it. Depending on your company's policy, you should keep several years of data for audit purposes. You can also archive the database before you purge the data, so that you can access the information as needed.

#### Customer - Order Entry

- **Delete History Customer Orders** - Deletes all customer orders with a status of History for the specified range.
- **Purge Packing Slip Register** - Deletes records from the Packing Slip register. The customer order must have a status of Complete or History before the records are purged.

#### Employee - Payroll

- **Delete Payroll Transactions** - Deletes records from the posted payroll file (prtrxp) for the date range specified. This utility should only be run AFTER printing W-2s and year-end payroll reports. Make sure the W-2s printed properly and the information on them is correct prior to running this utility. Once this utility is used, the records needed for the W-2s are purged; therefore, running this utility prior to printing W-2s results in either no information or incorrect information on the W-2s.

#### Finance - Accounts Payable

- **Delete A/P Posted Transactions** - Deletes records from the **A/P Posted Transaction** forms for all fully paid vouchers. Once the records are deleted, you lose the ability to review the details.
- **Purge Voucher History** - Deletes records from the voucher history file. All vouchers prior to the specified Invoice Date and less than the specified Voucher Number are selected. Voucher headers associated with unposted AP transactions or purchase orders with a status of Planned or Ordered are not purged.

#### Finance - Accounts Receivable

- **Delete A/R Posted Transactions** - Deletes records from the A/R posted transaction file. You should run the **Customer Statements Report** before running this utility. For balance forward customers, this utility deletes all invoices up to the amount of the payment available and generates a balance forward entry for the first partially paid off amount. For open item customers, it deletes all fully paid invoices. Once the records are deleted, you lose the ability to review the details.
- **Purge Invoice History** - Deletes records from the invoice history file posted. You can choose to delete only the invoice line item and progressive billing line items, or to also delete invoice header and tax records.

#### Finance - General Ledger

- **Compress General Ledger Transactions** or **Compress Multi-FSB Ledger Transactions** - Deletes records from the **General Ledger Posted Transactions** form. Back up your database before running this utility, since transaction detail is lost. If the utility's **Compress By** field is set to Date, all transactions with the same date are compressed to a single transaction for the selected

accounts or reporting units. If the **Compress By** field is set to Period, all transactions in the same accounting period are compressed to one transaction for the selected accounts or reporting units. The date for the new transaction will be set to the period end date.

**Note:** General Ledger Transactions with a reference of "Income Summary" are never compressed.

### Material - Inventory

- **Delete Material Transactions** - Deletes material transactions records, which provide an audit trail for your inventory transactions (any changes to the quantity on hand or cost of the item). Once the records are deleted, you lose the ability to review the details. When a material transaction is deleted, references to that transaction from any ledger or journal transactions will be cleared. If you try to view the detail on a ledger or journal previously referenced to the deleted material transaction, the system displays a message that the record is not available.
- **Roll Current Cost to Standard Cost** (if using Standard Costing) - Creates or updates the Standard Routing/BOM for standard costed items. It also creates a material transaction and journal entries to reflect the change in inventory value at each stockroom location (journal transactions have a reference of INV STDC).

### Production

- **Job Status Change/Delete Utility** - Changes the job status for various valid combinations. You can also delete jobs with a status of History.
- **Delete Job Transactions** - Deletes job transaction (jobtran) records, which provide an audit trail for your labor transactions (Job, Production Schedule, JIT and Work Center). Once the records are deleted, you lose the ability to review the details.
- Review M-Day and Holiday Calendars - You might need to change the MDAY start and end fields on the **Planning Parameters** form to create the new mday records for the next year. You also need to manually add the shift records for the next year on the **Scheduling Shifts** form.

### Vendor - Purchasing

- **Delete History Purchase Orders** - Deletes all purchase orders with a status of History. If the PO has a current Change Order with a status of Open or Final, it will not be deleted.

## Chapter 9: List of Report Names Used in the System

Following is a list of all reports in the system, grouped by module:

### China Localization

- **AP Account Book:** This form generates Accounts Payable reports according to a specified beginning and end date.
- **AR/AP Account Book:** This form generates reports of accounts payable and accounts receivable transactions.
- **AR Account Book:** This form generates Accounts Receivable reports according to a specified beginning and end date.
- **Chinese Book Definition:** This form is used to define the Chinese account book and the six report layouts.
- **Detail Left-Over Amount Report:** This form generates the detail's transaction of one specific summary line of the general ledger according to the selected year and period.
- **General Ledger Report:** This report shows the General Ledger summary according to the selected year and period (month).
- **Posted Voucher Print:** This form allows you to print a range of posted vouchers at one time.
- **Unposted Manual Voucher Print:** This form allows you to print a range of unposted vouchers at one time.
- **Unposted System Voucher Print:** This form allows you to print a range of unposted system vouchers before they are posted to the ledger.
- **Voucher Total:** This form is used to generate reports of the cover page of a Voucher Transaction Book for filing purposes.
- **Print Voucher:** This utility allows you to print the system-generated vouchers on preprinted forms or blank papers.

### Customer

- **Approved Not Invoiced Report:** This report shows approved quantities that have not been invoiced.
- **Available Inventory to Reserve:** This report shows available to reserve quantities by warehouse, location, lot, quantity contained, and serial number (if included).
- **Available to Ship:** This report shows the orders that can be shipped, based on quantities on hand at the time the report is run.
- **Bill of Lading:** Use this report to print bills of lading.
- **Canada Customs Invoice Report:** Use this form to print the Canada Customs Invoice report.
- **CARaS Customer Address Maintenance Report:** This report shows customers that will be extracted when you run the CARaS Customer Address Extraction utility.

- **CARaS Parts Report:** This report lists the items SyteLine will export when you run the CARaS Parts Extraction utility.
- **Certificate of Origin Report:** Use this form to print the Certificate Of Origin report.
- **Corporate Customer Report:** This report lists your corporate customers and their subordinate customers.
- **Costing Analysis Alternative Customer Order Margin Report:** This report shows what the gross margin would be if you used the revised costs in your costing alternative.
- **Customer By Item Sales Analysis Report :** This report to lists total units and domestic currency sold, and customers who purchased the item and quantity and domestic currency amount purchased.
- **Customer Interactions Report:** Use this report to print a report of all communications between you and your customer.
- **Customer Orders for Reservable Items Report:** This report shows customer order line items that are reserved. The information in this report is sorted by warehouse and then by item.
- **Delivered In Full and On Time Report:** Use this report to calculate and evaluate DIFOT data for a selected set of customer order lines or customer order blanket releases.
- **EDI Purchase Order Change Report:** This report summarizes data about current inbound EDI purchase order changes.
- **EDI Purchase Order Requirement Report:** This report summarizes data about current inbound EDI purchase order requirements.
- **EDI Purchase Order Status Report:** This report summarizes data about current inbound EDI purchase orders.
- **Estimate Response Form:** This report lists estimate headers and line items.
- **Estimate Status Report:** Use this report to view the status of all estimates.
- **Estimates By Profit Report:** This report displays estimate orders sorted by profit margin.
- **Estimate Worksheet Report:** This report displays Estimation Worksheet results.
- **Inbound Purchase Order Error Report:** This report lists any errors that occurred when SyteLine received inbound EDI purchase orders.
- **Inventory Consigned to Customer Report:** This report displays the current inventory levels, pending quantities, and required replenishments at warehouses flagged for inventory consigned to customers.
- **Inventory Consigned to Customer Usage Report:** This report details inventory levels at customer consignment warehouses.
- **Invoice Pay Day Report:** This report displays all approved invoices that are ready to be paid, sorted by pay date.
- **Invoice Revision Day Report:** This report displays all invoices that are to be sent to the customer, sorted by revision date.
- **Invoice Register by Account:** This report provides a listing of invoices that are currently maintained in the system.
- **Invoice Register Report:** This report provides you with a list of invoices that are currently maintained in the system.
- **Item at Vendor Report:** This report lists RMA items that are currently at the vendor location.
- **Item by Customer Sales Analysis:** This report allows you to view past sales information for a range of customers, with item-specific information for each customer. Sales values are based on invoiced quantities.
- **Item Excise Tax Report:** Use this form to create a report that will sum, by item, the excise tax amount (tax percent \* sale price) for all items that are subject to the tax, and all customer ship-tos that have been set to include their orders on this report.

- **Item/Customer/Salesperson Sales Analysis:** This report allows you to view, for each customer, past sales information for a selected range of salespersons and customers with item-specific information. The report is derived from the order and order history files. Sales values are based upon invoiced quantities.
- **Item/Product Code Cost Detail Sales Analysis Report:** This report allows you to view cost detail information at both the individual item level and the product code aggregate level.
- **Item/Product Code/Customer Sales Analysis Report:** This report allows you to print a sales analysis for the customers, product codes, and items you enter.
- **Item/Salesperson Sales Analysis:** This report allows you to view past sales information for a selected range of salespersons with item specific information for each salesperson.
- **Letters of Credit by Customer Report:** This report lists outstanding letters of credit (LCRs), in summary or detail format, for a particular currency and for a range of LCRs, customers, issue dates, and expiration dates.
- **Mailing Labels:** This report prints mailing labels for a range of customers, employees or vendors.
- **Order Bookings Report:** This report prints information from the order/line item tracking functionality, showing net orders received during a selected date range. If an order has been deleted or reduced during the selected date range, the bookings will be reduced by this amount.
- **Order Cost Report:** This report displays a breakdown of a customer order's planned cost for all of the line items on the order and compares these costs to the actual production costs for the order.
- **Order Entry Exception Report:** This report provides a listing of customer orders that have some erroneous attribute which keeps them from being processed.
- **Order Request Date Performance Report:** This report provides you with a performance measure for evaluating all orders, based on their request dates and the dates of their actual deliveries.
- **Order Shipped Cost Report:** Use this report to view cost detail information for shipped orders.
- **Order Status Report:** This report provides a listing of all customer orders that are currently maintained in the system.
- **Order Verification:** This report provides a printed copy of an order to send to a customer, providing the customer with an acknowledgement of an order that has a long lead time.
- **Outbound EDI Invoice Report:** This report displays the current invoice information ready to be transmitted.
- **Outbound PO Acknowledgment Report:** This report summarizes current information about outbound purchase order acknowledgments.
- **Outbound Shipping Notice Report:** This report summarizes current information about outbound EDI shipping notices.
- **Packing Slip Detail Report:** This report lists packing slips and displays the customer, order number, ship date, pack date, original quantity packed, quantity packed, quantity invoiced and the invoice number.
- **Past Due Order Line Items Report:** This report provides a listing of customer order line items with due dates prior to a specified date.
- **Print Delivery Order Packing Slip:** Use this form to print a packing slip for a range of delivery orders.
- **Print Delivery Order Pro Forma Invoice:** Use this form to print the Pro Forma invoice for delivery orders.
- **Product Sales Analysis Report:** This report allows you to view sales analysis information for particular product codes, family codes, and items.
- **Prospect Interactions Report:** Use this report to print a report of all communications between you and your prospect.

- **Purchased Components Cross Reference Report:** This report displays information for any purchased material that is required by a job, where the job is cross-referenced to a customer order and the purchased material is cross-referenced to a purchase order.
- **Reprint Packing Slip:** Use this report to reprint a packing slip that is associated with a shipment.
- **Reserved Inventory by Order:** This report displays customer order line items that are reserved.
- **Resource Group Bottlenecks Report APS:** Print this report to view resource groups that are causing delays in late demands.
- **RMA Status Report:** Use this report to produce different views of your current RMA data.
- **RMA Verification Report:** Use this report form to print a document listing which materials are authorized for return.
- **Sales Commission By Salesperson Report:** This report shows unpaid sales commission information for each salesperson.
- **Sales Contact Interactions Report:** Use this form to print a report of all interactions between you and your prospect.
- **Sales Value Report:** This report uses information in the Customer Order and Order History files to group unit sales into monthly buckets.
- **Shipped LCRs With a Remaining Balance:** Use this report to print letters of credit (LCRs) with the status of Open
- **Shipped Not Approved Report:** This report shows orders that are checked as shipment approval required and where the shipped amount does not match the approved amount.
- **Shipment Bill of Lading Report:** Use this form to print the shipment bill of lading report.
- **Shipment Packing Slip Report:** Use this form to print the shipment packing slip report.
- **Shipment Pro Forma Invoice Report:** Use this form to print the Shipment Pro Forma Invoice report.
- **To Be Invoiced Report:** This report lists all orders and their line/releases for the orders that are ready to be invoiced.
- **To Be Shipped Value Report:** This report displays the values of those orders that are not yet shipped.
- **Uninvoiced Packing Slips Report:** This report generates a list of packing slips that have not been invoiced.
- **Update Order DIFOT Policy:** Use this form to select records from the Customer Order Lines form or Customer Order Blanket Releases form and then modify DIFOT (Delivered In Full and On Time) settings on the selected records.

## Employee

- **Applicant Source Analysis Report:** This report prints information about the sources the company uses to hire applicants.
- **COBRA Benefits Summary:** This report lists COBRA benefits summary information for employees.
- **Compute Payroll Report:** This report indicates, by employee, when errors occur during payroll computation.
- **Direct Deposit Report:** This report displays the Direct Deposit Detail records selected according to the entered criteria.
- **Employee EEO Status Report:** This report prints EEO class information for employees.
- **Employee Hours Report:** This report displays the fields shown on the Hours form as well as an Amount field which contains the number of hours times the Pay Rate. It is possible to sort this report by a range of employees, dates, or transactions, as well as by Pay Type.

- **Employee Log Hours Report:** This report lists information from the Payroll Log Hours for Pay Period form, and an Amount field that contains: NOH\*PR = PLR Where: NOH = Number of Hours PR = Pay Rate PLR = Payroll Log Hours
- **Ex-Employee Outstanding Loans Report:** This report lists ex-employees who have outstanding loans.
- **Insurance Summary:** This report lists insurance summary information about current and/or former employees.
- **Mailing Labels:** This report prints mailing labels for a range of customers, employees or vendors.
- **Number of Employees by Dept Report:** This report lists your departments and the number of employees in each one.
- **Payroll Deduction Report:** This report itemizes deductions and their amounts, and provides the total of all deductions for each employee for the current pay period.
- **Payroll Distribution/Log Report:** This report provides a comparison of the wage distribution and log report hours for the unposted payroll transactions that were entered or generated through the **Payroll Processing** form.
- **Posted Payroll Transactions Report:** This report provides a listing of all posted payroll transactions except those that have been cleared by a payroll compression.
- **Print W-2 Forms:** This report prints the standard W-2 information to give to your employees for tax filing purposes.
- **Quarterly by Tax Code Report:** This report prints Tax Code information at the end of each quarter.
- **Retirement Plan Contribution Report:** This report lists retirement plan contributions, sorted by deduction/earning (D/E) code and then by employee number.
- **Salaries by Department Report:** This report lists salary information for departments.
- **Salaries by EEO Class Report:** This report lists salary information for EEO classes.
- **Salaries by Gender Report:** This report lists salary information by gender.
- **Salaries by Position Class Report:** This report lists salary information by position class.
- **Want Ad Cost Analysis Report:** This report prints cost information regarding want ads the company is currently using or has used.
- **Year End Payroll Report:** This report prints a listing of each employee's yearly and quarterly payroll totals.
- **Year-To-Date Deductions and Earnings Report:** This report provides a list of deduction and earnings with the summarized YTD deduction amount for that deduction/earning for each employee and a subtotal and grand total for each D&E Code listed.

## Finance

- **1095 Form Printing Report:** Use the report form to prepare 1095 and 1094 tax filings.
- **1099 Form Printing:** Use this report form to print 1099 forms for the appropriate vendors.
- **Accounts Payable Aging Report:** This report shows the status of your account balances.
- **Accounts Receivable Aging Report:** Use this report to view the current status of all customer account balances.
- **A/P Payment Transaction Report:** This report lists all non-posted payment transactions you have entered.
- **A/P Balance Report:** Use this form to print the AP Balances Report based on the criteria you set.
- **A/R Balance Report:** Use this form to print the AR Balances Report based on the criteria you set.
- **A/R Invoice/Credit/Debit Memo:** Use this report to print invoices, credit memos, and debit memos without having to reference an invoice number.



- **A/R Payment Transaction Report:** Use this report to list unposted payment transactions you entered.
- **Bank Reconciliation Report:** This report lists bank reconciliation transactions and their amounts, and shows whether or not they have been reconciled.
- **Cash Impact Report:** This report shows your expected cash flow over a specified period of time for a selected range of currencies in summary or detail format.
- **Cash Receipts Due Report:** This report lists all cash receipts that are due, sorted by due date. It lists all open-item transactions and provides a running total of the amounts your customers owe.
- **Cash Requirements Report:** This report lists all unpaid vouchers, sorted by due date.
- **Chargeback Transaction Report:** Use this form to print a report showing chargeback data from criteria you set.
- **Consumption Tax Report:** Use the information displayed in this report when you prepare Consumption Tax returns.
- **Customer Statements:** Use this form to produce customer statements that list the amount customers owe.
- **Draft Aging Report:** This report lists all draft payments for a range of customers and due dates, sorted by due date.
- **Draft Dunning Letter:** This report prints reminder letters to customers.
- **Draft Remittance Posting Report:** Use this report form to print a report that lists remitted draft information, and includes a remittance statement.
- **Draft Transaction Report:** This report lists all existing drafts for a range of customers, bank codes, due dates, and draft numbers.
- **Dunning Report:** A Dunning Report is a letter you send to a customer as a reminder about invoices that are past due.
- **Electronic Signature Records Report:** This form creates a report that lists electronic signatures for a specific record.  
It can also be used to report when and how the Privacy Utility was used.
- **EU Sales List:** This report records the aggregate value of sales to customers in other member states who are registered for VAT, and for which ESL requires basic information relating to the supply.
- **EU Supplementary Statistical Declaration:** Use this form to print a report that records information related to each inward and outward consignment.
- **EU VAT Report:** This report captures information about the value of intra-community sales and purchases.
- **External AP VAT Report:** This report allows Infor Local.ly users to select and print accounts payable tax records.
- **External AR VAT Report:** This report allows Infor Local.ly users to select and print accounts receivable tax records.
- **External Journal Report:** This report allows Infor Local.ly users to select and print journal reports.
- **External Ledger Report:** This report allows Infor Local.ly users to select and print ledger reports.
- **External Trial Balance Report:** This report allows Infor Local.ly users to select accounts to print balances and period movement amounts.
- **Finance Charge Transaction Report:** This report lists all unposted finance charge transactions for a range of customers, sorted by customer invoice number.
- **Financial Statement Output:** Use this form to set up printing parameters for financial reports, which you can then use to produce the reports repeatedly.

- **Fiscal Reporting System Form Printing Report:** Use this report to print fiscal reporting forms needed by your applicable vendors. Currently, the DAS2 declaration form is provided.
- **Fixed Asset Acquisition Report:** This report displays acquisition information for a specified set of assets.
- **Fixed Asset Classification Report:** This report displays comprehensive asset and depreciation information.
- **Fixed Asset Cost Report:** This report lists fixed asset cost information, organized by asset number.
- **Fixed Asset Current Depreciation Report:** This report contains comprehensive, up-to-date depreciation information for each asset.
- **Fixed Asset Disposal Transaction Report:** Run this report before posting disposal transactions to verify that the disposal transaction information is correct.
- **Fixed Asset Disposition Report:** This report displays disposal history information, including book value, gain, loss, and dates of acquisition and disposal.
- **Fixed Asset Insurance Report:** This report compares the current value of an asset to the insurance policy value to determine whether or not the policy is current and if the amount of the policy is appropriate, compared to the value of the asset.
- **Fixed Asset Quarterly Cost Incurred Report:** This report displays the costs incurred by department and Class Code for each quarter of the specified year.
- **Fixed Asset Transfer Report:** Run this report before posting fixed asset transfer transactions. Use this report to verify that the transaction information was generated correctly.
- **General Ledger:** The General Ledger form lists transactions for a range of periods, accounts and unit code 1-4 combinations.
- **General Ledger Check Information:** The General Ledger Check Information Report lists information about checks that have been processed in Accounts Payable and Accounts Receivable.
- **General Ledger Transaction Report:** This report lists General Ledger transactions for a range of transactions, transaction dates, accounts, unit codes (1-4), and references.
- **General Ledger Worksheet Report:** This report lists the numbers, descriptions, and amounts of the selected accounts for a specific date.
- **GST Input Tax Credit Report:** Use this report to print all GST records payable as collected by Purchasing and Accounts Payable.
- **GST Invoiced Report:** Use this report to view all Goods and Services Taxes receivable, as collected by Customer Order Entry and Accounts Receivable.
- **Inactive Account Numbers Report:** This report lists where inactive account numbers are being used in the system.
- **Incomplete SSD Order Information Report:** Use this report to check for missing European Union (EU) information on customer orders, RMAs, purchase orders, and transfer orders.
- **Invoice Transaction Report:** Use this report to list any or all unposted invoice, debit, and credit transactions, sorted by customer invoice number.
- **Journal Control Number Report:** This report lists Journal transactions sorted by journal control number or reference control number.
- **Journal Transaction Report:** This report lists detailed or summary information about G/L journal transactions that have been posted to specific journals.
- **Ledger Control Number Report:** This report lists G/L transactions sorted by ledger control number or reference control number.
- **Letters Of Credit By Vendor Report:** This report allows you to print out all outstanding letters of credit for one vendor or a group of vendors.

- **Multi-FSB Chart of Accounts Mapping Report:** Use this form to list account mapping for a multi-FSB chart of accounts.
- **Multi-FSB General Ledger :** Use this form to list transactions for a range of periods, accounts and unit code 1-4 combinations.
- **Multi-FSB General Ledger Check Information :** Use this form to list information about checks that have been processed in Accounts Payable and Accounts Receivable.
- **Multi-FSB General Ledger Transaction Report :** Use this form to list General Ledger transactions for a range of transactions, transaction dates, accounts, unit codes (1-4), and references.
- **Multi-FSB General Ledger Worksheet Report :** Use this form to list the numbers, descriptions, and amounts of the selected accounts for a specific date.
- **Multi-FSB Journal Transaction Report :** Use this form to list detailed or summary information about multi-FSB journal transactions that have been posted to specific journals.
- **PST Input Tax Credit Report:** Use this report to view all PST records payable, as collected by Purchasing and Accounts Payable. Typically, you print this report when you prepare the tax return.
- **PST Invoiced Report:** Use this report to view all the provincial sales taxes receivable, as collected by Customer Order Entry and Accounts Receivable.
- **Purchase VAT Register:** This form allows you to generate a report that displays tax amounts that have been paid out from posted A/P voucher transactions.
- **Sales Tax Report:** Use this report to view all sales taxes receivable as collected by Customer Order Entry and Accounts Receivable.
- **Sales VAT Register:** This form allows you to generate a report that displays tax amounts that have been received from posted A/R invoices.
- **Spanish Payables Report:** This form allows you to generate a report that displays tax amounts that have been paid out from posted A/P voucher transactions.
- **Spanish Receivables Report:** This form allows you to generate a report that displays tax amounts that have been received from posted A/R invoices.
- **SSD Transaction Listing:** Use this report to list all Arrival and/or Dispatch transactions for a range of periods, customers, vendors and warehouses.
- **Statement of Account Report:** Use this form to print Statement of Account letters to all customers and vendors that report the actual balance for the customer or vendor account.
- **Tampered Electronic Signature Records Report:** This report displays records where the checksum stored for the data no longer matches the data.
- **Tax Invoiced (Parametric) Report:** This report lists the total value of sales within a specified jurisdiction, and the tax due on the sales.
- **Tax Payable Report:** Use this report to view all sales taxes payable as collected by the system's Purchasing and A/P modules. Typically, you will print this report when you prepare the tax return.
- **Tax Receivable Report:** Use this report to view all the sales taxes receivables as collected by Customer Order Entry and Accounts Receivable. Usually, you print this report when preparing the tax return.
- **Tax Vouchered (Parametric) Report:** Use this report to view all taxes payable as collected by the system's Purchasing and A/P modules.
- **Taxable Revenue Report:** This report (United States) lists summary or detailed information about taxable revenues for a range of tax codes, invoice dates and customers.
- **Trial Balance:** The Trial Balance displays account numbers, account descriptions, and amounts for the accounts you select.
- **Unit Code Where Used Report:** Use this report to find areas in the system where a particular unit code is referenced.

- **VAT Report:** Use this version of the EU VAT Report form to sort the VAT reporting data by category, tax code, tax account, tax base account, or line number and then show subtotals with each of these sorting methods.
- **Vendor Voucher/Debit Memo Report:** Use this form to create a report that details credit memo amounts applied to originating vendor invoices and purchase orders.
- **Verify Reports To Accounts Report:** This report validates mapping from the current entity to its parent.
- **Voucher Authorization Report:** This report lists unposted vouchers for a range of authorizers, vouchers, invoice dates, vendors, vendor names, purchase orders, and goods receiving notes.
- **Voucher Pre-register Report:** This report lists summary or detailed information about voucher pre-registers, sorted by pre-register, vendor, or vendor name.
- **Voucher Register by Account Report:** This report lists all posted and unposted vouchers from Purchasing that are currently maintained in the system.
- **Voucher Register Report:** Use this report to list vouchers you currently maintain in the system.
- **Voucher Transaction Report:** Use this report to list all unposted voucher and adjustment transactions that have been entered.
- **Vouchers Payable Report:** Use this report to show purchase orders that have been received but not yet vouchered, including to-be-vouchered POs and POs with cost variances.

#### Germany Localization

- **GoBD Data Media Transfer Report:** Use this form to prepare tax reporting data that complies with the Data Media Transfer (Z3) access requirement for GoBD.

#### Japan Localization

- **Invoice Batch Report:** Use this form to print the Invoice Batch report.
- **Tax Control Report:** This report shows tax transactions with the account, amounts, and tax codes involved in each transaction.

#### Material

- **Component Shortages Report APS:** Use this form to create and print a report listing all components for which existing inventory is not yet available.
- **Container Contents Report:** Use this form to create reports by location, by item, or by container.
- **Co-Product Mix Report:** Use this report to produce a list of co-products in a co-product mix.
- **Co-Product Mix Status Report:** Use this report to display a list of co-products, sorted by co-product mixes, detailed cost distribution percentages, and co-product ratios.
- **Co-Product Where Used Report:** Use this report to display a list of co-products and the co-product mixes that contain them.
- **Costing Analysis Alternative Inventory Variance Report:**
- **CO Transactions by Lot Report:** This report provides information about customer order shipments and returns for a selected range of items and lot numbers.
- **Customer Order Price Change Report:** Use the **Change Item Price** utility to change the unit price of an item or range of items from the **Items** records, the wholesale price for the Item records, the contract prices from the Customer Contract Prices records, and the customer item prices in existing open or planned customer orders that are not fully shipped.

- **Customer Price Change Report:** Use the Change Item Price utility to change the unit price of an item or range of items from the **Items** records, the wholesale price for the Item records, the contract prices from the **Customer Contract Prices** records, and the customer item prices in existing open or planned customer orders that are not fully shipped.
- **Cycle Count Sheet Report:** This report prints in the same format as the Cycle Count Generation report, but it does not generate any Cycle Count records.
- **Cycle Count Variance Report:** This report shows the variance between the system's on hand balance and the actual count entered
- **Demand Summary Comparison APS Report:** This report allows you to compare demand data for two sets of alternative planning/scheduling data.
- **Demand Summary Comparison Scheduler Report:** This report allows you to compare demand data for two sets of alternative planning/scheduling data.
- **Demand Summary With Operations APS Report:** This report displays a summary of the operations in a range of demands for the selected alternative set of planning/scheduling data.
- **Demand Summary With Operations Scheduler Report:** This report displays a summary of the operations in a range of demands for the selected alternative set of planning/scheduling data.
- **ECN by Item Report:** This report lists the Engineering Change Notices for the items you entered on the **Engineering Change Notice Items** form.
- **ECN Report:** This report lists Engineering Change Notices for the items you entered on the **Engineering Change Notice Items** form.
- **ECN Status Report:** This report shows the status of Engineering Change Notices for a range of ECN numbers, items and request dates, sorted by ECN number or job type.
- **Exceptions Report:** This report contains pegging and **Items** information that helps you respond to exception messages.
- **Indented Costed BOM Report:** This report shows the material requirements of a parent item and its components, with the components indented according to the item's bill of material structure.
- **Indented Current BOM Report:** This report shows the indented component material requirements of a parent item, indicated in the item's current BOM as of a given effective date.
- **Intra-Site Transfer Master Display Report:** For each period you set up in the **Planning Horizon Calendar**, this report lists this information for a selected warehouse and item combination: forecast quantities for the item and warehouse during the date period, customer order and project resource quantities for the item and warehouse during the date period, transfer order quantities where the From Warehouse is the Distribution Warehouse for the item and during the date period, purchase orders, purchase requisitions, transfer orders and planned intra-site transfer orders where the To Warehouse is the Distribution Warehouse, and the projected amount available, which is the on-hand amount plus receipts (MPS) minus forecast minus independent demand minus transfer demand.
- **Intra-Site Transfer Order Action Report:** This report shows the planned orders (PLNs) you must firm for a given item to be available when needed.
- **Inventory Aging Report:** This report queries the item stockroom locations and item/warehouse records to determine the date of the last inventory receipt for a range of products.
- **Inventory Balance Report:** This report displays quantities, unit costs, and details of all material transactions that impact any of the five inventory accounts.
- **Inventory Below Safety Stock:** This report lists each item that has an on-hand quantity that is below the specified safety stock quantity on the **Items** form.
- **Inventory Cost Report:** This report shows a breakdown of material, labor, fixed overhead, variable overhead, and outside service costs for items.

- **Inventory Pre-Adjustment Report:** This report shows all Physical Inventory records, the book quantity counted, the quantity on hand, the unit cost, the adjustment amount, and the account to adjust.
- **Inventory Summary Comparison Report:** This report allows you to compare inventory levels of two sets of alternative planning data.
- **Item BOM Where Used Report:** Use this report to list all BOMs, customer orders, manufacturing orders, purchase orders, RMA and replacement orders, estimates, and project control estimates associated with the items meeting the selection criteria you specify.
- **Item Bottlenecks Report APS:** This report displays each purchased item's lead time and the number of demands that are delayed due to shortages of the item. This Delayed Demands count is calculated as the number of late demands for which the item is on the critical path and the demand had to wait for the item to be received.
- **Item by Location Report:** This report provides a breakdown by location of all items.
- **Item Cost By Product Code Report:** This report lists item costs sorted by product code.
- **Item Costing Report:** This report shows the prices, costs, total cost, margins and gross margin of items in inventory.
- **Item Current Routing Report:** This report shows each operation for the standard job for a selected range of items, product codes, and operations.
- **Item Detail Report:** This report provides detailed information using almost all of the fields from **Items** records.
- **Item Not Used Report:** Use this report to list items for which no material transactions have been recorded in the date range selected.
- **Item Price Change Report:** Use the Change Item Price utility to change the unit price of an item or range of items from the **Items** records, the wholesale price for the Item records, the contract prices from the **Customer Contract Prices** records, and the customer item prices in existing open or planned customer orders that are not fully shipped.
- **Item Quantities by ABC Code Report:** This report displays the items sorted by ABC Code.
- **Item Revision Report:** This report lists revisions that are associated with items, and the current item routing for any or all revisions of a particular item.
- **Item Serial Number Report:** This report displays a list of serial numbers, plus the item and lot associated with each, for the specified source and destination transactions.
- **Item Where Used Report:** Use this report to list all BOMs, customer orders, manufacturing orders, purchase orders, RMA and replacement orders, estimates, and project control estimates associated with the items meeting the selection criteria you specify.
- **Jobs Affected by Engineering Change Notices Report:** This report lists Engineering Change Notices (ECNs) and the jobs those ECNs affect.
- **Lot Traceability Report:** This report shows all the details for the life of a lot, and all the transactions that took place for a particular lot of an item.
- **Master Planning Report:** For the period you set up in the **Planning Horizon Calendar**, this report lists this information for each item: outstanding requirements, outstanding receipts, projected-available quantities, and available-to-promise quantities.
- **Material Transactions Report:** This report lists all material transactions posted, such as Miscellaneous Issue, Miscellaneous Receipt, Inventory Adjustment, Job Merge, Job Split, Customer Order Shipment, and others (see the **Transaction Type** and **Reference Type** field help topics for a list of the types of transactions this form displays).

- **Material Use Up Report:** Process this report to calculate either quantity on hand at the specified break date, or, if no break date is specified, the estimated date when the item's quantity on hand will be reduced to zero.
- **Order Action Report:** This report shows the planned orders (PLNs) you must firm for a given item to be available when needed.
- **Pegging Report:** This report displays this information: all single-level pegging (where used) information for all Items selected, due date of the requirement, quantity, parent item, and reference to the order this part will be used to fill
- **Physical Inventory Report:** This report shows all Physical Inventory records and indicates whether each record has been counted, posted, or approved.
- **Planning BOM Report:** This report displays the bill of material for planning items.
- **Preassigned Lot Labels Report:** Use this report to print preassigned lot labels that you can attach to containers or bins when the lot is created.
- **Preassigned Serial Labels Report:** Use this report to print preassigned serial number labels that you can attach to containers or bins when the item is created or received.
- **Price Change Error Report:** Use the Change Item Price utility to change the unit price of an item or range of items from the **Items** records, the wholesale price for the Item records, the contract prices from the Customer Contract Prices records, and the customer item prices in existing open or planned customer orders that are not fully shipped.
- **Print Advance Ship Notice:** You can print the advance ship notice associated with a transfer order using the Print Advance Ship Notice Report.
- **Pro Forma Invoice:** Use this report form to create a document that verifies the value of goods, when the goods cross borders.
- **Projected Inventory Report:** This report gathers Planning Detail data for a range of items, then evaluates projected item quantities for out-of-tolerance conditions based on monthly buckets.
- **Projected Item Completions by Resource/Resource Group Report- APS:** This report displays the projected completion date, the resource that must do the work, the resource group to which it belongs, the item, and the quantity to complete.
- **Projected Item Completions Report - APS:** This report displays the projected completion date, the item description, and the quantity.
- **Reprint Transfer Ship Packing Slip:** Using the Reprint Transfer Packing Slip Report form, you can reprint packing slips that have already been printed.
- **Resource Group Load Profile Comparison APS Report:** This report allows you to compare resource group utilization and load for two sets of alternate planning/scheduling data.
- **Resource Group Load Profile Comparison Scheduler Report:** This report allows you to compare resource group utilization and load for two sets of alternate planning/scheduling data.
- **Single Level Current BOM Report:** This report shows the first level of component material requirements for an item, as indicated in the current BOM for that item.
- **Single Level Lot Source Report:** This report lists all the lot-tracked components contributing to the manufacture of a lot-tracked item.
- **Single Level Lot Where Used Report:** This report lists all the jobs that have used a particular lot of an item.
- **Summarized Current Bill of Material Report:** This report lists an item's components and their requirements as they appear in the current BOM for the item as of a given date.
- **Supply Usage Report APS:** This report displays each predefined supply record and the demands that used a portion of that supply. It also shows the on-hand inventory and the demands that used it.

- **Total Inventory Value by Acct:** This report displays all of the items sorted by account.
- **Transaction Summary Report:** This report summarizes the EDI transactions that you select using the report options, telling you how many records exist per transaction and how many records have been loaded/entered for each transaction.
- **Transactions By Serial Number Report:** This report lists all the transactions that have taken place for a given serial number.
- **Transfer Order Status Report:** This report lists the statuses of transfer orders.
- **Void Tag Sheet Report:** This report prints a listing of all inventory tags/sheets that are voided.

### Mexico Localization

- **Mexican VAT AR/AP Transferred Report:** Use this form to generate accounts receivable and accounts payable VAT transferred records reports.
- **Mexican DIOT Report:** Use this form to generate a Declaración Informativa de Operaciones con Terceros for regular and exceptional transactions.
- **Mexican IETU Report:** Use this form to generate IETU reports.

### Production

- **Barcoded Employee Badges Report:** Use this report to print employee badges with barcodes on them
- **Barcoded Item Labels Report:** This report prints labels that contain: item number, item number in barcode format, item description, and optionally, the lot number in numeric format or in barcode format
- **Barcoded Resources Report:** This report prints bar coded machine IDs for a given resource group or a range of resource groups.
- **Consolidated Job Cost Report:** This report provides a cost summary for related jobs that have the same primary job number.
- **Cumulative Production by Item Report:** This report lists all quantities and cumulative quantities for a selected range of items, schedule IDs and dates.
- **Current Job Cost Variance Report:** This report lists current WIP, variance, total cost, actual total cost, and standard total cost for jobs and co-product jobs.
- **Dispatch List Report :** Use this report to display demand assignments for a molding resource in the appropriate sequence.
- **Employee Variance Report:** Use this report to display the standard cost and variance for each selected employee.
- **Estimate Job Cost Detail Report:** This report lists the estimate jobs and their estimated costs.
- **Estimate Job Indented BOM Report:** This report provides a material list or bill of material for estimate jobs.
- **Estimate Job Routing Report:** This report lists the routing and associated material and text records for an estimate job.
- **Floor Stock Replenishment Report:** This report lists quantities needed to fill existing work center floor stock locations to cover the production requirements you specify. The report also lists requirements for consolidated materials for the jobs and production schedules you specify.
- **Indented Projected Job Cost to Complete Report:** This report displays level-zero jobs and their sub-jobs (indented) if the total job cost falls outside the specified variance.



- **Job BOM Report:** This report provides an indented material list, or bill of material, for a particular job.
- **Job Cost by Item Report:** This report lists the jobs on file by item number.
- **Job Cost Detail Breakout:** This report lists jobs and their material, labor, fixed overhead, variable overhead, and outside services costs.
- **Job Cost Detail Status Report:** This report lists jobs and their planned and actual costs through the last posted transaction.
- **Job Cost Variance Report:** This report prints the cost breakdown of the selected jobs.
- **Job Exception Report:** This report displays jobs and co-product jobs with costs outside a specified tolerance level. The summary display shows one line per job that is outside of tolerance. The detail display shows the labor and overhead of each operation and the cost of each material.
- **Job Materials Percentage Validation Report :** This report lists materials on a BOM that use the **Formula Material Weight %** setting and calculates the total for each BOM included in the report criteria. The report is used to validate the sum of the formula material weight percentages.
- **Job Operation Status Report:** This report lists jobs currently in the system.
- **Job Packet:** The Job Packet provides a complete packet of shop floor documents.
- **Job Transactions Report:** This report lists the job transactions currently on file.
- **Labor Analysis by Work Center Report:** This report displays the earned and approximate actual labor hours accumulated for a work center since the last time you ran the End of Period Costing activity.
- **Material Analysis by Work Center Report:** This report lists the earned and actual material costs that have accumulated for a work center since the last time you ran the End of Period Costing activity.
- **Material Availability Report:** This report calculates a rough estimate of how much time is required to manufacture an item, based on current material availability.
- **Past Due Job Operations Report:** This report lists all job operations scheduled to be completed but not completed as of a given date. Use this report to identify jobs that are behind schedule.
- **Past Due Jobs Report:** This report lists all jobs on file by their due date. Use this report for follow-up work on a particular job, and for identifying past-due jobs that must be expedited.
- **Pending Job Labor Transactions Report:** This report lists all pending job labor transactions based on the selection criteria.
- **Pending Material Transactions Report:** This report lists all pending material transactions based on the selection criteria.
- **Printing Estimate Worksheet Report :** Use this report to view the cost of an estimate line at its current quantity, then compare the cost of the same estimate line at up to four other, hypothetical quantities.
- **Production Cost by Work Center Report:** This report displays the total earned and actual amounts by work center for labor, material, variable and fixed overhead, and outside services.
- **Production Exceptions Report:** Use this report to display a range of demands that are late within the Days Late threshold you specify.
- **Production Schedule Earned Cost Report:** This report displays the accumulated costs from production schedule complete transactions where you have moved items into inventory.
- **Production Schedule Operation Status Report:** This report displays the status of all operations for all releases.
- **Production Schedule Report:** This report displays a summary of production schedules, sorted by production schedule number.

- **Production Schedule Routing Report:** This report displays the routing and bill of material for a production schedule and item combination.
- **Production Schedule Scrapped Report:** This report displays the scrap that has been reported from production schedule scrapped transactions.
- **Production Schedule Transaction Report:** This report displays all transactions that have taken place within the parameters set on the form.
- **Projected Item Completions by Resource/Resource Group Report - Scheduler:** Use this report to generate a list of the total quantity of items scheduled to be completed at a given resource or resource group on a given range of dates.
- **Projected Item Completions Report - Scheduler:** Use this report to view the total quantity of an item the Scheduling activity has projected to be completed within the range of dates you specify.
- **Projected Job Cost To Complete Report:** This report displays all incomplete jobs.
- **Resource Dispatch List Report:** Use this report to display the demand assignments for a resource (or for all resources in a group) in the sequence in which they should be performed on the shop floor.
- **Resource Final Queue Report:** Use this report to display a detailed listing of the loads waiting for a particular resource at the time the Scheduling activity ended.
- **Resource Group Dispatch List Report:** Use this report to display the demand assignments for a resource (or for all resources in a group) in the sequence in which they should be performed on the shop floor.
- **Resource Group Final Queue Report:** Use this report to display a detailed listing of the loads waiting for each resource in a particular resource group at the time the Scheduling activity ended.
- **Resource Group Summary Report:** Use this report form to list the totals of all resources that were scheduled from the selected resource groups during the last run of the Scheduler.
- **Resource Maintenance Schedule Report :** Use this form to generate a report detailing the maintenance requirements of your resources.
- **Resource Overall Equipment Effectiveness Report :** Use this form to generate a report detailing equipment effectiveness for the selected resource type.
- **Resource Summary Report:** Use this report form to print the totals for each resource that was scheduled in the last run of the Scheduler.
- **Scrap Analysis Report:** This report lists items reported as scrapped through posted job transactions for a range of items, product codes, and job dates.
- **Time and Attendance Log Transactions Report:** This report displays specified time and attendance log transactions from the Time and Attendance Log file.
- **Total WIP Value by Account Report:** This report provides financial analysis of work-in-process (WIP) inventory sorted by account number.
- **WIP Valuation Report:** This report provides a financial analysis of work-in-process (WIP) inventory.
- **Work Center Transactions Report:** This report tracks labor and machine hour transactions that have been reported against each work center.
- **Work Center Where Used Report:** This report lists all job operations currently scheduled through a particular work center.

### Project

- **Cost To Complete Log Report:** Use this report form to view a history of project costs organized by task and by cost code within task

- **Indented WBS Cost Report:** This report displays the actual cost, forecast cost, and percent complete of all levels of a work breakdown structure.
- **Invoice Milestone Progress Report:** This report summarizes the status of specified invoice milestones organized by project.
- **Nominated Invoice Milestones Report:** This report displays all nominated invoice milestones for a project or range of projects through an accounting period.
- **Nominated Revenue Milestones Report:** This report displays all nominated revenue milestones for a project or range of projects through an accounting period.
- **Print Project Advance Ship Notice:** Use this report form to print advance ship notices created in the **Project Advance Ship Notice** form.
- **Project Change Order Detail Report:** Use this form to generate a report to review changed projects. This report is only for project types that use project tracking.
- **Project Margin Analysis Report:** This report compares actual costs and revenues with projected costs and revenues for one or more projects.
- **Project Purchase Order Commitments Report:** This report shows all outstanding purchase order commitments for a selected range of projects, tasks and jobs, organized by project and task
- **Project Transactions Report:** This report shows transaction records for a range of projects and tasks.
- **Project Variances Report:** This report displays posted cost transactions for a range of projects and project tasks, comparing actual and budgeted costs.
- **Project WIP Valuation Report:** This report shows information about the work-in-process values of projects grouped by product code.
- **Project WIP Value by Account Report:** This report shows information about the work-in-process amounts in General Ledger accounts for projects.
- **Reprint Project Invoices:** Use this report form to reprint project invoices for a range of invoice numbers, invoice dates, projects, and customers.
- **Reprint Project Packing Slip:** Use this report form to reprint a specific packing slip that's associated with a project resource shipment.
- **Revenue Milestone Progress Report:** This report summarizes the status of specified revenue milestones, organized by project.
- **Unposted Project Labor Transactions Report:** This report shows transactions that were entered through the **Project Labor Transactions** form.
- **WBS Percent Complete Report:** This report displays the actual cost, forecast cost, and percent complete of each component of a work breakdown structure or a range of work breakdown structures.

## Service

- **Amortization Transaction by Account Report:** Use this report to preview or print existing records for the period and year specified. Filter by customer, reference number, invoice number, and account number.
- **Expense Reconciliation Report:** Use this form to preview or print a list of expenses based on the selected filters.
- **Incident Report:** Use this report to preview or print incident information based on the options and filter ranges you select.
- **Incident Time Analysis Report:** Use this report to preview or print a breakdown of the time that was spent to resolve incidents.

- **Indented Unit Configuration Report:** Use this form to generate a report that shows a unit configuration and all of the warranty information for the subcomponents of the unit.
- **Item Rental History Report:** Use this utility to generate a report listing contract lines for the selected range of units or item numbers.
- **Item Where Used Report:** Use this report to see where a particular item or serial number is used in the service configurations.
- **Miscellaneous Expense Report:** Use this report to preview or print a list of partner expenses based on the filters and options selected.
- **Outstanding Amortization by Account Report:** Use this report to preview or print existing records based on the selected options. Filter by customer, reference number, invoice number, and account number.
- **Partner Reimbursement Report:** Use this report to preview or print a list of partner reimbursements based on the selected filters and options.
- **Partner Schedule Report:** Use this utility to preview or print a partner schedule based on the filters and options selected.
- **Service Contract Renewal Listing Report:** Use this form to preview or print all contracts due for renewal for the Period and Year specified. Filter by Contract, Customer, and Item.
- **Service Contract Invoicing:** Use this form to process or reprint service contracts based on the filters and options you select.
- **Service Contract Profit Analysis Report:** Use this form to preview or print a report of the projected revenue from service contracts. Filter by contract, customer, and invoice date.
- **Service Contract Rental Agreement:** Use this form to produce the contract rental agreement for the selected customer and contract range.
- **Service Contract To Be Invoiced Report:** Use this utility to preview or print all of the service contracts that are eligible to be invoiced.
- **Service Order Automatic Generation Utility:** Use this utility to process the units from the selected range and determine if any planned maintenance needs to be performed.
- **Service Order Estimate Report:** Use this report form to preview or print SRO estimate information based on the filters and options selected.
- **Service Order Exchanges To Be Shipped Report:** Use this form to generate a list of the SRO loaners that are set to be shipped.
- **Service Order Inspection Report:** Use this form to generate output for one or more inspections.
- **Service Order Invoicing:** Use this form to print and post an invoice for the material, labor, and miscellaneous items that have been posted to a service request order.
- **Service Order Loaners To Be Shipped Report:** Use this form to generate a list of the SRO loaners that are set to be shipped.
- **Service Order Margin Report:** Use this form to preview or print a listing based on the filters and options selected.
- **Service Order On Hold Report:** Use this form to preview or print a listing of SROs with a current status of 'Hold' based on the range of filter options selected.
- **Service Order Operation Code Cost Report:** Use this form to preview or print a list of the costs for SRO operation codes.
- **Service Order Outstanding Exchanges Report:** Use this form to generate a list of the SRO loaners that are set to be shipped.
- **Service Order Packing Slip:** Use this form to preview or print packing slips for items to be shipped for Service Request Orders.
- **Service Order Picklist Report:** Use this form to preview or print pick lists for SROs.

- **Service Order Planned Material Requirement Report:** Use this form to preview or print an output listing based on the options and filters selected.
- **Service Order Planned vs. Actual Report:** Use this report to compare the actual extended prices/costs of all SRO transactions.
- **Service Order Shipment Listing:** Use this form to preview the shipment list for items to be shipped for SROs.
- **Service Order Status Report:** Use this form to preview or print a list of SRO statuses and/or bill statuses based on the filters selected.
- **Service Order To Be Invoiced Report:** On this report, you can preview or print a listing of all the SROs that are eligible to be invoiced.
- **Service Order Transaction Posting:** Use this form to post SRO transactions in batches, and to place them on the background queue.
- **Service Order WIP Valuation Report:** Use this form to preview or print a list of the amount of WIP that has been issued, relieved, and remains for the defined range of SRO operations.
- **Service Order Work Order Report:** Use this form to preview or print a list of transaction information for a range of SROs.
- **Service Reason/Resolution Search:** Use this form to look for specific incidents or SROs.
- **Unified Transaction Report:** Use this form to preview or print a list of partner transaction activity.
- **Warranty Expiration Report:** Use this form to preview or print a list of expired warranties based on the date range and item filters selected.

### System

- **Database Schema Report:** This report lists a specified range of the database schema.
- **Quick Dictionary Report:** This report shows the definitions of each class and all the user fields that belong to the class, along with their field names, data types, and descriptions.
- **System Diagnostic Report:** The purpose of this form is to create a system diagnostic report so you can attach it to an incident for Technical Support.
- **User Authorization Report:** Use this report to list, for each user ID: user login status, whether the user is a Super User, editing permissions (site developer, user, etc.), authorization groups to which the user belongs, license modules to which the user belongs, user authorizations for forms, form components, and IDOs, with the allowed explicit account rights (Delete, Edit, Execute, etc.), row authorizations and filters for IDOs that apply to the user, group authorizations for forms, form components, and IDOs, with the account rights that the user inherits from the group, and specific forms and IDOs included in the license modules to which the user belongs.
- **User Class Report:** This report shows the definitions of the classes within the range of classes you select.
- **User Fields Report:** This report shows the definitions of the user fields, with their graphical properties, that are associated with the classes within the range you select.
- **User Index Report:** This report shows the definitions of the indexes associated with the classes within the range you select.

### Thailand Localization

- **Currency Revaluation Report:** Use this form to view the A/P and A/R Currency Revaluation Report for internal and external audit.

- **Input VAT Report:** Use this form to print a report that shows the invoice summary, tax detail, and company information.
- **THAI A/P Posted Payment Transaction Report :** Use this form to reprint posted petty cash transaction reports.
- **Withholding Tax Certificate Report:** Use this form to print withheld tax information, vendor information, and invoice details for unposted payments.
- **Withholding Tax Details Report:** Use this form to print the Withholding Tax Details Report, which includes withheld tax information, vendor information, and invoice details for unposted payments.

## Vendor

- **Builder Purchase Order Report:** Use this form to print purchase orders that were created with the **Purchase Order Builder** form.
- **Change Order Detail Report:** The Change Order Detail Report lists all specified PO change orders for a given range of vendors.
- **Change Order Report:** Use the **Change Order Report** to create change orders.
- **Goods Receiving Note Report:** Use the Goods Receiving Note Report form to print a report which shows GRN status and line information.
- **Inbound PO Acknowledgment Report:** Use this report to list the inbound electronic purchase orders that have been received and acknowledged.
- **Inbound Vendor Invoice Report:** Use this report to print a detailed list of the EDI vendor invoices you have received.
- **Inbound Vendor Ship Notice Report:** Use this report to print a detailed list of the EDI vendor shipments of which you have been notified electronically.
- **Inventory Consigned From Vendor Usage Report:** Use this form to produce a report detailing inventory activity and recommended replenishment quantities for a given vendor and consignment warehouse.
- **Landed Cost Variance Report:** This report shows landed cost variances by PO and PO line - that is, in summary total and with breakdown by line.
- **Letters Of Credit By Vendor Report:** This report allows you to print out all outstanding letters of credit for one vendor or a group of vendors.
- **Mailing Labels:** This report prints mailing labels for a range of customers, employees or vendors.
- **Outbound Planning Schedule Report:** Use this report to review and verify outgoing planning schedules before sending them electronically.
- **Outbound Purchase Order Report:** Use this report to review and verify outgoing EDI purchase orders before sending them electronically.
- **Outbound Shipping Schedule Report:** Use this report to print a detailed list of the shipping schedules you have sent to a vendor.
- **Past Due Purchase Order Report:** This report prints each past due purchase order, followed by its line/releases that have caused the past due status, for the range indicated.
- **PO Funds Committed Report:** This report shows the cost of all purchase orders for a selected range of orders and lines, vendors, order dates, vendor orders, items, vendor items, line/release due dates, last received dates, and currency codes.
- **PO Requisition Report:** This report lists detailed information about purchase order requisitions.
- **PO Voucher Register By Account:** This report lists vouchers, posted from Purchasing, that are currently in the system.

- **Purchase Order History By Vendor Report:** This report lists purchase orders in PO History by vendor number for the selected range of vendors, purchase orders, order dates, vendor orders, items numbers, vendor item numbers, due dates, last received dates, and warehouses.
- **Purchase Order:** This report prints all purchase orders in the specified range.
- **Purchase Order Status Report:** This report prints the purchase order status and the associated line/releases for each purchase order in a specified range.
- **Purchase Order Variance By Item Report:** This report prints each item that is contained in one or more purchase orders.
- **Purchase Requirements Report:** This report displays every item from **Items** for which an order should be placed to prevent the on hand quantity from going below safety stock.
- **Purchase Requisition:** This report produces a hard copy of requisitions. You can print them for a range of requisitions, lines, due dates, and vendors.
- **Recent Purchases Report:** This report provides historical information to support purchasing decisions.
- **Reprint Vendor Packing Slip Report:** Use this form to view the output for previously generated vendor packing slips.
- **Requisition/PO Comparison Report:** This report shows which requisitions are cross referenced to purchase orders.
- **Vendor ASN Reconciliation Report:** Use this report to verify shipping information from the vendor.
- **Vendor Interactions Report:** This report prints a report of all communications between the vendor and the company.
- **Vendor Packing Slip:** Use this form to print packing slips or pre-ship packing slips for a specified range of purchase orders or RMAs.
- **Vendor To Be Shipped Report:** Use this form to produce a list of all return material authorizations and purchase order line items that are ready to be shipped, based on the options you select.
- **Vouchers Payable Report:** Use this report to show purchase orders that have been received but not yet vouchered, including to-be-vouchered POs and POs with cost variances.